



Tennessee Technology Center at Memphis

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**SCHOOL CATALOG
2009-2010**

TENNESSEE TECHNOLOGY CENTER AT MEMPHIS

Tennessee Technology Center at Memphis (TTCM) is one of 46 institutions in the Tennessee Board of Regents (TBR) system, the seventh largest system of higher education in the nation. The TBR is the governing board for this system which comprises 6 universities, 13 community colleges, and 27 technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

The provisions of this catalog constitute a contract between TTCM and a student who commences any program of study as it relates to the certificate or diploma requirements for that program during the effective period of this catalog. The certificate or diploma requirements are subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to completion by the student.

The remaining provisions of this catalog reflect the general nature of and conditions concerning the educational services of the school in effect at this time, but do not constitute a contract or otherwise binding commitment between the school and the student. Any fees, charges or costs, and all academic regulations set forth in this catalog are subject to change at any time, and all courses, programs, and activities described in this catalog are subject to cancellation or termination by the school or the TBR at any time.

TTCM provides the opportunity for students to increase their knowledge by making available programs of instruction in the various disciplines through faculty, who are, in the opinion of the school, trained and qualified for teaching at the postsecondary level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques for any course or program. As a result, the school does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills or will be able to successfully pass or complete any examination for any course, certificate, or diploma.

The school reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Current information regarding admission requirements, program diploma requirements, and fees may be obtained from the Student Personnel Services Office.

Privacy Right Act of Parents and Students

Public Law 93-380

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the school will maintain the confidentiality of student educational records. Tennessee Technology Center at Memphis accords all the rights under the law to its students. Visit the FERPA website at www.ferpa.gov.

Policy on Affirmative Action

Title VI/Title IX/Section 504

American Disabilities Act of 1990, Public Law 101-336

TTCM is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, religion, national origin, age, disability, or veteran status.

Security Information

In accordance with the Tennessee College and University Security Information Act of 1989, the Student Right-To-Know and Campus Security Act, TTCM has prepared a report containing campus security policies and procedures, as well as data on campus crimes and other related information. Data is available on the website at www.ttcmemphis.edu.

Drug-Free Campus and Workplace

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, TTCM's policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs "controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property.

CONTENTS

Organization & History	6
Mission	6
Instructor Qualifications	6
Physical Facilities	6
Advisory Committees	7
Academic Calendar	7
Admission Requirements	7
Expenses & Fees	9
Refund Policy	10
Student Personnel Services	11
FERPA	15
Financial Assistance	11
Financial Aid Programs	17
Student Insurance	18
Placement	19
Follow-up	19
Completion Requirements	19
Progress	20
Transcripts	20
Grading Scale	20
Attendance	20
Transfer Policy	21
Traffic and Parking Rules	21
Safety	21
Electronic Devices	21
Student Conduct	22
Grievance Procedures	26
Continuing Programs	26
Cooperative Education	26
Non-Continuing Supplemental Programs	26
Special Industry & Supplemental Programs	27
Technology Foundations	27
Accreditation	27
Administration and Staff	28
Faculty	29
Instructional Programs	33

GOVERNANCE

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ORGANIZATION

The school is governed by the Tennessee Board of Regents (TBR) and is accredited by the Council on Occupational Education. Individual program accreditation includes the American Dental Association, Committee on Allied Education Accreditation of the American Medical Association, Federal Aviation Administration, National Automotive Technicians Education Foundation, Inc., Tennessee Board of Barbering, Tennessee Board of Cosmetology, and the Tennessee Board of Nursing. TTCM has course approval for training by the Immigration and Naturalization Service, Veterans Administration and Vocational Rehabilitation.

HISTORY

Established as a statewide system by the enactment of the Legislature during the 1963 General Assembly, TTCM operates under the TBR. Presently, there are 26 technology centers in the state which offer occupational training.

TTCM began operation in 1963. Classes were held at Tech and Humes High School until June, 1964, when they were moved into a new facility located on a 14-acre site at 620 Mosby Avenue. The Aviation Campus opened in 1970 on a four-acre site at Memphis International Airport. The Shelby-Mosby Building was opened in 1977, increasing the existing facility by approximately one third. On July 1, 1983, TTCM became part of the State University and Community College System governed by the TBR. The school is designed to serve citizens from a broad geographical area.

MISSION

The Tennessee Technology Centers continue to serve as the premier providers for workforce development throughout the State of Tennessee. The centers fulfill the mission by:

- Providing competency-based training through various types of instructional delivery systems (online, video, etc.) 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 of Tennessee, thereby contributing to the economic and community development of the communities we serve.

INSTRUCTOR QUALIFICATIONS

Instructors at TTCM must meet a minimum requirement of at least three years of experience and formal training in the area in which they instruct. Each instructor, in addition to prior experience and training, is involved in continuing education to ensure that they are knowledgeable in the latest technology relevant to their respective programs. Allied Health and Aviation instructors must hold current certifications or licensure in their profession.

PHYSICAL FACILITIES

TTCM has two campuses. The main campus is located in the downtown area at

550 Alabama Avenue with 139,000 net square feet of educational space. The Aviation Center is located in the airport area at 3435 Tchulahoma Road with 49,000 net square feet of educational space.

ADVISORY COMMITTEES

Advisory Committees serve as a liaison between the school, business, and industry. Decisions on curriculum, equipment, instructional methods, and technology are made after considering the advice and recommendations made by advisory committee members.

THE ACADEMIC CALENDAR

TTCM operates year round with three enrollment periods. Fall trimester classes begin in September and continue through December with observance of Labor Day, Thanksgiving, and an extended Christmas break. The winter term begins in January and runs through April with observance of New Year's Day, Martin Luther King's birthday, Easter and a spring break. The summer term begins during the month of May and continues through August with observance of the Fourth of July and a summer break.

The school may extend the ending dates of periods of instruction at any time prior to or during the academic year due to extenuating circumstances beyond the reasonable control of the school, including severe weather, loss of utilities, or other closures by governing agencies. Actual calendar dates for 2009-2010 are available in the Student Personnel Services Office.

GENERAL ADMISSION REQUIREMENTS

TTCM is designed to prepare a student for a specific occupational objective. All applicants must have an employment objective before entering a program. Students must be at least 18 years of age or have a high school diploma or equivalent since most programs require a high school diploma. The enrollment of high school students requires a special agreement between TBR, the local board of education, and TTCM.

Prospective students are encouraged to apply at any time. Steps in making application are as follows:

1. The applicant must declare an occupational objective and demonstrate through testing and counseling reasonable potential for achieving that objective.
2. Apply to the Student Personnel Services Office and complete an enrollment application.
3. Complete the appropriate assessment for program choice.
4. Submit an official copy of high school transcript or GED scores if applicable.
5. Schedule an orientation date prior to enrollment.

Additional enrollment requirements for allied health programs, aircraft mechanics, and truck driver training are as follows:

Allied Health Programs

Due to the increasing demand for allied health professionals, the chances of being accepted in the desired program are better if a student applies early. Students are notified by mail of their acceptance into a program. Applicants must:

1. Complete Nurse Entrance Test (NET).
2. Furnish the school with two (2) work references or character references. Relatives are not considered acceptable references.
3. Submit the following required documents within the designated time frame:
 - High school and/or college transcript
 - Evidence of a recent physical examination by a licensed physician or nurse practitioner which indicates good health, freedom from communicable disease, and the physical and mental capacity of performing
 - Writing sample
 - Resume of work history

Student Services provides exact requirements for each program.

Criminal Background Checks

Criminal background checks may be a requirement at some affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of your program. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

Truck Driver Training

Applicants must:

1. Be at least 21 years of age (many companies require 23 years of age).
2. Pass the Certified Medical Exam required by the Department of Transportation.
3. Meet minimum requirements on KeyTraining Assessment
4. Hold a valid Tennessee or Mississippi Driver's license.
5. Submit a Motor Vehicle Report from the Tennessee Department of Safety or Mississippi Motor Vehicle Records Department indicating no more than two moving violations within the last three years, and no DUI or DWI convictions within the last five years.
6. Pass a substance abuse test conducted by the TTCM endorsed drug bank.
7. Submit a copy of their high school diploma or GED.
8. Submit to drug and alcohol testing.

Aircraft Mechanics & Avionics

1. Submit evidence of high school graduation or GED.
2. Must score the required skill level on the KeyTrain Assessment.

EXPENSES

Books and Supplies

Students enrolled in TTCM must purchase textbooks, tools, supplies, uniforms and other training materials as required by specific occupational areas. A complete cost sheet for each individual program may be obtained from the Student Personnel Services Office.

The institution accepts no responsibility for the loss of books, tools, supplies and/or equipment purchased by the student or its affiliated agency. Lockers are available for use during each enrollment period. Upon graduation, termination, suspension or voluntary withdrawal, all items must be identified and removed within two weeks. To purchase current program books available on-line visit the TTCM website at www.ttcmemphis.edu and follow the link on the home page to Follett.online.com.

FEES

Fee amounts are usually determined prior to the beginning of each school year in July. TTCM and TBR reserve the right to add, delete, or change fees for admission at any time without prior notice to the public.

TRIMESTER FEE SCHEDULE TBR approved - effective Fall, 2009

Hours	Fee	TAF	TOTAL
* 1-40	\$183.00	\$41.00	\$224.00
*41-80	\$247.00	\$41.00	\$288.00
*81-135	\$372.00	\$41.00	\$413.00
136-217	\$590.00	\$67.00	\$657.00
218-340	\$655.00	\$67.00	\$722.00
341-432	\$733.00	\$67.00	\$800.00

* The center has the option of charging \$2.50 per hour within this range.

Technology Access Fee effective Fall Trimester, 2009 - \$67.00.

Special Academic Fees:

Truck Driving - \$300.00 per trimester

Practical Nursing - \$100.00 per trimester

Welding - \$100.00 per trimester

Full-Time Student Fees

All students will pay a trimester maintenance and technology access fee before they are officially admitted to class. Students enrolling or completing between trimester beginning and ending dates will pay a prorated fee for that trimester, based upon the current fee schedule.

Part-Time Student Fees

Students enrolled in short-term, part-time or supplemental programs (less than

432 hours) will be assessed fees based on the length (number of hours) of the program in which they are enrolled. Part-time students must adhere to the same payment policy as full-time students.

FEDERAL REFUND POLICIES

The Higher Education Act defines a “fair and equitable refund policy” as one that provides for a refund in an amount of at least the largest of the amounts provided under:

1. Requirements of applicable State Policy
2. Requirements established by the institution’s nationally recognized accrediting agency and approved by the Secretary or
3. Pro-rata refund calculation.

TTCM REFUND OF MAINTENANCE FEES POLICY

A. Eligibility for Refunds

1. Change in full-time student’s schedule which results in reclassification to a part-time student.
2. Change in a part-time student’s schedule which results in a class load of fewer hours.
3. Voluntary withdrawal from school.
4. Cancellation of a class by the school.
5. Death of the student.

*Students administratively dismissed will not be eligible for refunds.

B. Full Refunds

1. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
2. 100% of fees will be refunded in the case of death of the student during the term.

C. Partial Refunds

A student may receive a partial refund if one of the following applies:

1. A refund of 75% may be allowed if a student withdraws within the first 10% of the scheduled class hours.
2. A refund of 50% may be allowed if a student withdraws within the first 20% of the scheduled class hours.
3. No refunds will be permitted after 20% of the scheduled class hours have been completed.

To receive a refund, a student must meet refund criteria and complete withdrawal paperwork in the Student Personnel Services Department. The refund will be processed within 45 days.

* REFUNDS WILL NOT BE MADE AFTER THE FIRST OFFICIAL DAY OF CLASS WHEN THE MINIMUM FEE IS COLLECTED.

* REFUNDS WILL NOT BE GIVEN FOR TECHNOLOGY ACCESS FEES.

DISHONORED CHECKS

Checks tendered in payment of fees are normally deposited immediately by the Center and should be drawn only against accounts with sufficient balances. Every effort will be made to collect on checks dishonored for any reason. A fee of \$20.00 will be charged for each dishonored check. Dishonored checks may result in administrative dismissal. All student records are held until payment is received in full.

A STUDENT IS NOT REGISTERED UNTIL ALL FEES ARE PAID IN FULL.

STUDENT PERSONNEL SERVICES

Student Personnel Services activities include recruitment, enrollment, vocational counseling, financial aid administration, and placement and follow-up coordination. Since the students come from varied backgrounds, the counselors are cognizant of the need to recognize individual differences.

TTCM is designed to train each student for a specific vocational objective; therefore, it is important that a realistic vocational selection be made based upon the student's interests, aptitudes, and abilities.

COUNSELING SERVICES

The counseling staff helps students to identify and apply for admission to TTC-Memphis that are well suited to their interests, abilities and aspirations. It is expected that through self-evaluation and extensive research, students will be able to reach thoughtful and appropriate decisions regarding their future education. Counselor and Advisor Roles

- Help students make good educational choices
- Serve as a liaison to the business representatives, other post secondary institutions,
- Advocate strongly for our students

The staff also conducts programs and hosts advising seminars for students and their families to educate them about the many different pieces of the admissions puzzle, from assessment testing through the completion of applications.

ACADEMIC ADVISING

Academic Advising may be defined as consulting with students on a group or individual basis for the purpose of providing guidance and advice concerning academic, professional, and personal growth.

Advisors are expected to:

- assist students in their consideration and clarification of educational goals, assist students in developing a plan of study consistent with their goals and objectives,

- provide accurate information to students,
- be knowledgeable about programs, resources, policies and procedures,
- be appropriately available to students,
- provide timely attention to academic advising matters,
- assist students in evaluation and re-evaluation of progress toward established goals and educational plans, and
- make referrals to resources within and outside of the institution as appropriate.

Advising may include but is not limited to:

- service as an academic advisor,
- sponsoring or advising student groups in academic related activities,
- mentoring students, and/or
- advising students and providing letters of recommendation regarding graduate study and/or employment.

STUDENT CONDUCT

TENNESSEE BOARD OF REGENTS INSTITUTIONAL STUDENT DISCIPLINARY RULES CHAPTER 0240-3-21 (JANUARY 2008 REVISIONS) TENNESSEE TECHNOLOGY CENTERS

0240-3-21-.01 INSTITUTION POLICY STATEMENT.

