

# Working SOLUTIONS

## For Professional Development

Fall 2013



Chattahoochee  
TECHNICAL COLLEGE

Economic Development Division

980 South Cobb Drive • Marietta, GA 30060 • 770.528.4545

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The Economic Development Division of Chattahoochee Technical College offers the business community educational resources to improve and enhance the skill level of your employees. Our mission is to provide high quality training and programs for individuals, business, industry, and the community. Courses are offered online and through traditional classroom settings in an environment that promotes success. One of our premiere programs is the Leadership Academy (outlined below). It is a great opportunity to build the future leaders of your organization. Additional courses include: Sales Academy, health programs and new classes for entrepreneurs. We continue to offer OSHA Safety Training, Industrial Maintenance, Paralegal and others. We can also develop programs tailored to meet the needs of your organization. Please call **770-528-4512** for more information on program customization. Chattahoochee Tech's Economic Development provides Working Solutions for Professional Development.



## The Leadership Academy



The LEADERSHIP ACADEMY at Chattahoochee Technical College allows supervisors and managers to further refine their skills and techniques to lead their organizations to new heights. These eight sessions are designed to enhance the skills of top employees so they can benefit the organization and the bottom line. Turn you managers into leaders. Take your skills to the next level, improve the working parts of your organization, and meet the challenges of today's business environment. Topics include communications skills, motivation and coaching, delegation, teamwork, performance management, management styles, goal setting, time management, problem solving and others.

### Marietta Campus

Building H • Room 1127  
Thursdays 9:00 a.m. to 4:00 p.m.

#### Supervisory/Leadership Skills - 8/29/13

This introductory class covers basic skills for supervisors/leaders such as communication, listening, objectivity, and self-management. It also discusses the transition from worker to supervisor, how to make the transition and how to manage friends you now supervise.

This class will set the tone for success as a leader in your organization.

#### Communication Skills 9/12/13

This class discusses both verbal and nonverbal communication skills and clearly defines communication in the workplace. It refines your skills on how to put it all together for successful communication in the workplace.

It also talks about attitudes and how they relate to communications. The course stresses how to be positive in your communications for a successful and profitable organization.

#### Motivation and Coaching 9/26/13

Motivation fundamentals, what motivates and what de-motivates people. The class reveals strategies and tactics to get people motivated. Discussions include how to create a positive work environment, what it looks like and how to keep it going. An understanding of coaching, giving feedback both positive and constructive is included.

#### Delegation and Teamwork 10/10/13

This session defines delegation, discusses empowerment and how to be available, but not in the way. It also defines team, teamwork, the stages of team development and team leadership. An essential to any organization; teamwork is critical for all leaders and organizations to be successful.

#### Performance Management 10/24/13

This class discusses the feedback process, how to give constructive feedback and how to establish accountability. Using positive discipline, coaching and communications to help in performance is an important part of this class. Constructive conflict management, managing differences productively, how to address conflict are key components of this session.

#### Management Styles and Goal Setting - 11/7/13

Understanding your management style, the definitions of management styles and personality

types will allow you to lead more effectively as you fully understand you and the others around you. The session discusses how to set goals and direction and to get the involvement and buy-in from the whole team. Understanding each other and the path we create is essential to our success.

#### Time Management/Problem Solving - 11/21/13

Time and priority management are essential to effective leadership. This session discusses time management, how to prioritize, and how to make a plan and stick to it. It also discusses how to deal with change and adapting to change and new situations. And finally problem solving is what a good leader does all the time. This session discusses creative problem solving and an effective problem solving models.

#### Leadership Essentials 12/5/13

How do we stay sharp and effective as a leader? How to influence others, understanding risks, rewards and consequences. This session discusses how to accomplish goals, both personal and professional. Also covered are attitudes and commitment to the organization. How to be cool under pressure, communicate effectively, solve problems and put all your tools and resources together to be an effective leader.

Course Fee:

\$149 for each individual session;  
\$1000 for all eight sessions

**For more information, to customize for your organization or to register please contact us at 770-528-4512!**

# Business Development

The Business Development Courses within the Economic Development Division are varied and they are designed to help individuals with the advancement of their careers through additional educational training and resources. Entrepreneurs Boot Camp, The Sales Academy and the ABC's of Small Business are just a few of our new courses for this Fall.



## The ABC's of Small Business

### From Abstract to Absolute

Learn how to determine the business concept and value proposition; create a feasibility analysis; define your business model, vision statement, mission statement, goals and objectives; and why all of these components are important. Nine out of ten businesses fail within the first two years because they don't have a clear direction to where they are headed. Don't be a statistic, so come and learn how to define a roadmap to success!

Course Fee: \$199

Marietta Campus – Monday, 8/19/13 to 9/23/13 6:00 p.m. to 8:30 p.m.

### From Business Planning to Business Producing

Operational management is the “nuts and bolts” of the business that involves manufacturing, distribution and inventory. Organizational management defines the overall structure of the business to include the form of business ownership, departments, management profiles, supervisory relationships and the board of directors' qualifications. The financial management portion of the business plan determines whether or not the business is viable. Lastly, the executive summary is one of the most important sections of the business plan because it highlights the strengths of your overall plan.

Course Fee: \$199

Marietta Campus – Monday - 10/7/13 to 11/4/13– 6:00 p.m. to 8:30 p.m.

### From Concept to Creation

The components of a Marketing Plan include the Five P's of marketing (product/service, price, place, promotion and people), defining the target market, conducting a SWOT (strengths, weaknesses, opportunities and threats) Analysis, and how to define and implement the marketing strategy for overall success. Marketing is vital to the success of a business because it answers the questions of who, what, when, where, how and why.

