



Working

# SOLUTIONS

For Professional Development

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

Fall 2015



Governor Nathan Deal presenting the 1st place award in the Middle Grades design competition to Caleb Booker, of Dobbins Middle School, for his artwork celebrating manufacturing in the great state of Georgia.



Caleb Booker, 1st place winner of the Middle Grades category in the design competition for the annual Manufacturing Appreciation Week, from Dobbins Middle School in Paulding County.

# APPRECIATION WEEK

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# Academic/Credit Programs of Study at CTC

The Economic Development Division works closely with Academic Affairs to ensure a seamless transition for our students. Take a look at the areas of study currently offered through Academic Affairs.

## BUSINESS, COMPUTER, AND PUBLIC SERVICE

These programs offer many or all classes online. On-ground classes in the programs are offered on the campuses listed. If a program is available completely online, it is indicated by (ol).

- **Accounting** (degree and diploma) (m) (nm) (ol)
- **Business Administrative Technology** (degree and diploma) (m) (nm) (ol)
- **Business Management** (degree and diploma) (c) (m) (nm) (ol)
- **Computer Information Systems Technology**
  - **Computer Programming** (degree and diploma) (m) (nm)
  - **Networking Specialist** (degree and diploma) (m) (nm)
  - **Information Security Specialist** (degree and diploma) (m)
  - **Internet Specialist – Web Application Development** (degree and diploma) (m)
  - **CISCO Network Specialist** (certificate) (m)
  - **CompTIA A+ Certified Technician Preparation** (certificate) (m)
- **Criminal Justice Technology** (degree and diploma) (m) (nm) (w)
- **Culinary Arts** (degree and diploma) (mv)
- **Early Childhood Care & Education** (degree and diploma) (c) (m) (p)
- **Early Childhood Care and Education Basics** (certificate) (c) (m) (p) (ol)
- **Fire Science Technology** (degree and diploma) (ol)
- **Hotel/Restaurant/Tourism Management** (degree and diploma) (ol)
- **Interiors** (degree and diploma) (mv)
- **Logistics & Supply Chain Management** (degree) (ol)
- **Marketing Management** (degree and diploma) (m) (nm) (p) (ol)

## TECHNICAL STUDIES AND ENGINEERING TECHNOLOGY

Programs in this area require on-ground classes, however, some online options are available. Locations of on-ground classes are listed below:

- **Air Conditioning Technology** (diploma) (c) (m)
- **Automotive Collision Repair** (diploma) (app)

- **Automotive Technology** (degree and diploma) (app) (m) (nm)
- **Barbering** (diploma) (m)
- **Building and Facilities Maintenance Technology** (diploma) (m)
- **Commercial Truck Driving** (certificate) (nm)
- **Cosmetology** (diploma, certificate) (app) (m) (nm)
- **Design & Media Production Technology** (degree and diploma) (mv) (certificate) (p)
- **Diesel Equipment Technology** (diploma) (nm)
- **Drafting Technology** (degree and diploma) (nm)
- **Electrical & Computer Engineering Technology** (degree only) (nm)
- **Environmental Technology** (degree only) (nm)
- **Horticulture** (degree and diploma) (nm)
- **Industrial Maintenance and Electrical Technology** (degree and diploma) (nm)
- **Motorcycle Service Technology** (diploma) (m)
- **Television Production Technology** (degree only) (mv)
- **Welding** (diploma) (app) (p)

## HEALTH SCIENCES

Programs in this area require students begin their study in one of the health sciences certificates, offered at most campuses, before applying for competitive admission to most programs.

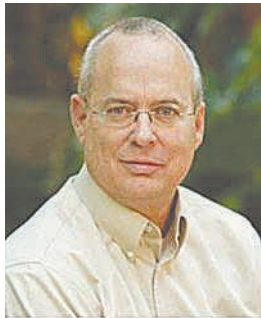
- **Clinical Laboratory Technology** (degree) (m)
- **Emergency Medical Services Professions (EMT/AEMT)** (diploma) (nm)
- **Health Care Assistant** (certificate) (app) (c) (m) (nm) (p)
- **Health Care Science** (certificate) (app) (c) (m) (nm) (p)
- **Health Care Management/Physician's Practice Management** (degree) (nm)
- **Health Information Management Technology** (degree) (nm)
- **Medical Administrative Assistant** (diploma) (nm)
- **Medical Assisting** (degree and diploma) (app) (m)
- **Medical Billing and Coding** (certificate) (nm)
- **Nurse Assistant (CNA)** (certificate) (m) (nm)
- **Nursing, Associate of Science** (degree) (p)
- **Nursing, Associate of Science – LPN to ASN Bridge** (degree) (p)
- **Occupational Therapy Assistant** (degree) (m)
- **Paramedicine** (degree and diploma) (nm)
- **Physical Therapist Assistant** (degree) (nm)
- **Practical Nursing** (diploma) (nm)
- **Radiography** (degree) (nm)
- **Surgical Technology** (degree) (nm)

### KEY

Appalachian (app)	Marietta (m)	Online (ol)
Austell (a)	Mountain View (mv)	Paulding (p)
Canton (c)	North Metro (nm)	Woodstock (w)



# Solutions for Building a More Productive Team



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

brochure that will help you enhance your career or the career of your workforce.

Our courses include, but are not limited to, healthcare programs, industrial maintenance, leadership, Lean Six Sigma, computer software training, customer service, OSHA, MSHA, Paralegal, and much more. If you don't see what you need, just ask us.

Many of our programs are customized to meet the needs of our community partners. We have developed and delivered training programs for such companies as WellStar Hospital, Toyo Tires, Anheuser Busch, Coca Cola, MEYN America, Outdoor Expressions, John Deere Landscapes, Goodwill of North Georgia, and many more.

Please allow us the opportunity to meet with you and determine if we can assist you with the development and/or enhancement of your training program. Whether you need noncredit or credit programs, we are here to assist you. Our business is the training and development of people.

Our staff will work diligently to provide you with the resources to help your organization grow. We are truly the Solution to your training needs. Please call me directly at 770-528-4512 for more information on program customization.

Sincerely,

Rex Bishop  
Vice President, Economic Development

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# Computers/Technology

## Microsoft Office Programs

### MS Office Certificate

Learn the skills you need to succeed in today's workforce: earn your MS Office Certificate either in class or online! Classes must be completed within one year. The courses that you will need to take to obtain this certificate are listed below, along with their descriptions.

