



Chattahoochee
TECHNICAL COLLEGE

Economic Development Division

Working

SOLUTIONS

For Professional Development

980 South Cobb Drive • Marietta, GA 30060 • 770-528-4550

Fall 2014

New Programs This Fall!

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Chattahoochee
TECHNICAL COLLEGE

Unmanned Aerial Vehicle (UAV) Technology

What is a UAV and what can it do? These and other questions are addressed briefly below. However, by registering for this interactive class, these and many more practical questions will be explored in detail, so give us a call and register today!

What is a UAV?

UAV's are aircraft without pilots on board. They can be piloted remotely via radio control or in some cases operate fully autonomously. Today's private UAV's are lightweight, precise, and affordable. They run sophisticated software, and can carry high quality cameras and other sensors. Many of the scenes you see on TV and movies that were once the forte of full-scale helicopters or were even impossible just a few years ago are now routinely shot with UAV's. They monitor crops, traffic, and pipelines around the globe and the uses are limited only by imagination.

What are its purposes?

UAV's serve where traditional alternatives are dangerous, monotonous, or too expensive including real estate marketing, commercial video production, utilities monitoring, and missing persons search to name a few. They have also opened up many new leisure and entertainment options for First Person View (FPV) flight that were never before practical

Course Description

This 2.5-day interactive training and workshop will cover a variety of topics, including UAV system fundamentals, UAV design and construction, regulation and guidance, remote sensing and photography, and autonomous control. Our instructors will share their years of experience and knowledge by working directly with you to get you on track to piloting a professional short-range unmanned aerial vehicle. If you have never flown RC before, we can help you get started. Or, if you are an accomplished RC pilot already, we will show you how to sharpen your skills and learn some new ones. You will also learn where the UAV industry is headed in the coming years and how you can position yourself to be one of the pioneers. This type of education and practice is an ongoing component of staying current and relevant.

Course Format

- ✓ 2.5-day interactive, hands-on training
- ✓ The first part of the course will consist of lecture and flight simulation practice

- ✓ The latter part of the class will be applying the concepts learned and actual flying time
- ✓ A Certificate of Completion will be issued upon completion of the course

Course Fee: \$699

North Metro Campus		
Thurs	10/16/2014	5pm - 10:00pm
Fri/Sat	10/17/14 to 10/18/14	9am - 4:00pm

Meet the UAV Technology Instructors:

Steve Cain

Relevant background and experience highlights:

- 25 years of experience with radio controlled aircraft including design, construction, operation, and pilot instruction including 10 years FPV experience
- Designed, built, and operated multiple fully autonomous multi-rotor and fixed wing FPV equipped UAV's and ground stations; has taught these principles to a wide range of people entering the hobby
- 10 years FAA certified full-scale pilot and aircraft owner
- Extra class Ham radio operator
- Background in Electrical Engineering, Systems Integration, and Complex project management
- Current secretary and prior president of Bartow County Model Aviation (AMA 2475)

Education:

- MA Information Systems – Michigan State University
- BS Telecommunications – State University of New York

Scott Estes

Relevant background and experience highlights:

- 5 years of experience with radio controlled cars, aircraft, and multi-rotor including the construction and operation along with 2 years FPV experience
- Operated various fully autonomous multi-rotor and fixed-wing FPV equipped UAV's
- Designed, built, and operated UAV ground stations in conjunction with FPV
- 10 years of photography experience and more recently aerial photography/videography
- Background in Information Systems Technologies and Systems Integration

Education:

- MA Information Systems – DeVry University
- BA Technical Management – DeVry University





Solutions for Enhanced Skills and Increased Productivity!



We hope you will take a few minutes and look closely at our fall courses. The Economic Development Division of Chattahoochee Technical College is working diligently to provide you with the resources to help your organization grow and

prosper. We know you will find a variety of courses in our fall brochure that will help you enhance your career or the career of your workforce.

Our mission is to provide exceptional educational resources and programs for individuals, business, industry, and the community through traditional and online means and in an environment that promotes success. We think we are headed in the right direction with our offerings such as the Leadership Academy, the Healthcare Academy, and other Professional Development courses and certifications. We continue to offer Mine and OSHA Safety, Industrial Maintenance, Paralegal, and others.

These programs offer a great opportunity to build the future leaders of your organization. More importantly, we can develop and offer programs tailored to meet the needs of your organization. Please call me directly at 770-528-4512 for more information on program customization.

We truly want to be your resource to provide Working Solutions for Professional Development.

Sincerely,

Rex Bishop

Vice President, Economic Development

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Computers/Technology

Updated knowledge and skills with computer software programs is a MUST in order to be successful in today's society, especially with regard to professional development! The Economic Development Division at Chattahoochee Technical College is your resource to learn new skills or hone previous skills that will be sure to give you the competitive edge that you are looking for as you progress in your personal and professional life!

General Computer Courses

Introduction to Computers

This two-day course begins with the basics of turning a computer on, logging into Windows, and learning to use the mouse and keyboard. Other topics covered include: starting programs, using program commands, learning to work with taskbars, navigating the Internet, working with files, and using components of MS Office Suite including MS Word and email basics. Class will meet at the Marietta campus on two consecutive Fridays. Textbook is included in course fee.

Course fee: \$189

Marietta Campus		
Fri	8/22/14 and 8/29/14	9am - 4:00pm

Introduction to Social Media

Social networks tie us together. Are you missing out on important milestones in the lives of distant family or friends because you're not on Facebook or Twitter? Do you want to be involved but just aren't sure where to start? This class will cover setting up accounts, how to upload profile pictures, enter status updates, make comments, how to upload photos, and more.

Course fee: \$79

Marietta Campus		
Fri	9/26/2014	9am - 1:00pm

Social Media for Business

Social media websites like Facebook are not only great for keeping in touch with family and friends, they are also a wonderful way to network for your company. If you're missing out on the benefits of social media because you don't know where to start, this workshop is for you! You will learn how to set up business profiles and manage pages for social media outlets like Facebook and Twitter. This fun workshop will also explore other sites like LinkedIn and Pinterest. Don't let the world leave you behind!

Course fee: \$79

Marietta Campus		
Fri	12/12/2014	9am - 1:00pm



Windows 8 Basics

Confused about the Windows 8 operating system? This class is for you! This four-hour class covers everything you'll need to know to find your way around the new desktop.

Course fee: \$79

Marietta Campus		
Fri	11/21/2014	9am - 1:00pm

Microsoft Office Software Courses

MS Word 2010 - Level 1

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. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: \$129

Marietta Campus		
Fri	11/7/2014	9am - 4:00pm

****Apply this course to the MS Office Certificate, see the end of this section for more details****

MS Word 2010 - Level 2

Expand your knowledge in Word by learning how to manage data in lists, create and customize tables, learn to create customized formatting, create and modify headers, footers, and page numbers, and insert footnotes and endnotes in documents. Other topics discussed include automating document creation and mail merges. Textbook is included in course fee; students will need to bring a flash drive to class. Recommended: MS Word Level 1 or equivalent knowledge.

Course fee: \$129

Marietta Campus		
Fri	11/14/2014	9am - 4:00pm

****Apply this course to the MS Office Certificate, see the end of this section for more details****

MS Excel 2010 - Level 1

Students will learn basic file management, how to browse for documents, spreadsheet terminology and the window components of Excel. They will learn how to enter and edit text, value and formulas as well as how to save workbooks. Topics covered also include: absolute cell referencing, copying and moving formulas, how to enhance the appearance of the worksheets and insert and edit charts. Textbook is included; students will need to bring a flash drive to class.