(1) Students enrolled in postsecondary educational institutions and schools are citizens of the state, local and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution or school of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution or school and the community which it seeks to serve, the Tennessee Board of Regents has authorized the directors of the Tennessee Technology Centers under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the Tennessee Technology Centers and their educational environment.

(2) Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following regulations which are intended to govern student conduct on the several campuses under its jurisdiction and which regulations may be expanded or supplemented by each school subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the school's pursuit of its educational objectives, the schools may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the School whether or not such conduct is simultaneously violative of state, local or national laws.

Authority: *T.C.A §49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 39, 1986. Amendment filed November 26, 1997; effective March 30, 1998.*

0240-3-21-.02 DISCIPLINARY OFFENSES.

(1) Generally, through appropriate due process procedures, school disciplinary measures shall be imposed for conduct which adversely affects the school's pursuit of its educational objectives which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on school or school controlled property.

(2) Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:

(a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well being, including any physical abuse or immediate threat of abuse;

- (b) Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- (c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
- (d) Obstruction of or interference with school activities or facilities. Any intentional interference with or obstruction of any school activity, program, event, or facilities, including the following:
 - 1. Any authorized occupancy of school or school controlled facilities or blockage of access to or from such facilities.
 - 2. Interference with the right of any school member or other authorized person to gain access to any school or school controlled activity, program, event or facilities.
 - 3. Any obstruction or delay of a campus security officer or any school official in the performance of his/her duty.
- (e) Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or authorized use of property belonging to the school including, but not limited to, fire alarms, fire equipment, elevators, telephones, school keys, computer resources, library materials and/or safety devices: and any such act against a member of the school community or a guest of the school;
- (f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or sale of school property or any such act against a member of the school community or a guest of the school;
- (g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of school documents, forms, records of identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission enrollment or status in the school;
- (h) Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind is prohibited;
- (i) Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
- (j) Alcohol. The use, possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the school, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.

- (k) **Drugs.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or “over-the-counter” drugs on property owned or controlled by the school, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.
- (l) **Gambling.** Gambling in any form;
- (m) **Financial responsibility.** Failure to meet financial responsibilities to the school promptly, including, but not limited to, passing a worthless check or money order in payment to the school or to a member of the school community acting in an official capacity;
- (n) **Unacceptable conduct in hearings.** Any conduct at a school hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- (o) **Failure to cooperate with school officials.** Failure to comply with directions of school officials acting in the performance of their duties;
- (p) **Violation of general rules and regulations.** Any violation of the general rules and regulations of the school as published in an official school publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- (q) **Attempts and aiding and abetting the commission of offenses.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of same action toward its commission);
- (r) **Violation of state or federal laws.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference. State laws prescribe a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.
- (s) **Litter.** Dispersing litter in any form onto the grounds or facilities of the campus.
- (t) **Public Intoxication.** Appearing on school owned or controlled property or at a school sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- (u) **Drug Paraphernalia.** The use or possession of equipment, products or materials which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.
- (v) **Financial Irresponsibility.** Failure to meet financial responsibilities to the school promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution.
- (w) **Academic Misconduct, Plagiarism, Cheating, Fabrication, or Facilitating of Such Act.** For purposes of this section, the following definitions apply:
 - 1. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images or works of another person as one’s own without proper acknowledgment.

2. Cheating. Using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

4. Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

(x) Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value.

(y) Sexual Misconduct. Sexual misconduct includes a sexual act or penetration which is accomplished by threat, coercion, use of restraint or force or any act where the respondent knows, or should have known, that the victim was unable or incapable of giving consent.

(3) Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on school owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any school activity or the missions, processes or functions of the school. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the school community.

(4) For the purposes of these regulations, a “student” shall mean any person who is registered for study in any Tennessee Technology Center of the state university and community college system of Tennessee for any academic period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the school.

Authority: T.C.A. §§49-7-123(a)(1) and 49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 20, 1996; effective March 28, 1997. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendments filed September 20, 2007; effective January 28, 2008.

0240-3-21-.03 ACADEMIC AND CLASSROOM CONDUCT.

(1) The instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the school. Extended or permanent exclusion can be effected only through appropriate procedures of the school.

(2) Plagiarism, cheating and the others form of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be

imposed through the regular school procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination, or to assign an “F” for the course.

- (a) If a student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

Authority: T.C.A. §49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 29, 1986.

0240-3-21-.04 DISCIPLINARY SANCTIONS.

(1) Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school official.

(2) Definition of Sanctions.

- (a) Restitution. A student who has committed an offense against property may be required to reimburse the school or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- (b) Warning. The appropriate school official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
- (c) Reprimand. A written reprimand, or censure, may be given any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is, in effect, being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student’s personnel record for period of one year.
- (d) Restriction. A restriction upon a student’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the school in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities for a maximum of one year.
- (e) Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- (f) Suspension. If a student is suspended, he/she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
- (g) Expulsion. Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student’s per-

manent record, and is a permanent bar to his or her readmission to the school.

- (h) Interim or summary suspension. Though as a general rule, the status of a student accused of violations of the regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well being of the accused, or of any other member of the school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

(3) The director of each technology center is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Authority: T.C.A. §49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed November 26, 1997; effective March 30, 1998.

DISCIPLINARY APPEAL PROCEDURES

A student who is subject to disciplinary proceedings based on charges of disciplinary offenses listed in the policy or academic misconduct (cheating, plagiarism, etc.) which could result in suspension or termination from the school has a right to an opportunity to hear the charges against her/him and have a meaningful opportunity to respond prior to such action being taken.

(1) Hearing Process. This process will include:

- (a) The right to an advisor of his/her choice. However, the advisor cannot actively participate in the hearing.
- (b) The right to question the complainant.
- (c) The right to present evidence in his/her behalf.
- (d) The right to call witnesses in his/her behalf.
- (e) The right to remain silent and have no inference to guilt drawn from such silence.
- (f) The right to cross examination.
- (g) The decision of the committee shall be final and may be appealed within five days to the Director. Any further appeal is limited by the terms of SBR Policy 1:02:11:00.
- (h) A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal. The student may also have a verbatim transcript made at his/her own expense.

(2) Pending the Hearing. Usually the student will attend classes and attend required school functions until a hearing is held and a decision is rendered. Exceptions to these are:

- (a) When a student's physical or emotional safety and well-being are endangered;
- (b) When the general safety and well-being of the faculty, staff or other school personnel are endangered;
- (c) When the orderly progression of the education objectives of the school may be disrupted;
- (d) When the school property is in jeopardy.

(3) Type of Hearing.

(a) TUAPA

The only cases which are subject to a Tennessee Uniform Administrative Procedures Act (TUAPA) hearing are those which may result in: (1) suspensions or expulsions of a student from the school for disciplinary offenses or (2) revocation of registration of an official student organization during the term of registration. Those cases are subject to the contested case provisions of the TUAPA and shall be processed in accordance with the Uniform Contested Case Procedures unless the student waives these procedures in writing and elects to have his/her case disposed of in accordance with the school procedures.

- (b) If a student waives his/her right to a TUAPA hearing, then he/she will be provided a hearing under applicable school procedures. A review committee shall be established which has the responsibility of reviewing the facts and making a decision regarding appropriate disposition of the case. The review committee will be designated by the Director and be composed of one (1) student representative, one (1) faculty member and two (2) non-faculty staff members. An alternate will be designated for any committee member who is personally involved in a particular case or who cannot otherwise be in attendance.
 1. A student appearing before the review committee will be given a written statement of the cause for dismissal and a time established for the hearing. The hearing must be scheduled within five school days.
 2. The review committee may request testimony from any employee or student who they feel may have information pertinent to the case in question. A student may request assistance from an advisor who is not acting as an advocate (attorney) but offering help in explaining procedures and charges.
 3. The review committee will make a decision based on the facts presented within five (5) school days from the date of hearing. The decision will be in writing. The decision will be transmitted to the Director.
 4. If the final decision results in suspension or termination, the student will be given a formal statement of the findings. This written statement shall contain clear information concerning the student's right to appeal this decision to the Director with procedures for obtaining the same.
 5. In any case, where the Director makes a decision which is adverse to the charge or claim of either party, the Director shall advise the person of any right of appeal provided by Board policy.

(4) Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and
- (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

(5) Informal Meetings

- (a) All other matters (i.e., absenteeism, failing grades, etc.) shall be dealt with informally by the Director, but do not involve a right to a hearing unless there is a violation of state or federal law.

Authority: T.C.A. §49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed June 28, 2005; effective October 28, 2005. Amendment filed September 20, 2007; effective January 28, 2008.

0240-3-21-.06 TRAFFIC AND PARKING RULES.

(1) Parking Regulations.

- (a) The school may require registration with the director's office for any motor vehicle that is driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. Additionally, the school may require such persons to purchase and display a parking permit or decal on their vehicles. Information concerning any such requirements will be available through the director's office.
- (b) Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, other employees, visitors, or any other persons authorized to use the school's facilities.
- (c) Inability to locate an authorized parking space on campus will not excuse improper parking.
- (d) Improper parking includes, but is not limited to, the following:
 - 1. Parking in unauthorized spaces or areas;
 - 2. Parking in driveways, sidewalks, intersections, or loading zones;
 - 3. Parking in any manner that blocks properly parked vehicles, such as "double-parking";
 - 4. Parking in spaces designated for use by disabled persons only;
 - 5. Parking within 15 feet of a fire hydrant.
- (e) Improperly parked vehicles may be towed at the owner's expense.
- (f) A special red decal will be issued to those persons eligible for "disabled" parking. The red decal must always be displayed on any vehicle parked in spaces designated for those with disabilities.

(3) Traffic Regulations.

- (a) The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to, the following:
 - 1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
 - 2. Observing the maximum speed limit posted on campus;
 - 3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind;

4. Obeying all traffic signs;
 5. Yielding right of way to all pedestrians at all times;
 6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the school's director or his/his designee.
 7. Refraining from littering from a vehicle.
- (b) A fine of \$200.00 shall be imposed for unauthorized parking in spaces designated for use by those with disabilities.
- (4) Penalties for violations of traffic and parking regulations.
- (a) The school may set and impose fines for violation of traffic and parking regulations. Information concerning fines will be available through the director's office.
 - (b) Violators may also be subject to disciplinary action in accordance with the system wide rule 0240-2-3-.02 governing student conduct and disciplinary sanctions.
 - (c) A citation for any traffic or parking violation may be appealed to the director or his/her designee in accordance with procedures established by the school.

Authority: T.C.A. §49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed November 26, 1997; effective March 30, 1998. Amendments filed September 20, 2007; effective January 28, 2008. January, 2008 (Revised)

FINANCIAL ASSISTANCE

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend school. All students are encouraged to apply for financial aid.

Yearly Application Process

Students who wish to receive financial aid should submit an application to the U.S. Department of Education or apply on-line at www.fafsa.ed.gov. Students must have a Student Aid Report (SAR) on file in the Financial Aid Office to receive financial aid. All aid recipients must be enrolled in a regular, eligible program and have all eligibility requirements for aid completed prior to disbursement. Please note that some students applying for financial aid may be required to verify the information submitted on the aid application. Students must be prepared to submit income documents to the Financial Aid Office. All requested documents must be submitted within 30 days of notification or a student may forfeit his/her eligibility to receive federal aid. Eligible students will be allowed to charge tuition and fees to their Federal Pell Grant Award or Wilder-Naifeh Grant Award.

Student Eligibility for Financial Aid

In order for a student to receive financial assistance from federal or state financial aid programs, he/she must:

1. Have a high school diploma, GED or be beyond the age of compulsory school attendance in Tennessee, and have the ability to benefit from the education or training offered. Students without a regular high school diploma or GED must establish the ability to Benefit from training by taking and passing an independently administered examination approved by the Secretary of the U.S. Department of Education.
2. Be enrolled as a regular student in an eligible program.
3. Be a U.S. citizen/national or an eligible non-citizen.
4. Show that he/she has need.
5. Make satisfactory progress in accordance with policy.
6. Not be in default on a Federal Perkins/National Direct Student Loan, any Federal Family Education Loan Program, Income Contingent Loan, or a Consolidated Loan and sign a statement to that effect.
7. Must not owe a refund on a Federal PELL Grant, Tennessee Student Grant, Wilder-Naifeh, or a Byrd Scholarship and sign a statement to that effect.
8. Have a signed statement or federal confirmation indicating that he/she has registered with the Selective Service or that he/she is not required to register.
9. Have a signed statement of educational purpose (saying that the student will use the money only for expenses related to attending the school.)

Note: A student must be currently enrolled at the time the financial aid administrator completes the certification roster. If a student withdraws from school prior to the certification roster being completed, the student is not eligible to receive the TSAA award for the term.

Wilder-Naifeh Technical Skills Grant (WNTSG)

The Wilder-Naifeh Technical Skills Grant is part of the Tennessee Education Lottery Scholarship program (TELS). The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee Technology Center. This program became effective for the fall term 2004.

Eligibility -

- * Must be a Tennessee resident one year prior to May 1st. State residency is determined using TBR pro-mulgated rules; TBR Rules 0240-2-2.
- * Must be a U.S. Citizen or permanent resident
- * Must be in compliance with Selective Service Requirements
- * Must be in compliance with federal drug-free rules and laws for receiving financial aid.
- * Must not be in default on a federal student loan
- * Must not owe a financial aid refund or overpayment
- * Must not be incarcerated.
- * Must meet the enrollment requirements for both the school and the program. (a high school diploma or GED is not necessary if not required for enrollment in the school or program.)
- * Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- * Must have never received the Tennessee HOPE scholarship or have completed a certificate or diploma program with the Wilder-Naifeh TSG.

Note: Students may enroll as full-time or part-time. There is no income limit for eligibility. A student with a bachelor's degree may be eligible to receive the WNTSG.