- ✓ MS Access 2013 – Level 1
- ✓ MS Excel 2013 – Level 1 and Level 2
- ✓ MS PowerPoint 2013 – Level 1
- ✓ MS Word 2010 or 2013 – Level 1 and 2 (or comparable course)

**\*\*For more information on registration and course fee structure for this program, please call 770-528-3967.\*\***

### MS Access 2013 - 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		
Tues/Thurs	11/3/15 and 11/5/15	6pm - 9:00pm

**\*\*Take this course online! The "Introduction to MS Access 2013" six-week session is only \$139! Please visit: [ed2go.com/chattced](http://ed2go.com/chattced) to register! \*\***

### MS Excel 2013 - 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, values, 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 how to insert and edit charts. **Textbook is included; students will need to bring a flash drive to class.**

**Course fee: \$129**

Marietta Campus		
Tues/Thurs	10/6/15 and 10/8/15	6pm - 9:00pm
Woodstock Campus		
Fri	8/14/15	9am - 4:00pm

**\*\*Take this course online! The "Introduction to MS Excel 2013" six-week session is only \$129! Please visit: [ed2go.com/chattced](http://ed2go.com/chattced) to register! \*\***

### MS Excel 2013 - 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 2013 with other programs. **Textbook is included in course fee; students will need to bring a flash drive to class.**

**Course fee: \$129**

Marietta Campus		
Tues/Thurs	10/20/15 and 10/22/15	6pm - 9:00pm
Woodstock Campus		
Fri	8/21/15	9am - 4:00pm

**\*\*Take this course online! The "Intermediate MS Excel 2013" six-week session is only \$139! Please visit: [ed2go.com/chattced](http://ed2go.com/chattced) to register! \*\***

### MS PowerPoint 2013 - 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		
Tues/Thurs	11/17/15 and 11/19/15	6pm - 9:00pm

**\*\*Take this course online! The "Introduction to MS PowerPoint 2013" six-week session is only \$139! Please visit: [ed2go.com/chattced](http://ed2go.com/chattced) to register! \*\***

### MS Word 2013 - 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		
Tues/Thurs	9/8/15 and 9/10/15	6pm - 9:00pm

## MS Word 2013 - 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

Tues/Thurs	9/22/15 and 9/24/15	6pm - 9:00pm
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*\*\*Take this course online in the 2010 version! The "Intermediate MS Word 2010" six-week session is only \$139! Please visit: [ed2go.com/chattced](http://ed2go.com/chattced) to register! \*\**

## Other Computer/Technology Courses

### Introduction to Computers

This 12-hour 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 and social media, working with files, using components of MS Office Suite including MS Word, and email basics. **Textbook is included in course fee.**

**Course fee: \$189**

### Marietta Campus

Tues/Thurs	8/25/15 to 9/3/15	6pm - 10:00pm
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### Woodstock Campus

Tues/Thurs	12/1/15 to 12/10/15	6pm - 10:00pm
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## Social Media 101:

### How to effectively create brand visibility while increasing revenue

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 six-week, 24-hour class is for you! Upon completion of the course, students will be able to leverage the power of content and elevate their audience and customer base, as well as be able to build a strong brand. In addition, students will have the tools to maximize brand exposure through content on all social media platforms and be able to increase brand revenue. You will learn how to set up business profiles and manage pages for social media outlets like Facebook and Twitter. This class will be administered by EPI MEDIA Group, a National Public Relations, Branding and Marketing Firm.

**Course fee: \$650**

### North Metro Campus

Tues/Thurs	9/1/15 to 10/8/15	6pm - 8:00pm
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### Unmanned Aerial Vehicle (UAV) Technology



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. 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, hands-on 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.

### North Metro Campus

Fri	10/9/15	5pm - 10:00pm
Sat/Sun	10/10/15 and 10/11/15	9am - 4:00pm

# Corporate and Customized Training

## Customized Training

Our corporate training staff works diligently 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 either Shane Evans, Director of Corporate Training, at 770-975-4106 or email, Shane.Evans@ChattahoocheeTech.edu, or Angelia Farries, Director of Corporate Training, at 770-443-3619 or email, Angelia.Farries@ChattahoocheeTech.edu.**

## Georgia Retraining 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. **Rex Bishop, Vice President of Economic Development, is available to assist and is authorized by the state to review and approve applications. Please call 770-528-4512 for additional information.**

## Economic Development, Corporate Training – Year in Review

We've had a great year. Here are just a few examples of the type of training that has been delivered through our office this year.

*Let us do the same for you; don't delay and please contact the Corporate Training Team today!*

Corporate Client	Training Delivered	To Learn More
<b>Austell Gas</b> .....	Leadership Academy .....	See Page 12
	Customer Service .....	See Page 21
<b>Coca Cola</b> .....	Excellence in Manufacturing .....	See Page 14
	Green Belt .....	See Page 13
<b>CW Matthews</b> .....	Mine Safety Health Administration (MSHA) .....	See Page 15
	Teams and Teamwork .....	See Page 14
<b>John Deere Landscapes</b> .....	Turfgrass Basics .....	Custom! Call Us!
	Landscape Estimating .....	Custom! Call Us!
<b>Anheuser Busch</b> .....	Technical Writing .....	See Page 10
<b>Toyo Tires</b> .....	Industrial Maintenance .....	See Page 9
	Intensive English Program .....	See Page 11
<b>North Georgia Staffing</b> .....	Customer Service .....	See Page 21
	Leadership Academy .....	See Page 12
<b>National Wood Flooring Association</b> .....	Flooring Installation .....	Custom! Call Us!
	Sand and Finish .....	See Page 18

Corporate Client	Training Delivered	To Learn More
<b>Goodwill of North Georgia</b> .....	Forklift Certification .....	Custom! Call Us!
	OSHA 10 .....	See Page 15
	First Aid/CPR .....	See Page 5
	Electrical Maintenance .....	See Page 9
	Flooring Installation .....	Custom! Call Us!
<b>Cobb County</b> .....	Water Distribution Systems .....	See Page 20
<b>Marietta City Water</b> .....	Water Distribution Systems .....	See Page 20
<b>Outdoor Expressions</b> .....	Landscape Maintenance .....	Custom! Call Us!
<b>Southern Tea</b> .....	Industrial Maintenance .....	See Page 9
<b>Tintoria Piana</b> .....	Green Belt .....	See Page 13
<b>WellStar Health Systems</b> .....	Leadership Academy .....	See Page 12
	Sterile Processing .....	Custom! Call Us!
<b>Yancey</b> .....	CPR/First Aid .....	See Page 5
<b>ZEP Manufacturing</b> .....	Leadership Academy .....	See Page 12
	Industrial Maintenance .....	See Page 9

# Healthcare/Medical

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. 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) Skills Check Off

Upon registration and payment for this course, students will receive an email with a link and key to access and complete the online portion. 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 and locations below.

**Course Fee: \$45**

Marietta Campus		
Wed	8/5/15 or 10/21/15 or 12/16/15	6pm - 8:00pm
North Metro Campus		
Wed	9/16/15 or 11/11/15	6pm - 8:00pm

## AHA Training for Non-Healthcare Providers

The below courses are designed for individuals needing these skills for work in the non-healthcare field or for individuals in the community who want to learn these skills to help a family member or loved one in the event of an emergency.

### HeartSaver CPR with AED

This three-hour 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

**Course Fee: \$45**

North Metro Campus		
Fri	8/14/15 or 9/18/15	9am - 12:00pm

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

### HeartSaver First Aid

This four-hour course teaches basic first aid and is designed to meet OSHA regulations; it provides training for anyone who wants to learn basic first aid for adults and obtain a HeartSaver card. You will learn how to handle emergencies such as diabetes, stroke, heart attack, allergic reactions and many others.