Course fee: \$129

Marietta Campus		
Fri	9/12/2014	9am - 4:00pm
Tue/Thu	9/23/14 and 9/25/14	6pm - 9:00pm

****Apply this course to the MS Office Certificate, see the end of this section for more details****

MS Excel 2010 - Level 2

In this course, you will learn how to work with multiple workbooks, how to protect workbooks, how to create PivotTables and Macros, as well as how to use advanced formatting and analysis tools. Students will also learn how to integrate Excel 2010 with other programs. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: \$129

Marietta Campus		
Fri	10/3/2014	9am - 4:00pm
Tue/Thu	10/14/14 and 10/16/14	6pm - 9:00pm

****Apply this course to the MS Office Certificate, see the end of this section for more details****

MS PowerPoint 2010 - Level 1

In this course you will learn basic file management, how to browse for documents, how to create a basic presentation using document themes, and how to work with slides and outlines. Other topics covered include: integrating PowerPoint 2010 with Word 2010, how to insert transitions, animation, sounds, and charts, and how to print presentations. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: \$129

Marietta Campus		
Fri	12/5/2014	9am - 4:00pm

****Apply this course to the MS Office Certificate, see the end of this section for more details****

MS Access 2010 - Level 1

In this course, you will learn the basic operations of the MS Access database program to perform day-to-day responsibilities. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

Course fee: \$129

Marietta Campus		
Fri	10/17/2014	9am - 4:00pm

****Apply this course to the MS Office Certificate, see below for further details****

Microsoft Office Suite Certificate

Learn the skills you need to succeed in today's workforce: earn your MS Office Certificate either in class or online! The courses you will need to take to obtain the MS Office Certificate from Chattahoochee Tech, are listed below:

- ✓ MS Word 2010 – Level 1 AND Level 2
- ✓ MS Excel 2010 – Level 1 AND Level 2
- ✓ MS Access 2010 – Level 1
- ✓ MS PowerPoint 2010 – Level 1

Classes must be completed within one year. **Call 770-528-4586 for more information.**



Healthcare/Medical

The American Heart Association Community Training Center

The AHA Training Center at Chattahoochee Technical College functions to broaden the outreach of the American Heart Association Emergency Cardiovascular Care Network within our community. Selected as one of the top 25 Training Centers in the country, the more than 1,000 affiliated instructors have trained more than 36,000 members of our community at local businesses, schools, churches, and hospitals in the past three years alone. The Community Training Center strives to promote the mission of the American Heart Association, fighting heart disease and stroke, by offering quality AHA training courses in basic life support, advanced life support, and pediatric advanced life support to the community. The Community Training Center also serves to support affiliated instructors who require certification, the latest training information, materials, and course completion cards. **For more information or to register for this training call 770-528-3538.**

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

This 4.5-hour 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. Book is included.

Course Fee: \$60

Canton Campus		
Fri	8/8/14	9am - 1:30pm
Fri	12/19/14	9am - 1:30pm
Marietta Campus		
Sat	9/6/14	9am - 1:30pm
Thurs	10/9/14	5pm - 9:30pm
Sat	11/1/14	9am - 1:30pm
North Metro Campus		
Tues	9/30/14	9am - 1:30pm
Fri	11/21/14	9am - 1:30pm
Fri	12/5/14	9am - 1:30pm

Take this class with First Aid for a discounted rate of \$95

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

This four-hour 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 not taking the class for the first time AND have a current BLS for Healthcare Provider card. Book is not included.

Course Fee: \$50

North Metro Campus		
Mon	8/25/14	8am - 12:00pm

Basic Life Support (BLS) Initial Instructor Course

This 4.5-hour course is for current BLS Providers who are looking to become an instructor.

You **MUST** carry:

1. A current BLS Provider card and be in Healthcare, OR
 2. A current BLS Provider and HeartSaver First Aid provider card
 3. Complete the BLS Instructor Essentials Online prior to attending the classroom course at onlineaha.org. There is a separate fee of \$30.00 that you pay upon registration online.
 4. Register on ahainstructornetwork.org and obtain an instructor ID#
 5. Be monitored teaching a course after the classroom portion is complete (we will provide you with options)
 6. Pass the BLS provider written exam with a 90 or better
- BLS Instructor Manual is included in the cost of the course

Course Fee: \$210

Marietta Campus		
Fri	10/3/14	9am - 1:30pm

Basic Life Support (BLS) Instructor Renewal Course

This four-hour course is for people who are CURRENT BLS instructors whose certification is about to expire. In order to renew, you must have taught at least two classes in two years and either be monitored or attend a renewal.

Course Fee: \$60

Marietta Campus		
Sat	9/27/14	9am - 1:00pm

Basic Life Support (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. The fee for this portion is \$22.00 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

Marietta Campus		
Wed	8/13/14	6pm - 8:00pm
Wed	10/15/14	6pm - 8:00pm
Wed	12/10/14	6pm - 8:00pm
North Metro Campus		
Wed	9/17/14	6pm - 8:00pm
Wed	11/5/14	6pm - 8:00pm

HeartSaver CPR with AED

This three-hour 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

North Metro Campus		
Fri	10/24/14	9am - 12:00pm

Take this course with Heartsaver First Aid for a discounted rate of \$80

HeartSaver First Aid

This four-hour 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

North Metro Campus

Mon	8/25/14	1pm - 5:00pm
Fri	10/24/14	1pm - 5:00pm

Take this course with Heartsaver CPR with AED for a discounted rate of \$80 or take this course with BLS initial course for Healthcare providers for a rate of \$95

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.

The Healthcare 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! **For more information or to register for this training call 770-528-4471 or 770-528-4524.**

Patient Care Technician (PCT)

****Approved for WIA, VA 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. Patient Care Technicians 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: \$3,699

Marietta Campus		
Mon - Thurs	9/8/14 to 12/18/14	8am - 1:00pm
North Metro Campus		
Mon - Thurs	8/18/14 to 12/11/14	6pm - 10:00pm

Healthcare/Medical

(continued)

Certified Nursing Assistant (CNA)

****Approved for WIA, VA and MyCAA****



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		
Mon - Thurs	9/8/14 to 10/9/14	8am -1:00pm
North Metro Campus		
Mon - Thurs	8/18/14 to 9/25/14	6pm - 10:00pm

Phlebotomy Program

****Approved for WIA, VA and MyCAA****

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

Marietta Campus		
Mon - Thurs	10/13/14 to 10/29/14	8am - 1:00pm
North Metro Campus		
Mon - Thurs	9/29/14 to 10/13/14	6pm - 10:00pm

****Phlebotomy Technician is also available Online through a partnership with HealthEd Today; please visit the Online Learning Section of the Catalog on page 16****

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

****Approved for WIA, VA and MyCAA****

Students in this program will acquire the knowledge and skills necessary to manage healthcare information using electronic record software. Students 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: \$2,999

North Metro Campus		
Mon / Tues	8/18/14 to 12/9/14	5pm - 10:00pm

****Electronic Health Record Management Program is also available Online through a partnership with HealthEd Today; please visit the Online Learning Section of the Catalog on page 16****

Clinical Medical Assistant Program w/ Clinical Externship

This program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands-on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Course Contact Hours (140 hours) + Clinical Externship Hours (160 hours).