Retention of Wilder-Naifeh TSG -

- * Must continue to meet all eligibility requirements as stated above.
- * Must reapply each year using the FAFSA.
- * Must maintain continuous enrollment (unless a leave of absence is granted).
- * Must maintain satisfactory progress according to standards used for Title IV purposes. Students must meet grade and attendance requirements as well as the 150% timeframe requirements.
- * May receive the WNTSG for all coursework required for completion of the certificate or diploma program.
- * Maximum timeframe of five years from first disbursement.

Note: Once the student becomes ineligible for the WNTSG, the student shall not be eligible to regain the WNTSG for any reason.

WNTSG Award -

The maximum Wilder-Naifeh Technical Skills Grant award may vary from year to year. This amount is subject to availability of funds from the Tennessee Education Lottery Scholarship Program.

The WNTSG will be paid each term in the academic year. The amount of the award will be prorated based on the number of scheduled hours for each term.

Change in Status -

After the census date, students receiving a WNTSG award will normally not be allowed to change status during the term. The census date is defined as the first day of the term or the first day of the student's enrollment for the term.

A student may be allowed to change status from full-time to part-time during the term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship.

Students may change status between terms prior to the census date. However, approval for the change in status must be granted prior to registration.

If approved, the amount of any financial award, including WNTSG, being received will be adjusted based on the revised scheduled hours for the term. Any amount that the student owes for financial resources already received must be paid prior to the effective date of the change. The institutional refund policy will be applied to determine if a refund is due.

In the event that the Student Affairs Manager or Financial Aid Administrator denies a student's request to change status, the student has the right to appeal the decision to the Institutional Review Panel (IRP).

Transfer Students

Transfers between TTC's -

Students may transfer from one TTC to another TTC. Transfer students will retain eligibility to receive WNTSG funds as long as they continue to meet all the eligibility requirements. This includes both continuous enrollment and satisfactory progress. For purposes of determining eligibility for WNTSG, the students' satisfactory progress (grades, attendance and 150% timeframe for completion) will follow them to the transfer TTC.

Transfers between Programs at TTC's -

Students may transfer from one program to another at the same TTC and retain WNTSG eligibility as long as they maintain continuous enrollment and maintain satisfactory progress.

Leave of Absence (LOA)

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. A LOA may be approved for documented medical or personal reasons, such as serious extended illness of the student, serious extended illness or death of an immediate family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances that are beyond the student's control where continued enrollment creates a substantial hardship.

A student must submit a written request in advance for a leave of absence unless an unforeseen circumstance prevents the student from doing so. The student's signed

and dated request must include the reason for the request, beginning and ending dates for the leave and supporting documentation.

The student will be re-admitted as space is available upon completion of the LOA.

A leave of absence will not be granted for less than 9.7% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave.

If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IPR).

Military Mobilization of Eligible Students

Members of the United States Armed Services, National Guard, or Armed Forces Reserves receiving a Wilder-Naifeh Technical Skills Grant who are mobilized for active duty during a term that is already in progress shall be granted a personal leave of absence and shall not have their WNTSG eligibility negatively impacted.

The hours attempted during the term will not be taken into consideration for purposes of satisfactory progress for determining future Wilder-Naifeh Technical Skills Grant eligibility.

The students' Wilder-Naifeh Technical Skills Grant eligibility will resume as if no break in enrollment has occurred as long as the student re-enrolls within one year following their return from the mobilization.

A student whose spouse, child, or parent is mobilized for active duty may also request a personal leave of absence. The same provisions as above will apply in these situations.

A student must provide the Student Services Office with a copy of their military orders and complete a Leave of Absence request form.

Appeal and Exception Process for Wilder-Naifeh Technical Skills Grant

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals from decisions denying or revoking an applicant's Wilder-Naifeh Technical Skills Grant.

The following items are allowed for appeals:

1. Denial of Reinstatement of Eligibility due to lack of Satisfactory Academic Progress
2. Denial of a Change in Status request
3. Denial of a Leave of Absence request
4. Denial of Reinstatement of Eligibility after a Change in Grade
5. Denial of Reinstatement of Eligibility after the Grade for an incomplete course is reported

IRP Appeals Process and Timeline

Any student wishing to appeal to the IRP must provide a written appeal within five (5) calendar days of notification of denial.

Appeals of IRP's Decision

A student seeking an appeal of a decision rendered by the IRP shall request in

writing an appeal outlining the basis for the appeal with the Tennessee Student Assistance Corporation TELS Award Appeals Panel within fourteen (14) calendar days from the date the decision was delivered to the student.

Tennessee Student Assistance Corporation
TELS Award Appeal Panel
404 James Robertson Parkway, Suite 1950
Nashville, TN 37243

Student Rights Regarding Record Disclosure

The TTC at Memphis will follow all guidelines pertaining to FERPA regulations.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. * 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Further information in detail may be obtained at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

*Students who request hearings that involve a committee of faculty, staff and other students will be required to sign a form giving permission for applicable portions of their records to be available, if needed.

*Students who serve on hearing committees will be required to sign a confidentiality agreement (Provided by student services) prior to serving.

Satisfactory Progress and Attendance Requirements

- A. In order for students to maintain satisfactory progress they must:
1. Maintain at least a “C” or better average for each trimester of instruction.
 2. Complete 90.3% of the scheduled enrollment hours during each trimester. A full trimester is equal to 432 hours. The following calculation is an example of the 90.3% attendance requirement. (400 clock hours (x) 90.3% = 361 hours) In this example, a student enrolling for 400 hours during a trimester must attend 364 hours or face suspension.
 3. Adhere to standard attendance policy by not missing more than 9.7% of the scheduled enrollment hours during a trimester. The 9.7% rule is approximately 42 hours for students that enrolled for 432 hours during a trimester. The 9.7% rule will be applied to scheduled term hours for all part-time and full-time students enrolled for less than a full term. The following calculation is an example. (300 clock hours (x) 9.7% = 29 hours) In this example, a student can be absent 29 hours, additional time missed beyond 29 hours may result in suspension.
 4. Satisfactory progress will be evaluated at the end of each academic trimester. (Attendance, however, will be checked prior to the disbursement of any financial aid.)
- B. On the last day of the trimester the student’s grades and attendance will be evaluated. If the student fails to meet the academic and attendance requirements, he/she will not be eligible for aid the next term of attendance until satisfactory progress is re-established. If the student makes satisfactory progress during the next term of attendance, financial aid will be re-established for the subsequent disbursement period.

- C. **Withdrawal:** If a student's withdrawal results in the student not completing 90.3% of his/her scheduled hours for the academic term, the student will not be eligible for financial aid the subsequent term of attendance. If the withdrawal results in the student not completing 90.3% of his/her scheduled enrolled hours, and financial aid has been disbursed, it may result in a repayment of federal and state funds. Return of funds will be calculated according to the "Return of Title IV Aid Policy" (as outlined in the TTCM Financial Aid Handbook).
- D. **Check disbursement:** The check disbursement schedule is posted in the Student Personnel Services Office and in other high traffic locations on campus. Students who violate TTC's academic and attendance policy will not be eligible for any student financial assistance during the time of suspension. Students who have violated TTC's academic and attendance policy and are readmitted are ineligible for federal financial aid for the subsequent term and until such time as satisfactory academic progress/attendance has been re-established.
- E. **Time frames for Program Completion:** In order to assure that a student completes his/her program within a reasonable period, time frames for completions are established. Students may receive financial aid beyond the hours required for program completion with approval from the Financial Aid Coordinator. A request for a program extension must be made to the Financial Aid Coordinator in written form.
- F. **Change of Program:** A student may make only two program changes and still be eligible to receive financial aid. With each program change, the student will establish a new time frame for completion of the program. The student must complete an official change of program form and the appropriate officials must approve the form.
- G. **Appeals of Unsatisfactory Attendance**

Any student who wishes to appeal unsatisfactory attendance due to mitigating circumstances encountered during the term must submit his/her appeal request in writing to the Financial Aid Office within five days of notification of failure to make satisfactory attendance. Students appealing unsatisfactory attendance due to mitigating circumstances are responsible for documentation of all hours missed during the term. Federal regulations require that all financial aid appeals be in the form of a written request from the student.

FINANCIAL AID PROGRAMS

1. Federal PELL Grant is a federally funded program which provides grants to eligible students for post-secondary education and training. Grants are based on a federal formula which measures the student's ability and that of his/her family to meet educational expenses. These grants provide the foundation of financial aid to which other aid may be added; therefore, all students needing assistance are encouraged to apply for this grant.
2. Tennessee Student Assistance Award is available to undergraduate residents of Tennessee enrolled in an eligible Tennessee college or vocational-technical school. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Eligibility is based on financial need as determined by the Federal PELL Grant formula.
3. Tennessee Department of Vocational Rehabilitation provides funds for students who are physically or mentally impaired and can demonstrate that they may benefit from training. Students interested in Vocational Rehabilitation should contact the local Vocational Rehabilitation Office for more information.
4. Workforce Development Board (WIA & Dislocated Worker) is a federal program providing assistance to full-time vocational students who meet the criteria needed for high-wage/high-skill occupations. Students receive vocational training which prepares them to enter the work force.
5. U.S. Department of Veteran Affairs - TTCM is approved by the State of Tennessee Higher Education Commission for Veteran's Educational Benefits. The necessary VA forms must be completed before enrollment verification is submitted to VA for payment. Questions or problems concerning VA benefits or eligibility should be directed to the U.S. Department of Veterans Affairs at the toll free numbers 1-888-422-4551 or 1-800-827-1000. The website address is www.gibill.va.gov.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits.

Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application of the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

6. Veterans Affairs/Vocational Rehabilitation (VA/VOC) provides train-

ing/education funds for Veterans with a service-connected disability. The program will pay for tuition, books, supplies, and other training equipment for eligible veterans. Students are also provided monthly subsistence allowance while in training. VA regulations do not allow eligible veterans to draw benefits from more than one VA educational program for the same period of training. For more information, contact the VA regional office in Nashville or the VA/VOC counselor in Memphis, Tennessee.

7. Dislocated Workers Program provides training funds for dislocated workers. Dislocated workers are people who have lost good jobs through no fault of their own. They have either been out of work for a long time, or lost their jobs due to the following: plant closings, layoffs, changing technology, or changes in the economy. If you are a dislocated worker, contact the Workforce Investment Network or your local Tennessee Department of Labor Workforce Development for more information.
8. TTCM Scholarships are offered on a trimester basis to students who have enrolled for at least one trimester, and have satisfactory progress and attendance. Students must be recommended by their classroom instructor to be considered for this scholarship. These funds are made available by civic groups, church organizations, businesses, or professional clubs.
9. Wilder-Naifeh Technical Skills Grant is available to any Tennessee resident who is at least 18 years of age or has a high school diploma/GED. No minimum high school grade point average is required; no ACT test required for admission (Note: Student must meet program admission requirements.)

GRADING SCALE

An instructor will be expected to judge the work of his/her students and evaluate each student in terms of a standard marking procedure. In order to make an evaluation as objective as possible, guidelines are provided for assessing each student's skill proficiency, related information, and worker characteristics rating. The grading scale for the trade & industry (T&I), practical nursing and allied health programs is as follows:

T&I		Allied Health & Practical Nursing	
Grade	Points	Grade	Points
93 -100 ...	A - 4	94 -100 ...	A - 4
85 - 92 ...	B - 3	87 - 93 ...	B - 3
77 - 84 ...	C - 2	81 - 86 ...	C - 2
70 - 76 ...	D - 1	75 - 80 ...	D - 1
0 - 69 ...	F - 0	0 - 74 ...	F - 0

ATTENDANCE

Programs at TTCM are of such nature that it is necessary for each student to attend regularly. Too many interruptions due to absences will have an adverse affect on student progress.

1. After a student has been absent for a total of approximately 5.5% of scheduled hours of attendance for a trimester (24 hours for full-time students), the instructor will refer the student to the Student Personnel Services Office for counseling.
2. When a student has missed in excess of 9.7% of the scheduled hours of attendance for a trimester (42 hours for full-time students), he/she will be suspended.
3. A student is considered tardy if not in the classroom at the designated time for class to start.
 - i. 5 tardies = Documented warning by instructor
 - ii. 6 tardies = Documented probation by designated authority
 - iii. 7 tardies = Referred to director/student affairs manager

NOTE: All students are required to call their specific department if tardies or absences are anticipated.

PROGRESS

Progress reports, attendance records, work evaluations and any information that may be pertinent to successful employment are kept on each trainee and are filed in the Student Records Office. Evaluations and discussion of student progress are conducted each trimester. Students must maintain a "C" or better average for each trimester period of instruction. Students that fail to maintain adequate grades will be placed on academic suspension. Re-entry into training for any suspended student must be approved by the school Director or his designee. In addition, students enrolled in allied health programs must maintain a satisfactory average (81) for each unit of curriculum. Clinical evaluations are conducted monthly on all allied health students. Due to the structure of these programs, re-admission of academically suspended students may not be possible for up to one year.

COMPLETION REQUIREMENTS

Graduates of TTCM are usually considered for entry-level employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

A certificate of completion may be awarded to any preparatory student who reaches job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge.

A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiency in a complete course of study. (See each program area for those job titles designated as complete courses of study.)

What is a Career Readiness Certificate (CRC)?

All students are required to sit for the WorkKeys assessment prior to completion of training, in an effort to attain a National Career Readiness Certificate (CRC). The CRC is nationally recognized and proves that candidates who have attained it possess the workplace skills needed to succeed on the job. The three WorkKeys assessments that must be taken to earn the CRC are: Applied Mathematics, Locating Information and Reading for Information.

TRANSCRIPTS

Transcripts of completed coursework may be obtained by filling out a transcript request form online or in the Student Personnel Services Department. Each request will be processed within seven to ten business days and mailed to the institution or home address listed on the form.

PLACEMENT

The placement of students in satisfactory employment is one of the primary objectives of TTCM; therefore, we assist with placement. Students are required to fully participate in the job seeking process. The school maintains close communication with employers, both locally and statewide, who assist in this effort.

Students who continue in school until they complete the course of study are reasonably assured of placement.

TTCM placement rates are continually evaluated and reported to the school's accrediting agency and the Tennessee Board of Regents. Placement evaluations are utilized to monitor the effectiveness and continuation of programs.

