

Manager Program.

Certificates in Dietary Aide and Sanitation & Food Safety are awarded upon course completion.

The registration fee is approximately \$762.00.

Contact Patricia Roark, patricia.roark@ttcelizabethton.edu, for additional information.

**Certified Dietary Manager**  
**8 month online course**

The online course is designed to meet the educational needs of individuals desiring to work as Dietary Managers. The training program, which is approved by the Dietary Manager Association, prepares graduates for the National Dietary Manager Credentialing Exam to become a Certified Dietary Manager (CDM).

The program consists of 714 web-based hours and 150 hours of field training experience. The average annual salary of CDMs, nationally, is \$40,374.

A Certificate in Dietary Manager/Safety & Sanitation will be awarded upon completion of the program.

The registration fee is approximately \$1,539.00.

Contact Patricia Roark, patricia.roark@ttcelizabethton.edu, for additional information.

**Medical Administrative Assistant**  
**12 months to complete**

This course is available on campus and online.

The Professional Secretaries Institute model curriculum provides the framework for this 12-month program.

The program is designed to meet the constant demand for Medical Administrative Assistants with a focus on patient services. The mission of the program is to provide technical instruction and professional development to enable students to obtain entry-level positions in an office-related field.

A diploma will be awarded upon completion of the course.

The registration fee for 12 months of study is approximately \$2286.00.

Contact Wanda Jones, wanda.jones@ttcelizabethton.edu, for additional information.

**Medical Coding and Health Information Technician**  
**12 months to complete**

This course is available on campus and online.

The Professional Secretaries Institute model curriculum provides the framework for this 12-month program. The program is designed to meet the constant demand for Medical Coding and Health Information Technicians with a focus on patient records. The mission of the program is to provide technical instruction and professional development to enable students to obtain entry-level positions in an office-related field.

A diploma will be awarded upon completion of the course.

The registration fee for 12 months of study is approximately \$2286.00.

Contact Wanda Jones, wanda.jones@ttcelizabethton.edu, for additional information.

**ONLINE CERTIFICATE AND  
DIPLOMA PROGRAMS**

The Tennessee Technology Center at Elizabethton is a Home Institution for Tennessee Board of Regents Online Certificate and Diploma Programs. Courses are designed for a 15-week cycle. Technical support for accessing course lessons and assignments are available 24 hours a day, seven days a week.

In Computer Information Systems, online Technical Certificates are offered in Information Processing Technician and PC Operator, as well as Computer Information Systems Diploma.

In Drafting and CAD Technology, online Technical Certificates are offered in Detail Drafter and CAD Technician, as well as Drafting and CAD Technician Diploma.

In Business Systems Technology, online Technical Certificates are offered in General Office Assistant and Information Processing Support, as well as Diploma Programs in Accounting Assistant, Administrative Assistant, Medical Administrative Assistant, Medical Coding and Health Information Technician and Legal Administrative Assistant.

For additional information, contact either Betty Hoss or Nancy Perkins, coordinators at TTC-Elizabethton for Regents Online Degree Programs (RODP) and Regents Online Continuing Education (ROCE) courses.

Command Spanish, Inc. also offers online occupational Spanish courses for health care providers, including respiratory therapists, nurses and doctors. To enroll, visit the TTC-Elizabethton Web site, click on online programs.

**Tennessee Technology Center at Elizabethton**

Web site address: [www.ttcelizabethton.edu](http://www.ttcelizabethton.edu)

**Main Campus, 426 Highway 91**

Elizabethton, TN 37643

Telephone (423) 543-0070

1-888-986-2368 (Toll Free) • Fax (423) 547-2587

**Herman Robinson Campus, 1500 Arney Street**

Elizabethton, TN 37643

Office Hours: Monday - Friday

7:30 a.m. - 4:30 p.m. Eastern Time

*Auxiliary aids and services are available upon request to individuals with disabilities and/or limited English Proficiency.*

**TDD: (423) 547-7511 or (423) 610-0134**

**"Workforce development. It's what we do."™**

The Tennessee Technology Center at Elizabethton is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status or sexual orientation. Printed by East Tennessee State University Press. TBR 260. TTCE90142. 1M.



**ALLIED HEALTH**

*work* **FORCE**  
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**TENNESSEE  
TECHNOLOGY  
CENTER**  
*at Elizabethton*

**[www.ttcelizabethton.edu](http://www.ttcelizabethton.edu)**

**Serving the Northeast Tennessee region**

*P.O. Box 789  
Elizabethton, TN 37644*

**(423) 543-0070  
Toll Free 1-888-986-2368**

*Governed by the Tennessee Board of Regents*

# ALLIED HEALTH

Allied Health Certificate and Degree Programs offered on campus and online by the Tennessee Technology Center at Elizabethton:

## **Licensed Practical Nursing 12 months to complete**

The practical nursing program is designed to meet the educational needs for members of the nursing team employed in hospitals, nursing homes and health care agencies, among others. The program gives students the technical knowledge and skills needed for employment as a practical nurse. Graduates are also prepared for the State Board of Nursing Exam to become a Licensed Practical Nurse.

A diploma will be awarded upon completion of the program.

The registration fee for 12 months of study is approximately \$2,586.00.

