



312 S. Wilson Street • Paris, Tennessee 38242
(731) 644-7365 • www.tcatparis.edu

NEED MORE INFO?

Please fill out the form below and send this back to us at the address above. We will be more than happy to answer any questions and appreciate your feedback.

NAME _____

ADDRESS _____
Street City State

EMAIL _____

I would like more information on:

- ☐ Administrative Office Technology
- ☐ Collision Repair
- ☐ Computer Information Technology
- ☐ Cosmetology
- ☐ Early Childhood Education
- ☐ General Metals
- ☐ Health Information Technology
- ☐ Industrial Maintenance
- ☐ Machine Tool Technology
- ☐ Motorcycle/ATV Repair
- ☐ Patient Care Technician
- ☐ Practical Nursing
- ☐ Residential Building Maintenance
- ☐ Other: _____

Additional Comments/Concerns:

www.tcatparis.edu

ADMISSION REQUIREMENTS

Any person who is 18 years of age or a high school graduate and has a job objective may apply for admission to the College. Application forms can be obtained at the College. It is recommended that the financial aid application process be initiated at the time application for admission is made.

Admission into the Cosmetology program requires each applicant to have completed and passed the 10th grade or scored at least 450 on the GED/HSE. A high school/GED/HSE transcript must be provided upon application.

The State Board of Nursing mandates that for admission into the Practical Nursing program, each applicant must have a high school diploma or have successfully passed the GED/HSE and scored a minimum of 80 in reading and 50 in Math on the Compass test. Practical Nursing and Patient Care enrollees will be required to undergo drug screening and fingerprinting for a criminal background check.

As determined by the Tennessee Department of Human Services, individuals who are employed in Early Childhood Education must hold a high school diploma/GED/HSE and undergo fingerprinting for a criminal background check. Students with a criminal record will not be allowed to progress in the program.

High school enrollment is accomplished through a contractual arrangement between the Technology College and the local education agencies.

Administrative Office Technology is available online. Visit www.RODP.org for more information on online offerings.

ADMISSION PROCEDURES

1. Contact the Tennessee College of Applied Technology at Paris to obtain information and an application form.
 2. Discuss primary objectives with the Student Services and Financial Aid Departments (obtain financial aid application).
 3. Complete an application and file it with the Student Services Department or complete our on-line application. Foreign students must present proof of permanent residency in the U.S.
 4. Submit a high school/GED/HSE transcript.
 5. Provide proof of MMR (measles, mumps, rubella) and varicella vaccinations. Exemptions may apply.
 6. Once all of the above requirements are turned in, the application is added to the waiting list.
 7. Report to the Student Services Office on the day and time assigned for pre-enrollment and orientation.
 8. Enroll at the appointed time on registration day and pay fees.
- Applicants who fail to complete a pre-enrollment orientation will be put on inactive status. The application may be re-activated by completing the admission process.

FINANCIAL AID

The Tennessee College of Applied Technology at Paris believes that no qualified student who demonstrates a financial need should be denied the opportunity of an education. The current financial aid programs are as follows:

1. Federal Pell Grant
2. Tennessee Student Assistance Award
3. Workforce Investment Act (WIA)
4. Tennessee Department of Vocational Rehabilitation
5. Veterans Assistance
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Wilder-Naifeh Technical Skills Grant
8. Federal College Work-Study Program
9. Scholarship Fund

Information regarding available sources of financial aid and application procedures may be obtained by contacting the Financial Aid Counselor at the Student Services Office.

FEES

All full-time students enrolling will pay a maintenance fee of \$1,065, student activity fee of \$10 and a technology fee of \$67 per term. Most areas of training typically require 3 to 5 terms to complete. Practical Nursing and General Metals students will pay an additional \$100 academic fee per term. Fees must be paid during registration before a student will be officially admitted to class. Maintenance fees may not be waived.

All students must provide the following as required by the area of training in which enrolled.