**Course Fee: \$45**

North Metro Campus		
Fri	8/14/15 or 9/18/15	1pm - 5:00pm

*\*\*Take this course with Heartsaver CPR with AED for a discounted rate of \$80\*\**

*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.*

## AHA Training for Healthcare Providers

### Basic Life Support (BLS) 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	10/30/15	9am - 1:30pm
Marietta Campus		
Fri	8/28/15	9am - 1:30pm
Fri	9/25/15	9am - 1:30pm
North Metro Campus		
Tues	8/18/15	9am - 1:30pm
Tues	10/6/15	9am - 1:30pm
Thurs	11/19/15	9am - 1:30pm
Fri	12/4/15	9am - 1:30pm

# Healthcare/Medical

(continued)

## Healthcare Academy: Certified Nursing Assistant & Patient Care Technician

**D**ue to the nature and requirements of state certifications in the field of healthcare, there are certain steps you will need to take prior to being able to register for the CNA and PCT classes that we offer.

### A. Payment Information

1. If you are self-pay, you will need to pay at least **5 business days** before class begins.
2. If you are interested in WIA, VA, or MyCAA funding, you must obtain approval no later than **10 business days** before class begins. We must have a voucher from WIA, VA, or MyCAA stating they will provide funds for the course. WIA contacts for our service area are listed on page 25 of our catalog.

### B. Requirements

1. The **TABE (Test of Adult Basic Education)** is required for acceptance into the CNA and PCT classes. You must score at least 9th grade level. We administer the TABE by appointment.
2. **Medical form** (we provide this for you to complete once you register)
3. Legible copy of **photo-bearing ID** (driver's license or military ID)
4. Legible copy of Social Security card (names must match on ID and SS card)
5. **Immunization Record** (including TB test and proof that Hepatitis B vaccination series has been started)
6. **Criminal background check** (visit your local law enforcement office to obtain this; absolutely no felonies)
7. **Drug screen** (you may use any source for this)
8. **CNA checklist** (will be provided to you at the orientation; this must be signed)

### C. Orientation

You must attend an orientation session before you begin class. The date will be determined and provided to you upon receiving payment for the course. Please bring all of the items listed above (No. 2 to No. 8) to the orientation session.

For additional information, please call Cindy Holland at 770-528-4586 or email [Cynthia.Holland@chattahoocheetech.edu](mailto:Cynthia.Holland@chattahoocheetech.edu) or Peggy Phifer at 770-528-4524 or email [Peggy.Phifer@chattahoocheetech.edu](mailto:Peggy.Phifer@chattahoocheetech.edu).

## 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 \*Includes certification fee

Marietta Campus		
Mon - Thurs	8/31/15 to 10/8/15	8am - 1:00pm
North Metro Campus		
Mon - Thurs	8/17/15 to 9/24/15	6pm - 10:00pm

## 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, rehabilitation services, EKG and phlebotomy under the supervision of registered nurses. **(300 hours) Upon successful completion of this program, students will be eligible to sit for National Certification through the National Healthcareer Association (NHA).**

Course Fee: \$3,699

Marietta Campus		
Mon - Thurs	8/31/15 to 12/10/15	8am - 1:00pm
North Metro Campus		
Mon - Thurs	8/17/15 to 12/3/15	6pm - 10:00pm



## Healthcare Academy: Other Course Options

### 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, professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture, 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	10/5/15 to 1/21/16	6pm - 9:30pm

*\*\*Clinical Medical Assistant is also available Online; please visit the Online Learning Section of the Catalog on page 16\*\**

### Dental Assisting Program w/Clinical Externship

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

This program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and 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. 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	10/12/15 to 12/9/15	6pm - 9:30pm

*\*\*Dental Assisting is also available Online; please visit the Online Learning Section of the Catalog on page 16\*\**



# Healthcare/Medical

(continued)

## Medic First Aid

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. Injury emergencies, including actions for bleeding, broken bones, burns and more will also be covered. 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. 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.

Course Fee: \$65

Paulding Campus		
Tues	8/25/15	8am - 3:00pm

## Medic First Aid Refresher

This four hour training will provide updates on all of the topics as described above, including First Aid basics, medical and injury emergencies, CPR, AED and blood borne pathogens.

Course Fee: \$45

North Metro Campus		
Tues	9/22/15	8am - 12:00pm

## Pharmacy Technician Program

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



This comprehensive 50-hour program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and will prepare students to take the Pharmacy Technician Certification

Board's PTCB exam, and to work in retail or other pharmacy settings. 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. **Includes Textbooks**

Course Fee: \$1,199

Marietta Campus		
Tues /Thurs	10/20/15 to 12/10/15	6pm - 9:30pm

**\*\*Pharmacy Technician is also available Online; please visit the Online Learning Section of the Catalog on page 16\*\***



## 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	10/12/15 to 10/29/15	8am - 1:00pm
North Metro Campus		
Mon - Thurs	9/28/15 to 10/15/15	6pm - 10:00pm

**\*\* Phlebotomy Technician is also available Online; please visit the Online Learning Section of the Catalog on page 16\*\***

**“ Thanks to the PCT program at Chattahoochee Tech and WIA, I’m now working as a certified Phlebotomist in a hospital. Although phlebotomy is my preference, having my PCT certification gives me the flexibility to move to other areas if needed.”**

– Healthcare Student, Spring 2015

# 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 Technical Writing; we have a program that is right for you!

## Industrial Maintenance Training (Level II)

The purpose of the 80-hour course is to provide job incumbents with an opportunity to increase their knowledge and skills in several primary areas of industrial maintenance. The 10-week session is broken down into three modules, Digital Theory/Logic, Reading PLC Logic, and Electrical Components (semi-conductor theory and operation). Additionally, a comprehensive final assessment, which is approximately four to six hours, is scheduled on the final day of the 10-week session and the cost is included in the course fee. Students who have completed Multi-craft Industrial Maintenance Level I or have a basic knowledge of the three modules will gain valuable knowledge and skills for today's industrial maintenance job requirements.

**Course Fee: \$799**

### Digital Theory/Logic (20 Hours)

- Industrial use, operation and differentiation of Solid State and Relay Logic
- Discuss the operation of AND, OR, NOT, NOR, NAND and MEMORY circuits
- Operation of Logic Gate
- Interface of gate families

### Reading PLC Logic (20 Hours)

- Relay Diagram
- On and Off instruction
- Latch/Unlatch
- Memory and Address terminology instruction
- Power supply, Input, Output instruction

### Electrical Components (semi-conductor theory and operation) (40 hours)

- Diodes
- Rectifiers
- Semi-Conductor Material
- Curves
- Testing Diode, Rectifiers
- NTC and PTC Thermistor
- Hall Effect sensors
- Semiconductor photoelectric transducers
- LED and LCD displays



## Maintenance Technician Program

**\*\*Approved for WIA\*\***

Do you have construction or mechanical skills? Do you enjoy engaging with lots of people? Our 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 five weeks of lecture and practical applications of the skills learned, followed by a two week on-the-job training experience.