Contact Terri Blevins, [terri.blevins@ttcelizabethton.edu](mailto:terri.blevins@ttcelizabethton.edu), for additional information.

## **Nursing Admission Test Preparatory Course 20 clock hours required**

The course, available on campus and online, provides an objective measure of critical reading ability compared to level of mastery required for success in the nursing training program. The course also evaluates student knowledge of basic mathematics, the math required in academic courses and in clinical practice after graduation from the nursing training program.

The registration fee is approximately \$91.00.

Contact Patricia Roark, [patricia.roark@ttcelizabethton.edu](mailto:patricia.roark@ttcelizabethton.edu), for additional information.

## **Certified Nursing Assistant 135 clock hours required**

This course is available on campus and online. The training program covers state regulations mandated by the Tennessee Department of Health and Environment. The course prepares students for the state exam to become a Certified Nurse Aide and employment in a health care facility. No high school diploma or GED is required to enroll in the course. Classes meet 75 hours, from 7:30 a.m. to 3 p.m. Monday-Thursday (classroom and laboratory) the first three weeks and 60 hours, from 6:30 a.m. to 2 p.m. Monday-Thursday the last two weeks, at a nursing home facility.

A certificate will be awarded upon completion of the course.

The registration fee is approximately \$393.50.

Contact Patricia Roark, [patricia.roark@ttcelizabethton.edu](mailto:patricia.roark@ttcelizabethton.edu), for additional information.

## **Dementia Care 40 clock hours required**

The online course, which is divided into 10 modules, includes an overview of the different types of dementia, recognizing signs and symptoms, and basic principles of dementia care. Nurse aides in Tennessee with dementia residents must complete 40 hours of approved training to comply with Tennessee Regulations Rule 1200-8-6-07 Standards for Nursing Homes. Currently, 30 states require eight hours pre-employment dementia training for all nurses, CNAs and direct care staff.

A certificate will be awarded upon completion of the course.

The registration fee is approximately \$256.00.

Contact Patricia Roark, [patricia.roark@ttcelizabethton.edu](mailto:patricia.roark@ttcelizabethton.edu), for additional information.

## **Dosage Calculation for Nurses 36 clock hours required**

This online course provides a comprehensive overview of Dosage Calculations, including in math skills review, drugs and solutions, and measurement of systems. The lessons, exercises, module reviews and other interactive resources make the class fun, attractive and an effective learning environment.

A certificate will be awarded upon completion of the course.

The registration fee is approximately \$145.00.

Contact Patricia Roark, [patricia.roark@ttcelizabethton.edu](mailto:patricia.roark@ttcelizabethton.edu)

## **Health Care Terminology 30 clock hours required**

The online self-paced course provides an easy, efficient and practical way to learn health care terminology. In addition to the lessons, the course contains a variety of learning tools, such as interactive exercises (labeling, spelling and audio flash cards), pre-test and final examinations, audio pronunciation glossary, an image bank, and other tools that will enhance the student's health care terminology learning experiences.

A certificate will be awarded upon completion of the course.

The registration fee is approximately \$116.00.

Contact Patricia Roark, [patricia.roark@ttcelizabethton.edu](mailto:patricia.roark@ttcelizabethton.edu), for additional information

## **Intravenous Medication Administration 40 clock hours required**

The 40 hour course provides a comprehensive overview of intravenous medication administration utilizing curriculum

approved by the Tennessee Board of Nursing. This course is for Licensed Practical Nurses only. A certificate will be awarded upon completion of the course.

The registration fee is approximately \$214.00. (Facility contract prices are available.)

Contact Terri Blevins, [terri.blevins@ttcelizabethton.edu](mailto:terri.blevins@ttcelizabethton.edu), for additional information.

## **Licensed Practical Nurse Refresher 100 clock hours required**

The online course is designed to assist LPNs who have not been active in nursing to review basic nursing skills and update their knowledge base to include the latest findings and procedures in medical-surgical nursing and pharmacology. Any LPN who has not engaged in the practice of nursing for five years and desires licensure reinstatement must contact the Tennessee Board of Nursing for counsel and approval to enroll in this course. The registration fee is approximately \$521.00.

Contact: Terri Blevins, [terri.blevins@ttcelizabethton.edu](mailto:terri.blevins@ttcelizabethton.edu) for additional information.

## **Food Safety 24 clock hours required**

The online course is designed to meet the educational needs of individuals desiring to work in the foodservice industry. The course concentrates on food safety, causes and prevention of food-borne illnesses, identifying food protection factors through steps and practices of purchasing, receiving and storage. An important aspect of this course is the proper preparation and service of safe food, including thawing, temperature, cooling and reheating.

A certificate will be awarded upon completion of the course.

The registration fee is approximately \$101.00. (Facility contract prices are available.)

Contact Patricia Roark, [patricia.roark@ttcelizabethton.edu](mailto:patricia.roark@ttcelizabethton.edu), for additional information.

## **Dietary Aide 4 month online course**

The online course is designed to meet the educational needs of individuals desiring to work in the foodservice industry. The course consists of Management of Foodservice Operations, Sanitation and Food Safety and Introduction to Nutritional/Diet Therapy. The course consists of 432 web-based training hours. Students who complete the course may transfer into the Online Dietary