# Workforce Training SOLUTIONS

# Chattahoochee TECHNICAL COLLEGE

The Center for Corporate and Professional Education

# Spring 2017

# **Today's Solutions for Tomorrow's Workforce**

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## **GENERAL INFORMATION**

## **Registration Information**

Students can register for classes by phone or in person.

- Phone: 770-528-4550
- In person:
  - North Metro Campus Building D 5198 Ross Road, Building D Acworth, GA 30102

## **Registration Deadline**

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

## **Payment**

Registration is only considered complete at the time payment is received. We accept 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 ATI 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 ATI 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 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 polices 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 Innovation and Opportunity Act (WIOA)** or through **Veterans Affairs (VA) benefits**. Each course that is eligible for this funding will be noted by the course title.



## Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA 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. WIOA at Chattahoochee Technical College serves three (3) 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 WIOA Coordinator that serves your area:

Region 1	
Northwest Georgia Regional	Commission
www.nwgrc.org	
Appalachian Campus	706-253-4617
North Metro Campus	770-975-4026
Paulding Campus	770-443-3622
Region 4	

CobbWorks cobbworks.org

770-528-4300

Region 7 Atlanta Regional Workforce Development Board atlantaregional.com/wiatraining <u>cherokeecrc@gmail.com</u> Canton Campus, A202 770-345-0208

## Military (VA GI Bill) Education Benefits

 Walker
 Gordon

 Chattooga
 Gordon

 Floyd
 Bartow

 7
 Cherokee

 Polk
 4

 Haralson
 Paukling

 Cobb
 Cobb

Catoosa

Whitfield

Fannin

Gilmer

Murray

Dade

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 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 military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html



## AMERICAN HEART ASSOCIATION (AHA) TRAINING CENTER

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)**

This four-and-a-half-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. For those seeking training that provides a BLS for Healthcare Providers Course Completion Card. **Course Fee: \$60** (Includes Book)

Marietta Campus		
Fri	3/3/17	9 AM - 1:30 PM
Sat	4/22/17	8:30 AM - 1 PM
North Metro Campus		
Thurs	2/2/17	9 AM - 1:30 PM
Tues	3/28/17	9 AM - 1:30 PM

## **Basic Life Support (BLS) Skills Check Off**

This course is a three-part course that includes the online portion, skills practice, and skills testing. Upon registration and payment for this course, you will receive an email with your activation code and directions for accessing the online portion. You will bring the certificate of completion with you to the classroom date and then you will complete Parts 2 and 3, skills practice, and skills testing with an instructor. **Course Fee: \$50** 

Marietta Campus		
Wed	2/15/17	6 PM - 8 PM
Wed	4/12/17	6 PM - 8 PM
North Metro Campus		
Wed	3/15/17	6 PM - 8 PM

## **AHA Training for Non-Healthcare Providers**

## HeartSaver CPR with AED

This three-hour classroom course provides training in basic CPR and AED skills such as giving CPR to an infant, child, or an adult; using an Automated External Defibrillator (AED); and using a mask or barrier device. Certification card is included. **Course Fee: \$45 (Includes Book)** 

North Metro Campus		
Fri	2/24/17	8 AM - 11 AM

## HeartSaver First Aid

This four-hour classroom course teaches basic first aid, is designed to meet OSHA regulations, and provides training for anyone who wants to learn basic first aid for adults and obtain a HeartSaver course completion card. This course teaches how to handle emergencies such as diabetes, stroke heart attack, allergic reactions, and also provides the option of adding any of the information in the HeartSaver AED course, which includes the following modules: Adult CPR & AED, Child CPR & AED, Infant CPR, choking, and using a mask or other barrier device.

#### Course Fee: \$45

North Metro Campus		
Fri	2/24/17	12 noon - 4 PM

## **AHA Training for Instructors**

## **Basic Life Support (BLS) Instructor Course**

This course will provide attendees with the knowledge and skills required to teach courses for BLS for Healthcare Providers, HeartSaver First Aid, HeartSaver CPR with AED, and all other HeartSaver courses. Attendees must either be in the healthcare field and carry a current 2015 Guidelines BLS for Healthcare Provider certification card or do the online updates for BLS and HeartSaver. If not in the healthcare field, you must carry **BOTH** a 2015 Guidelines BLS for Healthcare Provider card and a current Guidelines HeartSaver First Aid certification card. Attendees whose certification card is not the most current guidelines will be required to complete the online instructor updates at no additional charge. You must bring this certificate with you to class. After completion of the instructor course, participants must choose from two dates to be monitored teaching a course.

### Course Fee: \$250 (Includes Books and Monitoring)

North Metro Campus		
Fri	1/27/17	9 AM - 3 PM
Sat	3/25/17	9 AM - 3 PM

## **Basic Life Support (BLS) for Healthcare Providers Instructor Renewal**

This course is for people who are **CURRENT BLS instructors** whose certification is about to expire. In order to renew, you must have taught at least two classes in two years and either be monitored or attend a renewal. Your 2015 Updates must also be completed. If your instructor certification expires in 2017, please register for one of the courses listed below. The instructor course exam will be administered at the end of the class.

#### Course Fee: \$60

Marietta Campus		
Sat	3/11/17	9 AM - 1:30 PM
North Metro Campus		
Tues	2/21/17	9 AM - 1:30 PM
Thurs	3/23/17	9 AM - 1:30 PM
Fri	4/28/17	9 AM - 1:30 PM



## **Training Center Faculty Course**

This one-day course is for any current AHA faculty member or those wishing to become faculty for BLS, ACLS or PALS. Upon completion of this course, you will required to be monitored teaching an instructor course within 90 days. To register, you must meet the following criteria:

- Current Training Center Faculty with Chattahoochee Technical College
- ✓ Have been an instructor for each discipline you are pursuing a faculty certification in four consecutive years
- ✓ Have taught a minimum of four courses each year for the last four years in each of those disciplines
- ✓ Have a current active instructor card
  - Your instructor card cannot be expired
  - Your science updates must be complete

Marietta Campus		
Fri	2/10/17	9 AM - 4:30 PM

## **COMPUTERS AND TECHNOLOGY**

## **General Computer 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. It is recommended that students bring a flash drive to class.