Course Fee: \$199

Marietta Campus – Monday, 11/11/13 to 12/9/13 - 6:00 p.m. to 8:30 p.m.

## The Adobe Academy

### Beginners Photoshop

Students will learn how to manipulate images, understand color theory and other basic tools to prepare them for basic usage and understanding.

Course Fee: \$159

Marietta Campus Building H, MW, August 26-October 16

### Beginners InDesign CS6

Students will learn the basics of InDesign to include creating master pages, using the tool bar, creating a spread, importing/exporting files and other fundamentals.

Course Fee: \$159

Marietta Campus Building H, MW, November 11-December 4

### Entrepreneurs Boot Camp

Have you ever wanted to start your own business? Do you have a business idea that is unique? Are you looking to do something different with your time and talents? This 3-day intensive session will focus on such things as goal setting, vision and mission statements, the elevator speech, strategic marketing, business structure and many more exciting things to give you some basic tools for launching into business ownership.

Course Fee: \$99

North Metro Campus – Tues – Thur  
10/15/13 to 10/17/13- 6:00 p.m. to 8:30 p.m.

## ServSafe Manager Certification

The ServSafe manager Certification class will provide the student with knowledge that every food preparer and server must know to keep food safe in their establishment. Focus is placed on the learner with engaging & challenging interactive exercises. Some of the topics covered: Food Safety Responsibilities of a Manager, Dangers & Prevention of Food-borne illness, Microbial Contaminants, Contamination, Food Allergens and Food-borne illness, The Safe Food Handler, Time & Temperature Control, Inspecting Food, Storage Guidelines, Preparation, Food Safety Systems, Sanitary Facilities, Pest Management, and Food Safety Regulations & Standards. The ServSafe examination will be given at the end of the class.

Course Fee: \$159

Appalachian Campus – Tuesday, 11/19/13 – 8:00 a.m. to 5:00 p.m.

North Metro Campus – Monday, 10/21/13 – 8:00 a.m. to 5:00 p.m.

## Bright from the Start Training for Daycare Workers

### Linking Literacy to Lessons

This “make and take” class will provide you with knowledge and experience you need to Link Literacy into your daily activities. We will create activities and books you can take home with you to use with your children, if you have a favorite book, please bring it! We will read stories, talk about story-telling and its impact on early childhood development as well as identify key areas providers and educators should focus to encourage pre-literacy skills for infants, pre-K and school age children.

Course Fee: \$45

Marietta Campus – Saturday, 9/28/13 – 9:00 a.m. to 4:00 p.m.

### Silly Science

Come and make fun activities for children that encourage pre-math and science skills! If you think math and science has to be hard then think again. We will create file folder games you will be able to take with you. It is wonderful sharing fun and exciting activities with each other. If you have a homemade project, bring it for show and tell!

Course Fee: \$45

Marietta Campus – Saturday, 11/2/13  
9:00 a.m. to 4:00 p.m.



## The Sales Academy

The SALES ACADEMY refines the participant's ability to develop relationship, product, customer, and presentation strategies. Personal selling involves person-to-person communication with a prospect. It is a process of developing relationships; discovering needs; matching the appropriate products with these needs; and communicating benefits through informing, reminding, or persuading. Further emphasis on communication skills, time management and customer service are included. What to increase your sales, be a part of The Sales Academy.

Marietta Campus – Building H, Room 1127 – Wednesday 9:00 a.m. to 4:00 p.m.

### Communication Skills – 8/28/13

### Time Management/Problem Solving – 9/18/13

### Presentation Skills – 10/9/13

### Customer Service – 10/30/13

### Sales & Marketing – 11/20/13 & 11/21/13

\*\*class will be held on Wed and Thurs\*\*

Course Fee: \$149 per day or \$799 for all six sessions.

## Computer Software Training



### **Word Intro 2010 – 9/11/13 OR 11/6/13**

Students will learn basic file management and learn how to save and browse for documents. They will also enter and edit text and enhance the appearance of a document by using various formatting options. They will learn how to enter tabs, tables, lists, graphics, and how to create a newsletter.

### **Word Advanced 2010 – 10/2/13 OR 12/4/13**

Students will work with graphics and will learn basic picture editing. They will also work with styles and template. Learn how to create a promotional brochure and how to utilize Word 2010 to create a Mail Merge. Students will also learn how to integrate Word 2010 with other programs.

### **Excel Intro 2010 – 9/18/13 OR 11/20/13**

You will learn basic file management and how to browse for documents and you will be introduced to spreadsheet terminology and the window components of Excel. Learn how to enter and edit text, value and formulas as well as how to save workbooks. Experience how to use absolute cell referencing, as well as copy and move formulas. Also how to enhance the appearance of the worksheets and insert and edit charts.

### **Excel Advanced 2010 – 10/9/13 OR 12/11/13**

Students will learn how to work with multiple workbooks, how to protect workbooks, how to create PivotTables and Marcos, as well as how to use advanced formatting and analysis tools. You will also learn how to integrate Excel 2010 with other programs.

### **Access Intro 2010 – 9/25/13**

Students will be introduced to database terminology and the window components of Access. They will learn how to design and create databases. They will learn how to work with tables, fields and records. Also learn how to create basic queries and how to create reports.

### **Access Advanced – 10/16/13**

Students will learn how to create relational databases and perform complex queries. Students will learn how to normalize data. They will learn how to create input forms and how to create custom reports. They will also learn how to integrate Access 2010 with other Microsoft Office 2010 programs.