FOLLOW-UP

To assist in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with former students through correspondence, personal contact, and working relationships with their employers. Surveys and student follow-up studies are conducted to determine if changes need to be made in meeting individual student needs as well as the needs of employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving

the needs of each student.

Students may expect an initial follow-up contact approximately three to five months after leaving the training program. There will be additional periodic contacts for further follow-up, and students are strongly encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

TRANSFER POLICY

Transfers within the school from one program to another:

Students wanting to change from one program to another within the institution must first meet with a counselor in the Student Personnel Services Department to determine which training program will best fit their interests and abilities. If approved, changes can only occur prior to the beginning of a trimester.

Transfers of students from other institutions:

All transfers are considered on an individual basis when space is available and admission requirements are met. Transcripts indicating clock hours of attendance, grades and skills are received for credit, time and placement.

STUDENT INSURANCE

TTCM does not require the purchase of student medical and accident insurance, but it is advisable for every student enrolled to have the appropriate insurance coverage. An enrollment brochure concerning the Student Insurance Plan, available from the State University and Community College System of Tennessee at special rates, can be obtained in the Student Personnel Services Office.

SAFETY

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of training. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught. In some areas of training, students are required to wear safety glasses, protective clothing, and protective footwear at all times.

I.D. Badges must be worn at all times.

TRAFFIC AND PARKING RULES

TTCM may require registration with the Security Division for any motor vehicle driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. Additionally, the school may require such persons to purchase and display a parking permit or decals on their vehicles. Information concerning any such requirements may be found in the TTCM Campus Security Parking Procedures Manual. These are located in Student Services.

ELECTRONIC DEVICES

To cultivate an environment conducive to learning, the classroom setting must remain free from all distractions. Therefore, during class hours, the use of electronic devices (e.g. cellular phones, pagers/beepers, etc.) is strictly prohibited. Said devices must either be turned off or switched to a silent mode. Students are only allowed to use these devices during lunch or other authorized break times. In the event of an extreme emergency, students should first notify their instructor so they can be excused from the classroom.

GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a clear, orderly and expedient procedure through which all students of Tennessee Technology Center may process bona fide complaints or grievances through formalized procedures. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion or discrimination.

It is the philosophy of Tennessee Technology Center at Memphis that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Technology Center that conflict resolution be handled at the lowest level possible. Therefore, the first step of resolution will be an informal meeting with Student Services Personnel, the complainant, and other pertinent and appropriate persons to discuss the matter.

Students must present formal complaints of grievance within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived. All due process shall be provided in accordance with TBR Policy No. 1:06:00.05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

Please contact the Student Personnel Services Division for a complete copy of guidelines on grievance procedures. TTCM is accredited by the Accrediting Commission of the Council on Occupational Education (COE), 41 Perimeter Center East, NE Suite 640, Atlanta, Georgia 30346. The telephone number is (770) 396-3898.

CONTINUING PROGRAMS

All continuing programs are designed to prepare persons for employment in specific or closely related occupations. Most full-time continuing programs are offered on a six-hour per day basis. Part-time continuing programs are also available. Instructional units are designed as a guide to assist the instructor in developing an individualized program for each student. The instructor will adjust the number of hours that a student spends working in the instructional units according to the student's previous experience and education.

COOPERATIVE EDUCATION

This program allows students to combine classroom instruction and job training to further enhance their job skills. The employer supervises the student's performance

and progress on-the-job in cooperation with the Center. The Counselors in Student Personnel Services review this option with students upon enrollment.

NON-CONTINUING SUPPLEMENTAL PROGRAMS

All non-continuing supplemental programs are designed to assist individuals in improving or upgrading skills and increasing technical knowledge necessary for present employment or to acquire new skills and knowledge for a higher level of employment. The length of the programs is determined by the specific needs of the members of the class. Time and frequency of the classes are arranged to accommodate those attending.

SPECIAL INDUSTRY AND SUPPLEMENTAL PROGRAMS

Special industry programs are offered upon request. These courses are customized to meet specific requirements. These classes may be conducted either at the job site or on campus.

TECHNOLOGY FOUNDATIONS

The Technology Foundations Program provides instructional activities in the fundamental skills: Reading for Information, Locating Information, Applied Mathematics, and the Life and Job Skills. Students are assessed and assigned activities to address individual needs through KeyTrain.

Students may also enroll in Technology Foundations for personal educational development or in preparation for testing and enrollment in a specific program. The program uses the latest in computer-assisted instruction and assessment. Students may remain in this program until the desired foundation skill levels are mastered and completed.

ACCREDITATION

TTCM is accredited by the Accrediting Commission of the Council on Occupational Education (COE), 41 Perimeter Center East, NE Suite 640, Atlanta, Georgia 30346. The telephone number is (770) 396-3898.

**Tennessee Technology Center at Memphis
Administration and Staff**

Lana Pierce	Director
Diana Wilkerson	Assistant Director
Roland Rayner	Assistant Director
Felicia Lee	Student Affairs Manager
Theresa Isom	Practical Nursing Coordinator
Marc Davis	Coordinator of Fiscal Affairs
Pamela Farley	Administrative Assistant
Pat Thompson	Coordinator - Aviation Center
Janet Blue	Records Coordinator
Gwendolyn White	Foundations Coordinator/Public Relations
Gwendolyn Fleming	Financial Aid Coordinator
Dorothy Washington	Veteran's Affairs Coordinator
John Lavell	Counselor
Silas Graves	Counselor
Neal Springer	Counselor
Tanya Looney	Secretary
Angela Seymore	Secretary
Felecia Henderson	Admissions Secretary
Regina Lawson	Receptionist
Jameko Williams	ACT Manager
Lisa Brasfield	Account Clerk II
Rita Lumpkin	Account Clerk II
Sharon Boyce	Account Clerk II
Ken Smith	Maintenance Supervisor
Carl Taylor	Maintenance

FACULTY

AUTOMOTIVE TECHNOLOGY

Rick Vanderford - A.S.E. Master Certified Technician,
Platinum Level Certified, Diploma Tennessee Technology Center at
Newbern

AIRCRAFT MECHANICS

William Carpenter - A & P License, Private Pilot License
Diploma, Tennessee Technology Center at Memphis

Gerald Chew - A & P License Avionics Electronics
Technician (FCC License) AAS Southwest Community College

Edgar Haley - A & P License - TTCM, Private Pilot
License, AAS Degree - North Central Institute

Ronald Rogers - Aircraft Mechanics, Airframe and
Powerplant License, B.S., University of Memphis

Stanley Stone - Aircraft Mechanics, Airframe and
Powerplant License, Private Pilot License, Inspection Authorization
License (IA)

Travis Young - FAA Certified, Airframe/Powerplant
Mechanic, Tidewater Community College

Steve Williams - High School, A & P License, TTCM, AAS,
Shelby State, Bachelor, Crichton College

ASSISTANT ANIMAL LABORATORY TECHNOLOGY

Wilbert Warren - A.S., B.S., Veterinary Science,
Fort Valley State University

AVIONICS

Joshua Sayers - FCC Licensed w/Radar Endorsements
AAS Community College of the Air Force (Instructor of Technology)
AAS Avionics Technology CCAF

BARBERING

Bryan Bernard - Licensed Master Barber,
Diploma, Tennessee Technology Center at Memphis

Ernestine J. Peete - Licensed Master Barber, Cosmetologist,
A.A.S. Culinary Arts, Kendall College, B.P.S., University of Memphis

BUSINESS SYSTEMS TECHNOLOGY

Mary Lane - B.S., LeMoyné Owen College
Tonya Braden - B.A., University of Memphis

COLLISION REPAIR TECHNOLOGY

Jim Eikner - GM Master Technician, I-Car Certified

COMPUTER-BASED GRAPHIC DESIGN

Donna Parker - Diploma, Tennessee Technology Center at Memphis

COMPUTER INFORMATION TECHNOLOGY

Marcus Curry - Diploma, Tennessee Technology Center at Whiteville

CONSTRUCTION TECHNOLOGY

Brad Kerley - A.S., State Technical Institute

COSMETOLOGY

Dorothy Bell - Licensed Cosmetologist
Diploma, Tennessee Technology Center at Memphis

Brenda Whaley - Licensed Cosmetologist
Diploma, Tennessee Technology Center at Memphis

DENTAL ASSISTANT

Bettie Brooks - C.D.A., R.D.A., R.D.H., Program Director,
B.S. University of Tennessee

Janice Harper - C.D.A., R.D.A., High School Diploma

DENTAL LABORATORY TECHNOLOGY

Donna Karney - B.S., University of Tennessee

DIESEL MECHANICS

Barry Tompkins - Certified Technician,
A.S., Management, University of New York

DRAFTING & CAD TECHNOLOGY

Chuong T. Bennett - Diploma, Tennessee Technology
Center at Memphis

ELECTRONICS TECHNOLOGY

Carlton Carter - Electronics Assembler, Electronics Tester,
PC Service Technician, U.S. Military Radar Technician Training
School, B.S. Southern Illinois University

HEATING, AIR CONDITIONING & REFRIGERATION

MACHINE TOOL TECHNOLOGY

David Giordano - AAS, Southwest Community College

MASONRY

Tony Tipps - Masonry Licensed Apprentice/Occupational
Education, Journeyman Mason, High School Diploma

PHARMACY TECHNOLOGY

Olivia Bowden - CPh.T., High School Diploma

PRACTICAL NURSING

Willie Mae Johnson-Ellis - R.N., B.S.N., Union University

Lyle Gardner - B.S.N., E.T.S.U.

Lula Harris - A.S., Mississippi County Community College

LaTonya Dowell - B.S.N., Rowan Cabarrus Community College

TECHNOLOGY FOUNDATIONS

Ella Harper - M.S, University of Memphis

TRUCK DRIVING

Billy Ingram - Class A CDL, High School Diploma

Jeff Weaver - Alliance Tractor Trailer Training School

WELDING

John David Karney - Welding, Blazing & Soldering

Steam Fitters Journeyman

Diploma, Tennessee Technology Center @ Covington

ADJUNCT FACULTY

Virgil Trent - Truck Driving Instructor

Stephen Williams - High School Instructor

Regents Online Degree Program (RODP)

The Tennessee Technology Center at Memphis offers three programs online through the Regents Online Degree Program. Students can work toward certificate and diploma levels in the Computer Information Technology and Business Systems Technology programs and the certificate levels in the Drafting/CAD Technology. For more information contact the Tennessee Board of Regents RODP information line at 1-888-223-0023.

How to Become a TTC Regents Online Student:

1. Connect to the Internet
2. Go to the Regents Online Degree Website: <http://www.tn.regentsdegree.org>
3. Go to the Technical Certificates
4. Complete the Student Profile
5. Select your Home Center (This is the center that will take care of your registration and where you will receive your certificate or diploma from)
6. Complete your Home Center Admissions Form
7. Meet with your Regents Online Degree Program (RODP) Campus Student Contact for advising, 901-543-6139
8. Register at your Home Center for your RODP Courses
9. Purchase your textbooks online

Tennessee Technology Centers RODP Fee Schedule Effective Fall Trimester, 2009

Hours	Fee	RODP	TOTAL
* 1-40	\$183.00	\$73.00	\$256.00
*41-80	\$247.00	\$99.00	\$346.00
*81-135	\$372.00	\$149.00	\$521.00
136-217	\$559.00	\$224.00	\$783.00
218-340	\$621.00	\$248.00	\$869.00
341-432	\$695.00	\$278.00	\$973.00

TECHNOLOGY FOUNDATIONS

COURSE DESCRIPTION

Each applicant will be assessed through the KeyTrain Learning System. The TTCM counselors review the results with the student and advise as needed. The Technology Foundations Program provides enrolled TTCM students the opportunity to receive additional, supplemental job-related training based on their own specific needs in reading, locating information and mathematics.

The program uses the KeyTrain Skills Tests for assessment in Reading for Information, Applied Math, and Locating Information. The 20 computer workstations contain the KEYTRAIN Internet Learning System for Basic Workplace Skills, which is prescriptive, competency-based, and self-paced to improve each student's skills in those three areas, as well as other related Life and Job Skills. Students remain in this program until the desired fundamental levels identified as required for successful performance in specific occupations are mastered.

Students may enroll in Technology Foundations for personal educational development or in preparation for testing and enrolling in the school.

The lab also contains software to assist in preparation for the Nurse Entrance Test and the GED.

Technology Foundations is offered at the Main Campus.

UNITS OF INSTRUCTION

- I. Reading for Information
- II. Applied Mathematics
- III. Locating Information
- IV. Observation
- V. Teamwork
- VI. Writing
- VII. Introduction to Applied Technology
- VIII. Applied Technology - Electricity
- IX. Applied Technology - Fluid Dynamics
- X. Applied Technology - Mechanics
- XI. Applied Technology - Thermodynamics
- XII. Beginning Language
- XIII. Beginning Mathematics
- XIV. Business Writing
- XV. Listening
- XVI. Introduction to Career Clusters

WORKKEYS Assessments in Language Arts, Math and Reading

AIRCRAFT MECHANICS

COURSE DESCRIPTION

The mission of the Aircraft Mechanics Program is to train students for employment as Aviation Airframe and Powerplant Maintenance Mechanics. Using FAA approved classroom instruction and practical shop experience, students are taught to inspect, repair, service and overhaul airframes and powerplants of both large and small aircraft.

The program includes all of the aircraft components and systems including the airframe, piston engines, turbine engines, electrical systems, hydraulic systems, space age composites and the sophisticated electronics that monitor and control the aircraft. Students learn to work through specially designed openings while standing on ladders or scaffolds, or using hoists or lifts to remove the engine from the craft for repair, service, or replacement.

Graduates are eligible to sit for the FAA licensure examinations for the airframe and powerplant ratings.

The course emphasizes and uses safe and efficient work practices as required by the Federal Aviation Administration (FAA).

Aircraft Mechanics is offered at the Extension Campus.

CAREER OPPORTUNITIES

Students who have completed aircraft mechanics programs are excellent candidates for jobs at small commuter and regional airlines repair stations, and in general aviation. The Occupational Outlook Handbook shows commuter and regional airlines as the fastest growing segments of the air transportation industry. Mechanics who keep abreast of technological advances in electronics, composite materials, and other areas will be in greatest demand.