Course fee: \$89 (Includes Book)

North Metro Campus		
Tues/Thurs 1/24/17 to 1/31/17 6 PM - 10 PM		6 PM - 10 PM
Woodstock Campus		
Tues/Thurs	2/28/17 to 3/7/2017	6 PM - 10 PM

## **Microsoft Office Programs**

## **MS Office Certificate**

Learn the skills you need to succeed in today's workforce: earn your MS Office Certificate! Excel classes are offered in-class, and remaining courses can be taken online, or take them all online if you wish! Classes must be completed within one year.

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

OR

## MS Excel 2013 - Level 1\*\*

Students will learn how to enter data/numbers, edit and change the appearance of worksheets, work with formulas/functions, basic formatting and charting worksheet data. *NOTE: in order to be successful in this course, students will need a basic knowledge of computers, keyboarding, and mouse manipulation. It is highly recommended that you take the "Intro to Computers" class before Excel Level 1 if you do not have this basic knowledge.* Students will need to bring a flash drive to class. Course fee: \$59 (Includes Book)

Canton Campus			
Fri	2/10/2017	9 AM - 4 PM	
Marietta Campus			
Fri	3/24/2017	9 AM - 4 PM	
	North Metro Campus		
Tues/Thurs	4/18/17 and 4/20/2017	6 PM - 9 PM	
Woodstock Campus			
Fri	3/10/2017	9 AM - 4 PM	

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## MS Excel 2013 - Level 2\*\*

In this course, you will learn how to format cell contents, manage multiple-sheet workbooks, apply advanced functions, perform data analysis, and utilize graphics/templates. *Prerequisite: MS Excel Level 1 or equivalent knowledge.* Students will need to bring a flash drive to class. Course fee: \$59 (Includes Book)

Canton Campus		
Fri	2/24/2017	9 AM - 4 PM
North Metro Campus		
Tues/Thurs	4/25/17 and 4/27/17	6 PM - 9 PM
ale ale		

\*\*Take these courses online! Please visit: ed2go.com/chattced to register!\*\*

## **Technology Programs**

## Introduction to Auto-CAD / Basic Skills

This 12-hour course covers Auto-CAD basic skills including the following topics: the coordinate system; angular measurement; drawing units; entering points; keystrokes and menus; starting commands; scaling, spacing, and layering; and AutoCAD terminology. **Course fee: \$539** 

North Metro Campus		
Mon - Wed	3/27/17 to 3/29/17	8 AM - 12 noon

## **CompTIA A+ Test Prep**

Interested in the IT field? Stand out from the crowd with preparatory training for the CompTIA A+ Certification. This course is intended for computer technician incumbents with at least six months of in-field experience.

Course fee: \$1,895

Marietta Campus		
Fri	3/10/17 to 3/31/17	9 AM - 4 PM

## **UAV Course and Part 107 Test Preparation**

This two-and-a-half-day interactive, hands-on training and workshop will cover a variety of topics, including UAV (unmanned aerial vehicle) system fundamentals, UAV design and construction, remote sensing and photography, autonomous control, regulation and guidance, and the FAA Part 107 Certification. **Course fee: \$599** 

North Metro Campus		
Fri	2/24/17	5 PM - 9 PM
Sat and Sun	2/25/17 and 2/26/17	8 AM - 4 PM
Fri	3/24/17	5 PM - 9 PM
Sat and Sun	3/25/17 and 3/26/17	8 AM - 4 PM
Fri	5/5/17	5 PM - 9 PM
Sat and Sun	5/6/17 and 5/7/17	8 AM - 4 PM

## CORPORATE COLLEGE 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 Training American Heart Association, Medic First Aid, Mine Safety, OSHA-10, OSHA-30
- Manufacturing Programmable Logic Controllers, Industrial Maintenance, Electrical, Welding, Quality Assurance, CAD, Forklift
- ✓ Leadership/Lean Six Sigma Tailored to meet the needs of up and coming, as well as veteran leaders, alike

For more information on customized corporate training and consulting services, please contact Shane Evans, Executive Director, 770-975-4106 or email Shane.Evans@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 the Center for Corporate and Professional Education, is available to assist and is authorized by the state to review and approve applications. Please call 770-528-4512 for additional information.* 

## **INDUSTRIAL/TECHNICAL**

## **Forklift Training**

Our two-day Forklift Certification Program provides students training on the following lifts: sit-down counter balance, electric pallet jack, and a stand-up reach lift. The course includes classroom training, demonstrations, and practical training by our certified instructor. At the conclusion of the course, successful students will have completed a written test and demonstrated proficient driving skills which would be expected in an industrial/manufacturing/warehouse setting. **Course Fee: \$199** 

North Metro Campus		
Wed/Thurs	2/1/17 and 2/2/17	9 AM - 3:30 PM
	4/26/17 and 4/27/17	9 AIVI - 5.50 PIVI

## Multi-craft Industrial Maintenance Training

## Level 1 Training (Approved for WIOA)

The purpose of the 132-hour course is to provide job incumbents with an opportunity to increase their knowledge and skills in several primary areas of industrial maintenance. The 16-week session is broken down into eight modules, which includes **four Electrical Maintenance Modules** and **four Mechanical Maintenance Modules**. Participants can choose to enroll in either the Electrical or the Mechanical sessions which is priced separately, as indicated below or they can enroll in the complete 16-week session. Participants who choose to enroll in the complete program will learn concepts within all eight modules and upon successful completion of the total program participants will receive a non-credit certificate of completion from Chattahoochee Technical College. Additionally, the Comprehensive Final Assessment is scheduled at the conclusion of the 16-week session and the cost is included in the course fee.

Austell Campus			
Wed	Wed         1/18/17 to 6/14/17         3 PM - 9:30 PM		
North Metro Campus			
Fri	1/20/17 to 5/12/17	8 AM - 4:45 PM	



## Mechanical Maintenance (42 Hours, Five Weeks)

- Module 1 Introduction (6 hrs.)
- Module 2 Hydraulics and Pneumatics (24 hrs.)
- Module 3 Power Transmission (6 hrs.)
- Module 4 Equipment Handling for Maintenance Personnel (6 hrs.)