Course Fee: \$2,399

Marietta Campus		
Mon/Wed/Thurs	9/8/14 to 12/4/14	6pm - 9:30pm
AND Two Saturdays	9/27/14 & 11/1/14	8:30am - 4pm

****Clinical Medical Assistant is also available Online through a partnership with HealthEd Today; please visit the Online Learning Section of the Catalog on page 16****

Dental Assisting Program w/ Clinical Externship

****Approved for Region 1 WIA****

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. The purpose of this course is to 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. This course covers 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: \$1,299

Marietta Campus		
Mon / Wed	9/8/14 to 11/3/14	6pm - 9:30pm

Dental Assisting is also available Online through a partnership with HealthEd Today; please visit the Online Learning Section of the Catalog on page 16

Pharmacy Technician Program

****Approved for WIA****

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 PTCEB exam. Course 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. Through classroom lecture and hands on labs, 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		
Tues / Thurs	9/9/14 to 10/28/14	6pm - 9:30pm

Pharmacy Technician is also available Online through a partnership with HealthEd Today; please visit the Online Learning Section of the Catalog on page 16

Medic First Aid

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 you receive will cover 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), and 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

Appalachian Campus		
Mon	7/7/14	8am - 3:00pm
Mon	8/4/14	8am - 3:00pm
Mon	10/6/14	8am - 3:00pm
Mon	11/10/14	8am - 3:00pm
North Metro Campus		
Mon	9/8/14	8am - 3:00pm
Mon	12/8/14	8am - 3:00pm

Medic First Aid Refresher

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), and 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

Appalachian Campus		
Wed	7/16/14	8am - 12:00pm
Wed	8/13/14	8am - 12:00pm
Wed	10/15/14	8am - 12:00pm
Wed	11/19/14	8am - 12:00pm
North Metro Campus		
Wed	9/17/14	8am - 12:00pm
Wed	12/17/14	8am - 12:00pm

Industrial/Technical Programs

Chattahoochee Technical College offers a wide range of courses in the industrial/technical area. The goal of these varied offerings is to prepare students for or enhance skills for future employment opportunities in technical oriented professions in business, industry, education, and government. The Industrial/Technical programs are built upon a balanced program of studies drawn from a variety of disciplines, from Industrial Maintenance to Wood Flooring; we have a program that is right for you!

BOMA/HVAC – Course 1

****Approved for WIA****

The class begins with an overview of thermodynamics and understanding the HVAC system. Additional topics include: chilled water systems; air cooled chillers; specifying and buying chillers; air handling system operation and maintenance; water source heat pump systems; components, operation, and maintenance of heating systems; gas fired, combustion system operations; hot water systems; and steam heating and electric heating systems. EPA exam is administered at the end of the course.

Course Fee: \$795

Marietta Campus		
Thurs	9/11/14 to 11/13/14	5pm - 9:00pm

Continuing Logger Education

In order to remain in good standing as a Georgia Master Timber Harvester (GA-MTH), completion of a minimum of 12 hours of approved continuing logger education is required every two years. Four of these hours must be within the environment category. We are pleased to be able to provide the following courses to help you meet these requirements. Upon successful completion of the course, we will submit the record of your attendance to the Center for Forest Business at the University of Georgia. Upon their approval, you will receive the appropriate Contact Hour Notice from us following the course.

General Safety Requirements

Participants will learn to apply relevant regulations for health and safety, demonstrate use of PPE, conduct accident investigations, comply with OSHA standards and reduce exposure to blood-borne pathogens.

Course Fee: \$150

Appalachian Campus		
Mon	10/13/14	8am - 4:00pm
Mon	11/10/14	8am - 4:00pm

Environmental Resource Conservation

Participants will learn how to protect the environment, recognize how our activities affect our natural resources, and raise awareness of preventing spills in our woodlands.

Course Fee: \$150

Appalachian Campus		
Wed	10/22/14	8am - 4:00pm
Wed	12/10/14	8am - 4:00pm

Maintenance Technician Program

****Approved for WIA****

Do you have construction or mechanical skills? Do you enjoy engaging with lots of people? Our Apartment Maintenance Tech Program, in partnership with Goodwill of North Georgia and the Atlanta Apartment Association, will provide credentialed training for you to become a Maintenance Technician. The seven-week program consists of 5 weeks of lecture and practical applications of the skills learned, followed by a two week on-the-job training experience.

The following credentials will be obtained with successful completion of this course:

- ✓ Basic construction
- ✓ Punch-out skills
- ✓ EPA/HVAC & R410 national testing & certification
- ✓ Heating & heat pump maintenance
- ✓ Certified Pool Operator Industry Certification
- ✓ Appliance repair
- ✓ Priority enrollment for veterans eligible for GI Bill

This program is offered to those that meet that following eligibility requirements listed below:

- ✓ Drug free
- ✓ Demonstrated experience in at least one trade
- ✓ No criminal background
- ✓ High school diploma, GED or commensurate experience
- ✓ Basic math and reading skills
- ✓ Own a vehicle
- ✓ Be physically able to bend, lift, pull, and push 50 lbs

If you are interested in this program, please contact the Smyrna Goodwill at 678-766-8154 to inquire of the next Information Session.

Course Fee: Varies, dependent on eligibility requirements

Marietta Campus		
Mon-Thurs	8/18/14 to 9/3/14	8am - 4:00pm

Multi-craft Industrial Maintenance Training

****Approved for WIA****



The purpose of the 132-hour course is to provide job incumbents with an opportunity to increase their knowledge and skills in several primary areas of industrial maintenance. The 12-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 12-week session. Participants who choose to enroll in the complete program will learn concepts within all eight modules and upon successful completion of the total program, participants will receive a non-credit certificate of completion from Chattahoochee Technical College. Additionally, the Comprehensive Final Assessment, which is approximately four to six hours, is scheduled on the final day of the 12-week session and the cost is included in the course fee.

Course Fee: \$1,980/per entire session
\$1,350/Electrical Maintenance Session
\$630/Mechanical Maintenance Session

Electrical Maintenance (90 Hours, 8 Weeks)

- **Module 1**- Introduction 24 hrs.
 - Basic Electricity
 - Electrical Safety and Arc Flash
 - Electrical Measurement
- **Module 2** - Industrial Motors 18 hrs.
 - Electric Motor Fundamentals
 - Types of Electric Motors
 - Electric Motor Nomenclature and Wiring
- **Module 3** - Industrial Wiring and Conductors 24 hrs.
 - Using the National Electrical Code
 - Overload Protection
 - Conductor Sizing and Conduit Design
- **Module 4** - Motor controls 24 hrs.
 - Contactors, Relays, and Motor Starters
 - Sensors and Controls
 - Basic Motor Control Circuits

North Metro Campus		
Wed/Fri	8/20/14 to 10/8/14	7:30am-2:30pm

Mechanical Maintenance (42 Hours, 4 Weeks)

- **Module 1** – Introduction 6 hrs.
 - Mechanical Safety
 - Simple Machines
 - Lubrication
 - Bearings
- **Module 2** - Hydraulics and Pneumatics 24 hrs.
 - Pneumatic and Hydraulic Principles
 - Pneumatic and Hydraulic Systems
 - Control Devices and Actuators
- **Module 3** - Power Transmission 6 hrs.
 - Chain Drives
 - Belt Drives
- **Module 4** - Equipment Handling for Maintenance Personnel 6 hrs.
 - Lifting and moving tools and equipment
 - Cranes and Rigging
 - Powered Industrial Trucks for Maintenance Personnel

North Metro Campus		
Wed/Fri	10/10/14 to 10/31/14	7:30am-2:30pm

****The final Comprehensive Assessment will be held on Wednesday, 11/5/14****



Industrial/Technical Programs

(continued)

National Wood Flooring Association

Chattahoochee Technical College and the National Wood Flooring Association (NWFA) have teamed up to provide training programs to train the next generation of wood flooring professionals. NWFA is a not-for-profit trade association representing all segments of the hardwood flooring industry, including manufacturers, distributors, retailers, installers, inspectors, and consultants. NWFA provides training and resources for wood flooring professionals to enhance their businesses and skills.