UNITS OF INSTRUCTION

- I. General - Phase I
- II. Aviation Electricity - Phase II
- III. Airframe Structures - Phase III
- IV. Airframe Systems - Phase IV
- V. Powerplant Reciprocating Engines - Phase V
- VI. Powerplant - Turbine Engines - Phase VI

PROGRAM LENGTH

4.5 Trimesters - 1918 Clock Hours - 18 Months

CERTIFICATE AND DIPLOMA LEVELS

Airframe Mechanic	Diploma	1296 Hrs
Powerplant Mechanic	Diploma	1296 Hrs
Airframe & Powerplant Mechanic	Diploma	1918 Hrs

LICENSE OR CERTIFICATION
Federal Aviation Administration (FAA)

LICENSURE REQUIREMENTS

1. High School Diploma
2. No convictions for violation of any Federal or State Statutes 12 months prior to application
3. Must pass FAA (Federal Aviation Administration) written, oral, and practical exam

AIRCRAFT MECHANICS STUDENTS ARE REQUIRED BY THE FEDERAL AVIATION ADMINISTRATION TO MAKE-UP ALL MISSED MATERIAL/TIME WITHIN THE TIME FRAME SET BY TTCM.

ASSISTANT ANIMAL LABORATORY TECHNOLOGY

COURSE DESCRIPTION

The mission of the 12-month Assistant Animal Laboratory Technology (AALT) Program is to provide students with the theoretical and practical education necessary to become employed as animal care technicians. Students will learn the systematic study of anatomy, physiology and behavior; care needs; handling of laboratory animals; how to feed, house, and monitor each animal's overall health and basic care; animal facility practices of hygiene and sanitation; and environmental control systems in laboratory animal settings. Additional training involves procedures for injections and sample collections, special care and monitoring procedures for anesthesia and surgery, animal breeding, and collection and processing of data. Students may complete the program as animal caretakers or assistant animal laboratory technicians. OJT hours may be considered for eligibility toward national certificate exam.

An integral part of the course is the development of oral and written communication skills. The internship portion of the program will consist of training in a supervised animal lab setting.

The work experience gained by on-the-job training (256 hours) may be considered toward eligibility for a national certification exam administered by the American Association for Laboratory Animal Science.

AALT is offered at the Main Campus.

CAREER OPPORTUNITIES

Assistant animal laboratory care technicians providing basic animal care and support for experimental procedures are in high demand. With additional work experience and the progression of biomedical research, the career ladder includes other occupational areas such as animal husbandry, staff training, facility management, laboratory research, and compliance administration.

UNITS OF INSTRUCTION

- I. Orientation to the Research Environment
- II. Regulatory Requirements
- III. Occupational Health & Safety
- IV. Animal Husbandry, Health and Welfare
- V. Sanitation, Disease Prevention & Control
- VI. Facility Practices and Control Systems
- VII. Animal Breeding & Genetics
- VIII. Animal Procedures & Research Methodologies
- IX. Anesthesia and Surgery: Support and Monitoring
- X. Career Development

PROGRAM LENGTH

3 Trimesters - 1296 Clock Hours

DIPLOMA LEVEL/CONTACT HOURS

Cage Wash Technician	Certificate	210 hrs.
Animal Caretaker	Certificate	780 hrs.
Assistant Animal Laboratory Technician	Diploma	1296 hrs.

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicants must:

- 1) Pass the NET (Nursing Entrance Test) with an acceptable score.
- 2) Submit the following required documents within the designated time frame:
 - (a) High school diploma and/or college transcript
 - (b) Two work references or character references (Relatives are not considered acceptable references.)
 - (c) Evidence of a recent physical examination by a licensed physician or nurse practitioner that includes all required immunizations.
 - (d) The required writing sample
 - (e) Resume of work history

AUTOMOTIVE TECHNOLOGY

COURSE DESCRIPTION

The mission of this ASE (Automotive Service Excellence) certified program is to prepare students for entry-level employment as automotive technicians. The program provides classroom instruction and hands-on training on automotive systems and their functions. The eight areas of ASE certification are taught through theory, application and co-op opportunities.

Students learn the disassembly, repair and reassembly of components of fuel systems, alternators, starters, ignition systems, engines, front ends, transmissions, and brake systems. They also get advanced training which includes learning to troubleshoot and diagnose malfunctions and repair or replace defective parts to restore the vehicle to proper operating condition.

The automotive curriculum also includes the development of attitudes and work habits that will satisfy the needs of the automotive industry with regard to customer service.

Upon completion, students are eligible to sit for the ASE Certification Exam (Automotive Service Excellence).

Automotive Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The need for automotive service technicians is expected to increase through the year 2008, due to the expansion of the driving age population, the number of households with multiple motor vehicles and state and local EPA program requirements. The growing complexity of automotive technology also necessitates the demand for highly trained mechanics and technicians.

Jobs are available in dealerships, independent service shops, store associated shops, specialty service shops, and fleet service and maintenance. In addition to service technicians, there are many other job opportunities.

UNITS OF INSTRUCTION

- I. Safety & Orientation
- II. Engine Performance
- III. Engine Repair
- IV. Automatic Transmissions/Transaxles
- V. Manual Drive Train & Axles
- VI. Suspension & Steering
- VII. Brakes
- VIII. Electrical/Electronic Systems
- IX. Heating & Air Conditioning
- X. Employability Skills

PROGRAM LENGTH

5 Trimesters - 2160 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Brake Technician	Certificate	204 Hrs
Electrical/Electronics System Technician	Certificate	450 Hrs
Engine Performance Technician	Certificate	432 Hrs
Suspension, Steering & Alignment Technician	Certificate	180 Hrs
Automatic Transmission & Trans-axle Technician	Certificate	234 Hrs
Engine Repair Technician	Certificate	294 Hrs
Heating & Air Conditioning Technician	Certificate	174 Hrs
Manual Drive Train & Axles Technician	Certificate	192 Hrs
Automotive Technician	Diploma	2160 Hrs

PROGRAM ACCREDITATION

National Automotive Technicians Education Foundation, Inc. (NATEF)

SPECIAL ADMISSION REQUIREMENTS

Applicant must hold a valid driver's license.

Must have a good driving record.

AVIONICS MAINTENANCE TECHNOLOGY

COURSE DESCRIPTION

The purpose of this 18-month program is to provide specialized experience for employment in the field of Aviation Electronics.

The course prepares individuals to test, troubleshoot, maintain, replace and repair aviation electronic systems and components of both large and small aircraft.

Students study all aircraft electronic systems including Global Positioning Systems (GPS). They receive instruction in proper soldering methods and become certified Solder Operators in J-STD-001.B soldering. FCC Regulations for passing the FCC exam are also studied and the student will be given the opportunity to take the FCC General Radio Operators License (GROL) exam. With further education, this course can also lead to an AS degree.

The course emphasizes safe and efficient work practices and FAA standards and requirements.

Avionics Maintenance Technology is offered at the Extension Campus.

CAREER OPPORTUNITIES

Upon completion of this FAA approved program, graduates will have the skills and knowledge to attain employment virtually anywhere within the aviation industry. Good, qualified avionics technicians are in high demand around the world in both commercial and general aviation. It is a career which is both rewarding and fulfilling.

UNITS OF INSTRUCTION

- I. Aviation Safety/Aviation Fundamentals
- II. Basic Electricity and Electronics
- III. Basic Troubleshooting, Repair and Soldering
- IV. Communications, Analog and Digital Instruments and Navigation Systems
- V. Aircraft Electrical, Avionics Systems and Aircraft.

PROGRAM LENGTH

3 Trimesters – 1296 Clock Hours – 12 Months

DIPLOMA

Avionics Maintenance Technician - 1296 hrs.

PROGRAM CERTIFICATION

Federal Communications Commission (FCC)

BARBERING

COURSE DESCRIPTION

The mission of the Barbering Program is to provide specialized classroom instruction and practical shop experience in preparation for employment in the field of Barbering.

Students learn to cut hair using razors, shears and clippers. Special attention is given to hygiene, skin and scalp diseases, and equipment sterilization. Instruction also includes manicuring, facials, hair styling and hair coloring. Anatomy and physiology, sanitation, and salon operation are also included in the curriculum.

The program emphasizes safe and efficient work practices, basic occupational skills, and employability skills.

Upon completion of the program, students are qualified to take the Tennessee Master Barber License Examination to become licensed as a Master Barber. A lower level certificate as Barber Technician is also available from the state.

Barbering is offered at the Main Campus.

CAREER OPPORTUNITIES

Numerous career opportunities exist in the field of barber-styling. Professional growth as a barber stylist could lead to a career as shop manager, shop owner, sales and marketing specialist, competition and platform specialist or state barber board member.

Additional education could lead to a career as a product researcher, instructor, or journal writer.

Increasing population, income, and demand for barbering services will continue to stimulate growth opportunities in this field. Advancement usually takes the form of higher earnings as barbers gain experience and build a steady clientele.

UNITS OF INSTRUCTION

- I. Orientation/Safety
- II. Skin Care & Makeup, Facial
- III. Bacteriology & Sanitation
- IV. Shampoos & Rinses
- V. Manicure and Nail Care
- VI. Haircoloring, Tinting & Dyeing
- VII. Hair, Skin & Scalp Properties & Treatment
- VIII. Disorders of Hair, Skin & Scalp
- IX. Anatomy & Physiology
- X. Elementary Chemistry (Electricity & Light Therapy)
- XI. Massaging & Manipulating
- XII. History & Professional Image
- XIII. Barber Implements
- XIV. Hairstyling

- XV. Hairpieces & Fitting/Mustache & Beard Design
- XVI. Haircutting, Hairstyling & Hair setting
- XVII. Chemical Theory
- XVIII. Chemical - Permanent Waving & Hair Coloring/Relaxing/Bleaching
- XIX. Massage & Facial Treatment - Theory & Physical
- XX. Shaving
- XXI. Licensing Laws
- XXII. Management/Salesmanship
- XXIII. Preparation for Seeking Employment

PROGRAM LENGTH

3.5 Trimesters - 1500 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Barber Technician	Certificate	340 Hrs
Master Barber	Diploma	1500 Hrs

STATE BOARD LICENSING AGENCY

The Tennessee Board of Barber Examiners

BUILDING CONSTRUCTION TECHNOLOGY

COURSE DESCRIPTION

The mission of the Building Construction Technology is to provide theory and hands-on training that will qualify students for employment or advancement in building construction.

Students erect framework including subflooring, sheathing, partitions, floor joists, studding and rafters. The curriculum also includes building preparation for trimming, installing molding, wood paneling, window sash, door frames, doors and hardware, as well as building stairs and laying floor.

Detailed coverage of all aspects of light frame construction is provided. Special emphasis is placed on the use of modern tools, materials and prefabricated components in the application of interior trim, and construction of stairs and cabinet work. Safety is a major component of all aspects of training.

Employability skills are a vital component of the curriculum and include appropriate work behavior and communication skills.

Building Construction Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The construction industry employs millions of workers. Jobs are available in more than two dozen trades in the industry. Building trade workers are employed in the construction, maintenance, repair, and alteration of residential and commercial buildings, highways, airports, and similar structures. There are additional career levels, which require special training and education. The average starting salary is \$24,000 per year.

UNITS OF INSTRUCTION

- I. Orientation
- II. Basic Skills
- III. Hand & Power Tool Use/Safety
- IV. 9" Project & Sawhorses/Mud Boards
- V. Rough Carpentry - Footings/Foundations, Wall Framing, Roof Framing, Windows/Ext. Doors, Siding materials/Installation, Roofing Materials/Installation, Drywall Installation/Finishing, Repair
- VI. Layout - Plans, Specifications, General Building Codes, Layout Techniques, Leveling Instruments
- VII. Finish Carpentry - Specialty Tools, Fitment/Making the Cut, Ext. Cornice & Trims, Int. Trim/Moldings, Cabinetry, Finishes, Repair
- VIII. Plumbing/HVAC - Specialty Tools, DMV System Materials/Design, Pressure Water Systems Materials/Design
- IX. Fixtures
- X. HVAC Systems Familiarization, Natural Gas Propane/Fixtures/Sizing, Repair

- XI. Electrical - Specialty Tools, Theory, Residential Wiring Introduction, Commercial Wiring Introduction, Fixtures, Repair
- XII. Masonry - Specialty Tools
- XIII. Entrepreneurship

PROGRAM LENGTH

5 Trimesters - 2160 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Carpenter Helper	Certificate	432 Hrs
Mason Helper	Certificate	432 Hrs
Plumbing Helper	Certificate	432 Hrs
Electrician Helper	Certificate	432 Hrs
Framing Carpenter	Diploma	1296 Hrs
Finish Carpenter	Diploma	2160 Hrs

BUSINESS SYSTEMS TECHNOLOGY

COURSE DESCRIPTION

The mission of the Business Systems Technology Program is to prepare individuals for employment in a variety of careers as an office professional. Students may select one of seven major areas of study-general office, information processing, accounting, administrative, medical and health information, medical administrative, and legal administrative. Individual learning modules geared specifically to each major area are integrated into the curriculum. Modules ranging from introduction to the PC, office equipment use, recording medical histories, composing correspondence, managing databases, creating spreadsheets, creating presentations and reports, mailhandling, telephone techniques, electronic filing, etc., are taught.

The core responsibilities of each field such as performing and/or coordinating office activities, storing, retrieving and integrating information, and organizing and maintaining files are an integral part of the curriculum.

Safe, efficient work practices and basic occupational and employability skills are emphasized. Office internships are also required for each core completion.

Business Systems Technology is offered at the Main Campus and on-line at www.rodpc.org.

CAREER OPPORTUNITIES

Organizational restructuring and increased office automation have led to a variety of administrative and clerical jobs. As technology continues to expand, experience as an office professional provides an abundance of job opportunities. Rapidly growing industries such as administrative and support services, health care and social assistance, educational services, and professional scientific and technical services generate a large number of opportunities. Other opportunities exist at the local, state and federal level.