### **Outlook 2010 – 10/23/13**

Students will learn how to work with email, contacts, the Outlook calendar, as well as how to use notes, tasks, and the journal. You will learn incoming message handling, how to create distribution groups, and how to share your calendar.

### **PowerPoint Intro 2010 – 10/30/13**

You will learn basic file management and how to browse for documents. Learn how to create a basic presentation using document themes and how to work with slides and outlines and how to integrate PowerPoint 2010 with Word 2010. Also learn how to insert transitions, animation, sounds, charts, and how to print presentations.

### **PowerPoint Advanced 2010 – 11/13/13**

Students will learn how to add multimedia (sound and video) to their presentation. Students will learn how to customize tables in PowerPoint and create a presentation using the Slide Master. Students will learn how to transport their presentation and how to deliver a successful presentation.

Course Fee: \$129 for each individual session; \$599 for any six sessions. All materials are provided; no book/material purchase is required.

Marietta Campus - Building H, Room 1128  
Wednesday 9:00 a.m. to 4:00 p.m.

Instructor: Stephanie Meyer  
Marietta Campus, Building H Room 1128  
Wednesday 9:00 a.m. to 4:00 p.m.

**For more information, for additional computer training needs, or to register, please contact us at 770-528-4550!**

## The Health Care Academy



The term Allied Health is used to identify a cluster of health professions, encompassing as many as 200 health careers. There are 5 million allied health care providers in the U.S, who work in more than 80 different professions and represent approximately 60% of all health care providers. However, this is just a drop in the bucket in terms of how the number of allied health care workers that are needed to meet current and future healthcare needs in America. Take a look at our courses below to see which course might fit your needs!

### **Patient Care Technician (PCT)**

Approved for WIA and MyCAA

Patient Care Technicians work alongside doctors, nurses and other healthcare professionals in a variety of healthcare environments. The Patient Care Technician (PCT) assists patients with many tasks that they cannot do for themselves in various types of healthcare facilities. PCTs perform personal care to patients along with implementing selected portions of care plans, including respiratory services, rehabilitations services, EKG and phlebotomy under the supervision of registered nurses. (300 hours)  
Upon successful completion of this program, students will receive a certificate of completion and will be eligible to sit for National Certification through the National Healthcareer Association (NHA).

Course Fee: \$3699

Marietta Campus – Building H, Room 1116  
Mon – Fri, 9/9/13 to 12/11/13  
8:00 a.m. to 1:00 p.m.

North Metro Campus – Building F, Room 152  
Mon – Thurs, 8/19/13 to 12/12/13  
6:00 p.m. to 10:00 p.m.

### **Certified Nursing Assistant (CNA)**

Approved for WIA

This course is fully approved by Georgia Medical Care Foundation (GMCF) and participants are eligible to sit for the national exam with the guidelines established by OBRA. The course consists of 76 hours of lecture/lab instruction and 24 hours supervised clinical rotation. Clinical rotation will be three eight hour shifts. (100 hours)  
Successful completion of this course will prepare you to take the GA State Certification Exam that is conducted by the Nurse Aide Competency Evaluation Services (NACES).

Course Fee: \$989

Marietta Campus – Building H, Room 1116  
Mon - Fri, 9/9/13 to 10/3/13  
8:00 a.m. to 1:00 p.m.

Appalachian Campus, Room 257  
Mon – Thurs, 9/23/13 to 10/31/13  
6:00 p.m. to 10:00 p.m.

North Metro Campus – Building F  
Room 152 Mon – Thurs - 8/19/13 to 9/30/13 - 6:00 p.m. to 10:00 p.m.

### **Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist (CMAA/CEHRS)**

Approved for WIA

Students will acquire the knowledge and skills necessary to manage healthcare information using electronic record software. You will be able to assemble patient health records, and ensure information is complete and properly identified and authenticated. You will also receive an overview and practice with medical billing and coding procedures, as well as legal and compliance issues. CPR is provided to each student through the American Heart Association. Job search strategies in the medical field are provided for students enrolled in the program. (200 hours)  
Following completion of this program of study, students are eligible to sit for the National Certification through the National Healthcareer Association (NHA).

Course Fee: \$2999

Marietta Campus – Building H, Room 1125  
Mon – Thurs, 9/30/13 to 12/12/13  
9:30 a.m. to 2:30 p.m.

### Phlebotomy Program

Approved for WIA

This course prepares students for taking the National Healthcareer Association CPT Certification exam and provides supervised entry-level experience in the performance of venipuncture and micro collection techniques for the collection of blood specimens in clinical healthcare facilities. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures and specimen handling. (52 hours) Upon completion, students should be able to safely perform procedures necessary for blood specimen collections on patients of all ages in various health care settings. *NOTE: Please request medical paperwork at time of registration. Textbook and NHA CPT Certification are included in the cost of the course.*

Course Fee: \$799

North Metro Campus – Building F, Room 152  
Mon – Thurs, 10/1 to 10/22 – 6 p.m. to 10 p.m.

### Dental Assisting Program w/ Clinical Externship

The 60 hour Dental Assisting Program is offered in partnership with Condensed Curriculum International, Inc. (CCI) which prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. This course will familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. The following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. Course Contact Hours (60 hours) + Clinical Externship Hours (40 hours). Textbooks are included.

Course Fee: \$1299

Marietta Campus – Building H  
Mon/Wed, 10/7 to 12/4 – 6 p.m. to 9:30 p.m.

