

Our Mission

The mission of the Tennessee Technology Center at Elizabethton is to be the premier provider of Workforce Development in Carter, Johnson, Sullivan, Unicoi and Washington counties. The mission is carried out by:

- Providing competency-based training of the highest quality that will qualify students for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economic and accessible to all residents of Tennessee, thereby contributing to economic and community development of the communities we serve.

Tennessee Technology Center at Elizabethton

- Accredited by the Accrediting Commission of the Council on Occupational Education, 41 Perimeter Center East, Northeast, Suite 40, Atlanta, GA 30346.
- Approved for the training of veterans by the State Office for Veterans' Education and the Tennessee Higher Education Commission.
- Governed by the Tennessee Board of Regents, 1415 Murfreesboro, Road, Suite 350, Nashville, TN 37217-2833.

Tennessee Technology Center at Elizabethton

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

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

Tennessee Technology Center at Elizabethton
P.O. Box 789
Elizabethton, TN 37644

*Equal opportunity employer/program.
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*

**COMPUTER INFORMATION
TECHNOLOGY**

***work FORCE
development***™

"It's what we do!"™



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Serving the Northeast Tennessee region

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Elizabethton, TN 37644***

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Toll Free 1-888-986-2368***

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COMPUTER INFORMATION TECHNOLOGY

Computer Information Technology is a 12 to 20-month program that will enable students to become familiar with computer equipment and peripherals and the proper handling and care of the equipment. Students will also learn how the computer works and how it can benefit employees in the modern workplace. Students will gain knowledge in terminology, installation of software and become proficient in the use of software programs. Upon completion of the fundamentals of computer operations, students will advance to the technical aspects of computers. This will include troubleshooting computer problems. Students will learn computer networking setup, multimedia, how to access the Internet, and the latest in technological advancements in the world of computers. When students complete all levels of this program, they should be able to pass the Microsoft Office User Specialist Certification, the A+ Certification Exam, and several different certifications for networking.

UNITS OF STUDY

- Orientation and Safety
- Technology Foundations
- Keyboarding
- Computer Concepts
- Introduction to Operating Systems
- Introduction to Applications
- Hardware and Troubleshooting
- A+ Certification Preparation
- Preparation for Networking + Certification
- Preparation for Security + Certification
- Advanced Networking
- Pro-Networking I – Section A
- Pro-Networking I – Section B
- Pro-Networking II – Section A
- Pro-Networking II – Section B
- Desktop Publishing
- Word Processing/Communications
- Presentation Software
- Spreadsheets
- Advanced OS

- Advanced Graphics
- Databases
- E Programming (Java)
- Visual BASIC
- Web Page Design
- Database Programming
- Data Structures
- Client and Server Computer Systems

LENGTH OF PROGRAM

The average length of this competency-based program is 2160 hours (20 months) for full-time students choosing the computer technology field. Actual time is dependent upon the length of time it takes to achieve each competency. The individualized concept used in most training programs allows students to progress at their own learning rate. This program contains several completion points designed to prepare students for entry-level jobs within the Computer Information Technology field.

ADMISSION REQUIREMENTS

This program operates on an open-entry, open-exit basis. Students may enter the program anytime during the school year, subject to space availability. Students must be at least 18 years old and not attending public school. However, high school students may attend through dual enrollment provided it is approved by their school counselor, the local school administrator and the technology center director.

APPLICATION PROCEDURES

Complete an application for admission. The application may be obtained at the main campus, 426 Highway 91, Elizabethton, between 7:30 a.m. and 4:30 p.m. Monday-Friday, Eastern Time, or online at www.ttelizabethton.edu.

TUITION AND FEES

The current fee schedule is found in the school catalog and on the school Web site, www.ttelizabethton.edu. Fees are subject to change by the Tennessee Board of Regents without prior notice given to the general public.

FINANCIAL ASSISTANCE

Contact the Financial Aid Office for information on financial assistance.

CERTIFICATE AWARDS

Desktop Technician4 months
*Information Processing Technician8 months
*PC Operator4 months
Security Specialist.....8 months

DIPLOMA AWARDS

*Computer Information System.....12 months
Microcomputer Specialist12 months
IT Specialist.....16 months
IT Systems Coordinator.....20 months
**Also available online*

CLASS HOURS

Classes meet from 8 a.m. to 3 p.m Monday-Friday at the Herman Robinson Campus, 1500 Arney Street, Elizabethton.

STUDENT SERVICES

The Student Services Office provides counseling to all students and potential students. Call (423) 543-0070 to speak with a counselor.

TRANSFER CREDITS

Credit for high school training is considered by the Tennessee Technology Center at Elizabethton on an individual case basis. Graduates of the Tennessee Technology Center at Elizabethton may also receive college credit in some two and four-year degree programs.

WEB SITE

www.ttelizabethton.edu