**The following skills and related 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

**Course Fee: Varies, dependent on eligibility requirements**

Marietta Campus		
Mon-Thurs	9/14/15 to 10/29/15	9am - 4:00pm

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

## Programmable Logic Controller (PLC)

This 40-hour, hands on, course is designed to introduce and provide a basic operating knowledge of PLCs to job incumbents. Offered in a 10-week session, students will first be provided an overview of Motor Controls followed by an introduction and operation to PLCs.



**Course Fee: \$599**

### Motor Controls (20 Hours)

- Safety
- Electrical Symbols & Diagrams
- Control Logic
- Contactor & Magnetic Motor Starter
- Control Devices

### PLC (20 Hours)

- Ladder Diagram Logic
- Compatibility
- Hook -Up
- Relay-Type Instructions
- Timers & Counter Instruction

North Metro Campus		
Wed	9/9/15 to 11/11/15	8am - 12:00pm

North Metro Campus		
Fri	9/11/15 to 11/13/15	7:30am-4:00pm

*\*\*The final Comprehensive Assessment will be held on Friday, 11/13/15\*\**

# Industrial/Technical Programs

(continued)



## Technical Writing

This course will provide participants with knowledge of the skill involved in technical writing. Participants will receive an introduction to technical writing, they will learn to analyze requirements and the purpose, as well as analyze and understand their audience. They will plan, gather and work with others to design organize and format documents. They will write, edit and revise products. They will also learn to develop approval process and how to retain and control documents. If you need to challenge your writing skills to be efficient and effective in the workplace, then this class is for you.

**Course Fee: \$199**

North Metro Campus		
Fri	10/2/15 to 11/6/15	9am-12:00pm

## Introduction to Welding

This 50-hour course is designed to provide individuals an introduction to welding in an industrial setting. Offered in a 10-week, 5 module format, each component will expose the student to the aspects of applicable welding theory and hands-on, practical demonstration and application in a lab setting.

**Course Fee: \$799 \*Includes welding helmet and apron**

### Modules:

- 1) Welder Safety & Equipment Operation
- 2) Print Reading
- 3) Stick Welding
- 4) Basic MIG Welding Techniques
- 5) Basic TIG Welding Techniques

Paulding Campus		
Fri	9/11/15 to 11/13/15	8am-1:00pm

## Manufacturing Skills Standards Council Certification (MSSC) Programs

MSSC is the leading certifying body for the nation's manufacturing production and supply chain logistics workers, and we are excited to be able to offer the following programs in the very near future!

### Certified Production Technician, with a focus on:

- ✓ Safety
- ✓ Quality Practices and Measurement
- ✓ Manufacturing Processes and Production
- ✓ Maintenance Awareness

### Certified Logistics Technician, with a focus on:

- ✓ Supply Chain Logistics
- ✓ Material Handling
- ✓ Quality Control
- ✓ Receiving and Storage
- ✓ Inventory Control
- ✓ Dispatch and Tracking
- ✓ Safe Handling of Hazmat Materials

**For more information, please call Rex Bishop at 770-528-4512!**

# The Intensive English Program

**T**his program offers a rigorous curriculum that is extremely affordable. Students will receive a high quality education with a comprehensive and integrated approach to language acquisition and cultural adaptation. The focus of this program is geared to prepare students to enter college as they advance through the seven levels of this comprehensive program.

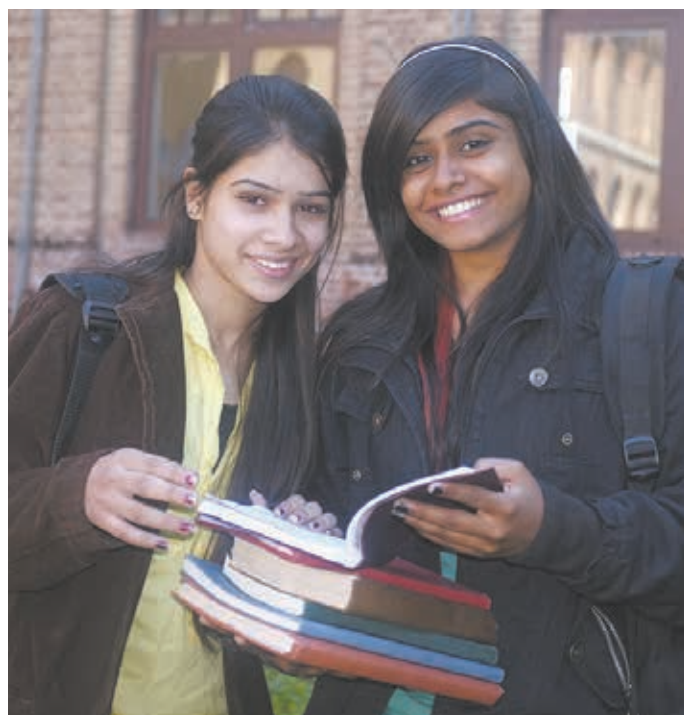
To ensure appropriate placement in the program, students are assessed and interviewed to determine their academic level and education needs. The available academic areas of study include Reading, Writing, Grammar, Listening, Speaking, Integrated Skills, and Compass or TOEFEL Preparation, but the exact course offerings will vary each term, and is dependent on the student's needs.

Each academic semester contains two eight-week terms, and class sizes are small for more targeted instruction. Students can enroll in the full-time program or choose to take individual courses on a part-time basis. Full-time students will meet five days a week, for a total of 21 hours of instruction per week. Part-time students will receive 4 hours of instruction per week, per course.

**Course Fees: \$1,580/Full Time  
\$340/Part Time**

**\*\*Tuition, books and a cultural activity, which also includes a meal, are all included in the course fee\*\***

Marietta Campus		
Mon-Fri	8/17/15 to 10/9/15	9am - 1:30pm
Mon-Fri	10/26/15 to 12/18/15	9am - 1 :30pm



## IMPORTANT DATES – FALL SEMESTER

Fall 2015, Term 1 <i>(August 17, 2015 to October 9, 2015)</i>	
F1-Visa Students Must Arrive On or Before	Friday, August 7, 2015
Payment Deadline <i>(All Students)</i>	Friday, August 7, 2015
Placement Test <i>(New Students)</i>	Monday, August 10, 2015
Orientation & Schedule/Book Distribution <i>(All Students)</i>	Friday, August 14, 2015
First Day of Class	Monday, August 17, 2015
Last Day of Class	Thursday, October 8, 2015
Cultural Activity & Recognition Ceremony	Friday, October 9, 2015
<b>**Please Note**</b> <i>Class will not be held on Monday, September 7th due to the Labor Day Holiday, or on Tuesday, September 8th due to a College wide In-Service Meeting.</i>	

Fall 2015, Term 2 <i>(October 26, 2015 to December 18, 2015)</i>	
F1-Visa Students Must Arrive On or Before	Friday, October 16, 2015
Payment Deadline <i>(All Students)</i>	Friday, October 16, 2015
Placement Test <i>(New Students)</i>	Monday, October 19, 2015
Orientation & Schedule/Book Distribution <i>(All Students)</i>	Friday, October 23, 2015
First Day of Class	Monday, October 26, 2015
Last Day of Class	Thursday, December 17, 2015
Cultural Activity & Recognition Ceremony	Friday, December 18, 2015
<b>**Please Note**</b> <i>Class will not be held Thursday, November 26th due to the Thanksgiving Holiday.</i>	

**Start planning and secure your seat today  
by contacting the International Services  
Department at 770-528-5811!**

# Leadership/Management

**T**he 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**

*\*Continental breakfast included*

## **Supervisory/Leadership Skills - 8/20/15**

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.