UNITS OF INSTRUCTION

- I. Orientation and Safety
- II. How to be a Professional
- III. Keyboarding/Document Processing
- IV. Business English
- V. Business Math
- VI. Computer Concepts
- VII. Proofreading/Business Communications
- VIII. Introduction to Document Processing
- IX. PowerPoint
- X. Spreadsheets
- XI. Outlook
- XII. Database
- XIII. Accounting
- XIV. Payroll
- XV. Computerized Design

- XVI. Employability Skills
- XVII. Medical Core-(Terms, Coding, Ethics, Insurance, Office Procedures, Transcription)
- XVIII. Legal Core-(Terms, Office Procedures, Ethics, Transcription, Business Law)

PROGRAM LENGTH

3 Trimesters - 1296 Clock hours

CERTIFICATE & DIPLOMA LEVELS

General Office Assistant	Certificate	432 Hrs
Information Processing Support	Certificate	864 Hrs
Accounting Clerk	Diploma	1296 Hrs
Administrative Assistant	Diploma	1296 Hrs
Medical Coding & Health Information Technician	Diploma	1296 Hrs
Medical Administrative Assistant	Diploma	1296 Hrs
Legal Administrative Assistant	Diploma	1296 Hrs

CERTIFICATIONS OFFERED

MOUS - Microsoft Office User Specialist

COLLISION REPAIR TECHNOLOGY

COURSE DESCRIPTION

The mission of the Collision Repair Technology Program is to train students for employment in the field of Collision Repair and Refinishing.

Students learn to repair and refinish automobile and truck bodies. Instruction includes inspecting vehicles for damage; cutting, welding, and straightening sheet metal; and removing and replacing trim and glass. The refinishing portion offers students advanced painting techniques, single stage urethane, and base coat clear coat systems.

The course emphasizes safe and efficient work practices along with quality workmanship and employability skills. Individuals must have a valid drivers license, good driving record, and be free of respiratory disorders in order to enter the program. Co-op training is available. Upon completing program requirements, the student is eligible to take the ASE Certification Exam.

Collision Repair Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The demand for qualified collision repairers will increase as the number of motor vehicles in operation continues to grow in line with the nation's population. Growth will continue to be concentrated in automotive repair and maintenance shops and automobile dealerships. Students will be employable as collision repair technicians, automotive painters, or automotive shop service writers. Employment opportunities are available in environments ranging from small garages to body shop management and sales.

Automotive body repairers often work closely with automotive service technicians and mechanics, diesel service technicians and mechanics, auto damage insurance appraisers and painting and coating workers.

UNITS OF INSTRUCTION

- I. Safety
- II. Related Math
- III. Non-Structural Analysis & Damage Repair
Preparation
Basic Hand Tools
Automotive Fasteners
Automotive Construction
Basic Sheet Metal Repair
- IV. Structural Analysis & Damage Repair
Basic Frame Repair
Body Shop Equipment
Replacement of Body Components
- V. Mechanical & Electrical Components
Auto Body Mechanical

- Auto Body Electrical
- VI. Plastics & Adhesives
- VII. Painting & Refinishing
 - Paint Equipment
 - Auto Body Painting
 - Shop Service Writer
- VIII. Work Place Skills
 - Internship (Optional)

PROGRAM LENGTH

5 Trimesters - 2160 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Painting and Refinishing Assistant	Certificate	864 Hrs
Structural/Nonstructural Repair Assistant	Certificate	864 Hrs
Painting and Refinishing Technician	Certificate	864 Hrs
Auto Body Repair Technician	Diploma	1728 Hrs
Automotive Painter Technician	Diploma	1728 Hrs
Automotive Collision Repair Technician	Diploma	2160 Hrs

PROGRAM CERTIFICATION

ASE (National Institute Automotive Service Excellence)

I-CAR

COMPUTER BASED GRAPHIC DESIGN

COURSE DESCRIPTION

The mission of the Computer Based Graphics Design Program is to meet the needs of business and industry by preparing students for employment as graphic artists and updating the skills of existing personnel.

The program offers instruction in computer graphics, desktop publishing, proper scanning techniques, pre-press production and introduction to web page design. Students learn to combine practical knowledge with artistic ability to turn abstract ideas into formal designs for publications, web sites, logos, signage, movie or TV credits, etc. This training allows them to produce live work from business cards to web pages using MacIntosh computers and publishing industry standard programs.

The computer graphics student should have a high school diploma or GED, basic math skills and good reading comprehension.

Employability skills in the form of resume and portfolio building are an integral part of the program.

Computer Based Graphic Design is offered at the Main Campus.

CAREER OPPORTUNITIES

The demand for graphic designers is expected to grow as consumers, businesses, and manufacturers continue to rely on the services they provide. Due to web-based information, video expansion, the entertainment market, and the rising demand for interior design of private homes, offices, restaurants, etc., employment growth is eminent. Upon completion of this program, a graduate will be qualified to work as an entry level graphic artist for a printing company, advertising agency, newspaper, sign company, or in-plant/marketing department.

UNITS OF INSTRUCTION

- I. Basic Measurements
- II. MacIntosh Fundamentals
- III. Indesign
- IV. Photoshop
- V. Illustrator
- VI. Flash
- VII. Dreamweaver
- VIII. Basic Keyboarding
- IX. Graphic Communications
- X. Design Principles
- XI. Resume and Portfolio Building

LENGTH OF PROGRAM

3 Trimesters - 1296 Hrs

CERTIFICATE & DIPLOMA LEVELS

Layout Artist	Certificate	432 Hrs
Layout Designer	Certificate	864 Hrs
Graphic Designer	Diploma	1296 Hrs
Commercial Graphic Designer	Diploma	1296 Hrs

COMPUTER INFORMATION TECHNOLOGY

COURSE DESCRIPTION

The mission of the Computer Information Technology program is to prepare students for employment as computer support specialists by combining the working knowledge of the theoretical and practical implications of the operating system and its peripherals. The students will become proficient in installing, modifying, and making minor repairs to microcomputer hardware systems as well as investigating and resolving computer software and hardware problems. Analyzing data processing requirements to plan systems that will provide required capabilities for projected work loads, and learning to implement and make applications of software to process business data according to operating instructions are also an integral part of training.

Safe, efficient work practices and basic occupational and employability skills are emphasized. In addition to theoretical and hands-on experience in the shop, the program also provides for cooperative work experience training.

Students may select a certificate area or a major area of interest leading to a diploma. Within each major area, students also have the opportunity to develop the skills needed for several different certificate levels.

Computer Information Technology is offered at the Main Campus and online at www.rodip.org.

CAREER OPPORTUNITIES

The rapid growth of the microcomputer industry creates a growing demand for qualified microcomputer specialists, networking specialists, information processing technicians, and hardware technicians. In order to maintain a competitive edge and operate more cost effectively, firms will continue to demand computer professionals who are knowledgeable about the latest technology.

COURSE OUTLINE

- I. Orientation
- II. Keyboarding
- III. Computer Concepts
- IV. Desktop Publishing
- V. Word Processing
- VI. Communications Software
- VII. Spreadsheets
- VIII. Basic Operating Systems
- IX. Advanced Operating Systems
- X. Advanced Graphics
- XI. Web Page Design
- XII. Databases
- XIII. A+ Preparation

- XIV. Network+ Preparation
- XV. Visual Basic
- XVI. Java Programming
- XVII. Database Programming
- XVIII. Data Structures

PROGRAM LENGTH

5 Trimesters - 2160 Hrs

CERTIFICATE & DIPLOMA LEVELS

PC Operator	Certificate	432 Hrs
Information Processing Technician	Certificate	864 Hrs
Microcomputer Specialist	Diploma	1296 Hrs
Networking Technician	Diploma	728 Hrs
Computer System Specialist	Diploma	2160 Hrs

PROGRAM CERTIFICATIONS OFFERED

IC3 - Internet Computing Core Certification

MOS - Microsoft Office Specialist

A+ Preparation

Network + Certification

COMPUTER INFORMATION TECHNOLOGY (ON-LINE)

COURSE DESCRIPTION

The mission of the Computer Information Technology (On-Line) Program is to prepare students for employment as computer systems specialists by combining the working knowledge of the theoretical and practical implications of the operating system and its peripherals. The students will become proficient in installing, modifying, and making minor repairs to microcomputer hardware systems as well as investigating and resolving computer software and hardware problems. Analyzing data processing requirements to plan systems that will provide required capabilities for projected work loads, and learning to implement and make applications of software to process business data according to operating instructions are also an integral part of training.

Safe, efficient work practices and basic occupational and employability skills are emphasized. In addition to theoretical and hands-on experience in the shop, the program also provides for cooperative work experience training.

Computer Information Technology On-Line is offered at www.rodip.org.

CAREER OPPORTUNITIES

The rapid growth of the microcomputer industry creates a growing demand for qualified microcomputer specialists, networking specialists, information processing technicians, and hardware technicians. In order to maintain a competitive edge and operate more cost effectively, firms will continue to demand computer professionals who are knowledgeable about the latest technology.

UNITS OF INSTRUCTION

First Trimester

- I. Orientation
- II. Keyboarding
- III. Computer Concepts
- IV. Desktop Publishing
- V. Word Processing
- VI. Communications Software
- VII. Presentation Software
- VIII. Spreadsheets
- IX. Basic Operating Systems

Second Trimester

- X. Spreadsheets
- XI. Advanced Operating Systems
- XII. Advanced Graphics
- XIII. Web Page Design
- XIV. Databases

Third Trimester

- XV. Visual Basic

- XVI. Java Programming
- XVII. Database Programming
- XVIII. Data Structures

PROGRAM LENGTH

3 Trimesters - 1296 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Computer Systems Specialist

COSMETOLOGY

COURSE DESCRIPTION

The mission of the Cosmetology Program is to train students for employment as entry-level cosmetologists. Both theory and practical instruction are given on hair care, hair styling, nail care and skin care.

Students are taught to cut, shampoo, and style hair and to manicure and sculpt nails.

Skill techniques for developing and building a loyal and satisfied clientele are an integral part of the course.

The course emphasizes safe and efficient work practices, employability skills, along with basic communication skills for the workplace and human relations.

Upon completion of the required number of theory and practical hours in each area, the student is eligible to sit for the Tennessee board exam.

Cosmetology is offered at the Main Campus.

CAREER OPPORTUNITIES

The cosmetology field has a diversity of job possibilities that offer glamour, excitement, creative expression, and outstanding monetary rewards. Experience as an entry-level cosmetologist could lead to such jobs as hair color specialist, texture service specialist, wig or extension specialist, retail specialist, skin care specialist, colorist, nail technician, educator, platform artist, or make-up artist.

Teaching opportunities in the field of cosmetology are numerous. Positions as educational consultants for product manufacturers, continuing education providers to other licensees and positions as school educators or managers are available. State licensing board examiner is also an option.

UNITS OF INSTRUCTION

- I. Orientation
- II. Safety—Sterilization/Sanitation & Bacteriology
- III. Anatomy & Physiology Shampooing & Rinsing
- IV. Hair Care and Scalp
- V. Hairdressing & Styling
- VI. Manicuring & Pedicuring
- VII. Hair Relaxer/Coloring/Bleaching/ Toning
- VIII. Sculptured Nails
- IX. Hair Structure and Chemistry
- X. Permanent Waving
- XI. Shop Ethics, Personality & Salesmanship
- XII. State Law
- XIII. Facials, Arching, Lash & Brow Tinting
- XIV. Salon Management
- XV. EPA & OSHA Requirements
- XVI. Product Knowledge

PROGRAM LENGTH

3.5 Trimesters - 1500 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Natural Hair Stylist	Certificate	300 Hrs
Shampooist	Certificate	300 Hrs
Manicurist	Certificate	600 Hrs
Cosmetologist	Diploma	1500 Hrs
Official licensing issued only by State Board		

LICENSING AGENCY

State of Tennessee Board of Cosmetology

DENTAL ASSISTANT

COURSE DESCRIPTION

The mission of the Dental Assisting program is to provide specialized classroom instruction and practical experience in preparation for employment in a dental office.

The program prepares individuals to directly assist the dentist in all aspects of treatment. The curriculum includes exposure and processing of x-rays, preparation of operatory and patient treatment, mixing and delivering materials and medications, functioning as a receptionist, and performing a variety of clinical and laboratory procedures as specified in the State Dental Practice Act.

This course emphasizes safe and efficient work practices, and basic occupational and employability skills.

Dental Assistant is offered at the Main Campus.

CAREER OPPORTUNITIES

Career opportunities are available as a chairside dental assistant, office manager, insurance clerk for health care providers, or a sales representative for dental manufacturing companies. Graduates are also eligible to take state and national certification tests.

UNITS OF INSTRUCTION

- I. Professional Orientation
- II. Dental Sciences
- III. Pathology
- IV. Embryology
- V. Dental Materials I, II, III
- VI. Dental Radiography I, II, III, IV
- VII. Anatomy & Physiology
- VIII. Dental Anatomy
- IX. Dental Specialties
- X. Endodontics
- XI. Periodontics
- XII. Orthodontics
- XIII. Prosthodontics
- XIV. Oral Surgery
- XV. Pedodontics
- XVI. Operative Dentistry
- XVII. Clinical Assistant I, II, III
- XVIII. Ethics & Jurisprudence
- XIX. Oral Diagnosis
- XX. Preventive Dentistry
- XXI. Prevention & Nutrition
- XXII. Office Emergencies
- XXIII. Pharmacology

- XXIV. Therapeutics
- XXV. Head and Neck Anatomy
- XXVI. Communication/Psychology
- XXVII. Microbiology and Sterilization
- XXVIII. Practice Management I
- XXIX. Office Administration
- XXX. Practice Management II
- XXXI. Employability Skills

PROGRAM LENGTH

4-Trimesters - 1296 Clock Hours

DIPLOMA LEVEL

Dental Assistant Diploma

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicant must:

1. Take the NET Test (Nursing Entrance Test)
2. Furnish the school with two (2) work references or character references. (Relatives are not considered acceptable references.)
3. Submit the following required documents within the designated time frame:
 - High school and /or college transcript
 - Two letters of reference
 - Evidence of a recent physical examination by a licensed physician or nurse practitioner
 - Writing sample
 - Resume of work history

PROGRAM ACCREDITATION

Commission of Dental Accreditation of the
American Dental Association

Approved by the Tennessee Dental Board of Examiners

DENTAL LABORATORY TECHNOLOGY

COURSE DESCRIPTION

The mission of the Dental Laboratory Technology Program is to provide individualized classroom instruction and practical shop experience for employment in the field. Students accomplish mastery by using precision dental instruments, developing accuracy techniques, using artistic ability and paying attention to minute detail.