#### Course Fee: \$699

Austell Campus		
Wed	5/10/17 to 6/14/17	3 PM - 9:30 PM
North Metro Campus		
Fri	1/20/17 to 2/17/17	8 AM - 4:45 PM

## **Electrical Maintenance (90 Hours, 11 Weeks)**

- Module 1- Introduction (24 hrs.)
- Module 2 Industrial Motors (18 hrs.)
- Module 3 Industrial Wiring and Conductors (24 hrs.)
- Module 4 Motor controls (24 hrs.)

## Course Fee: \$1,399

Austell Campus		
Wed         1/18/17 to 5/3/17         3 PM - 9:30 PM		
North Metro Campus		
Fri	2/24/17 to 5/12/17	8 AM - 4:45 PM

## Level II Training (Approved for WIOA)

The purpose of this 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 the following three modules: Digital Theory/Logic, Reading PLC Logic, and Electrical Components (semi-conductor theory and operation). Additionally, the Comprehensive Final Assessment, which is approximately four to six hours, is scheduled at the conclusion 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.

- Digital Theory/Logic (20 hours)
- Electrical Components: Semi-conductor Theory & Operation (40 hours)
- Reading PLC Logic (20 hours)

## Course Fee: \$799

Customization of course, location, and pricing is available. Contact our Corporate Training Team today! 770-975-4106 • Shane.Evans@ChattahoocheeTech.edu



## **GOODWILL OF NORTH GEORGIA – PARTNER IN TECHNICAL TRAINING**

The Center for Corporate and Professional Education is excited to partner with Goodwill of North Georgia to offer highdemand, high-skilled training programs that provide industry recognized credentials and certifications that pave the way for competitive employment opportunities in the community. Take a look to see what opportunities exist that match your career, training, and employment goals. Programs are offered at our Marietta and North Metro campuses, and all of the training options listed below qualify for financial assistance, either through the Workforce Innovation and Opportunity Act (WIOA) or other funding sources. \*\*Attendance at an Information Session is mandatory for enrollment. See below for more information about these sessions.\*\*

## Marietta Campus Training Programs

## **Apartment Maintenance Technician**

In partnership with Goodwill of North Georgia and the Atlanta Apartment Association, this 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. Topics covered include: basic construction, punch-out skills, heating and heat pump maintenance, and appliance repair. Successful completion of the course will result in EPA/HVAC and R410 national testing and certification, as well as, Certified Pool Operator Industry Certification. Information Sessions are held every Wednesday, at 2 PM at the Smyrna Goodwill; please call 678-766-8173 for more information.

Marietta Campus		
Mon - Fri	4/10/17 to 5/26/17	8:30 AM - 4:30 PM

## **Flooring Installation Technician**

This is a seven-week program, consisting of 280 hours of education and on-the-job training in the flooring industry. This program is a joint venture between Goodwill of North Georgia, the National Wood Flooring Association (NWFA), and the Certified Flooring Installers Association to provide installation training for hardwood, laminate, carpet, and resilient flooring. Individuals will also receive training in business skills to help prepare them for the expectation of being a sub-contractor. Upon successful completion of the program, individuals will receive OSHA-10 hour for General Industry, CPR and First Aid Certification, National Wood Flooring Association Certificate and three continuing education credits from NWFA. Additionally, participants will receive an Associates Level Certificate of Training from the International Certified Flooring Installers Association. (32.8 CEUs) Information Sessions are held every Wednesday, at 2 PM at the Smyrna Goodwill; please call 678-766-8173 for more information.

Marietta Campus		
Mon - Fri	1/30/17 to 3/31/17	8:30 AM - 4:30 PM
Mon - Fri	5/30/17 to 7/14/17	8:30 AM - 4:30 PM

## North Metro Campus Training Programs

## **Certified Logistics Technician**

Utilizing the Manufacturing Skill Standards Council (MSSC) credentialing system, participants will learn the following key concepts: supply chain logistics, material handling, quality control, receiving and storage, inventory control, dispatch and tracking, and safe handling of HAZMAT materials. Additional training and certifications in First Aid, CPR and AED, OSHA 10 for General Industry and Forklift operation will be attained with successful completion of the program. (8.6 CEUs) Information Sessions are held every Tuesday at 10 AM at the Cartersville Goodwill; please call 770-276-7036 for more information. Also held every Thursday at 10 AM at the Woodstock Goodwill; please call 770-874-0901 for more information.

Marietta Campus		
Mon - Fri	3/27/17 to 4/24/17	8:30 AM - 4:30 PM
North Metro Campus		
Mon - Fri	1/11/17 to 3/3/17	8:30 AM - 4:30 PM
Mon - Fri	4/19/17 to 6/9/17	8:30 AM - 4:30 PM



## **Forklift Training Program**

Participants receive specialized and comprehensive training materials. Coursework covers operation of stand-up reach, electric pallet jack, sit-down counterbalance, and order picker style forklifts. (1.6 CEUs) Information Sessions are held every Tuesday at 10 AM at the Cartersville Goodwill; please call 770-276-7036 for more information. Also held every Thursday at 10 AM at the Woodstock Goodwill; please call 770-874-0901 for more information.

Marietta Campus		
Mon - Thurs	3/20/17 to 3/23/17	8:30 AM - 4:30 PM
Mon - Thurs	5/22/17 to 5/25/17	8:30 AM - 4:30 PM
North Metro Campus		
Tues - Thurs	3/21/17 to 3/23/17	8:30 AM - 4:30 PM

## THE INTENSIVE ENGLISH PROGRAM

This 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 TOEFL 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 20 hours of instruction per week. Part-time students will receive four 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 IMPORTANT DATES – SPRING SEMESTER

IMPORTANT DATES – SPRING SEMESTER		
Spring 2017, Term 1 (January 17, 2017 to March 4, 2017)		
F1-Visa Students Must Arrive On or Before	Monday, January 9, 2017	
Payment Deadline (All Students)	Monday, January 9, 2017	
Placement Test (New Students)	Monday, January 9, 2017	
Orientation ( <i>New Students</i> ) and Schedule/Book Distribution ( <i>All Students</i> )	Friday, January 13, 2017	
First Day of Class	Tuesday, January 17, 2017	
Cultural Activity Friday, February 3		
Recognition Ceremony	Friday, March 3, 2017	
Last Day of Class	Friday, March 3, 2017	
**Please Note** Class will not be held on Monday, January 16, 2017 due to Martin Luther King, Jr. Holiday (No School)		



Spring 2017, Term 2 (March 27, 2017 to May 19, 2017)		
F1-Visa Students Must Arrive On or Before	Friday, March 17, 2017	
Payment Deadline (All Students)	Friday, March 17, 2017	
Placement Test (New Students)	Monday, March 20, 2017	
Orientation (New Students) and Schedule/Book Distribution (All Students)	Friday, March 24, 2017	
First Day of Class	Monday, March 27, 2017	
Cultural Activity	Friday, April 21, 2017	
Recognition Ceremony	Friday, May 19, 2017	
Last Day of Class	Friday, May 19, 2017	

Start planning and secure your seat today!