Hardwood Flooring Basic Sand and Finish

This course provides an introduction to the process of sand and finish, including an overview of machines, abrasives and finishes. Other topics include sanding equipment, dust containment, rough sanding procedures, final sanding, abrasives, sealers and finishes, stain, application tools and uses, intercoat abrasion, repairs, and evaluating the final product.

Course Fee: \$300

Marietta Campus		
Tues-Thurs	8/26/14 to 8/28/14	8am - 4:00pm

Hardwood Flooring Intermediate Installation

This four-day training event covers different topics and hands-on experiences at an intermediate level. Sharpen your installation skills, including jobsite evaluation and preparation, installation techniques, safety, custom entry-level borders, and medallion installations.

This training features a hands-on approach to installing unfinished and factory finished wood floors, including thorough training of installation methods for nail-down, glue-down, and floating floors. Learn how to incorporate simple design elements, allowing you to offer your client a custom wood floor while increasing your portfolio. Learn basic jobsite tool set-up and maintenance.

Course Fee: \$300

Marietta Campus		
Tues-Thurs	10/28/14 to 10/30/14	8am - 4:00pm

Wastewater Collection System Operation

The Wastewater Collection System Operation class is designed to train personnel in the safe and effective operation and maintenance of wastewater collection systems. Emphasis is on tasks performed by line maintenance crews. Various types of collection systems and construction inspection are covered. Special attention is given to the duties of operations, maintaining lift stations, maintenance of equipment and sewer rehabilitation. Students will also learn how to properly identify, solve, and record solutions to existing and potential collection system problems.

Course Fee: \$1,197

Marietta Campus		
Tues/Thurs	9/2/14 to 11/6/14	3pm - 5:00pm



Leadership/Management

The Leadership Academy

The purpose of the Leadership Academy at Chattahoochee Technical College is to allow supervisors and managers to further refine their skills and techniques to lead their organizations to new heights! It is composed of eight sessions that are designed to enhance the skills of top employees so they can benefit the organization and the bottom line. Turn your managers into leaders, take your own skills to the next level, improve the working parts of your organization, and meet the challenges of today's business environment.

Course Fee: \$149/per session; \$1,000/all 8 sessions

Supervisory/Leadership Skills - 8/28/14

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 - 9/11/14

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 - 9/25/14

Motivation fundamentals, what motivates and what demotivates 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 both positive and constructive feedback, is included.

Delegation and Teamwork - 10/9/14

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 - 10/23/14

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, and how to address conflict are key components of this session.

Management Styles and Goal Setting - 11/6/14

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 - 11/20/14

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 - 12/4/14

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.

Marietta Campus		
Every Other Thursday	8/28/14 to 12/4/14	9am - 4:00pm



Leadership/Management

(continued)

Lean Six Sigma Green Belt and Black Belt Certification

**** Approved for WIA ****

In recent years, Six Sigma ideas have been combined with lean enterprise concepts to create a methodology called Lean Six Sigma. The ideas and concepts have moved from being solely for manufacturing and industrial companies to include the service and healthcare industries. The Lean Six Sigma methodology views lean enterprise, which addresses process flow and waste issues, and Six Sigma, with its focus on variations and design, as complementary disciplines aimed at promoting business and operational excellence. Chattahoochee Technical College offers a combination Green Belt/Black Belt program that will develop the knowledge and skills required to implement and lead process-improvement efforts. Our highly credentialed instructor utilizes the well-known ASQ curriculum, combining it with real-world scenarios to teach participants how to properly collect and interpret data pursuant to leading problem-solving projects. The program includes three full-week sessions with Green Belt training the first week followed by the two Black Belt sessions.

Course Fee: \$4,950 – Green/Black Belt Combo

Marietta Campus		
Wed/Fri	8/27/14 to 10/29/14	9am - 4:00pm

Course Fee: \$2,210 – Green Belt Only

Marietta Campus		
Wed/Fri	8/27/14 to 9/10/14	9am - 4:00pm

Course Fee: \$2,740 – Black Belt Only

Marietta Campus		
Wed/Fri	9/17/14 to 10/29/14	9am - 4:00pm

For successful completion of these courses, it is recommended to have a laptop computer and to have some level of knowledge in MS Excel.

6σ



*Put Six Sigma to work
for your company and increase
your competitive position
in today's market.*

*Contact our
Business and Industry team
(please reference back cover)
to customize a solution
to meet your needs and schedule.*

Mine/Workplace Safety Training



Protecting Miners' Safety and Health Since 1978

Anyone who works in the mining industry, including contractors working on a mine property, is considered a "miner" under the Federal Mine Safety

and Health Act of 1977. The United States Congress created MSHA to help reduce fatalities, injuries, and illnesses among miners in our nation's mines. We are committed to providing mining companies, miners, and contractors with the highest quality training and with a superior level of service at the best possible price.

**Course Fee: \$75 (New Miner A, C and Annual Refresher)
\$85 (New Miner B/MFA Basic)**

MSHA Mine Safety Training Registration Information

- ✓ PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES.
- ✓ Every Mine Operator & Contractor must have at least one person per shift or per crew who is Medic First Aid and CPR Certified!
- ✓ A Part 46 or an approved Part 48B Training Plan is required prior to attendance of any Mine Safety Class.
- ✓ Your Annual Refresher is due each year before the end of the month you received your initial certification.
- ✓ If your company changes from a Part 46 to a Part 48 training plan, you will be required to complete the initial training program, in order to maintain MSHA compliance guidelines.
- ✓ Class prices are per participant and pre-registration is required. You must have a **Part 47 Haz Com Program** as part of your MSHA Training Plan. You may be required to have your employees enrolled in a **Hearing Conservation Program** under Part 62 requirements.

To register for class or for questions, please call Angelia Farries at 770-528-3196 or email angelia.farries@chattahoocheetech.edu

Appalachian Campus		
07/08/14	New Miner A	8am - 4:00pm
07/09/14	New Miner B/MFA Basic	8am - 5:00pm
07/10/14	New Miner C	8am - 5:00pm
07/15/14	Annual Refresher	8am - 5:00pm
08/05/14	New Miner A	8am - 4:00pm
08/06/14	New Miner B/MFA Basic	8am - 5:00pm
08/07/14	New Miner C	8am - 5:00pm
08/12/14	Annual Refresher	8am - 5:00pm
10/07/14	New Miner A	8am - 4:00pm
10/08/14	New Miner B/MFA Basic	8am - 5:00pm
10/09/14	New Miner C	8am - 5:00pm
10/14/14	Annual Refresher	8am - 5:00pm
11/11/14	New Miner A	8am - 4:00pm
11/12/14	New Miner B/MFA	8am - 5:00pm
11/13/14	New Miner C	8am - 5:00pm
11/18/14	Annual Refresher	8am - 5:00pm
North Metro Campus		
09/09/14	New Miner A	8am - 4:00pm
09/10/14	New Miner B/MFA Basic	8am - 5:00pm
09/11/14	New Miner C	8am - 5:00pm
09/16/14	Annual Refresher	8am - 5:00pm
12/09/14	New Miner A	8am - 4:00pm
12/10/14	New Miner B/MFA	8am - 5:00pm
12/11/14	New Miner C	8am - 5:00pm
12/16/14	Annual Refresher	8am - 5:00pm



Mine/Workplace Safety Training

(continued)

OSHA[®] Chattahoochee Technical College offers customized safety training packages that are intended to provide a variety of training to employees with some level of responsibility for safety in the workplace. We can design a customized curriculum that is OSHA compliant based upon your company's needs. Our instructor-led classes emphasize hazard identification, hazard avoidance, control, and prevention above and beyond OSHA standards.