1. Texts, workbooks, paper and pencils.
 2. Uniforms, safety glasses and other personal items as required by specific occupational areas.
- Costs will vary according to the program. Contact the school for exact amounts.

SCHEDULE OF CLASSES

Full-time preparatory classes meet six hours daily typically from 8:00 a.m. to 2:30 p.m. Each area of training generally requires approximately 12 to 20 months to complete. Some students may develop sufficient skill and knowledge to become employable in a shorter period of time than others.

ALSO AVAILABLE:

Specialized Training for Business & Industry
Part-Time Schedules
Supplemental Evening Classes

Enrollment Dates

Applicants are notified of enrollment dates as vacancies occur in the area of training desired.

Certificates and Awards

The Tennessee State Board of Regents awards diplomas and certificates, as appropriate, to all persons completing training. A record of the trainees' progress is kept on file and is available to prospective employers.

Where To Apply

Application may be made in person at the Tennessee College of Applied Technology, W.J. Neese Campus, 312 S. Wilson St., Paris, TN 38242.
Tel: (731) 644-7365 or at our website www.tcatparis.edu

The Tennessee Colleges of Applied Technology continue to serve as the premier providers for workforce development throughout the State of Tennessee.

The College fulfills this mission by:

- Providing competency-based training through various types of instructional delivery systems of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents, thereby contributing to the economic and community development of our service area.



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Visit us at www.tcatparis.edu

For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.tcatparis.edu.

TCAT-Paris is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Director, 312 S. Wilson Street, Paris, TN 38242, 731-644-7365, willie.huffman@tcatparis.edu. Additionally, the Student Services Coordinator, who serves as Title IX Coordinator, is designated to monitor and oversee Title IX complaints, may be contacted at: 312 S. Wilson Street, Paris, Tennessee 38242, 731-644-7365, jan.latimer@tcatparis.edu or at <http://www.tcatparis.edu/student-handbook>.



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
PARIS

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A Tennessee Board of Regents Institution
Accredited By Council On Occupational Education

PROGRAM OFFERINGS



ADMINISTRATIVE OFFICE TECHNOLOGY

The mission of the AOT program is to prepare students for success in the computerized office through technical training in the proper office procedures and the latest software applications, as well as to ingrain in them the proper ethics and attitudes necessary to succeed in a working environment. Training is aligned with Microsoft Office Specialist (MOS) certification objectives and certification will be encouraged/HSE. Students in this course can pursue a diploma as either an Administrative Assistant or an Accounting Assistant. Graduates may be employed as: Receptionists, Front Desk Associates, Customer Service Representatives, Sales Representatives, Administrative Assistants, Accounting Clerks, Account Receivable Agents and many other entry-level clerical positions. *Estimated course length for a diploma is 12 months.*

COLLISION REPAIR provides the student with instructional theory and techniques necessary to become proficient as an entry level combination Body and Paint Technician. Occupational health, safety, and hazardous materials handling along with OSHA and EPA guidelines are incorporated into the training. The students will begin with assessing damage and estimate writing and will progress from minor dents through major panel replacement. Complete vehicle refinishing including clearcoat paint jobs will round out the students learning, along with the principles of frame repair. *Estimated course length for a diploma is 20 months.*



COMPUTER INFORMATION TECHNOLOGY

The mission of the Computer Information Technology Program is to prepare and develop students so they can acquire and retain employment in the computer or networking field upon graduation. This course is designed to provide instruction in the basics of computer use, maintenance, repair, and networking in the business world. Instruction will include application software as well as Apple and Microsoft operating systems. Instruction will include the use of the Internet, how to troubleshoot modern PC and Apple hardware, and training networking skills. A high degree of hands-on and real world experiences will help prepare the student for entry level employment in the IT/computer-related industry. *Estimated course length for a diploma is 20 months.*