Contact the International Services Department at 770-528-4528!

## LEADERSHIP ACADEMY

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

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

## **Emerging into Leadership**

## 1/19/17 - North Metro Campus (one session; 9 AM - 4 PM)

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

## Secrets to Effective Communication

## 2/2/17 - North Metro Campus (one session; 9 AM - 4 PM)

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.

## **Coaching a Winning Team**

## 2/16/17 - North Metro Campus (one session; 9 AM - 4 PM)

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.



## **Developing Teams and Team Creativity**

#### 3/2/17 - North Metro Campus (one session; 9 AM - 4 PM)

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.

## **Encouraging and Developing Employees**

#### 3/16/17 - North Metro Campus (one session; 9 AM - 4 PM)

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.

## **Understanding How You Score Success**

#### 3/30/17 - North Metro Campus (one session; 9 AM - 4 PM)

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.

## **Managing Chaos and Creating Solutions**

#### 4/13/17 - North Metro Campus (one session; 9 AM - 4 PM)

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: Putting All The Pieces Together

## 4/27/17 - North Metro Campus (one session; 9 AM - 4 PM)

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.

## **LEADERSHIP/MANAGEMENT**

## Lean/Six Sigma Courses

## Lean 5S

This one-day class presents an overview of Lean 5S concepts and practices as applicable in any type of business using Lean 5S to expose organizational waste and inefficiencies. 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. Topics included in this class:

- Organizational infrastructures in support of Lean 5S such as standard work, the visual workplace, Kanban and Total Productive Maintenance (TPM)
- What an organization must do to prepare for 5S
- Implementing and sustaining Lean 5S through monitoring and measurement
- Integrating Lean 5S throughout the organization and its culture
- The Lean 5S Practicing Quality Organization

#### Course Fee: \$199

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Marietta Campus		
Tues	4/18/17	9 AM – 5 PM



## Lean Six Sigma Green Belt and Black Belt Certification

In recent years, the ideas and concepts of Lean Six Sigma have moved from being solely for manufacturing and industrial companies to include the service and healthcare industries. CTC offers a combination Green/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.

#### Green and Black Belt Course Fee: \$4,950

Marietta Campus		
Mon - Fri	2/20/17 to 2/24/17	9 AM - 4 PM
Mon - Fri	4/17/17 to 4/21/17	9 AM - 4 PM
Mon - Fri	5/22/17 to 5/26/17	9 AM - 4 PM

#### Green Belt Only Course Fee: \$2,210

Marietta Campus		
Mon - Fri	2/20/17 to 2/24/17	9 AM - 4 PM

#### Black Belt Only Course Fee: \$2,740

	Marietta Campus	
Mon - Fri	4/17/17 to 4/21/17	9 AM - 4 PM
Mon - Fri	5/22/17 to 5/26/17	9 AM - 4 PM

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

## Six Sigma + Lean Master Black Belt Training

This 40-hour capstone class teaches Six Sigma Master Black Belt (SSMBB) candidates who meet class prerequisites what they need to know to successfully lead Six Sigma throughout enterprise-wide deployment. SSMBB training rounds out Six Sigma training by preparing participants to take the reins of an organization's Six Sigma Quality Management System. This training includes interactive instruction, class activities and dialogue, periodic knowledge examinations, and a comprehensive final examination that leads to recognition of achievement for successful candidates. Students learn how to facilitate and lead Six Sigma improvement projects and other aims within a supportive organizational infrastructure, and practice the unique language and mathematics of Six Sigma + Lean using DMAIC and other quality improvement models. Topics included in this class:

- Six Sigma + Lean (SS+L) overview with concepts and principles
- Enterprise-wide planning and strategic deployment of Six Sigma operations and practices
- Cross-functional competencies
- Project management, execution, oversight, infrastructure, and financial tools
- Training design and delivery, needs analysis, plans, materials, and curriculum development and evaluation
- Mentoring responsibilities with interested parties
- Advanced statistical methods and tools, hypothesis testing, regression, DOE, APC, SPC, modeling relationships between variables, and MSA

Prerequisites: Experience as a practicing Six Sigma Black Belt and completion of at least one successful project within most recent 24 months. Course Fee: \$2,495

Marietta Campus		
Mon - Fri	6/19/17 to 6/23/17	9 AM - 4 PM



## Six Sigma + Lean Green Belt Training for Healthcare

This customizable 36-hour instructor-led class teaches Six Sigma + Lean (SS+L) Green Belt for Healthcare candidates what they need to know to successfully contribute as a SS + L practitioner in a healthcare/medical care environment. This training includes interactive instruction, class activities and discussion, periodic knowledge examinations, and a comprehensive SS + L Green Belt for Healthcare final examination that leads to recognition of achievement for successful candidates. Students learn how to identify, quantify, and define improvement opportunities in a health care/medical care environment, establish and conduct SS+L projects that improve outcomes, and discover and eliminate the root cause(s) of problems that limit high performance in healthcare organizations. **Course Fee: \$2,210** 

Marietta Campus		
Mon - Fri	5/8/17 to 5/12/17	9 AM - 5 PM

Six Sigma: Total Quality Applications (Online Course) Six Sigma: Total Quality Fundamentals (Online Course) Online Course Fee: \$139

To learn more or to register for these online courses, please visit us at: www.ed2go.com/chattced/

## **OTHER LEADERSHIP/MANAGEMENT COURSES**

## ISO 9001 Internal Auditor Training

This 16-hour instructor-led class teaches students what they need to know to successfully conduct internal audits of their organization's quality/business management system as well as perform associated auditing tasks in a highly competent and proficient manner in accordance with the requirements of ISO 9001 and related documents. This class involves hands-on, comprehensive training focused on immediate and practical application on the job. It is designed specifically for people who will be involved in scheduling, preparing, conducting, managing, and following up on ISO 9001 internal audits. Participants take part in mini-internal audits using forms provided for the purpose. **Course Fee: \$299** 