Our most requested programs include:

- ✓ 10-hour and 30-hour General Industry Outreach Training
- ✓ 1st Aid and CPR for the Workplace
- ✓ Forklift / Powered Equipment Safety and Operations
- ✓ Fire Safety and Extinguisher Training
- ✓ Hearing Conservation
- ✓ Personal Protective Equipment
- ✓ Bloodborne Pathogens
- ✓ Hazard Communication and Right to Know
- ✓ Lockout/Tagout
- ✓ Ergonomics
- ✓ Trenching Safety (General and Competent Person)

****Note: We can deliver any required and recommended program specified under 29 CFR 1910.**

OSHA 10 Hour – for General Industry

This 10-hour course is intended to provide entry-level, general industry workers not only mandatory safety training, but also information about their rights, employer responsibilities, and how to file a complaint.

Course Fee: \$175

Appalachian Campus		
Tues/Wed	8/19/14 and 8/20/14	8:30am-2:30pm
Canton Campus		
Tues/Wed	10/28/14 and 10/29/14	8:30am-2:30pm

OSHA 30 Hour – for General Industry

This 30-hour course is 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, record keeping, industrial hygiene, respiratory protection, and permit-controlled confined space.

Course Fee: \$329

Canton Campus		
Thurs - Wed	11/13/14 to 11/19/14	8:30am-4:30pm



Online Learning

Whether you're looking for professional development or personal enrichment, the Economic Development Division offers a wide range of highly interactive courses that you can take entirely online. Our online courses are affordable, fun, fast, and available 24 hours a day – whenever is most convenient for you! **We offer exciting online programs through four different partnerships:**

1. **Ed2Go** - Professional development and personal enrichment courses
2. **Center for Legal Studies** – Legal studies and Paralegal Certificate Program
3. **Health Ed Today** – Healthcare courses
4. **TechU24/7** – Commercial Food Equipment Repair Technician



Are you looking to acquire or refresh job skills in an ever-changing market? Are you an educator needing to fulfill required PLUs? Or maybe you

want to begin a new hobby? These six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course, and you'll be able to interact with them and with fellow students in lively online discussion areas.

Course Fee: Varies, dependent on course

Course Format:

- ✓ Sessions start monthly, so you can sign up anytime
- ✓ Convenient six-week format
- ✓ Interactive learning environment
- ✓ Instructors lead each course, and you can interact with them through online discussions
- ✓ Certificate of completion with passing score of each course

Registration:

- ✓ Please visit: www.ed2go.com/chattced or <http://www.ed2go.com/career/>
- ✓ Browse the program catalog for your desired course
- ✓ Click: **Enroll Now** to begin the registration process

Top 10 Ed2Go Courses:

- A to Z Grant Writing, \$139
- Accounting Fundamentals, \$139
- Creating Web Pages, \$135
- Grammar Refresher, \$139
- Intermediate MS Excel, \$135
- Intro to MS Excel, \$139
- Intro to SQL, \$129
- Medical Terminology, \$139
- Project Management Fundamentals, \$135
- Speed Spanish, \$135



THE CENTER FOR
LEGAL STUDIES

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.

Course Fee: Varies, dependent on course

Course Format:

- ✓ Courses are offered via Live Lecture, Online, DVD, and Text-Only formats
- ✓ You may access CLS online courses any time in the comfort of your home or office 24/7 within the session dates
- ✓ Students may login at their convenience but are required to submit tests and assignments by a specified date and time
- ✓ Certificates of Completion are issued within six to eight weeks after the course has ended

Registration:

- ✓ Please visit: <http://www.legalstudies.com/index.asp>
- ✓ Choose Georgia from the map
- ✓ Scroll down until you find Chattahoochee Technical College
- ✓ Select your desired course to register
- ✓ You can also call 1-800-522-7737 or email info@legalstudies.com for more information

Take a quick look at what is being offered in the coming months:

- ✓ Advanced Legal Research and Writing, \$729
- ✓ Advanced Paralegal, \$1,650
- ✓ Intellectual Property Law for Engineers, \$575
- ✓ Legal Investigation, \$575
- ✓ Legal Nurse Consultant, \$849
- ✓ Legal Secretary, \$575
- ✓ Mediation, \$575
- ✓ Paralegal, \$1,189
- ✓ Victim Advocacy, \$575



Online Learning

(continued)



Chattahoochee Technical College announces the availability of our new online e-learning healthcare courses from Health Ed Today! These courses are highly interactive and provide students with an enriched learning experience.

Course Fee: Varies, dependent on course

Course Format:

- ✓ 24 hour a day instructor support & course mentors
- ✓ Engaging labs, student exercises, and course videos
- ✓ All textbooks, workbooks, and student materials
- ✓ A new "Secure Student Website" – including career resources & other training
- ✓ Certain programs include clinical externships

Registration:

- ✓ Please visit: <http://www.healthedtoday.com/chattahoocheetech>
- ✓ Browse the available courses
- ✓ Once you have selected a course, click **Register Now**
- ✓ You can also call toll free at 1-888-574-6218 for additional questions

The following courses are available anytime:

- Pharmacy Technician*, \$1,299
- Clinical Medical Assistant Program*, \$2,499
- Dental Assisting*, \$1,299
- Medical Billing & Coding*, \$1,399
- Medical Coding ICD-10, \$999
- EKG Technician*, \$1,299
- Electronic Health Record Management Program, \$1,299
- Phlebotomy Technician*, \$1,299
- Medical Administrative Assistant*, \$1,299
- Dialysis Technician*, \$1,299
- Medical Terminology, \$499
- ECG / EKG Course for Nurses, \$699

**Note: Course includes optional clinical externship opportunities*



We are excited to partner with TechU24/7 to offer an exclusive online program that can help you prepare for a career as a Commercial Food Equipment Repair Technician. Commercial Food Equipment Repair Technicians spend their days solving critical equipment problems in kitchens located in restaurants, schools, hotels, and hospitals, etc. They are afforded the opportunity to work in ever-changing environments and directly impact the customer's experience at the businesses they service. Thousands of current job openings across North America mean companies are looking for the next generation of equipment repair technicians.

Course Fee: \$1,495

Course Format:

- ✓ This flexible program allows you to begin at any time
- ✓ You are allowed 120 days to complete the 24-hour program
- ✓ Equips you with the basic knowledge and skills that many local service companies are looking for
- ✓ These service companies have agreed to give anyone who successfully completes the training program a proctored exam and interview
- ✓ This program has the potential to put candidates in jobs within a few weeks

Registration:

- ✓ Please visit: <http://www.ignitorlabs.com/techniciantraining/chattahoochee/>
- ✓ Review the course information
- ✓ Once you have decided to enroll, click **Enroll** in the Program
- ✓ You can also call 770-528-4586 for additional assistance



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.

Introduction to Paralegal Studies

****Approved for WIA****

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.

Course Fee: \$139

Marietta Campus		
Tues	9/9/14 to 10/14/14	6:30pm - 9:30pm

Immigration Law

****Approved for WIA****

Topics covered include an overview of governmental agencies, Visa classifications, labor certification, employment-based and family-based immigration, Temporary Protected Status (TPS), asylum,

deportation, and removal proceedings. Also discussed are citizenship and naturalization, dual citizenship, naturalization and expatriation.