### Home Healthcare Aide

The Home Healthcare Aide program is offered in partnership with Condensed Curriculum International, Inc. (CCI). Home Healthcare Aides focus on patient’s specific health and personal needs, with emphasis on giving personal care in a client’s home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Home Healthcare Aide’s also work in hospitals, clinics, rehabilitation centers, home care, long term care facilities, hospice and assisted living facilities. Topics and review include: the role of the home health aide, client relationships, infection control, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming, foot care, nutrition and other relevant topics. In addition to the responsibilities of a Home Healthcare Aide, this program will prepare students to sit for the National Association for Home Care & Hospice (or the “NAHC”) “Home Care Aide Certification” examination through the NAHC’s Homecare University Program. (80 hours) Textbooks are included.

Course Fee: \$1499

Marietta Campus – M/W, 9/16 to 11/20, 6pm to 9:30pm AND Sat, 10/5 & 10/26, 9am to 3pm

### Pharmacy Technician Program

This comprehensive 50 hour program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and will prepare students to work as a pharmacy technician in retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. (50 hours) Textbooks Included.

Course Fee: \$999

Marietta Campus – Building H, Room 1116  
Tues/Thurs, 10/15 to 12/5 – 6 p.m. to 9:30 p.m.

## Health Care Programs for EMS Practitioners

Students must register on line by visiting [www.naemt.org](http://www.naemt.org). For additional information about these two courses, please contact Sue Hanson at: [Sue.Hanson@chattahoocheetech.edu](mailto:Sue.Hanson@chattahoocheetech.edu)

### Pre-Hospital Trauma Life Support (PHTLS) Certification

This PHTLS is designed for EMS. Practitioners and the course promotes critical thinking as the foundation of providing quality care. EMS practitioners are capable of making reasoned decisions regarding patient care. The program is based on a pre-hospital trauma care philosophy, stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. Topics to be addressed are: Breathing, ventilations and oxygenation, circulation, hemorrhage and control of shock, injuries to the brain and spinal cord, and age specific injuries. (16 hours)

Course Fee: \$75

Appalachian Campus – Health Science Classroom  
Mon-Tues, 8/5 to 8/6 – 8 a.m. to 5 p.m.

### Emergency Pediatric Care (EPC)

This course includes lectures, and interactive sessions: address assessment, airway, breathing and circulation, understanding and caring for children, shock, cardiac emergencies and congenital cardiac defects, common medical emergencies, trauma, newborn resuscitation, care team management and transport decisions. (16 hours)

Course Fee: \$75

Appalachian Campus  
Mon/Fri 10/28 AND 11/1 – 8 a.m. to 5 p.m.



## Intensive English Program

Intensive English Program (IEP) offers a rigorous program that is extremely affordable. Students will receive a high quality education with a comprehensive and integrated approach to language acquisition and cultural adaptation. The IEP has five levels of study. A placement test and interview will determine which of the five levels students will be placed in. Class sizes are small and courses will vary dependent on level, but

will include the following academic areas: Reading, Writing, Grammar and Speaking/Listening. Price includes tuition, books and one cultural activity (a meal will be included as part of the cultural activity).  
Course Fee: \$1435  
Full Time (F-1 Student Visa Holders);  
\$325 Per Course  
(4 hours of instruction per week)

Marietta Campus  
Mon – Thurs, 8/19/13 to 10/11/13  
8:30 a.m. to 2:45 p.m.  
Marietta Campus  
Mon – Thurs, 10/21/13 to 12/13/13  
8:30 a.m. to 2:45 p.m.

# American Heart Association Training Center

## Basic Life Support (BLS) for Healthcare Providers (Initial Course)

This classroom course delivers training for Healthcare Professionals to recognize life-threatening emergencies, provide CPR for adult, child and infant, use an AED, and relieve choking in a safe, timely and effective manner.

This is for individuals who are taking the class for the first time or if their card has expired. For those seeking training that provides a BLS for Healthcare Providers Course Completion Card. (4.5 hours)

Course Fee: \$60

North Metro Campus – Room 416/417  
Tuesday, 9/10/13 – 9:00 a.m. to 1:30 p.m.

Canton Campus

Friday, 10/11/13 9:00 a.m. to 1:30 p.m. or  
Wednesday, 11/20/13 9:00 a.m. to 1:30 p.m.

Marietta Campus – Room 1127

Monday, 10/28/13 – 9:00 a.m. to 1:30 p.m.

## Basic Life Support (BLS) for Healthcare Providers (Renewal Course)

This classroom course delivers training for Healthcare Professionals to recognize life-threatening emergencies, provide CPR for adult, child and infant, use an AED, and relieve choking in a safe, timely and effective manner. For those seeking training that provides a BLS for Healthcare Providers Course Completion Card. You must have a current BLS certification card to take this class. (4 hours)

Course Fee: \$50

North Metro Campus – Room 416/417  
Friday, 9/27/13 – 12:30 p.m. to 4:30 p.m.

Canton Campus

Friday, 8/9/13 – 9:00 a.m. to 1:00 p.m. or  
Friday, 12/13/13 – 9:00 a.m. to 1:00 p.m.

Marietta Campus – Room 1124

Wednesday, 11/13/13  
8:00 a.m. to 12:00 p.m.



## BLS for Healthcare Providers Skills Check-Off

Students who wish to complete this portion must register, pay and complete the online course, BLS for Healthcare Providers online Part 1, by visiting [onlineaha.org](http://onlineaha.org). The fee for this portion is \$22 and must be paid online. Within 30 days of successful completion of the online course, Healthcare Professionals will attend Part 2 (skills practice) and Part 3 (skills testing) at one of the selected dates.