## **Communication Skills - 9/3/15**

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 communication.

## **Motivation and Coaching - 9/17/15**

Motivation fundamentals, what motivates and what demotivates people will be the focus of this class. 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 and giving both positive and constructive feedback is included.

## **Delegation and Teamwork - 10/1/15**

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.

## **Performance Management - 10/15/15**

This class discusses the feedback process, how to give constructive feedback, and how to establish accountability. Constructive conflict management, managing differences productively, and how to address conflict are key components of this session.

## **Management Styles and Goal Setting - 10/29/15**

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.

## **Time Management/Problem Solving - 11/12/15**

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. This session discusses creative problem solving and effective problem solving models.

## **Leadership Essentials - 12/3/15**

How do we stay sharp and effective as a leader? Topics will include how to influence others, understanding risks, rewards, and consequences. The importance of attitudes and commitment to the organization will all be covered. How to be cool under pressure, communicate effectively, solve problems, and put all your tools and resources together are essential to becoming an effective leader.

### **North Metro Campus**

**Every Other  
Thursday**

**8/20/15 to 12/3/15**

**9am - 4:00pm**



## Lean Boot Camp

In three days, this class examines individual and organizational Lean leadership concepts and practices. This 24-hour class extends Lean leader's basic lean knowledge and understanding to include how to establish and develop a strong lean culture, enhance individual and organizational accountability and responsibility, create a more in-depth understanding of systems and processes, improve and nurture an environment that supports ongoing problem solving to the root cause level, establish leader standard work, and identify wastes that impede organizational excellence. Participants expand their understanding and knowledge of basic Lean operations by learning about value-added aspects of lean leadership and implementation. Value stream mapping is introduced and experienced as participants create VSMS to identify waste and obstacles and to develop improvement options. Effective and efficient problem solving approaches in a Lean environment are explored and practiced. Since Lean is based on broad-based involvement of all employees, this class examines the Lean culture and how the Lean concepts add value throughout an organization. Lean workforce development concepts and practices such as TWI and performance management are explored.

**Course Fee: \$599**

North Metro Campus		
Tues/Wed/ Thurs	9/22/15 to 9/25/15	9am - 5:00pm

## Lean 5S

This one-day class presents an overview of Lean 5S concepts and practices as applicable in any type of business. It focuses on examining what an organization must do to reap the benefits of an effective Lean 5S implementation. Participants learn how begin and implement an initial Lean transformation using 5S to discover waste, clutter, and disorganization in workplace practices. This class also explores Lean 5S practices such as Kanban, quick changeover, red-tagging, visual management, standard work, picture-taking, and other approaches for improving organizational orderliness and efficiency. Participants also examine the discipline, framework, and infrastructure necessary to successfully build on the Lean 5S foundation to sustain improvement throughout the organization. Students examine how to establish and monitor relevant metrics aimed at demonstrating the effectiveness of Lean 5S in stabilizing the work environment, establishment of effective work methods, and creating high levels of equipment performance.

**Course Fee: \$199**

North Metro Campus		
Fri	10/2/15	9am - 5:00pm

## Lean Six Sigma Green Belt and Black Belt Certification

**\*\* Approved for WIA \*\***

# 6σ

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**

Marietta Campus		
Mon-Fri	8/24/15 to 8/28/15	9am - 4:00pm
	10/19/15 to 10/23/15	
	11/2/15 to 11/6/15	

**Course Fee: \$2,210/Green Belt Only**

Marietta Campus		
Mon-Fri	8/24/15 to 8/28/15	9am - 4:00pm

**Course Fee: \$2,740/Black Belt Only**

Marietta Campus		
Mon-Fri	10/19/15 to 10/23/15	9am - 4:00pm
	11/2/15 to 11/6/15	

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



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decrease costs  
and improve efficiency  
using  
Lean Six Sigma  
principles!*

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Corporate Training  
team today!*

**770-443-3619**

# Leadership Management

(continued)

## Excellence in Manufacturing

### Teams and Teamwork - 9/4/15 or 10/2/15

Teamwork is critical for all leaders and organizations to be successful. This session defines teams, teamwork and the stages of team development and team leadership. It also discusses empowerment, and how to be available, but not in the way. Emphasis is on building effective cohesive teams.

### Time Management - 9/11/15 or 10/9/15

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 effective problem solving models.

### Introduction to Lean - 9/18/15 or 10/16/15

This section of the program provides an overview of Lean Six Sigma and what it can mean to your business. You will understand the background and application of Lean Six Sigma, learn how to apply Six Sigma principles to different business areas, understand the DMAIC process (define, measure, analyze, improve and control), and gain a thorough understanding of why Six Sigma works and the belt systems.

### OSHA for Managers - 9/25/15 or 10/23/15

This session covers the fundamentals that all managers should know about OSHA compliance. Useful resources in understanding the provisions of the Occupational Safety and Health Act will be discussed as well as familiarity with OSHA inspections, citations, penalties, and appeals.

**Course Fee: \$59/per session; \$199/series**

Appalachian Campus		
Fri	9/4/15 to 9/25/15	9am - 1:00pm
Paulding Campus		
Fri	10/2/15 to 10/23/15	9am - 1:00pm





# Mine & Workplace Safety (MSHA & OSHA)



Protecting Miners' Safety and Health Since 1978

**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, with a superior level of service, at the best possible price.

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

#### Registration Information:

- ✓ Pre-registration is required and class prices are per participant.
- ✓ A Part 46 or an approved Part 48B Training Plan is required prior to attendance.
- ✓ You must have a Part 47 Haz Com Program as part of your MSHA Training Plan.

To register for class or for questions, please call Lori Bramlett at 706-253-4863 or email, [Lori.Bramlett@ChattahoocheeTech.edu](mailto:Lori.Bramlett@ChattahoocheeTech.edu).