Course Fee: \$139

Marietta Campus		
Thurs	9/11/14 to 10/16/14	6:30pm - 9:30pm

Civil Litigation

****Approved for WIA****

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

Course Fee: \$139

Marietta Campus		
Tues	10/21/14 to 11/25/14	6:30pm - 9:30pm

Legal Research & Writing

****Approved for WIA****

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.

Course Fee: \$139

Marietta Campus		
Thurs	10/23/14 to 12/4/14	6:30pm - 9:30pm

**** The Paralegal Certificate program is also available Online through a partnership with The Center for Legal Studies; please visit the Online Learning Section of the Catalog on page 15****



Professional Development Courses/Certifications

Do you work in a regulated occupation? Are you required to retain licensure or certification? Have you kept up with technological advances in your field? The following Professional Development courses and Certifications are designed to help you with the advancement of your career and to remain competitive in your field through additional educational training and resources.

Bright from the Start



Georgia Department of Early Care and Learning (Bright from the Start) is responsible for meeting the child care and early education needs of Georgia's children and their families. By taking this class you are enhancing your

skills and abilities that will help you as you begin or continue your career in the Early Childhood Education arena. This class offers two mini-seminars in one, six hour day. You are sure to walk away feeling better about marketing your skills and planning a career in this exciting field.

Showcase Yourself! Developing Your Professional Portfolio

Creating and maintaining a professional portfolio is good practice and gives you that "professional edge." This three-hour workshop will provide you with an outline and recommended sequence of what to place in a professional portfolio. If you have a resume or certificates of achievement, photos of you working with children, newsletters or letters written to parents, bring them! You will learn how and where to place them in your portfolio!

What's Your Career Path? Developing a Plan to Get You There

There are many types of programs that serve children. Come discover the many programs and positions that are out there for those who love children but perhaps no longer want to work with children directly. Have you heard of family support programs? Working with homeless populations? Perhaps being a licensing consultant, child care consultant or technical assistance specialist? You will learn how much education is required, where to look for these positions and what the jobs entail.

Course Fee: \$49

Marietta Campus		
Sat	10/11/14	9am - 4:00pm

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 three-day intensive session will focus on key components such 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. You made it a New Year's resolution, now make it a reality!

Course Fee: \$129

Marietta Campus		
Tues - Thurs	10/14/14 to 10/16/14	6pm - 9:00pm

Intensive English Program (IEP)

This program 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). For more information, contact the International Services Department at 770-528-5811. Evening classes may be offered during the Fall terms, give us a call!

Course Fees:

\$1,580 Full Time; 20 hours of instruction per week (F-1 Student Visa Holders)

\$340 Per Course; 4 hours of instruction per week

Marietta Campus		
M-Th	8/18/14 to 10/10/14	8:30am - 2:00pm
M-Th	10/20/14 to 12/12/14	8:30am - 2:00pm

Personal Trainer National Certification



Follow your dream to become a certified personal trainer! The Economic Development Division at Chattahoochee Technical College is excited to partner with World Instructor Training Schools (W.I.T.S.) to offer this popular course. This challenging course is taught over an eight-week period for better retention

and skill competency (16 hours of lecture, 16 hours of practical training at a local fitness complex). The course prepares you for success with coverage of key topics including biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. World Instructor Training Schools (W.I.T.S.) is the only major certifying body in the country providing comprehensive practical training and internship components. **The National Exam is held on the ninth week and students who pass both exams are eligible for the 30-hour internship that is required for certification which networks many graduates right into their first job in the fitness field. ***The written and practical exam is included in the course fee*****

Course fee: \$659

Important Information/Requirements:

- **Textbook**
 - The Fitness Professional Handbook, 6th Edition, \$94 IS NOT included in the course fee, but can be purchased directly from the WITS website at www.witseducation.com or by calling 888-330-9487
 - It is suggested to purchase the book, in advance, so that you can begin reading the chapters that will be covered in the first class
- **CPR/AED Certification**
 - CPR/AED Certification is required, but the fee IS NOT included
 - See page 5 for a list of CPR/AED classes to become registered
- **Mandatory Orientation**
 - Tuesday, September 9, 2014, 6:30-7:30pm
- **Course Format**
 - Lecture on Tuesdays at the Marietta Campus
 - Practical on Thursdays at Anytime Fitness, Kennesaw, GA

Marietta Campus/Anytime Fitness (Kennesaw, GA)

Tues - Marietta Campus	9/23/14 to 11/20/14	6:30pm - 8:30pm
Thurs - Anytime Fitness		

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 and 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 Food Safety Regulations & Standards. The ServSafe examination will be given at the end of the class.

Course Fee: \$129

Canton Campus		
Tues	10/14/14	8am - 4:00pm
Marietta Campus		
Tues	9/16/14	8am - 4:00pm
Tues	11/18/14	8pm - 4:00pm
North Metro Campus		
Tues	12/16/14	8pm - 4:00pm



Sales/Customer Service



Salespeople and customer service representatives are playing an increasingly vital role in creating a successful interface between a customer and a company offering products or services. Retail, wholesale, and manufacturing businesses require employees who have developed communication skills that lead to strong customer relationships. If you are interested in improving customer service, sales and customer retention, you won't want to miss out on the opportunities below.

Fundamentals of Excellent Customer Service

This class explores the fundamentals of customer service in today's rapidly changing organizations. Participants learn the lifetime value of a customer and the costs of gaining new customers. Learn how to measure customer service and how it leads to improvements in sales, customer satisfaction, and higher levels of retention. Examine how policies and systems enable and empower employees with direct customer interface to provide highly effective and efficient customer service.

Course Fee: \$179

Marietta Campus		
Fri	10/10/14	9:00am - 4:00pm

Sales and Service Excellence

The class explores the connection between customer service and sales excellence as it emphasizes the lifetime value of a customer and the costs of gaining new customers compared with the cost of losing customers. Learn effective sales approaches for both direct sales and telephone sales. Learn to understand sales processes, effective sales and how to speak to customers. Understand organizational sales policies, philosophies, practices and systems.

Course Fee: \$179

Marietta Campus		
Fri	10/24/14	9:00am - 4:00pm



Register for both of these invaluable courses for a discounted fee of \$298!

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!

ACT WorkKeys® Assessments

The Technical College System of Georgia and Chattahoochee Technical College recognize the value of an identified skilled workforce and are pleased to offer ACT WorkKeys assessment. The WorkKeys assessment system, powered by ACT, is a comprehensive system for measuring, communicating, and improving the essential skills required for success in the workplace. The assessments measure “real-world” skills that employers believe are critical to job success. These skills are Applied Mathematics, Locating Information, and Reading for Information.

Successful completion of all three skills will result in the ACT National Career Readiness Certificate® (NCRC), which is a portable credential that demonstrates achievement and signifies workplace employability skills. There are four NCRC™ levels. See below for a description of each.

	Bronze - scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the WorkKeys database
	Silver - scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the WorkKeys database
	Gold - scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the WorkKeys database
	Platinum - scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database

The Certificate Level is determined by the lowest level earned in any of the three core assessments; even though individual scores in one or more skill areas might be higher.

Additional assessments through the ACT WorkKeys assessment system also include:

- Applied Technology
- Business Writing
- Listening for Understanding
- Workplace Observation
- Teamwork
- Fit
- Performance
- Talent

When properly used, businesses can make hiring and promotion decisions based on WorkKeys with confidence and security. To learn more about the ACT WorkKeys assessment schedule and registration procedures, please call us at 770-528-4411 or send us an email at EconDev.Marietta@chattahoocheetech.edu
Test Fee: The cost for the battery of the three core skill assessments is \$50. The cost for the other individual assessments is \$20 each

GA Pest Exam

Please visit the Georgia Pest Exam website at 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, dependent on exam

General Proctored Exams

All general exams proctored through the Economic Development Division will be given by appointment only. For more information, please call 770-528-4524.