Marietta Campus		
Mon/Tues	2/6/17 and 2/7/17	9 AM - 5 PM

## **ISO 9001 Implementation Project**

This 16-hour instructor-led class teaches participants how to successfully implement the ISO 9001 quality/business management system in their organizations. Students examine ISO 9001 requirements from the International Standard to determine what steps their organizations need to take to align with this extensive standard. This class includes what organizations need to do to be successful in their implementation projects. Students explore the timeline for implementation, investigate the "process approach," and examine the organizational issues associated with ISO 9001 implementation, including cultural resistance, interference by people, structural restraints, knowledge base, and readiness for the project. **Course Fee: \$299** 

Marietta Campus		
Mon/Tues	4/3/17 and 4/4/17	9 AM - 5 PM

# MINE/WORKPLACE SAFETY (MSHA and OSHA)

## Mine Safety and Health Administration (MSHA)

Anyone who works in the mining industry, including contractors working on a mine property, is considered a "miner" under the **Federal Mine Safety and Health Act of 1977**. 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: \$99 per class New Miner B (includes MFA Basic): \$109

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 HazCom Program as part of your MSHA Training Plan.
- ✓ Registration must be received by the Wednesday prior to each class start date.

## \*\*To register for class or for questions, please call Michael A. O'Neal III at 770-529-2373 or email Michael.Oneal@ChattahoocheeTech.edu\*\*

	Appalachian Campus	
1/10/17	New Miner A	8 AM - 5 PM
1/11/17	New Miner B/Medic First Aid	8 AM - 5 PM
1/12/17	New Miner C	8 AM - 5 PM
1/13/17	Annual Refresher	8 AM - 5 PM
2/14/17	New Miner A	8 AM - 5 PM
2/15/17	New Miner B/Medic First Aid	8 AM - 5 PM
2/16/17	New Miner C	8 AM - 5 PM
2/17/17	Annual Refresher	8 AM - 5 PM
3/14/17	New Miner A	8 AM - 5 PM
3/15/17	New Miner B/Medic First Aid	8 AM - 5 PM
3/16/17	New Miner C	8 AM - 5 PM
3/17/17	Annual Refresher	8 AM - 5 PM
4/11/17	New Miner A	8 AM - 5 PM
4/12/17	New Miner B/Medic First Aid	8 AM - 5 PM
4/13/17	New Miner C	8 AM - 5 PM
4/14/17	Annual Refresher	8 AM - 5 PM

\*\*Note: Medic First Aid ends at 3 PM during the new Miner B sessions\*\*



## **Occupational Safety and Health Administration (OSHA)**

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

#### Our most requested programs include:

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

\*\*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	1/17/17 and 1/18/17	8:30 AM - 2:30 PM
Tues/Wed	3/7/17 and 3/8/17	8:30 AM - 2:30 PM

## **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

North Metro Campus		
Mon - Fri	2/20/17 - 2/24/17	8:30 AM - 4:30 PM
Mon - Fri	3/20/17 - 3/24/17	8:30 AM - 4:30 PM

## **ONLINE LEARNING**

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, and courses can be completed entirely from your home or office and at any time of the day or night. Prices start as low as **\$89**. Visit our website at **www.ed2go.com/chattced** to view start dates for the courses that interest you. There are more than 300 online courses available! Here are just a few:

- A to Z Grant Writing
- Accounting Fundamentals
- Beginning Writer's Workshop
- Computer Skills for the Workplace
- Creating Web Pages
- Effective Business Writing
- Fundamentals of Supervision & Management
- Grammar Refresher
- Intermediate Microsoft Excel

- Introduction to CSS3 and HTML5
- Introduction to Final Cut Pro X
- Introduction to Google Analytics
- Introduction to Microsoft Excel
- Performing Payroll in QuickBooks
- Introduction to SQL
- Leadership
- Writing Essentials



## PARALEGAL CERTIFICATE PROGRAM

The Paralegal Certificate can be completed in slightly less than a year. Each course is six weeks in length, and you may join the program at any time provided there is not a prerequisite for the class. The job outlook for paralegals is excellent. According to data from the U.S. Bureau of Labor Statistics, this occupation is projected to grow faster, through 2018, than other occupations that require post-secondary training or an associate degree. Call 770-529-2373 or email Michael.Oneal@ChattahoocheeTech.edu for a more detailed schedule and complete course listing.

## **Civil Litigation II (Approved for WIOA)**

Topics discussed include: jurisdiction, venue, service on defendants, pleadings, discovery, torts, jury trials, judge trials, court rules and procedure, and assisting at trial. (*Prerequisite: Civil Litigation I*) Course Fee: \$149

Marietta Campus		
Thurs	1/12/17 – 2/16/17	6:30 PM - 9:30 PM

## Criminal Law I (Approved for WIOA)

This course will cover the basic principles of criminal law, types of offenses, and criminal procedure from the commission of the offense to trials and their aftermath. Topics discussed include: terminology, procedure (arrest through trial), criminal code, and the paralegal's role in assisting clients and attorneys. **Course Fee: \$149** 

Marietta Campus		
Thurs	2/23/17 – 3/30/17	6:30 PM - 9:30 PM

## Criminal Law II (Approved for WIOA)

In-depth look at procedural and constitutional issues, motions to suppress, and appeal process. Also discussed: the prosecutor's role in initiating cases and the role of the attorney in defending the accused, pre-trial motions, and plea bargaining. *(Prerequisite: Criminal Law I)* Course Fee: \$149

Marietta Campus		
Thurs	4/13/17 – 5/18/17	6:30 PM - 9:30 PM

## Family Law (Approved for WIOA)

This course will cover all areas of family law, including: marriage, divorce, annulment, division of property, child custody and support, spousal support, and adoption. Also discussed are pleading, preparation, and trial. **Course Fee: \$149** 

Marietta Campus		
Tues	4/11/17 – 5/16/17	6:30 PM - 9:30 PM

## Legal Research & Writing II (Approved for WIOA)

Topics covered include: legal terminology, law library research, and opinion and brief writing. (*Prerequisite: Legal Research & Writing I*) Course Fee: \$149

Marietta Campus		
Tues	1/10/17 – 2/14/17	6:30 PM - 9:30 PM

## Real Estate Law (Approved for WIOA)

This course covers legal aspects applying to real property including transference of title, performing a title search, contracts, deeds, mortgages, title insurance and title examination, and the closing process.