Course Fee: \$20

North Metro Campus – Room 416/417  
Wednesday, 8/14/13 OR 10/16/13 OR  
12/4/13 – 6:00 pm to 8:00 pm

Marietta Campus – Room 1127

Wednesday, 9/18/13 OR 11/6/13  
6:00 p.m. to 8:00 p.m.

## HeartSaver CPR with AED

This classroom course provides training in basic CPR and AED skills such as giving CPR to an infant, child, or an adult; using an Automated External Defibrillator (AED); and using a mask or barrier device. This is a great course for individuals working in the non-healthcare field or individuals wanting to learn these skills in the event of an emergency with a family member or loved one.

Course Fee: \$45 \*\* Take this class with First Aid for a discounted rate of \$80 total\*\*

North Metro Campus – Room 402  
Friday, 9/27/13 – 1:00 p.m. to 4:00 p.m.

Marietta Campus – Room 1127

Wednesday, 11/13/13 – 9:00 a.m. to 12:00 p.m.

## HeartSaver First Aid

This classroom course teaches basic first aid and is designed to meet OSHA regulations. The course provides training for anyone who wants to learn basic first aid for adults and obtain a HeartSaver course completion card. This course teaches how to handle emergencies such as diabetes, stroke heart attack, allergic reactions and many others. This course also provides the option of adding any of the information in the HeartSaver AED course. These modules are:

- Adult CPR & AED
- Child CPR & AED
- Infant CPR
- Choking
- Using a mask or other barrier device

This course is suitable for anyone needing these skills for work, or individuals in the community who want to learn the skills to help a family member or loved one in the event of an emergency.

Course Fee: \$45\*\* Take this class with HeartSaver for a discounted rate of \$80 total

North Metro Campus – Room 416/417  
Friday, 9/27/13 – 8:00 a.m. to 12:00 p.m.

Marietta Campus – Room 1127

Wednesday, 11/13/13 – 1:00 p.m. to 5:00 p.m.

Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials; do not represent income to the Association.

**For more information or to register for this training call 770-529-2372 or 770-528-3538**

# Paralegal/Estate Planning

In addition to the Paralegal Certificate, the Economic Development division also offers Estate Planning and other exciting online courses through the Center for Legal Studies.

## Paralegal Certificate Program

The Paralegal Certificate is a very popular program and can be completed in slightly less than a year. Each course is six weeks in length and is offered once per year on Tuesday or Thursday evenings. You may join the program at any time provided there is not a pre-requisite for the class. The job outlook for paralegals is excellent. According to data from the U.S. Bureau of Labor Statistics, this occupation is projected to grow faster, through 2018, than other occupations that require post-secondary training or an associate degree.

Course Fee: \$125 per course; each course is approved for WIA Funding

Marietta Campus – Building H, Room 1125  
6:30 p.m. to 9:30 p.m.

## Introduction to Paralegal Studies Tuesday, 9/10/13 to 10/15/13

This course provides an in-depth introduction to the profession, including duties in the law office and functions of paralegals within the legal system. Discussion topics include ethics, organizations, employment opportunities and job search strategies, and the history and development of the profession.

## Computer Technology in a Legal Setting

Thursday, 9/12/13 to 10/17/13

This course provides an overview of software and programs specific to law offices and reviews proper formatting for legal documents for printing. Also covered are internet research options including Westlaw and Lexis Nexis.

## Civil Litigation I

Tuesday, 10/22/13 to 11/26/13

This course takes an in-depth look at the process of civil litigation, including initiating lawsuits, pleadings, motions, and preparing for trial with emphasis on paralegal duties.

## Legal Research & Writing I

Thursday, 10/24/13 to 12/5/13

This course will cover legal research in-depth with emphasis on internet research tools, and the fundamentals of effective legal writing, including briefs and legal memoranda.

## Estate Planning Basics

A sound estate plan ensures that your loved ones will know what you want to happen when you die, and it also allows you to create instructions for what you would like to happen if you are living, but can no longer care for yourself or make decisions for yourself. An estate plan will allow you to live the rest of your life knowing things will be handled according to your wishes.

This session will be facilitated by a local attorney and will cover:

- Why everyone needs an estate plan and how to get started
- Wills, Trusts, Durable Powers of Attorney, Living Wills
- Federal and State Estate Tax Laws, Inheritance Tax
- Roles of Executors, Trustees, Guardians
- Examples, Exercises, Case Studies

*\*Please note that this is a workshop designed to give a general overview. While examples will be given, specific questions about personal situations or documents needed cannot be answered because each estate plan must be tailored to that person's situation and needs, and specific legal advice cannot be dispensed in a group setting. For anyone wanting specific advice, you would need to hire an attorney. This class is NOT a part of the Paralegal Certificate Program.*

Course Fee: \$79  
 Marietta Campus  
 Tues/Thurs, 9/17/13 AND 9/19/13  
 6:30 p.m. to 9:30 p.m.  
 North Metro Campus  
 Tues/Thurs, 10/15/13 AND 10/17/13  
 6:30 p.m. to 9:30 p.m.

**The Center for Legal Studies (Online)**

The Economic Development Division, in partnership with The Center for Legal Studies, offers additional legal education courses in an effort to provide our students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives.

Advanced Legal Research and Writing	\$729
Advanced Paralegal	\$1650
Intellectual Property Law for Engineers	\$575
Legal Investigation	\$575
Legal Nurse Consultant	\$849
Legal Secretary	\$575
Mediation	\$575
Paralegal	\$1189
Victim Advocacy	\$575

## The Testing Center

The Economic Development Division administers several assessments as a value-added service to the students, businesses and partners within our community. Take a look to see how we can help you enter that program of study that you have a desire to get into or land that job that you have been waiting for! For further information, please call 770-528-4586.