Proctoring Fee: Varies, dependent on exam

TABE Test

TABE remains the most comprehensive and reliable academic assessment product in adult basic education. Educators use TABE testing to provide a solid foundation for effectively assessing the skills and knowledge of adult learners. The TABE Test proctored through the Economic Development Division will be given on Tuesdays at 10:00 a.m. or Thursdays at 1:30 p.m. by appointment only. For more information on this test, please call 770-528-4524.

Test Fee: No cost



The Testing Center

(continued)

TEAS/HOBET Test Preparation Courses

The Test of Essential Academic Skills (TEAS) or Health Occupations Basic Entrance Test (HOBET) assesses readiness in basic Math, Science, Reading, and English Grammar for students applying to health sciences programs. The new revised curriculum for the TEAS/HOBET Prep Courses is designed to help first time test takers and those re-taking either exam to prepare for the test by gaining exposure to the standardized testing format, learning test taking strategies, managing test anxiety, and increasing confidence and speed. These six-hour courses are tailored to the individual subjects and include instructor-led practice and coaching.

Textbook purchase required: you will need to purchase the **Version V Study Guide** for either the **TEAS** or **HOBET** exam and bring with you to class. Study Guides are available for purchase from ATI via their website and other book sales sources including the CTC bookstores.

****Take all three Prep Courses for a discounted rate of \$389****

TEAS/HOBET Prep: English & Reading

Students will review grammar skills, word meanings within context, spelling and punctuation, and sentence and paragraph structure. The reading portion will include enhancing skills in passage comprehension and strategies for glean information to answer related questions.

Course Fee: \$149

Marietta Campus		
Tues/Thurs	10/14/14 and 10/16/14	6pm - 9:00pm
North Metro Campus		
Tues/Thurs	11/18/14 and 11/20/14	6pm - 9:00pm

TEAS/HOBET Prep: Math

Since calculators are not permitted during the TEAS and HOBET exams, developing math confidence is essential. Students will review numbers and operations, algebraic applications, data interpretation, strategies for solving word problems, and measurement.

Course Fee: \$149

Marietta Campus		
Tues/Thurs	11/4/14 and 11/6/14	6pm - 9:00pm
North Metro Campus		
Fri	12/12/14	9am - 4:00pm

TEAS/HOBET Prep: Science

Overview of the topics covered on the Science portion of the TEAS and HOBET exams including human body, life science, earth and physical science, and scientific reasoning.

Course Fee: \$149

North Metro Campus		
Fri	10/17/2014	9am - 4:00pm

TEAS/HOBET Testing

TEAS and HOBET are the entrance exams given to prospective health science students. Chattahoochee Technical College offers both the TEAS and HOBET in Version V. Sessions are available on the Marietta and North Metro Campuses several times per month, at the Appalachian Campus one a month, and occasionally on other campuses throughout the year.

Test fee: \$75.00

Schedule and Registration Procedures

- The current schedule is listed below; to register online, please go to www.chattahoocheetech.edu, click on "Continuing Professional Education: Non-Credit," then click "Register Now," and scroll down to "TEAS/HOBET."
- Registrations can also be taken over the phone or in person, as follows:
 - Marietta Campus, Building H, 770-528-4550
 - North Metro Campus, Building B, Room 210, 770-975-4050

Appalachian Campus		
Fri	9/19/2014	1pm - 4:30pm
Fri	10/17/2014	1pm - 4:30pm
Fri	11/21/2014	1pm - 4:30pm
Fri	12/19/2014	1pm - 4:30pm
Canton Campus		
Fri	10/3/2014	1pm - 4:30pm
Marietta Campus		
Fri	8/29/2014	9am - 12:30pm
Fri	9/19/2014	9am - 12:30pm
Fri	10/10/2014	9am - 12:30pm
Fri	11/14/2014	9am - 12:30pm
Fri	12/5/2014	9am - 12:30pm
Fri	12/12/2014	9am - 12:30pm
Fri	12/19/2014	9am - 12:30pm
North Metro Campus		
Fri	8/22/2014	1pm - 4:30pm
Fri	9/5/2014	1pm - 4:30pm
Fri	9/26/2014	1pm - 4:30pm
Fri	11/7/2014	1pm - 4:30pm
Fri	12/12/2014	1pm - 4:30pm
Paulding Campus		
Fri	9/12/2014	9am - 12:30pm
Fri	10/24/2014	9am - 12:30pm
Fri	11/21/2014	9am - 12:30pm
Fri	12/5/2014	9am - 12:30pm

General Information

Registration Information

Students can register for classes online, by phone, email, mail or in person:

- **Online:** www.chattahoocheetech.edu, click on “Programs & Courses,” select “Continuing Professional Education: Non-Credit,” then click “Register Now”
- **Phone:** 770-528-4550
- **Email:** EconDev.Marietta@ChattahoocheeTech.edu
- **By mail or in person:**

Marietta Campus – Building H 980 South Cobb Drive Marietta, GA 30060	North Metro Campus – Room B210 5198 Ross Road Acworth, GA 30102
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****The Course Registration Form can be found on the next page****

Registration Deadline

The registration deadline for most courses is five business days prior to a course beginning. Late registrations may be taken within four days if the course has been confirmed, textbooks and supplies are available, and there are no extenuating circumstances that may prevent the student, instructor, or CTC staff from being fully prepared for the course as a result of accepting a late registration.

Payment

Registration is only considered complete at the time payment is received. We accept Master Card, VISA, checks, money orders, cash (only when paid in person) or through company invoicing (in some situations). Checks should be made payable to Chattahoochee Technical College.

Refund and Cancellation Policy

If CTC deems it necessary to cancel a class or testing session for any reason, you will be notified with as much advance notice as possible. If we cancel or change a class, you will receive a full refund or have the option to transfer to another class date or testing session, if one is available. With the exception of TEAS/HOBET sessions, requests for refunds made at least five business days prior to a course beginning are eligible for a full refund. There are no refunds for requests made less than five business days prior to a course beginning. Additionally, there are no refunds for TEAS/HOBET sessions; therefore, please be sure that you have met with your advisor to ensure you are ready to take the assessment and that the date that you have selected is indeed the date you are available. If you paid by cash or check, your refund will be issued by a check and can take up to four to six weeks to be processed. If you paid by credit card, your account will be credited.

Attendance Policy

It is strongly recommended that you attend every class. It is understood that occasions may not permit your attendance and it is recommended you proactively inquire as to what you will miss or may have already missed during those classes. More specific attendance policies may apply for each course and will be discussed during each class.

Financial Assistance

Several of our training options have been approved for funding by the **Workforce Investment Act (WIA)** or through **Veterans Affairs (VA)** benefits. Each course that is eligible for this funding will be noted by the course title.

Workforce Investment Act (WIA)

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. Please refer to the table and Region Map to find the WIA Coordinator that serves your area:**

Region 1 Northwest Georgia Regional Commission www.nwrgc.org Appalachian Campus 706-253-4617 North Metro Campus 770-975-4026 Paulding Campus 770-443-3622	
Region 4 CobbWorks www.cobbworks.org 770-528-4300	
Region 7 Atlanta Regional Workforce Development Board www.atlantaregional.com/wiatraining Appalachian Campus 706-253-4578 Cobb/Cherokee DOL 770-528-6100, ext. 110	

Military (VA GI Bill) Education Benefits

Active duty and honorable discharged members of the Navy, Army, Air Force, and Marines may qualify for educational benefits based on coverage through the GI Bill. In addition, many veterans can benefit from the Post-9/11 Bill which provides financial support for education for those veterans with at least 90 days of continuous service after September 11, 2001. Others veterans with service-connected disability may qualify after 30 days of service. Benefits may also apply to those on active duty, their spouses and children. For further information, visit <http://www.benefits.va.gov/gibill> or call 1-888-GIBILL1.