Along with basic oral anatomy, students learn to make dentures, cast metal partials, metal and porcelain crowns and bridges, and orthodontic appliances, such as retainers. Students work with such materials as plaster, wax, acrylics, metals and porcelains to construct prostheses. They also sculpt wax, create molds, build, fire, and sculpt porcelain, and mix and cure acrylics and cast metals. Instruction includes learning to operate, maintain, and troubleshoot ovens, lathes, and casting equipment, as well as working with metal alloys.

Lab certification by the National Association of Dental Laboratories provides a safe and efficient work place. Basic occupational and employability skills along with safety are an integral part of the curriculum. The program also provides cooperative work experience.

Dental Laboratory Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

An aging population has increased the demand for cosmetic prostheses. A wide range of career opportunities exist. Employment is available in commercial laboratories, private dental offices, and in dental supply companies. Knowledge and skills in the area can also be applied to educational programs, research, sales and/or marketing of prosthetic materials, instruments and equipment. Job opportunities are also available as independent laboratory owners.

UNITS OF INSTRUCTION

- I. Program Orientation & Shop Safety
- II. Basic Materials & Dental Anatomy
- III. Acrylic Partial
- IV. Orthodontics
- V. Complete Dentures
- VI. Introduction to Removable Partial Dentures (RPD)
- VII. RPD I
- VIII. RPD II
- IX. RPD III
- X. Introduction to Crown & Bridges
- XI. Construct Crown & Bridge Modelwork
- XII. Crown & Bridge I - Single Crowns
- XIII. Crown & Bridge II - Anterior Bridge

- XIV. C & B II - Posterior Bridge
- XV. C & B Soldering
- XVI. Introduction to Ceramics
- XVII. Ceramics I - Metal Structures
- XVIII. Ceramics II - Construct Single Crowns
- XIX. Ceramics III - Construct Ceramic Bridge
- XX. Identify all Ceramic Crowns
- XXI. Specialty Training in Fixed & Removable Prosthetics
- XXII. Introduction to Computers
- XXIII. Employability Skills - Communication Skills
- XXIV. Workplace Professionalism
- XXV. Career Planning
- XXVI. Resume Writing
- XXVII. Job Search

PROGRAM LENGTH

4 Trimesters -1728 Clock Hours

CERTIFICATE AND DIPLOMA LEVELS

Dental Lab Technician Apprentice	Certificate	324 Hrs
Dental Laboratory Technician	Diploma	1728 Hrs

LABORATORY CERTIFICATION

Lab certified by the
National Association of Dental Laboratories

DIESEL POWERED EQUIPMENT TECHNOLOGY

COURSE DESCRIPTION

The mission of Diesel Powered Equipment Technology Program is to train individuals for employment as diesel service technicians and mechanics. Also known as bus and truck mechanics and diesel engine specialists, the individuals repair and maintain the diesel engines that power transportation equipment such as heavy trucks, buses, and locomotives. The course offers classroom instruction and hands-on shop experience with engines, hydraulics, power trains, and electrical systems and their functions on diesel equipment. Basic knowledge and skill development are provided in welding and air conditioning systems.

Safe and efficient work practices, quality workmanship, and employability skills are emphasized. Students learn to read, interpret, and apply information from service manuals and bulletins in order to keep abreast of engineering changes. Technicians handle repairs ranging from vehicle electrical systems to major engine repairs. Co-op opportunities are available while training.

Voluntary certification is available through Automotive Service Excellence (ASE).

Diesel Powered Equipment Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The Diesel Technology field offers high wages and steady work. Since the Memphis Metropolitan Service Area is America's distribution center, there are many job opportunities in this area. Employment is available in automotive and heavy truck repair shops and dealerships, heavy truck rental and leasing companies, private fleet repair shops, diesel engine distributors, marine fleet repair facilities, railroads, airlines ground support maintenance shops, automotive equipment rentals and transit companies. Other opportunities include, school systems, state and local governments and manufacturing and construction firms. Independent owner opportunities are also available for experienced technicians.

UNITS OF INSTRUCTION

- I. Orientation - General Shop Safety, Preventive Maintenance
- II. Safe Equipment Operation
- III. Tools & Fasteners
- IV. Measuring Instruments
- V. Welding & Cutting
- VI. Basic Diesel Theory
- VII. Cylinder Blocks
- VIII. Cylinder Head Valve Train
- IX. Lubrication System
- X. Cooling System

- XI. Engine Brakes
- XII. Fuel Systems
- XIII. Basic Electricity
- XIV. Basic Electronics
- XV. Electronic Engine Controls
- XVI. Brakes
- XVII. Suspension & Steering
- XVIII. Hydraulics
- XIX. Drive Trains
- XX. Heating, Ventilation & Air Conditioning
- XXI. Employability Skills

PROGRAM LENGTH

5 Trimesters - 2160 Hrs

CERTIFICATE & DIPLOMA LEVELS

Preventive Maintenance Service Technician Helper	Certificate	432 Hrs
Diesel Engine Assembler	Certificate	864 Hrs
Diesel Technician Apprentice	Certificate	1296 Hrs
Diesel Technician Assistant	Certificate	1728 Hrs
Diesel Technician	Diploma	2160 Hrs

DRAFTING & CAD TECHNOLOGY

COURSE DESCRIPTION

The mission of the Drafting & CAD Technology Program is to provide specialized classroom instruction and practical experience in preparation for employment in the field. The course prepares individuals to assist engineers and architects in the design and drafting of electric circuits, maps, machines, and structures.

Using computer workstations to create a drawing on a video screen, students learn how to fill in technical details using rough sketches, specifications, codes and calculations and store the data electronically so that revisions or duplicates can easily be made. Proper use of drafting tools and equipment, geometric construction techniques, and blueprint reading to fill in technical details is also taught.

The curriculum includes architectural, electrical, manufacturing and mechanical drawing; technical drawing and AutoCAD and its applications.

The course emphasizes safe and efficient work practices, quality workmanship, and employability skills.

Drafting & CAD Technology is offered at the Main Campus and on-line at www.rodip.org.

CAREER OPPORTUNITIES

Upon completion of the required units of instruction, the student is employable in a variety of environments that range from small architectural firms to major corporations. Specialties and titles may include those of aeronautical, architectural, electrical, electronic, mechanical, and/or pipeline drafters.

UNITS OF INSTRUCTION

- I. Fundamentals:
 - a. Basic Drafting
 - b. Drafting Instruments
- II. Geometric Construction
- III. Sketching
- IV. Lettering
- V. Multiview Projection
- VI. Dimension
- VII. Section
- VIII. Auxiliary Views
- IX. Manufacturing Processes
- X. Working Drawings
- XI. Mechanical
- XII. Electrical and Electronic
- XIII. Architectural:
 - a. Residential
 - b. Commercial
- XIV. AutoCAD

XV. Technical Illustration

PROGRAM LENGTH

4 Trimesters - 2160 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Drafting & CAD Technician	Diploma	1296 Hrs
Architectural Drafter	Diploma	2160 Hrs
Mechanical Drafter	Diploma	2160 Hrs

ELECTRONICS TECHNOLOGY

COURSE DESCRIPTION

The mission of the Electronics Technology Program is to provide diversified training for employment in the electronics field.

Students are taught to repair electronic equipment and devices using troubleshooting techniques and schematics. They become skilled at using test equipment such as multimeters, signal generators, oscilloscopes and basic hand tools. Emphasis is placed on automation and robotics. Lab exercises provide simulation in signal conversion techniques such as frequency to voltage and voltage to frequency. The removal and installation of circuit boards is also an integral part of the course. Interpersonal skills vital to working with colleagues and customers are taught.

Students may exit at any one of several points during a 4-month to 20-month period. Upon completion of the program, graduates will have acquired the skills and the knowledge necessary to sit for national certification exams corresponding to their level of training. Co-op training opportunities are also available during training.

Electronics Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

Electronics is an expanding career field. With electronic devices populating business and industry as well as homes, the demand for technicians is great. In addition to electrical and electronic installers and repairers, varieties of other occupational specialties exist in this field. Positions are available as bench technicians, powerhouse technicians, relay technicians, power transformer repairers and generator mechanics. Individuals may secure employment in repair shops located in factories and service centers, while others may be employed by utility companies, building equipment contractors, machinery and equipment repair shops, the Federal Government, rail transportation companies and other electric and electronic equipment user industries.

UNITS OF INSTRUCTION

- I. Safety, Tools, Soldering
- II. Electrical Theory, Soldering & Ohm's Law
- III. DC Circuits
- IV. Devices & Electric Power
- V. Magnetism & Electromagnetism
- VI. Waveform Interpretation & Test Equipment
- VII. Reactive Circuits & Transformers
- VIII. Semiconductors & Power Supplies
- IX. Transistors, Amplifiers & Oscillators
- X. Transistors, Circuits & Troubleshooting
- XI. Thyristors
- XII. Operational Amplifiers
- XIII. Digital Fundamentals I
- XIV. Digital Fundamentals II

- XV. Microcomputer
- XVI. Introduction to Wiring
- XVII. Introduction to Motors
- XVIII. Introduction to Motor Controllers
- XIX. Motor & Controller Troubleshooting
- XX. Introduction to Hydraulics & Pneumatics
- XXI. Introduction to Mechanisms
- XXII. Introduction to Robotics
- XXIII. Introduction to Programmable Logic Controllers
- XXIV. Customer Service
- XXV. Employability Skills

PROGRAM LENGTH

4.5 Trimesters - 1944 Clock Hours

CERTIFICATE & DIPLOMA LEVELS OFFERED

Electronics Assembler	Certificate	432 Hrs
Electronics Tester	Certificate	864 Hrs
Electronics Technician Apprentice	Diploma	1296 Hrs
Electronics Technician	Diploma	1944 Hrs

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION

COURSE DESCRIPTION

The mission of the HVAC/R Technology Program is to provide the technical instruction and skill development necessary for the student to become gainfully employed in the HVAC/R field. The curriculum includes the basic electrical theory and basic refrigeration theory needed to repair and maintain HVAC/R systems.

Students apply classroom theory to lab assignments and perform live work projects to troubleshoot and repair HVAC/R systems. Both residential central HVAC systems and commercial refrigeration systems are part of the curriculum. Students are given hands-on experience in installation and refrigerant management.

Before any hands-on training, safe and efficient work practices are taught and must be utilized. Cooperative training is available during the course of the curriculum.

Upon completion of segments of the program, students are eligible to sit for the EPA Refrigerant Certification Test and/or the HVAC Excellence Electrical Proficiency. HVAC/R is offered at the Main Campus.

CAREER OPPORTUNITIES

Due to the demand for new residential, commercial, and industrial climate control systems, the employment of heating, air-conditioning and refrigeration technicians is high and is expected to increase in the future. Energy conservation and environmental concerns lead to the replacement of older systems and the installation of newer, more efficient systems in existing homes and buildings. This increases the demand for service technicians in installation, maintenance, and repair.

UNITS OF INSTRUCTION

- I. Orientation and Safety
- II. Shop Practices and Tools
- III. Basic Electricity
- IV. Wiring Diagrams
- V. Electric Circuits and Meters
- VI. Automatic Controls
- VII. Electric Motors
- VIII. Refrigeration Theory
- IX. Commercial Refrigeration
- X. Residential Air Conditioning
- XI. Residential AC Installation
- XII. Commercial Air Conditioning
- XIII. Air Conditioning Troubleshooting
- XIV. Heating and Humidification

- XV. Residential Furnaces
- XVI. Heating Troubleshooting
- XVII. Energy Management

PROGRAM LENGTH

5 Trimesters - 2160 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Heating & Air Conditioning Mechanic Helper	Certificate	432 Hrs
Unit Repairer	Certificate	864 Hrs
Refrigeration Technician	Diploma	1296 Hrs
HVAC Technician	Diploma	1296 Hrs
HVAC/R Technician	Diploma	1728 Hrs
Commercial Refrigeration/Air Conditioning Technician	Diploma	2160 Hrs

PROGRAM CERTIFICATION

HVAC EXCELLENCE

INDUSTRIAL/MACHINERY MAINTENANCE

COURSE DESCRIPTION

The mission of the Industrial Machinery Maintenance Repair Program is to prepare students for employment in the industrial maintenance field. The program includes theory and skill training in welding, electricity, heating, air conditioning and refrigeration, mechanical maintenance and machine tool technology. Students learn to properly service, maintain, repair and/or install industrial equipment or equipment parts for a wide range of industrial machinery. Problem-solving skills included in the curriculum teach students how to perform basic diagnostic tests, check performance, and test damaged machine parts to determine whether major repairs are necessary.

Using industry standard techniques, students learn to use a variety of tools to perform repairs and preventive maintenance. Local business and industry provide co-op opportunities, which allow the student to apply learned skills to actual work experience.

Safety and employability skills are integral parts of the program.

Industrial/Machinery Maintenance is offered at the Main Campus.

CAREER OPPORTUNITIES

As more and more firms introduce costly automated production equipment using computerized-maintenance, vibration analysis techniques, and self-diagnostic systems, increasingly highly qualified mechanics will be needed to insure maintenance and consistent operation before trouble occurs.

Upon successful completion of the required units of instruction, students are employable in public utilities, manufacturing industries, government agencies and any other businesses that rely on machinery. Ample jobs are available.

UNITS OF INSTRUCTION

- I. Welding Technology Module
- II. Industrial Electricity Core Module
- III. Mechanical and Fluid Power Systems
- IV. Machine Tool Technology Module (Elective)
- V. HVAC Module (Elective)

Each core is approximately 432 hours in length. Students have the option of studying additional courses.