Appalachian Campus		
8/10/15	New Miner A	8am - 4:00pm
8/11/15	New Miner B/Medic First Aid	8am - 5:00pm
8/12/15	New Miner C	8am - 5:00pm
8/18/15	Annual Refresher	8am - 5:00pm
9/8/15	New Miner A	8am - 4:00pm
9/9/15	New Miner B/Medic First Aid	8am - 5:00pm
9/10/15	New Miner C	8am - 5:00pm
9/15/15	Annual Refresher	8am - 5:00pm
10/5/15	New Miner A	8am - 4:00pm
10/6/15	New Miner B/Medic First Aid	8am - 5:00pm
10/7/15	New Miner C	8am - 5:00pm
10/13/15	Annual Refresher	8am - 5:00pm
11/9/15	New Miner A	8am - 4:00pm
11/10/15	New Miner B/Medic First Aid	8am - 5:00pm
11/11/15	New Miner C	8am - 5:00pm
11/17/15	Annual Refresher	8am - 5:00pm
12/7/15	New Miner A	8am - 4:00pm
12/8/15	New Miner B/Medic First Aid	8am - 5:00pm
12/9/15	New Miner C	8am - 5:00pm
12/15/15	Annual Refresher	8am - 5:00pm

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



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. **\*\*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**

North Metro Campus		
Tues/Wed	8/25/15 and 8/26/15	8:30am-2:30pm
Paulding Campus		
Tues/Wed	10/20/15 and 10/21/15	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**

Appalachian Campus		
Mon-Fri	9/21/15 to 9/25/15	8:30am-4:30pm



# Online Learning



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LEGAL STUDIES



Health Ed Today  
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<p><b>Top Courses</b></p>	<ul style="list-style-type: none"> <li>✓ A to Z Grant Writing, \$139</li> <li>✓ Accounting Fundamentals, \$139</li> <li>✓ Creating Web Pages, \$135</li> <li>✓ Grammar Refresher, \$139</li> <li>✓ Intermediate MS Excel, \$135</li> <li>✓ Intro to MS Excel, \$139</li> <li>✓ Intro to SQL, \$129</li> <li>✓ Medical Terminology, \$139</li> <li>✓ Project Management Fundamentals, \$135</li> <li>✓ Speed Spanish, \$135</li> </ul>	<ul style="list-style-type: none"> <li>✓ Advanced Legal Research and Writing, \$729</li> <li>✓ Advanced Paralegal, \$1650</li> <li>✓ Intellectual Property Law for Engineers, \$575</li> <li>✓ Legal Investigation, \$575</li> <li>✓ Legal Nurse Consultant, \$849</li> <li>✓ Legal Secretary, \$575</li> <li>✓ Mediation, \$575</li> <li>✓ Paralegal, \$1189</li> <li>✓ Victim Advocacy, \$575</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pharmacy Technician*, \$1,299</li> <li>✓ Clinical Medical Assistant Program*, \$2,499</li> <li>✓ Dental Assisting*, \$1,299</li> <li>✓ Medical Billing &amp; Coding*, \$1,399</li> <li>✓ Medical Coding ICD-10, \$999</li> <li>✓ EKG Technician*, \$1,299</li> <li>✓ Electronic Health Record Management Program, \$1,299</li> <li>✓ Phlebotomy Technician*, \$1,299</li> </ul> <p><i>*Note: Course includes optional clinical externship opportunities</i></p>
<p><b>Course Format</b></p>	<ul style="list-style-type: none"> <li>✓ Sessions start monthly, so you can sign up anytime</li> <li>✓ Convenient six-week format</li> <li>✓ Interactive learning environment</li> <li>✓ Instructors lead each course, and you can interact with them through online discussions</li> <li>✓ Certificate of completion with passing score of each course</li> </ul>	<ul style="list-style-type: none"> <li>✓ Courses are offered via Live Lecture, Online, DVD, and Text-Only formats</li> <li>✓ You may access CLS online courses any time in the comfort of your home or office 24/7 within the session dates</li> <li>✓ Students may login at their convenience but are required to submit tests and assignments by a specified date and time</li> </ul>	<ul style="list-style-type: none"> <li>✓ 24-hour a day instructor support &amp; course mentors</li> <li>✓ Engaging labs, student exercises and course videos</li> <li>✓ All textbooks, workbooks, and student materials</li> </ul>
<p><b>How Do I Register?</b></p>	<ul style="list-style-type: none"> <li>✓ Please visit: <a href="http://ed2go.com/chattced">ed2go.com/chattced</a> or <a href="http://ed2go.com/career/">ed2go.com/career/</a></li> <li>✓ Browse the program catalog for your desired course</li> <li>✓ Click: Enroll Now to begin the registration process</li> </ul>	<ul style="list-style-type: none"> <li>✓ Please visit: <a href="http://legalstudies.com/index.asp">legalstudies.com/index.asp</a></li> <li>✓ Choose Georgia from the map</li> <li>✓ Scroll down until you find Chattahoochee Technical College</li> <li>✓ Select your desired course to register</li> <li>✓ Contact 1-800-522-7737 or email <a href="mailto:info@legalstudies.com">info@legalstudies.com</a> for more information</li> </ul>	<ul style="list-style-type: none"> <li>✓ Please visit: <a href="http://healthtoday.com/chattahoocheetech">healthtoday.com/chattahoocheetech</a></li> <li>✓ Browse the available courses, and Register Now</li> <li>✓ Contact 1-888-574-6218 for additional questions</li> </ul>

# Paralegal Certificate Program

**T**he Paralegal Certificate is a very popular program! The program consists of 14 courses and each course is six weeks in length; you may join the program at any time provided there is not a prerequisite for the class. When the courses are taken consecutively, the program can be completed in slightly less than a year.

However, when courses are not taken consecutively, it is still possible to complete the certificate within 24 to 36 months. 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.

**Call 770-528-4586 or email [Cynthia.Holland@ChattahoocheeTech.edu](mailto:Cynthia.Holland@ChattahoocheeTech.edu) for a more detailed schedule and complete course listing.**



## Paralegal Duties

**\*\*Approved for WIA\*\***

This course will cover duties in the law office including billing, producing documents, and other administrative tasks. Other topics include ethics, time management, communication, and critical thinking. You will explore the history of the paralegal profession and the role of paralegals within the legal system. Students will also learn about organizations, employment opportunities, and job search strategies.

**Course Fee: \$139**

Marietta Campus		
Tues	9/15/15 to 10/20/15	6:30pm - 9:30pm



## Immigration Law

**\*\*Approved for WIA\*\***

Topics covered in this course 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, and expatriation.

**Course Fee: \$139**

Marietta Campus		
Thurs	9/17/15 to 10/22/15	6:30pm-9:30pm

## Legal Research & Writing I

**\*\*Approved for WIA\*\***

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

**Course Fee: \$139**

Marietta Campus		
Tues	10/27/15 to 12/1/15	6:30pm-9:30pm

## Civil Litigation I

**\*\*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. (No class on Thanksgiving.)

**Course Fee: \$139**

Marietta Campus		
Thurs	10/29/15 to 12/10/15	6:30pm - 9:30pm

# Professional Development Courses/Certifications

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.

## Commercial HVAC Certificate Program

**\*\*Approved for WIA\*\***

The Commercial HVAC Certificate Program is a unique partnership between BOMA Georgia and Chattahoochee Technical College. The program offers building engineers a five-semester HVAC program. Semester courses are topic-specific and advance their knowledge of commercial heating, ventilation and air conditioning systems.