**TEAS/HOBET Prep Class**

This four-hour TEAS/HOBET Test Study Course will help first time test takers and those re-taking either exam to prepare for the test by identifying knowledge that needs review, learning test taking strategies, managing test anxiety, and increasing confidence and speed. Additional practice is held on test content, as identified by the students, and also guidelines to develop a personal learning plan for the TEAS or HOBET Test are reviewed.

**Prerequisites:**

- 1) Students need to bring either an assessment summary from a TEAS® or HOBET exam previously taken or purchase at least one ATI online practice test. Take the practice test before coming to class and bring the practice exam assessment form to the class.
- 2) Students will need to purchase the appropriate Version V Study Guide for either the TEAS® or HOBET exam. Study Guides and practice exams are available for purchase from ATI via their website and other book sales sources.

Course Fee: \$99 per course  
 Marietta Campus - Building H, Room 1128  
 Monday, 9/16/13 AND 11/4/13 – 9:00 am to 1:00 pm  
 North Metro Campus - Building D, Room 402  
 Monday, 10/21 – 9:00 am to 1:00 pm

**TEAS/HOBET Testing**

TEAS/HOBET is the entrance test given to prospective health science students, was developed in order to measure basic essential skills in Reading, Mathematics, Science and English & Language Usage. Programs that require TEAS/HOBET as a part of the admissions process include: Nursing (both RN and LPN), Physical Therapy Assistant, Surgical

Technology, and many others. Testing is available on the Marietta and North Metro Campus for those students seeking enrollment in Chattahoochee Tech's Health Science programs.

**Schedule and Registration Procedures**

- Current schedules can be found on our website <http://www.chattahoocheetech.edu/business-industry/teas-hobet-testing>
- Please register EARLY! If you wait too long to register, you might not be able to obtain a testing slot at your desired time and location
- Students MUST pre-register at least (5) business days in advance of the test date, which is by 4 pm on the Friday of the week prior to the exam
- All Special Accommodations must be approved through Student Support Services by the registration deadline for the exam
- Registration is not complete until payment is received; cash, check, money order, and Visa or MasterCard are accepted
- NO TRANSFERS OR REFUNDS ALLOWED
- Registration can be taken over the phone, online or in person, as follows: Marietta Campus, Building H, 770-528-4550, North Metro Campus, Building D, 770-975-4050

**Additional Testing Information and Procedures**

- Prior to your test day, please visit the ATI Testing site for TEAS, or the ATI Allied Health site for HOBET to create a user account
- You MUST have this User ID and password in order to take your exam the day of the test; photo ID is required for admission to the test

- Each test is limited to the first 16 students; no one will be admitted after the test starts
- All health science program exams will be given at the same time
- Exams are computer-based
- Cell phones, calculators (and other electronic devices) are NOT allowed; use of these devices will cause your test score to be invalidated
- Total allotted time for the exam is 3 hours, 29 minutes; each section is timed individually

*Please note: Different programs have different TEAS requirements regarding minimum scores and number of times you are allowed to take the test per application period. Please see your health program advisor if you have questions about these issues. Economic Development staff cannot answer these questions as they are only administering the exam.*

Test Fee: \$70 per exam

**GA Pest Exam**

Please visit the Georgia Pest Exam website at [www.gapestexam.com](http://www.gapestexam.com) to register for pest control examinations offered on the Appalachian, Marietta and North Metro Campuses. You can also view your previous exam registration and participation records on this site as well. Test Fee: Varies depending on exam.

**For further information on Work Keys Assessments, TABE Testing or other proctored exams please call 770-528-4586.**



# OSHA/Technical & Industrial Programs

## OSHA 30 Hour

Designed for supervisors and or persons who have managerial responsibility for facility safety. Course topics include managing safety and health, material handling, hazardous materials, ergonomics, recordkeeping, industrial hygiene, respiratory protection, and permit controlled confined space. Course Fee: \$325 (10/28-11/25)  
Marietta Campus, 8am-4:30 – Mondays

## OSHA 10 Hour

Designed for anyone in industry, particularly front-line leads and supervisors. This course covers: Introduction to OSHA, Basic Safety and Health, HazCom, Fire Safety, Walking and Working Surfaces, Electrical Safety, Lockout/Tagout, Bloodborne Pathogens, PPE and Machine Guarding. Course Fee: \$175/person (10/28-11/25)  
Marietta Campus – 8am-4pm – Mondays

## Medic First Aid

With completion of this program you will be asked to demonstrate your knowledge by completing exercises using CPR and AED. You will also be required to pass a written assessment. The training covers First Aid Basics, (including scene safety, finding the problem, calling for help and more). Also covered is Medical emergencies (including actions for choking, breathing problems, shock and more), Injury emergencies (including actions for bleeding, broken bones, burns and more). In addition, you will learn about Blood Borne Pathogens, CPR, and AED. Medic First Aid is for the working adult and will not cover infant and child first aid or CPR. Course Fee: \$65/person  
North Metro Campus, 8am-3pm - Monday 9/23

## Medic First Aid Update

This four hour training will update you on First Aid Basics, (including scene safety, finding the problem, calling for help and more). You will also cover Medical emergencies (including actions for choking, breathing problems, shock and more), Injury emergencies (including actions for bleeding, broken bones, burns and more). In addition, you will learn about Blood Borne Pathogens, CPR, and AED. Medic First Aid is for the working adult and will not cover infant and child first aid or CPR. Course Fee: \$45/person  
North Metro Campus  
8am-12noon-Monday 9/30