PROGRAM LENGTH

4 Trimesters - 1728 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Industrial Maintenance Helper	Certificate	864 Hrs
Industrial Maintenance Technician	Diploma	1728 Hrs

MACHINE TOOL TECHNOLOGY

COURSE DESCRIPTION

The mission of the Machine Tool Technology Program is to prepare students for employment in the machining industry. Instruction is given in related math, blueprint reading, precision measuring, basic metallurgy and heat-treating of metals.

Students learn to read blueprints, set up and operate a variety of machine tools to make parts to specified tolerances. They also fit and assemble parts to make a functional machine or tool, measure work using micrometers, depth gauges and calipers and learn to program the computers that operate the machine tools.

Students are taught good work ethics, communications and employability skills.

To enhance the skill of the student, national skill standards developed by the National Institute of Metalworking (NIMS) have been incorporated into the curriculum. After completing the program, graduates are eligible to sit for the NIMS credentialing exam and earn the credential for formal recognition of competency. This award is recognized throughout the industry.

Machine Tool Technology is a 20 month program offered at the Main Campus.

CAREER OPPORTUNITIES

According to the Occupational Outlook Handbook, employment of multiple, machine-tool operators; molding, coremaking, and casting-machine operators, metal and plastic; and a number of miscellaneous operating occupations is expected to grow.

UNITS OF INSTRUCTION

- I. Practical Safety
- II. Mathematical Concepts
- III. Engineering Drawings
- IX. Measure/Inspect
- X. Conventional Machining
- XI. Manufacturing Materials & Processes
- XII. Lathe Competency
- XIII. Advanced Machining
- XIV. NIMS Credentialing
- XV. Advanced CNC
- XVI. Employability Skills

PROGRAM LENGTH

5 Trimesters - 2160 Clock Hours

CERTIFICATE & DIPLOMA LEVELS

Production Machine Tender	Certificate	432 Hrs
Machine Set-up Operator	Certificate	864 Hrs
General Machinist	Diploma	1728 Hrs
Machinist I w/NIMS Credentials	Diploma	2160 Hrs

MASONRY

COURSE DESCRIPTION

The mission of the Masonry Program is to give students the “hands on” skill training and the technical information needed to begin a rewarding career in the masonry industry.

Hand and power tool basics, blueprint reading, measurement and estimating are course basics. Students work with a variety of building materials and use different methods to mix mortar, lay brick walls, block walls, arches, brick and block columns, concrete patios, and mail boxes using many different patterns and bonds. Projects designed to develop manipulative and cognitive skills include brick steps, fireplaces, stonework and the use of decorative patterns. Hands-on construction and on-site co-op training help students to obtain mastery.

Employability skills and problem solving skills are integrated throughout the curriculum.

Masonry is offered at the Main Campus.

CAREER OPPORTUNITIES

There are excellent career opportunities in the masonry field. All buildings constructed today, commercial and residential, contain some form of masonry. Workers are employed primarily by building, specialty trade, or general contractors. Concentrations are in major metropolitan areas such as Memphis.

UNITS OF INSTRUCTION

- I. General Skills - Safety, measurement, material identification, basic math, basic tool recognition, basic tool use, mortar types, spreading mortar w/trowel, laying brick to line
- II. Basic Trade Skills
 - a. Level Plumb
 - b. Square Build Plumb
 - c. Blueprint Reading
- III. Production Trade Skills-layout and build leads, layout and build brick walls, machine, mix mortar, use brick saw, lay solder course, lay relock course, lay leader
- IV. Advanced Trade Skills-Arches, steps, and mark and layout walls

PROGRAM LENGTH

3 Trimesters - 1296 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Bricklayer Helper	Certificate	220 Hrs
Block Layer	Certificate	648 Hrs
Chimney Builder	Certificate	900 Hrs
Brick Layer	Diploma	1296 Hrs

PHARMACY TECHNOLOGY

COURSE DESCRIPTION

The mission of the Pharmacy Technology Program is to train students for employment in retail and wholesale pharmacies, and home health care and long-term care facilities. They will perform as pharmacy technicians or assistants under the direct supervision of the pharmacist.

Students will learn to become skilled in medications, prescription preparation, reconstitution and IV preparation. They will also learn to establish and maintain patient profiles, packaging and equipment and to perform administrative, communication, and inventory control duties. Clinical training is provided in all work environments.

Upon completion of training, students will be prepared to take the Pharmacy Technician Certification Examinations (PTCE).

Pharmacy Technology is offered at the Main Campus.

CAREER OPPORTUNITIES

The job outlook for pharmacy technicians is superb. At present, the job is being redefined, moving away from lay clerical status to paraprofessional status involving education to the Associate degree level, and in many cases, professional registration and certification. The estimated number of technicians is expected to grow significantly. Wages are also expected to increase. Hospitals and chain store pharmacies tend to have excellent benefit packages, including medical and dental plans, retirement plans, etc.

UNITS OF INSTRUCTION

- I. Introduction to Pharmacy Practice
- II. Pharmacy Calculations
- III. Medical Terminology
- IV. Pharmacy Math
- V. Anatomy and Physiology
- VI. Pharmacy Law, Ethics, HIPAA
- VII. Pharmacy Practice
- VIII. Computer Science
- IX. Pharmacology I
- X. Pharmacology II
- XI. Physical Pharmacy
- XII. Sterile Products
- XIII. Safety and First Aid
- XIV. Pharmacology III
- XV. Communication Skills
- XVI. Employability Skills
- XVII. Clinical Practice and Hospital Practice

PROGRAM LENGTH

3 Trimesters - 1296 Clock Hours

DIPLOMA LEVEL

Pharmacy Technician Diploma

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicant must:

1. Take the NET Test (Nursing Entrance Test)
2. Furnish the school with two (2) work references or character references. (Relatives are not considered acceptable references.)
3. Submit the following required documents within the designated time frame:
 - * High school and /or college transcript
 - * Two letters of reference
 - * Evidence of a recent physical examination by a licensed physician or nurse practitioner
 - * Writing sample
 - * Resume of work history

PROGRAM ACCREDITATION

American Society of Health-System Pharmacists

PRACTICAL NURSING

COURSE DESCRIPTION

The mission of the Practical Nursing Program is to provide students with the knowledge and training necessary to pass the state licensure exam and to become successful members of today's healthcare workforce. The program consists of a combination of classroom, laboratory and clinical experiences. These experiences expose the student to the wide variety of tasks and responsibilities required of today's practical nurse.

Upon program completion, the student is eligible to sit for the State Board of Nursing Exam, and upon passing is eligible to receive a license as Practical Nurse.

Classroom and clinical instruction teaches students how to provide basic bedside care. They become skilled in taking vital signs such as temperature, blood pressure, pulse, and respiration. They also learn to treat bedsores, prepare and give injections, enemas, back rubs and massages, apply dressings, and report adverse reactions to medications or treatments. In addition to providing routine bedside care, LPN's in nursing homes may also help to evaluate residents' needs, develop care plans, and supervise nursing care.

Practical Nursing is offered at the Main Campus.

CAREER OPPORTUNITIES

This is a high demand occupation with endless career opportunities available. Employment is expected to increase faster than average for all occupations in response to the long-term care needs of a rapidly growing population of elderly people, and to the general growth of health care needs.

Graduates, upon licensing, may become employed in hospitals, nursing homes, home health care agencies, physicians' offices or clinics. Jobs are also available in emergency medical centers, ambulatory surgi-centers and health maintenance organizations.

UNITS OF INSTRUCTION

First Trimester

Anatomy and Physiology
Nutrition
Vocational Relationships
Nursing Principles and Skills
Geriatric Nursing
Administration of Medicine
Common Emergencies
Medical Surgical Nursing I

Second Trimester

Basic Pharmacology
Pediatrics

Mental Health Nursing
Medical-Surgical Nursing II
Third Trimester
Obstetrics
Med-Surg Nursing III
Advance Vocational Relationships

SPECIAL ADMISSION REQUIREMENTS

In addition to regular admission requirements, applicants must:

1. Schedule to take Compass (Nurse Entrance Exam) during the application enrollment period: specific dates prior to enrollment periods, contact student services for exact dates.
2. Complete a Nursing Application upon meeting the required scores for admission to the Nursing program. If a student does not meet the required scores on the NET, re-testing will not be an option until the following trimester and the applicant must re-apply for the next PN Class.
3. The successful applicant must submit the following required documents: High School and College transcripts immediately upon submitting the Nursing application. All transcripts must be sent to admission office. Applicants who have not submitted the above documentation by the deadline given, will not be allowed to proceed in the application process.
4. Complete the scheduled information session with Nursing Coordinator.
5. Additional requirements that will be requested:
 - A criminal background check with positive results.
 - A drug test (only a clear “Negative” will be acceptable).
 - Proof of a medical examination within the last six months.
 - Two letters of references (relatives are not acceptable references).
 - Complete the Health Questionnaire form
 - Complete orientation for TTCM

PROGRAM LENGTH

3 Trimesters - 1296 contact hours

CERTIFICATE AND DIPLOMA LEVEL

Practical Nursing Diploma

PRACTICAL NURSING LICENSING AGENCY

Tennessee Board of Nursing

Mississippi Board of Nursing • Arkansas Board of Nursing

Multi-State

TRUCK DRIVING

COURSE DESCRIPTION

The mission of the Truck Driving Program is to prepare students for “entry-level” employment as tractor-trailer drivers by providing the identified knowledge and performance skills necessary to pass the Commercial Driver’s test. The program meets or exceeds the qualifications and criteria established by PTDI, the certifying organization made up of more than 200 motor carrier safety personnel, drivers, insurance executives and educators teaching in the field of tractor-trailer operations.

The course consists of 216 hours of intensive classroom and behind-the-wheel training that builds skills in safety practices, operation and maintenance of vehicles and non-vehicle activities in trucking. Instruction includes operation of vehicles on the interstate, on two-lane highways, in the city, and backing and maneuvering. Also included are recordkeeping and performing pre-trip/post-trip inspections and defensive driving habits.

The program emphasizes safe and efficient work practices, and basic occupational and employability skills. Before beginning road training, students must obtain a Commercial Driver’s License permit by passing the written CDL test.

Truck Driving is offered at the Main Campus.

CAREER OPPORTUNITIES

Demand for drivers is higher than ever in the trucking industry and job opportunities are numerous. Since the Memphis Metropolitan Service Area is America’s distribution center, both local and long-distance jobs are available. Working for companies that employ long-distance drivers is the best way to advance to other positions such as dispatcher, manager, or traffic safety worker.

UNITS OF INSTRUCTION

- I. Orientation
- II. TN CDL and Endorsements
- III. Map Reading
- IV. DOT Regulations & Logging
- V. Substance Abuse & Blood Borne Diseases
- VI. Vehicle and Vehicle Component Orientation
- VII. Safety
- VIII. Couple & Uncouple
- IX. Backing
- X. Road Driving
- XI. Weather & Road Conditions
- XII. Public Relations
- XIII. Freight Documents
- XIV. Cargo Handling
- XV. Organization
- XVI. Employability Skills

SPECIAL ENROLLMENT REQUIREMENTS

- * Must be at least 21 years of age
- * Must pass Certified Medical Exam required by the Department of Transportation
- * Must hold a valid Tennessee or Mississippi Driver's license.
- * Must submit motor vehicle report establishing no more than two moving violations within the last three years and no DUI or DWI convictions within the last 5 years
- * Must pass substance abuse test conducted by a TTC endorsed drug bank.

PROGRAM LENGTH

1/2 Trimester - 216 Hrs.

CERTIFICATE AND DIPLOMA LEVELS

Class A - CDL	Diploma	216 Hrs
*CDL Test administered by Department of Motor Vehicle		

PROGRAM CERTIFICATION

PTDIA - Professional Truck Driving Institute of America

WELDING, BRAZING & SOLDERING

COURSE DESCRIPTION

The mission of the Welding, Brazing and Soldering Program is to train individuals for employment in this multi-faceted craft. The course emphasizes safe and efficient work practices, basic occupational knowledge and employability skills.

Students are taught to perform various duties in construction, production line assembly and repair and/or maintenance.

Through classroom study and hands-on shop activities using competency-based modules, students learn to apply heat to metal pieces, melting and fusing them together to form a permanent bond. In addition, students are taught how to make industry acceptable cuts and welds on steel, stainless steel, and aluminum with plasma arc.

Prior to hands-on shop activities, supporting classroom theory and correct demonstrations are provided on a variety of welding techniques such as pipe welding, gas metal arc welding, gas tungsten arc welding and oxygen-acetylene cutting, welding, and brazing.

After proficiency at certain levels, co-op training opportunities are available.

Welding, Brazing and Soldering is offered at the Main Campus.

CAREER OPPORTUNITIES

Almost every manufacturing industry uses welding at some stage of the manufacturing process presenting a growing and challenging series of opportunities for skilled workers. Jobs are available in motor vehicle parts manufacturing, agriculture, construction, mining machinery manufacturing, architectural and structural metals manufacturing, and commercial and industrial machinery and equipment. Welding technology has grown with the inception of laser beam and electron beam welding, new fluxes, and techniques such as the bonding of dissimilar materials and nonmetallic materials such as plastics, composites and new alloys.

UNITS OF INSTRUCTION

- I. Introduction/Shop Orientation
- II. Safety
- III. Cutting Process
- IV. Plasma Arc Cutting
- V. Shielded Metal Arc, Basic
- VI. Shielded Metal Arc, Advanced
- VII. Mild Steel Pipe
- VIII. Welding Theory
- IX. Gas Metal Arc Welding
- X. Oxy-Acetylene Welding
- XI. Blueprint Reading
- XII. Gas Tungsten Arc Welding
- XIII. Aluminum Plate
- XIV. Mild Steel Pipe

- XV. Stainless Steel Pipe
- XVI. Employability Skills

PROGRAM LENGTH

3 Trimesters - 1296 Hrs

CERTIFICATE AND DIPLOMA LEVELS

Tack Welder	Certificate	432 Hrs
Shielded Metal Arc Welder	Certificate	468 Hrs
Gas Metal Arc Welder	Certificate	972 Hrs
Combination Welder	Diploma	1296 Hrs

CERTIFICATION AGENCY

The institution serves as an I-CAR Welding Qualification Test Site.