Military Spouse (MyCAA) Education Benefits

Spouses of veterans may also qualify for programs through the Military Spouse Career Advancement Account (MyCAA). This unique program allows spouses of veterans up to \$4,000 for educational training in continuing education, degree programs, licenses, or credentials leading to a high-demand job. Military spouses who are military members themselves are not eligible for MyCAA. For further information, visit <https://aiportal.acc.af.mil/mycaa/default.aspx>

Continuing Education (Non-Credit Courses) Course/Assessment Registration Form

Course/Test Name: _____ Course/Test Fee: _____

IF TEAS/HOBET, is this a Retest? YES or NO IF TEAS, which program? ADN or LPN

How did you hear about us? Solutions Catalog Web Newspaper WIA DOL Friend

Other, please specify: _____

Campus Location: Appalachian Canton Marietta N. Metro Paulding Other, please specify: _____

Course/Testing Date(s): _____ Time: _____

Mr. / Ms. First Name: _____ M.I.: _____ Last Name: _____

Street Address: _____ Suite/Apt #: _____

City: _____ State: _____ Zip Code: _____ County: _____

Business #: _____ Home #: _____ Cell #: _____

Email Address: _____

Social Security #: _____ Date of Birth: _____

Ethnicity: Native American Asian African-American Hispanic Caucasian Non-Resident Alien Multiracial

Please initial to indicate you read our cancellation and refund policy:

-
- o If CTC deems it necessary to cancel a class or testing session for any reason, you will be able to receive a full refund or transfer to another class date or testing session, if available.
 - o Requests for refunds made at least 5 business days prior to a course beginning are eligible for a full refund
 - o There are **no refunds** for requests made less than 5 business days prior to a course beginning
 - o There are **no refunds** for TEAS/HOBET sessions; therefore, please verify with the program advisor that you have met program requirements, are ready to take the test and that you are available for this test date

Employer Information (if applicable)

Business Name: _____

Address: _____ Suite/Apt #: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone #: _____ Fax #: _____

FOR OFFICE USE ONLY:

Receipt #: _____ Check #: _____ Date Paid: _____ Clerk: _____

Cash _____ VISA _____ MC _____ Card #: _____ Exp. Date: _____

Name on Check / Credit Card _____

Address on Check / Credit Card _____

CRN _____ Student ID# _____

SACS & EEOC Statement
Chattahoochee Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and associate of applied science degrees. As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries must be directed to the Title IX and 504 Coordinator, Chattahoochee Technical College, 980 South Cobb Drive, Marietta, Georgia, 30060, Office #1102 (770) 528-4484. Revised 6/2/14

Corporate and Customized Training Services

The mission of Chattahoochee Technical College's Economic Development division is workforce and economic development to enable the citizens of Bartow, Cherokee, Cobb, Gilmer, Pickens, and Paulding counties to develop necessary skills to further their career goals. Through business and industry support programs, the division aids in the creation and retention of jobs by supporting existing companies, entrepreneurs, and new companies coming to the area. Other services provided by the Economic Development Division include consulting services and providing Georgia Re-Training Tax Credits. Take a look below for a summary of all of these services and let us be a partner in your company's success!

Customized Training

The corporate training staff at Chattahoochee Technical College works to ensure YOUR specific training and organizational performance needs are met through high quality programs and superior customer service.

We do this by:

- ✓ providing quality assessment tools to employers to help them identify the needs of their organization;
- ✓ designing training plans and coursework that meets the identified needs;
- ✓ delivering customized training based on those needs, onsite or at one of our eight campus locations; and
- ✓ offering training options for professional development for today's workforce

Common training topics include:

- ✓ safety
- ✓ leadership, management and supervisory development
- ✓ industrial maintenance and technology
- ✓ customer service
- ✓ quality systems

Consulting Services

Consulting services are available in the areas of strategic planning, detailed job profiling and analysis, lean principles, ISO 9000, and occupational and mine safety (OSHA and MSHA). These services enable smaller companies to meet their goals and regulatory mandates in a cost-effective manner.

For more information on customized corporate training and consulting services, please contact our Director of Business and Industry, Rick Goble, at 770-529-2323.

Georgia Re-Training Tax Credit

Firms which provide certain types of training to their employees are able to receive a tax credit when filing their state tax returns. Qualified programs include, ERP and SAP systems, changes in operating systems, computer training, quality initiatives such as ISO 9000, and technology training on new equipment. The credit allows up to \$500 per person per program per year. Unused credits may be carried forward for 10 years. **The Vice President of Economic Development, Rex Bishop, is available to assist and is authorized by the state to review and approve applications. Please call 770-528-4512 for additional information.**

“With the mining industry being so defined with specific training needs, Chattahoochee Technical College has been there to assist in helping us complete those training needs, with the best customer service and training instructors and facilities offered.”

– Denise Cornell, HR & Safety Representative, IMERYS NGA Operations

“We sent the majority of our operations management team to Chattahoochee Tech's OSHA 30 seminar and have received nothing but rave reviews from all participants. One seasoned Maintenance Manager stated this was exactly what he needed to stay on top of his game and maintain our employee's safety. We are taking our entire management team through this and are already seeing positive trends in our safety record.”

– Phil Stroud, Vice President of People, Tip Top Poultry, Inc.

“I have been working with Chattahoochee Technical College for over 10 years now. As a Safety Manager for heavy industrial manufacturing, safety training requirements are numerous and always changing. The group at Chattahoochee Tech is outstanding at providing up to date class material either at one of their campuses or on site. From the first contact on a requested class, knowledgeable and engaging instructors to the completion of the class and customer service, I am always met with real people, quality and service. Chattahoochee Technical College has been and continues to be an important partner in our business.”

– Jim Sullivan, EH&S Manager, Hydro-Chem

“We worked with Chattahoochee Technical College to get OSHA 10 hour certification for our supervisors. They coordinated the trainer and training dates along with a time most conducive to our work schedule. The instructor was very knowledgeable and the training was both interesting and well received.”

– Lee Bennett, Director of Human Resources, Southern Tea

Chattahoochee Technical College Locations and Map



Appalachian Campus

100 Campus Drive
Jasper, GA 30143
706.253.4500

Austell Campus

1578 Veterans Memorial Highway
Austell, GA 30168
Classroom-Only Location
No Office Hours

Canton Campus

1645 Bluffs Parkway
Canton, GA 30114
770.345.0172

Marietta Campus

980 South Cobb Drive
Marietta, GA 30060
770.528.4545

Mountain View Campus

2680 Gordy Parkway
Marietta, GA 30066
770.509.6305

North Metro Campus

5198 Ross Road
Acworth, GA 30102
770.975.4000

Paulding Campus

400 Nathan Dean Boulevard
Dallas, GA 30132
770.443.3600

Woodstock Campus

8371 Main Street
Woodstock, GA 30188
Classroom-Only Location
No Office Hours

Campus Directory

1. Appalachian Campus
2. Canton Campus
3. Woodstock Campus
4. North Metro Campus
5. Paulding Campus
6. Mountain View Campus
7. Marietta Campus
8. Austell Campus