Course Fee: \$149

	Marietta Campus	
Tues	2/21/17 – 3/28/17	6:30 PM - 9:30 PM



## **PROFESSIONAL DEVELOPMENT/CERTIFICATIONS**

## **Basic Soft Skills for the Modern Workplace**

Topics covered in this course include: communication and active listening, dealing with difficult people, working as a team, and workplace ethics and etiquette.

#### Course Fee: \$299

North Metro Campus		
Tues	2/14/17 to 2/28/17	9 AM - 4 PM

## Commercial HVAC Certificate Program - BOMA/HVAC Course 1

## \*\*Approved for WIOA\*\*

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. In Course 1 of the Commercial HVAC Program, topics include: an overview of thermodynamics and understanding the HVAC system; chilled water systems; air-cooled chillers; specifying and buying chillers; air handling system operation and maintenance; water source heat pump systems; components, operation, and maintenance of heating systems; gas fired combustion system operations; hot water systems; steam heating and electrical heating systems; and a site visit. This is not a hands-on course; you should already be working in the field.

## Course Fee: \$795

Marietta Campus		
Thurs	1/19/17 to 3/23/17	5 PM - 9 PM
murs	4/13/17 to 6/8/17	J PIVI - J PIVI

## **Continuing Logger Education**

## **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		
Mon	3/6/17	8 AM - 4 PM

## **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	4/3/17	8 AM - 4 PM

## Commercial Truck Driving Refresher Course (40 Hours)

The 40-hour Commercial Truck Driving Refresher Course is designed for individuals who currently hold a valid Class A CDL license. Participants will experience training on our driving range and on-the-road to enhance their skills. Topics include: Safety, FMCSA Compliance Updates, Pre-Trip Inspection, and Driving Techniques & Skills.

#### Course Fee: \$749

	North Metro Campus	
Mon – Fri	3/6/17 to 3/10/17	8 AM - 5 PM
For more informat	ion nlease contact Michael (	O'Neal III at 770-529

For more information, please contact Michael O'Neal III at 770-529-2373 or email Michael.Oneal@ChattahoocheeTech.edu



## **Defensive Driving**

This four-hour Defensive Driving course provides training on practical strategies to reduce collision-related injuries, fatalities, and costs associated with motor vehicle crashes. **Course Fee: \$800** For more information, please contact Michael O'Neal III at 770-529-2373 or email Micheal.Oneal@ChattahoocheeTech.edu

## **HAZMAT Shipping & Receiving**

This course covers the latest in OSHA standards for hauling hazardous materials, and includes discussion of multi-modal HAZMAT transportation. The course is presented in a quick, to-the-point format. **Course Fee: \$159** 

North Metro Campus		
Fri	04/14/17	9 AM - 12 noon

## **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: Basic Sand and Finish**

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

Course Fee: \$649 for NWFA members	\$749 for non-members
Marietta Campus	

4/4/17 - 4/6/17

## **NWFA: Intermediate Installation**

**Tues - Thurs** 

This five-day intermediate level training is provided through a partnership with the National Wood Flooring Association (NWFA). Through a hands-on learning approach, you will sharpen your installation skills, including jobsite evaluation and preparation, installation techniques, safety, custom entry-level borders, and medallion installations. You will also learn how to incorporate simple design elements, allowing you to offer your client a custom wood floor while increasing your portfolio. NWFACP Certification testing \$200 (NWFA members only)

8 AM - 4:30 PM

Course Fee: \$649 for NWFA members		\$749 for non-members
Marietta Campus		
Tues - Thurs	5/9/17 - 5/11/17	7 AM - 4:30 PM

## **Pilot Escort/Vehicle Operator Training**

This is a one-day GDOT approved course. No CDL is required.

*Co-requisite: Defensive Driving course offered free of charge by many vendors Course Fee: \$75* 

North Metro Campus		
Fri 3/24/17 8 AM - 5 PM		8 AM - 5 PM



## Slip/Trip/Fall/Back Safety Training

This two-hour Slip/Trip/Fall/Back Safety training provides training on the impact of possible injuries that can take place at the workplace.

**Topics include:** 

- ✓ Types of Hazards
- Regulatory requirements
  - Housekeeping
  - Aisle/Walkways
  - Stairs
  - Ladders
  - Floor openings/holes/open sides
- Back injury prevention

Course Fee: \$600

## Wastewater Collection System Operation

#### \*\*Approved for WIOA\*\*

The Wastewater Collection System Operation class is designed to train personnel in the safe and effective operation and maintenance of wastewater collection systems. The class provides operators with information needed to operate and maintain collection systems efficiently and effectively. Emphasis is on tasks performed by line maintenance crews. Various types of collection systems and construction inspection are covered. Special attention is given to the duties of operations, maintaining lift stations, maintenance of equipment and sewer rehabilitation. Other topics include: administration and organization for system operation and maintenance. Students will also learn how to properly identify, solve, and record solutions to existing and potential collection system problems.

Program goals are to learn how to:

- Properly manage, operate, and maintain all parts of the collection system, at all times.
- Provide adequate capacity to convey base flows and peak flows for all parts of the collection system.
- ✓ Take all feasible steps to stop and lessen the impact of sanitary sewer overflows for all parts of the collection system.
- Provide notification to parties with a reasonable potential for exposure to pollutants associated with an overflow event.