### BOMA/HVAC – Course 3

In course 3 of the Commercial HVAC Program topics include: Fans, Direct Expansion (CS) 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		
Thurs	8/20/15 to 10/29/15	5pm - 9:00pm

## Continuing Logger Education

### 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	10/12/15 or 11/16/15	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	11/11/15 or 12/9/15	8am - 4:00pm

## 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.



### NWFA: Intermediate Sand and Finish

Four-day training event that provides extensive hands-on training for sanding and finishing wood floors at an intermediate level. Learn how to properly sand various species, correctly use and maintain tools, repair and recoat existing floors, and select finishing techniques that will yield top-quality results. Receive hands-on training for techniques including board replacement, hand-scraping, repairing finish imperfections, and recoat/resanding methods for factory finished floors. Learn how to properly flatten a wood floor, minimize scratch patterns and bring the wood to an optimal state for stain and finish application. **PREREQUISITE: Must have minimum 1 year sand and finishing wood floors OR successful completion of the Principles of Wood Flooring school. Receive 4 CCUs**  
**Course Fee: \$595**

Marietta Campus		
Mon-Fri	9/21/15 to 9/25/15	8am - 4:00pm



## NWFA: Educational Courses

• **Problems, Causes, Cures:** In-depth dissection of common problems, identifying their causes, and how to cure them. All training is based off of the Technical Publication C200, and explores each topic in detail. This workshop focuses on many of the regional specific issues. **1-day class- Receive 1 CCU**

**Course Fee: \$199**

• **Jobsite Prep/Moisture Testing:** Teaches how to properly manage projects before the installation begins. This workshop covers the jobsite checklist, moisture testing methods, water and wood relationships, structural fundamentals, wood and concrete subfloor preparation and how to properly prepare the jobsite to receive flooring. Course is based off of publication A400. This workshop includes some hands-on training. **1-day class- Receive 1 CCU**

**Course Fee: \$299**

• **Wood Floor Repairs:** Provides an introduction to advanced-level repair work on finished flooring, including injections, board replacements, factory finished repairs, color matching, color theory, graining, filling, sheen adjustments and more. Receive a wood floor repair kit for attending. This workshop includes hands-on training. **1-day class- Receive 1 CCU**

**Course Fee: \$299**

Marietta Campus		
Tues-Fri	10/27/15 to 10/30/15	9am - 4:00pm

## Private Detective

Take the first steps to obtaining your Georgia Private Detective License or registration. This course provides information and training for those interested in working as a private investigator. The course exceeds the academic training prerequisites mandated by the Georgia Board of Private Detective and Securities Agencies rule 509-3-.06 as posted by the Secretary of State Examining Board rules. Upon completion of this course, you are eligible for registration/licensing as a private investigator under a licensed investigations company, or you may choose to operate your own company if additional prerequisites are met. Topics will include types of investigations, interviewing skills, case management, report writing, surveillance, undercover investigations, domestic investigations, retail loss prevention, insurance investigations, electronic investigation, and executive protection. Don't miss out on this exciting and popular class! **Textbook and other materials are included.**

**Course Fee: \$575**

Marietta Campus		
Mon/Wed	9/14/15 to 11/18/15	6pm - 10:00pm

## Personal Trainer Certification

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 with 16 hours of lecture and 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. **The National Exam is held on the 9th 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.**

### • Textbook

- The Fitness Professional Handbook, 6th Edition, \$94, **IS NOT** included in the course fee; it can be purchased directly from the WITS website at witseducation.com or by calling 1-888-330-9487

- 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; please see page 5 for the current schedule of classes offered through the American Heart Association Training Center here at Chattahoochee Tech

- The fee for the CPR/AED class **IS NOT** included in the course fee

### • Mandatory Orientation

- Tuesday, September 8, 2015, 6:30-7:30pm

**Course fee: \$659**

**\*\*The written and practical exam is included in the course fee\*\***

North Metro Campus/Anytime Fitness (Kennesaw, GA)		
Tues - (North Metro Campus)	9/22/15 to 11/19/15	6:30pm - 8:30pm
Thurs - (Anytime Fitness)		

W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.



# Professional Development Courses/Certifications

(continued)

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

**Course Fee: \$129**

Canton Campus		
Tues	9/15/15	8am - 4:00pm
Marietta Campus		
Tues	11/17/15	8am - 4:00pm
North Metro Campus		
Tues	12/15/15	8pm - 4:00pm



**“ Participating in the ServSafe class was an excellent experience. The class was very educational, and I would recommend it to anyone looking to work in the food industry.”**

– ServSafe Student, Fall 2014

## Water Distribution System Operator Training

The Water Distribution System Operator class prepares operator trainees to take the Water Distribution Operator exam to become licensed through the GA secretary of State. It is designed to train operators in the safe and effective operation and maintenance of water distributions systems. This class describes the responsibilities of being an operator for water storage and distribution systems. Material in this class will provide an understanding of the basic operational and maintenance concepts of water distribution systems and will help operators develop the ability to analyze and interpret data, solve problems when they occur, and to assure scientifically defensible conclusions. The goals of the program are to learn to have a working understanding of why procedures are performed at facilities that are used within a distribution system, such as:



• Roles and Responsibilities of the Water Distribution System Operator  
 • Storage Facilities  
 • Water Quality  
 • Consideration in Distribution Systems  
 • Distribution System Operation  
 • Maintenance Disinfection Safety Distribution System Administration

- Roles and Responsibilities of the Water Distribution System Operator
- Storage Facilities
- Water Quality
- Consideration in Distribution Systems
- Distribution System Operation
- Maintenance Disinfection Safety Distribution System Administration

**Course Fee: \$975**

Marietta Campus		
Tues/Thurs	9/1/15 to 11/5/15	3pm - 5:00pm



# Sales/Customer Service

**S**ales and customer service representatives play a vital role in creating a successful interface between a customer and a company offering products or services. 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.

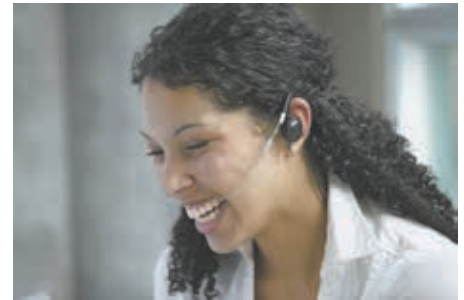
**Course Fee: \$179**

*\*Continental breakfast is included*

North Metro Campus		
Wed	9/9/15	9am - 4:00pm
Paulding Campus		
Wed	11/18/15	9am - 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**

*\*Continental breakfast is included*

North Metro Campus		
Thurs	9/10/15	9am - 4:00pm
Paulding Campus		
Thurs	11/19/15	9am - 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.

	<b>Bronze</b> - 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
	<b>Silver</b> - 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
	<b>Gold</b> - 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
	<b>Platinum</b> - 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
- Listening for Understanding
- Observation
- Teamwork
- Workplace Observation
- Writing
- 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 [WorkReady@ChattahoocheeTech.edu](mailto:WorkReady@ChattahoocheeTech.edu).