## Multi-Craft Industrial Maintenance Training

This 132-hour course will provide job incumbents with an opportunity to increase their knowledge and skills in several primary areas of industrial maintenance. The twelve week session is broken down into eight modules, which includes four Electrical Maintenance modules and four Mechanical Maintenance Modules. Participants can choose to enroll in either the Electrical or the Mechanical sessions which is priced separately, as indicated below or they can enroll in the complete twelve week session. Additionally, the Comprehensive Final Assessment, which is approximately 4 to 6 hours, is scheduled on the final day of the twelve week session and the cost is included in the course fee. Course Fee: \$1980 for both sections  
North Metro Campus – Twelve Week Session held on W/F 8/7 to 10/23- 7:30 am to 2:30 pm

## Electrical Maintenance

(90 Hours, 8 Weeks, 8/7/13 to 9/25/13) (\$1350)

- Basic electricity, electrical safety and arc flash, electrical measurement
- Electric motor fundamentals, types of motors, electric motor nomenclature and wiring
- Using the national electrical code, overload protection, conduit sizing and design
- Contactors, relays, and motor starters, sensors and controls, basic motor control circuits

## Mechanical Maintenance

(42 hours, 4 weeks, 9/27/13 to 10/18/13) (\$630)

- Mechanical safety, simple machines, lubrication, bearings
- Pneumatic and hydraulic principles and systems, control devices and actuators
- Chain drives and belt drives
- Lifting and moving tools and equipment, cranes and rigging, powered industrial trucks

*\*\*The final Comprehensive Assessment will be held on Wednesday, 10/23/13\*\**

## Electrical Safety/Fall Protection in the Workplace

This course is designed to meet the requirements for state certification for those working in the residential construction industry. All aspects of the safety precautions that builders should take are covered. These include: ladder safety, fall protection, preventing electrical injuries, power tool usage and the proper use of personal protective equipment. To register for this class please call **770-975-4050**. Course Fee: \$45  
Canton Campus - Friday 9/27, 9am-1pm

## Master Timber Harvester Credits

(To register for the following two classes, please call 770 975-4050)

### Environmental Resource Conservation (6 hours)

Participants will learn how to protect environment, recognize how our activities affects our national resources and raise awareness of preventing spills in our woodlands. Course Fee: \$150  
Appalachian Campus – One Day Session held on Wednesday/Monday 10/14 OR 11/11 8:00 am to 4:00 pm

### General Safety Requirements (6 hours)

Participants will learn to apply relevant regulations for health and safety, demonstrate the use of PPE, conduct accident investigations, comply with OSHA standards and reduce exposure to blood borne pathogens. Course Fee: \$150  
Appalachian Campus – Room TBD  
One Day Session held on Wednesday 10/23 OR 12/11 - 8:00 am to 4:00 pm

## Georgia Erosion and Sedimentation Act Credits

(To register for the following two classes, please call 770 975-4050)

### Level 1A – Recertification (Blue Card)

Course Fee: \$90  
Canton Campus-Friday 10/18 -9:00 am to 1:00 pm

## Level1A – Fundamentals (Blue Card)

Course Fee: \$150 4:30 pm  
Canton Campus – Friday 10/25/13  
8:30 am to 4:30 pm

## Global Integrated Security Systems Securities Workshops

### Proactive Defense Course

Students will learn how to predict and define lies, avoid conflict, analyze physiological reactions to fear, participate in realistic attack scenarios and the skills required to control, contain and survive an attack. This awesome course will be offered this semester several times in conjunction with National Preparedness Month, National Domestic Violence Month and National Bullying Awareness Month. No longer will you have to be a victim, but a victor! Course Fee: \$95  
North Metro Campus Rooms 416/417  
Marietta Campus – 6p – 9p, Tuesdays and Thursdays, 8/27 & 8/29, or 9/10 & 9/12, or 10/ 22 & 10/24

Canton Campus, 6p – 9p, Tuesdays and Thursdays 8/13 & 8/15, or 9/10 & 9/12, or 10/8 & 10/10, or 12/3 & 12/5 - 6p – 9p, Tuesday and Thursday - 11/5 & 11/7

### Master Security Planning Workshop

This course is designed for security professionals that desire to take their craft to the next level. Do you know what your threats are? How to fully protect those you serve? What are the vulnerabilities you're surrounded by? This course will assist students in building a successful security program for any organization. Course Fee: \$695  
Marietta Campus - 10/23-10/25 - 9am-5pm

### Predictive Profiling Training

This course is designed for those that are in security careers, but ideal for real estate agents, travel agents, high school personnel, religious institutions, law enforcement and others. Students will learn how to sense danger, plan protocol and respond effectively. Course Fee: \$695  
North Metro Campus - 9/19-9/20-9am-5pm

### BOMA/HVAC

In course 4 of the Commercial HVAC Program topics include: Heating Systems and a site visit. This is not a 'hands-on' course; you should already be working in the field. Course Fee: \$795  
Marietta Campus – Building H  
Thursdays 9/12– 10/14, 5:00pm – 9:00pm.