## Course Fee: \$975

Marietta Campus		
Tues/Thurs	3/9/17 to 5/11/17	3 PM - 5 PM



## THE TESTING CENTER

The Center for Corporate and Professional Education 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 or land that job that you have been waiting for! For more information or to register, please contact, 770-528-4411. **\*\*Please note:** All testing fees are subject to change, are non-transferable and non-refundable. **\*\*** 

## **Open Lab Testing Services**

## **ACT WorkKeys®**

Chattahoochee Technical College recognizes the value of an identified skilled workforce and are pleased to offer the 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 in the area of Applied Mathematics, Locating Information, and Reading for Information that employers believe are critical to job success. Successful completion of all three skills with a level 3 or higher will result in the ACT National Career Readiness Certificate<sup>®</sup> (NCRC), which is a nationally recognized portable credential that signifies workplace employability skills. There are four NCRC levels:

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

## Test Fee: \$75/Battery of the three (3) core skill assessments

\$25 to \$40/Each individual assessment, dependent on the assessment \$25, \$50 or \$75/Retest fee, dependent on how many sections to be retaken

## **General Proctored & Special Appointment Exams**

All general exams and special appointment testing will be scheduled during one of the open lab sessions; however, any special instructions, time limits, and acceptable resources to be used during or for the assessment will be required **one week** in advance.

## Proctoring Fee: \$25/Two hours or less

\$50/More than two hours

## **Tests of Adult Basic Education (TABE)**

TABE remains the most comprehensive and reliable academic assessment product in adult basic education. Educators and employers use TABE testing to provide a solid foundation for effectively assessing the skills and knowledge of adult learners in education and for making hiring decisions in employment settings.

Test Fee: \$25

continued on next page  $\rightarrow$ 

The following Open Lab testing schedule is available for the ACT WorkKeys Assessment, General Proctored Exams, Special Appointment Testing and the Tests of Adult Basic Education (TABE). *Please note: you may arrive at any time, but the assessment must be completed by the time the lab closes for that specific day.* 

Open Lab – Tuesdays at North Metro Campus		
(Building D, Room 403)		
1/3/17	12 noon - 4 PM	
1/10/17	8 AM - 12 noon	
1/17/17	12 noon - 4 PM	
1/24/17	8 AM - 12 noon	
1/31/17	12 noon - 4 PM	
2/7/17	8 AM - 12 noon	
2/14/17	12 noon - 4 PM	
2/21/17	8 AM - 12 noon	
2/28/17	12 noon - 4 PM	
3/7/17	8 AM - 12 noon	
3/14/17	12 noon - 4 PM	
3/28/17	12 noon - 4 PM	
4/4/17	8 AM - 12 noon	
4/11/17	12 noon - 4 PM	
4/18/17	8 AM - 12 noon	
4/25/17	12 noon - 4 PM	
5/2/17	8 AM - 12 noon	
5/9/17	12 noon - 4 PM	
5/16/17	8 AM - 12 noon	
5/23/17	12 noon - 4 PM	
5/30/17	8 AM - 12 noon	
6/6/17	12 noon - 4 PM	
6/13/17	8 AM - 12 noon	
6/20/17	12 noon - 4 PM	
6/27/17	8 AM - 12 noon	

Open Lab – Thursdays at Marietta Campus (Building H, Room 1103)		
1/5/17	8:30 AM - 12:30 PM	
1/12/17	12 noon - 4 PM	
1/19/17	8:30 AM - 12:30 PM	
1/26/17	12 noon - 4 PM	
2/2/17	8:30 AM - 12:30 PM	
2/9/17	12 noon - 4 PM	
2/16/17	8:30 AM - 12:30 PM	
2/23/17	12 noon - 4 PM	
3/2/17	8:30 AM - 12:30 PM	
3/9/17	12 noon - 4 PM	
3/16/17	8:30 AM - 12:30 PM	
3/23/17	12 noon - 4 PM	
3/30/17	8:30 AM - 12:30 PM	
4/6/17	12 noon - 4 PM	
4/13/17	8:30 AM - 12:30 PM	
4/20/17	12 noon - 4 PM	
4/27/17	8:30 AM - 12:30 PM	
5/4/17	12 noon - 4 PM	
5/11/17	8:30 AM - 12:30 PM	
5/18/17	12 noon - 4 PM	
5/25/17	8:30 AM - 12:30 PM	
6/1/17	12 noon - 4 PM	
6/8/17	8:30 AM - 12:30 PM	
6/15/17	12 noon - 4 PM	
6/22/17	8:30 AM - 12:30 PM	
6/29/17	12 noon - 4 PM	



## **ATI TEAS Test of Essential Academic Skills**

## **ATI TEAS Assessment**

ATI TEAS is the entrance exam given to prospective health science students. CTC offers the ATI TEAS at the Appalachian, Canton, Marietta, North Metro, Paulding, and Woodstock campuses throughout the year. **Test fee: \$100** 

## **ATI TEAS Schedule and Registration Procedures:**

- The current schedule is listed below; to register online, please go to ChattahoocheeTech.edu, click "Non-Credit" on the navigation bar, click "REGISTER NOW" on the left-hand side, then scroll down to "ATI TEAS."
- Registrations can also be taken over the phone or in person, as follows: Marietta Campus, Building H, 770-528-4550
   North Methods

Appalachian Campus		
Fri	1/20/17	1 PM - 4:30 PM
Fri	3/17/17	1 PM - 4:30 PM
Mon	5/1/17	9 AM - 12:30 PM
Fri	5/19/17	1 PM - 4:30 PM
	Canton C	Campus
Fri	1/27/17	9 AM - 12:30 PM
Fri	3/24/17	9 AM - 12:30 PM
Fri	4/28/17	9 AM - 12:30 PM
Thurs	5/4/17	9 AM - 12:30 PM
Fri	6/23/17	9 AM - 12:30 PM
	Marietta	Campus
Fri	1/6/17	9 AM - 12:30 PM
Fri	2/3/17	9 AM - 12:30 PM
Sat	2/4/17	9 AM - 12:30 PM
Fri	2/10/17	9 AM - 12:30 PM
Fri	3/3/17	9 AM - 12:30 PM
Sat	3/11/17	9 AM - 12:30 PM
Thurs	4/6/17	6 PM - 9:30 PM
Fri	4/7/17	9 AM - 12:30 PM
Wed	5/3/17	1 PM - 4:30 PM
Fri	5/5/17	9 AM - 12:30 PM
Wed	5 /10/17	9 AM - 12:30 PM
Wed	5/10/17	1 PM - 4:30 PM
Thurs	5/11/17	9 AM - 12:30 PM
Thurs	5/11/17	1 PM - 4:30 PM
Fri	5/12/17	9 AM - 12:30 PM
Fri	5/12/17	1 PM - 4:30 PM
Fri	6/2/17	9 AM - 12:30 PM