COSMETOLOGY helps students learn a variety of beauty treatments including the care and beautification of hair, the complexion and hands. Instruction is provided through classroom and "hands on" learning. For those planning to pursue a career in Cosmetology, graduates may expect to enter a growing service-oriented profession where they can set their own hours, even own their own business. This program provides the knowledge to take the state licensing examination. *Estimated course length for a diploma is 14 months.*

EARLY CHILDHOOD EDUCATION prepares students to care for children in a birth through age eight school setting. The goal of this program is to provide students with thorough academic instruction to gain the education necessary to become an assistant or, in some cases, a lead teacher in child care programs. Each student will gain valuable practical experience as an intern working directly with young children. With the increasing demand for quality child care, this program gives students the opportunity to successfully enter a growing profession. In addition to the 12-month curriculum, an option is available to obtain the Child Development Associate (CDA) credential for those individuals already employed in the field. *Estimated course length for a diploma is 12 months and CDA curriculum is 4 months.*



GENERAL METALS acquaints the student with technical knowledge and develops certain skills in areas such as sheet metal fabrication, blueprint reading and welding. Students will experience many aspects of welding techniques using GMAW, SMAW and GTAW processes. The skills learned in this program give graduates a competitive edge in the labor market. *Estimated course length for a diploma is 12 months.*



HEALTH INFORMATION TECHNOLOGY provides the framework to describe the complete management of health information across computerized systems and its secure exchange between consumers, providers, government and quality entities and insurers. Students have the opportunity to study and experience hands-on training with today's advanced electronic health records software and develop the computer skills needed for the modern medical office. Each student will have the opportunity to learn medical coding and insurance billing as well as basic office skills. *Estimated course length for a diploma is 12 months.*



INDUSTRIAL MAINTENANCE is designed to provide students with the technical knowledge and skills to enter the field as an industrial maintenance technician. Training areas include machine set up, fluid power systems, motor controls, PLC's, and robotics and other skill areas essential for a career in the maintenance of automated industrial systems. *Estimated course length for a diploma is 16 months.*



MACHINE TOOL TECHNOLOGY teaches the skills necessary for successful entry-level employment in the machine tool industry. Blue print reading, benchwork, power saws, drill press, grinding, lathes, mill and computer numerical control machines are covered. Talent in working with your hands and mechanical ability is helpful. Actual on-the-job work experience is available through our cooperative education program for students who meet specific requirements. *Estimated course length for a diploma is 20 months.*



MOTORCYCLE/ATV REPAIR: The aim of this course is to provide trainees with a thorough understanding of the methods of servicing and repairing motorcycles and all terrain vehicles. Training also includes learning to make proper diagnosis using test equipment, hand tools, special equipment, precision measuring tools, service manuals and specifications. *Estimated course length for a diploma is 12 months.*



PATIENT CARE TECHNICIAN: The PCT program provides students with a quality education within a positive learning environment to assist nurses in providing quality care to patients while meeting a growing demand for qualified healthcare providers. In addition to nursing assistant curriculum, the students also gain working knowledge in patient records, phlebotomy and electrocardiography. There are two exit levels in the PCT program. The students will meet certificate requirements of the Certified Nurse Assistant in the State of Tennessee. *Estimated course length for a diploma is eight months.*

PRACTICAL NURSING prepares the student for employment in the nursing profession. To complete this program, twelve months of intensive study is required. The student will learn both the skills and principles required to care for individuals throughout the life cycle. After successfully completing the Practical Nursing licensing examination, most Practical Nurses work in hospitals, nursing homes, home health services, clinics, doctor's offices, and similar establishments. Classes also available in Dresden & Camden. *Estimated course length for a diploma is 12 months. Part-time is 20 months.*



RESIDENTIAL BUILDING MAINTENANCE is designed to prepare students to apply technical knowledge and skills in plumbing, electrical and carpentry, to keep a building functioning and to service a variety of structures. Building maintenance workers have opportunities for employment in the repair/maintenance of residential and commercial buildings such as homes, apartments, schools or government buildings. *Estimated course length for a diploma is 12 months.*