**Test Fee: The cost for the battery of the three core skill assessments is \$60. The cost for the other individual assessments is \$25 or \$30 each depending on the assessment. Prices are subject to change.**

## Commercial and Structural Pest Management (GA Pest) Testing

Please visit the Georgia Pest Exam website at [gapestexam.com](http://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. For more information, please call 770-528-4411.

**Test Fee: \$45 or \$90, 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 770-528-4411.

**Proctoring Fee: \$25 or \$50, dependent on exam administration time**

## Tests of Adult Basic Education (TABE) Testing

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 according to the schedule at either the Marietta or North Metro Campuses on Tuesdays or Thursdays at 10 AM or 1:30 PM For more information, please call 770-528-4524.

**Test Fee: No Fee (ED program admissions only)**





## Test of Essential Academic Skills (TEAS) Testing

TEAS is the entrance exam given to prospective health science students. Chattahoochee Technical College offers the TEAS Version V.

Assessment sessions are available on the Marietta and North Metro Campuses several times per month, at the Appalachian Campus once a month, and occasionally on other campuses throughout the year.

### Schedule and Registration Procedures

- The current schedule is listed below; to register online, please go to [ChattahoocheeTech.edu](http://ChattahoocheeTech.edu); under Programs and Courses, click on “**Continuing Professional Education: Non-Credit,**” then click “**Register Now,**” and scroll down to “**TEAS.**”
- Registrations can also be taken over the phone or in person, as follows:
  - Marietta Campus, Building H, 770-528-4550
  - North Metro Campus, Building D, 770-975-4050

**Test fee: \$75**



Appalachian Campus		
Fri	8/21/15	1pm - 4:30pm
Fri	9/18/15	1pm - 4:30pm
Fri	10/16/15	1pm - 4:30pm
Fri	11/20/15	1pm - 4:30pm
Canton Campus		
Fri	8/28/15	9am - 12:30pm
Fri	10/23/15	9am - 12:30pm
Marietta Campus		
Tues	8/4/15	6pm - 9:30pm
Fri	8/7/15	9am - 12:30pm
Mon	8/10/15	9am - 12:30pm
Fri	8/14/15	9am - 12:30pm
Fri	9/11/15	9am - 12:30pm
Fri	10/9/15	9am - 12:30pm
Fri	11/6/15	9am - 12:30pm
Fri	11/13/15	9am - 12:30pm
Fri	12/4/15	9am - 12:30pm
Thurs	12/10/15	6pm - 9:30pm
Fri	12/11/15	9am - 12:30pm
Tues	12/15/15	9am - 12:30pm
Wed	12/16/15	9am - 12:30pm
North Metro Campus		
Fri	8/7/15	1pm - 4:30pm
Mon	8/10/15	1pm - 4:30pm
Fri	9/4/15	1pm - 4:30pm
Fri	10/2/15	1pm - 4:30pm
Wed	10/7/15	6pm - 9:30pm
Fri	10/30/15	1pm - 4:30pm
Fri	11/6/15	1pm - 4:30pm
Fri	11/13/15	1pm - 4:30pm
Fri	12/4/15	1pm - 4:30pm
Tues	12/8/15	9am - 12:30pm
Fri	12/11/15	1pm - 4:30pm
Mon	12/14/15	1pm - 4:30pm
Tues	12/15/15	1pm - 4:30pm
Paulding Campus		
Fri	9/25/15	9am - 12:30pm
Fri	11/20/15	9am - 12:30pm

# Upcoming Programs and Seminars

## LIVE2>>LEAD

The Economic Development Division is excited to be a host site for the 2015 Live2Lead broadcast. Live2Lead is a half-day, leader development experience designed to equip attendees with new perspectives, practical tools, and key takeaways. They'll learn from world-class leadership experts, be prepared to implement a new action plan, and start leading when they get back to the office with renewed passion and commitment.

The program will consist of the following speakers:

- ✓ **Intentional Living**  
John C. Maxwell  
Leadership expert, best-selling author, coach
- ✓ **The Untapped Advantage of Organizational Health**  
Patrick Lencioni  
The Table Group, best-selling author
- ✓ **Resilient and Ready:**  
**How to Thrive Through Challenge and Change**  
Valorie Burton  
Executive Coach and best-selling author
- ✓ **Leadership Lessons**  
Kevin Turner  
Chief Operations Officer, Microsoft

**Program Cost: \$39 per participant**  
**\$280 for a table of eight**

*\*Continental breakfast and breaks included*

North Metro Campus		
Fri	10/9/15	9am - 12:30pm



**NEW**

**NEW**

## TECHNICAL CERTIFICATE OF CREDIT

*Chattahoochee Technical College invites you and your employees to participate in a college credit program designed for corporate clients*

### *Organizational Leadership*

*is a four-course  
Technical Certificate of Credit  
which can lead to an  
Associate Degree  
in Business Management*

***Classes forming for  
January 2016***

*For more information,  
please call Rex Bishop at 770-528-4512*



# General Information

## Registration Information

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

- **Online:** [aceweb.chattahoocheetech.edu/wconnect/ShowSchedule.awp](http://aceweb.chattahoocheetech.edu/wconnect/ShowSchedule.awp)
- **Phone:** 770-528-4550
- **Email:** [EconDev.Marietta@ChattahoocheeTech.edu](mailto:EconDev.Marietta@ChattahoocheeTech.edu)
- **By mail or in person:**

<b>Marietta Campus – Building H</b>	<b>North Metro Campus – Building D</b>
980 South Cobb Drive	5198 Ross Road
Marietta, GA 30060	Acworth, GA 30102

## Registration Deadline

The registration deadline for most courses is five (5) 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 American Express, Discover, 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 or test, 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 and ACT WorkKeys assessment 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 nor will transfers be made after the registration is completed for TEAS and ACT WorkKeys assessment 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.

Your refund will be issued by a check and can take up to four to six weeks to be processed.

## 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.

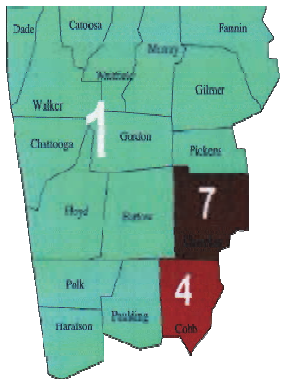
## Financial Assistance

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 reentry 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:**

<b>Region 1</b> Northwest Georgia Regional Commission <a href="http://nwrfgc.org">nwrfgc.org</a> Appalachian Campus 706-253-4617 North Metro Campus 770-975-4026 Paulding Campus 770-443-3622	
<b>Region 4</b> CobbWorks <a href="http://cobbworks.org">cobbworks.org</a> 770-528-4300	
<b>Region 7</b> Atlanta Regional Workforce Development Board <a href="http://atlantaregional.com/wiatraining">atlantaregional.com/wiatraining</a> <a href="mailto:cherokeecrc@gmail.com">cherokeecrc@gmail.com</a> Canton Campus, A202 770-345-0208	

## 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 GI 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 [benefits.va.gov/gibill](http://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 [aiportal.acc.af.mil/mycaa/default.aspx](http://aiportal.acc.af.mil/mycaa/default.aspx)

# 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

