

The role of the *Center for Corporate and Professional Education* at Chattahoochee Technical College is to assist business and industry by offering the best Solutions for all their training needs.

**We do this by:**

- providing quality assessment tools to employers to help them determine the needs of the 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.

Our courses include, but are not limited to, 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.

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.

Call us today, 770-975-4106, and speak with a member of our Corporate Training team!



**Flooring Installation Technician**



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

# Center for Corporate and Professional Education

at Chattahoochee Technical College

## Summer 2016

### Dive In for Summer Solutions to Meet Your Corporate & Professional Education Needs



American Heart Association (AHA) Training Center

Computers & Technology



### AMERICAN HEART ASSOC (AHA) TRAINING CENTER

6/23	Basic Life Support (BLS) for Healthcare Providers	Thurs	8:30am – 1pm	N Metro
7/26	Basic Life Support (BLS) for Healthcare Providers	Tues	9am – 1:30pm	N Metro
8/13	Basic Life Support (BLS) for Healthcare Providers	Sat	9am – 1:30pm	Marietta
6/15	BLS for Healthcare Providers (Skills Check-Off)	Wed	6pm – 8pm	Marietta
7/13	BLS for Healthcare Providers (Skills Check-Off)	Wed	6pm – 8pm	N Metro
6/23	HeartSaver First Aid	Thurs	2pm – 5pm	N Metro
8/9	HeartSaver CPR w/AED (for Non-Healthcare Providers)	Tues	9am – 12pm	N Metro
6/1	CPR Week Basic Life Support (BLS)*	Wed	9am – 1:30pm	N Metro
6/3	CPR Week Basic Life Support (BLS)*	Fri	9am – 1:30pm	Marietta
6/7	CPR Week HeartSaver CPR w/AED	Tues	9am – 12pm	N Metro
6/2	CPR Week HeartSaver Friends & Family CPR w/AED*	Thurs	6pm – 8pm	N Metro

*\*The American Heart Association has designated the first week of June as CPR week. The goal is to train as many people in CPR and AED as possible and to bridge the gap for those who may not be able to afford this training otherwise. CTC has classes set up during this week at a discount. Registration is due in advance so we can prepare for the number of attendees expected.*

### COMPUTERS & TECHNOLOGY

6/3 & 10	Introduction to Computers	Fri	9am – 4pm	Canton
7/12 & 14	MS Excel 2013 Level 1	Tues & Thurs	6pm – 9pm	Woodstock
7/29	MS Excel 2013 Level 1	Fri	9am – 4pm	Marietta
7/26 & 28	MS Excel 2013 Level 2	Tues & Thurs	6pm – 9pm	Woodstock
8/5	MS Excel 2013 Level 2	Fri	9am – 4pm	Marietta

### INDUSTRIAL/TECHNICAL

5/23 to 7/15	Apartment Maintenance Tech	Mon – Fri	8:30am – 4:30pm	Marietta
5/31 to 7/29	Flooring Installation Technician	Mon – Fri	8:30am – 4:30pm	Marietta
6/7 & 8 OR 7/26 & 27	Forklift Training (training on 3 lifts)*	Tues & Wed	8am – 2pm	N Metro

### INTENSIVE ENGLISH PROGRAM (IEP)

5/31 to 7/29	Intensive English Program – Full Time	Mon – Fri	9am – 1:30pm	Marietta
5/31 to 7/29	Intensive English Program – Part Time	Mon/Wed	9am – 11am	Marietta
5/31 to 7/29	Intensive English Program – Part Time	Tues/Thurs	9am – 11am	Marietta
5/31 to 7/29	Intensive English Program – Part Time	Fri	11:30am – 1:30pm	Marietta

### LEADERSHIP & MANAGEMENT

8/9	Lean 5S	Tues	9am – 5pm	Marietta
7/11 to 7/14	Lean Six Sigma Green Belt Certification	Mon – Thurs	8:30am – 4:30pm	Marietta
7/25 to 7/29	Lean Six Sigma Black Belt Certification	Mon – Fri	9am – 4pm	Marietta
8/22 to 8/26	Lean Six Sigma Black Belt Certification	Mon – Fri	9am – 4pm	Marietta

### MINE SAFETY HEALTH ADMIN (MSHA)

6/7 OR 7/5	New Miner A	Tues	8am – 5pm	Appalachian
6/8 OR 7/6	New Miner B/Medic First Aid	Wed	8am – 5pm	Appalachian
6/9 OR 7/7	New Miner C	Thurs	8am – 5pm	Appalachian
6/10 OR 7/8	Annual Refresher	Fri	8am – 5pm	Appalachian

### OCCUPATIONAL SAFETY & HEALTH (OSHA)

6/15 & 16	OSHA 10 Hour for General Industry	Wed & Thurs	8:30am – 2:30pm	Woodstock
6/20 to 6/24	OSHA 30 Hour for General Industry	Mon – Fri	8:30am – 4:30pm	Woodstock

### PARALEGAL CERTIFICATE PROGRAM

6/7 to 7/12	Estate Planning & Probate	Tues	6:30pm – 9:30pm	Marietta
6/9 to 7/14	Contract Law	Thurs	6:30pm – 9:30pm	Marietta
7/19 to 8/23	Bankruptcy	Tues	6:30pm – 9:30pm	Marietta
7/21 to 8/25	Corporate Law	Thurs	6:30pm – 9:30pm	Marietta

### PROFESSIONAL DEVELOPMENT

6/14 to 6/30	Seven Steps to Successful Sales	Tues/Thurs	3pm – 6pm	Marietta
7/19	ServSafe Manager Certification	Tues	8am – 4pm	Woodstock

### TESTING

CTC administers several assessments as a value-added service to the students, businesses, and partners within our community. We offer TEAS, GA Pest, ACT WorkKeys, TABE, and proctored exams at multiple campuses. For more information, please visit our website or call 770-528-4411.

### ONLINE COURSES

There are several online options available, with a wide range of highly interactive courses, including the ones listed below. All of our courses are taught by expert instructors. They are affordable, fun, fast, convenient, and geared just for you. Please visit the website to explore these exciting options!

[ed2go.com/chattced](http://ed2go.com/chattced)

Manufacturing Applications  
Manufacturing Fundamentals  
Leadership  
Managing Customer Service  
Effective Selling  
Professional Sales Skills

[healthtoday.com/chattahoocheetech](http://healthtoday.com/chattahoocheetech)

EKG Technician  
Medical Billing & Coding  
Medical Terminology  
Dialysis Technician

[legalstudies.com/index.asp](http://legalstudies.com/index.asp)

Legal Secretary  
Advanced Legal Research & Writing  
Legal Investigation  
Legal Nurse Consultant



Seven Steps to Successful Sales

**Registration Information**  
Students can register for classes  
online, by phone, email, mail  
or in person

Phone:

770-528-4550

Email:

EconDev.Marietta@ChattahoocheeTech.edu

Online:

[aceweb.chattahoocheetech.edu/wconnect/ShowSchedule.awp](http://aceweb.chattahoocheetech.edu/wconnect/ShowSchedule.awp)

By mail or in person:

Marietta Campus – Bldg. H

980 South Cobb Drive

Marietta, GA 30060