### Commercial Site Safety

Students will be provided with an overview of the most common safety issues encountered in commercial construction. Instructors will prepare students with an understanding of many types of dangers inherent to modern construction sites, and then discuss specific equipment, means and methods, and techniques for recognizing and addressing the dangers. Emphasis will be in the safety concerns which are most often cited in on-the-job injuries, in an effort to provide a safer construction working environment. Topics include the most common safety issues, materials handling and storage, fall protection, hoisting and lifting safety, Lockout/Tagout, excavations and trenching, scaffolding, PPE's and more. Course Fee: \$279  
North Metro Campus, 11/12, 9a.m – 5pm



## Online Courses

The Economic Development Division offers a wide range of highly interactive courses that you can take entirely online. All of our courses are taught by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you. To see what we have to offer or to register for online courses, please visit us at [www.ed2go.com/chattced](http://www.ed2go.com/chattced) or [www.gatineducation.com/chattced](http://www.gatineducation.com/chattced)

## Funding Options

Several of our training options have been approved for funding by the Workforce Investment Act (WIA) or through Veterans Affairs (VA) benefits. All courses that are approved for either type of funding will be noted in the course description near the fee that is listed for the course. For additional information on the funding options that are best for you, please contact us at **770-528-4550**.

## WIA – Workforce Investment Act

The Workforce Investment Act (WIA) was established in 1998 to prepare adults and dislocated workers for entry and re-entry into the workforce. WIA training funds are designed to serve laid-off individuals and eligible, low income adults who are in need of training to enter the labor market.

WIA at Chattahoochee Technical College serves three workforce regions. Your specific region is determined by the county in which you reside, or it may also be the county of the company from which you were laid off.



### REGION 1

Appalachian Campus  
706-253-4617  
[www.nwgrc.org](http://www.nwgrc.org)

North Metro Campus  
770-975-4026  
[www.nwgrc.org](http://www.nwgrc.org)

Paulding Campus  
770-443-3622  
[www.nwgrc.org](http://www.nwgrc.org)

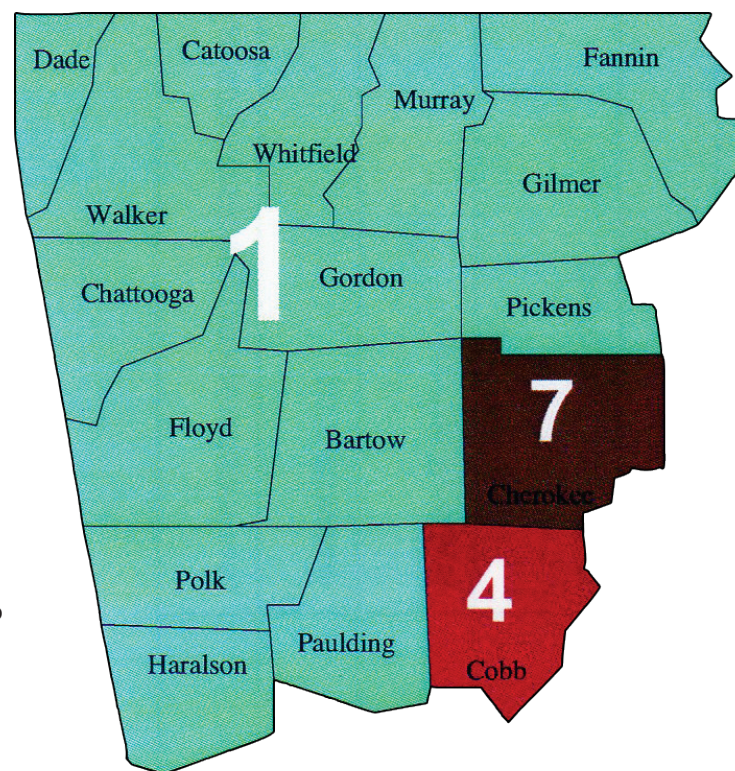
### REGION 4

Marietta Campus — Cobb County  
770-528-3196 or 770-528-4300  
[www.cobbworks.org](http://www.cobbworks.org)

### REGION 7

Woodstock Campus  
Cherokee County  
678-454-1816  
[www.atlantaregional.com/wiatraining](http://www.atlantaregional.com/wiatraining)

## Find A WIA Coordinator in Your Area



## Registration Procedures

Regardless of what skills you want to learn or the direction your career path will take, one of the courses contained herein is sure to help you get there! Therefore, now that you have reviewed the courses outlined within this catalog, a decision must be made. Which course will it be? Will it be the Patient Care Technician course? Or, maybe it will be the Leadership Academy? Once you reach your decision, the next question is, NOW WHAT? Course Registration is the answer!

The registration process will vary slightly based on which course you select.

**However, generally speaking, it is as simple as 1, 2, and 3.**

**1. SELECT YOUR COURSES**      **2. CALL 770-528-4550 TO REGISTER**      **OR**      **3. REGISTER ONLINE** →

- Visit <http://www.chattahoocheetech.edu/programsandcourses/continuing-professional-education>
- Click the "Register Now: Schedule of courses and registration information" link for a full listing of the courses that are available for online registration

If you run into any problems along the way, please do not hesitate to contact us via the contact information listed below, and one of our friendly team members will be glad to help:

**Marietta Campus – Building H**  
980 South Cobb Drive  
Marietta, GA 30060  
Phone: 770-528-4550  
Fax: 770-528-4470  
[EconDev.Marietta@ChattahoocheeTech.edu](mailto:EconDev.Marietta@ChattahoocheeTech.edu)

**North Metro Campus – Building D**  
5198 Ross Road  
Acworth, GA 30102  
Phone: 770-975-4050  
Fax: 770-975-4101  
[EconDev.NorthMetro@ChattahoocheeTech.edu](mailto:EconDev.NorthMetro@ChattahoocheeTech.edu)

*A Unit of the Technical College System of Georgia. Equal Opportunity Institution.*