North Metro Campus			
Fri	1/13/17	1 PM - 4:30 PM	
Tues	1/17/17	6 PM - 9:30 PM	
Fri	2/3/17	1 PM - 4:30 PM	
Fri	2/10/17	1 PM - 4:30 PM	
Fri	3/10/17	1 PM - 4:30 PM	
Fri	4/7/17	1 PM - 4:30 PM	
Fri	4/14/17	1 PM - 4:30 PM	
Tues	5/2/17	1 PM - 4:30 PM	
Fri	5/5/17	1 PM - 4:30 PM	
Tues	5/9/17	9 PM - 12:30 PM	
Wed	5/10/17	9 PM - 12:30 PM	
Wed	5/10/17	1 PM - 4:30 PM	
Thurs	5/11/17	9 PM - 12:30 PM	
Thurs	5/11/17	1 PM - 4:30 PM	
Fri	5/12/17	9 PM - 12:30 PM	
Fri	5/12/17	1 PM - 4:30 PM	
Fri	6/9/17	1 PM - 4:30 PM	
	Paulding Cam	pus	
Fri	2/24/17	9 AM - 12:30 PM	
Fri	3/31/17	1 PM - 4:30 PM	
Fri	4/14/17	9 AM - 12:30 PM	
Mon	5/8/17	1 PM - 4:30 PM	
Fri	5/26/17	9 AM - 12:30 PM	
	Woodstock		
Fri	2/17/17	9 AM - 12:30 PM	
Fri	4/21/17	9 AM - 12:30 PM	
Fri	6/16/17	9 AM - 12:30 PM	

North Metro Campus, Building D, 770-975-4050

Please Note: The Center for Corporate and Professional Education staff cannot evaluate scores or determine if you will be admitted to the program. Please see your Health Sciences program advisor if you have questions about minimum scores required or about how often you may take the exam.

continued on next page  $\rightarrow$ 



## **ATI TEAS Testing Information:**

- Prior to your test day, please go to www.atitesting.com for ATI TEAS.
- You must have this User ID and password in order to take your exam the day of the test.
- Each test has a limited number of seats.
- Please register early as program entry deadlines approach. If you wait too long to register, you might not be able to obtain a testing slot at your desired time and location.
- All Health Sciences program exams will be given at the same time.
- All Special Accommodations must be approved, in advance, through Student Support Services.

## **ATI TEAS Testing Procedures:**

- Exams are computer-based.
- Photo ID is required for admission to test.
- Cell phones are not allowed. Use of these devices will cause your test score to be invalidated.
- No one will be admitted after the test starts.
- Total allotted time for the exam is 3 hours 29 minutes. Each section is timed individually.

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

Please visit the Georgia Pest Exam website at **gapestexam.com** to register for pest control examinations offered on the Canton, Marietta, and North Metro campuses. You can also view your previous exam registration and participation records on this site, as well.

Test Fee: \$45 or \$90/Dependent on exam

## **UPCOMING PROGRAMS/SEMINARS**

## Leadercast Live 2017

Leadercast Live is the largest one-day leadership event in the world. Broadcast live each year from Atlanta to 100,000-plus people in hundreds of locations around the world, Leadercast Live Brings together many of the world's most recognized and respected global leaders to create a leadership experience unlike any other.

Location: North Metro Campus 5198 Ross Road, Building D, Acworth, GA 30102 Room 400

Scheduled Speakers:

Daniel Pink, Behavioral Science Expert, Best-Selling Author, and Host of Crowd Control
 Andy Stanley, Leadership Author and Communicator
 Molly Fletcher, Former Top Sports Agent and Author
 Suzy Welch, Author, TV Commentator, and Business Journalist
 Dr. Henry Cloud, Acclaimed Leadership Expert, Clinical Psychologist, and Best-Selling Author

Program Cost:	Individual	Seats: \$89

Table of 8: \$699			
	North Metro Campus		
Fri 5/5/17 8 AM - 3:30 PM			



## Northwest Georgia Green Industry & Gardening Symposium 2017

This program is a joint venture of Chattahoochee Technical College and The University of Georgia Cooperative Extension Service. The symposium is intended for horticulture industry professionals as well as advanced home gardeners. Registration fee includes a networking lunch with local vendors on display.

Location: North Metro Campus, Building D, Room 400 5198 Ross Rd., Acworth, GA 30102

It has been approved for the following continuing education units:

- 3 Hours Pesticide Recertification Credit for Category 24, Ornamental and Turf
- 2 Hours Pesticide Recertification Credit for Category 31, Public Health
- 1 Hour Pesticide Recertification Credit for Private Applicators and Category 23, Forestry
- CEUs Pending for ISA Arborist (A) and Municipal (M)

8:00 AM	Registration and Check in
8:30 AM	Best Plant Choices for the Garden: New and Old
	Rex Bishop, Chattahoochee Technical College
9:30 AM	Adapt and Garden Smart!
	Joe Washington, Cobb Master Gardener Extension Volunteer
10:30 AM	Break
10:45 AM	Landscape Irrigation Scheduling for Disease Management & Efficiency
	Greg Huber, UGA Center for Urban Agriculture
11:45 AM	Networking Lunch and Vendor Visits
1:15 PM	Urban Forest Insect Pest Update
	Dr. Elizabeth Benton, UGA Warnell School of Forestry
2:15 PM	
	Kathy Nguyen, Cobb County Water Senior Project Manager
3:15 PM	Pesticide Recertification Forms/Evaluations

## Program Cost: \$35, Includes Lunch and Breaks

North Metro Campus		
Thurs 2/23/17		8 AM - 3:30 PM

# Chattahoochee Technical College Locations and Map

## **Appalachian Campus**

100 Campus Drive Jasper, GA 30143

# **Austell Campus\***

1578 Veterans Memorial Highway Austell, GA 30168

# **Canton Campus\***

1645 Bluffs Parkway Canton, GA 30114

# **Marietta Campus**

980 South Cobb Drive Marietta, GA 30060

Mountain View Campus\* 2680 Gordy Parkway Marietta, GA 30066

\*Classroom-Only Location

# Give Us a Call Today! 770-528-4550

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# North Metro Campus

5198 Ross Road Acworth, GA 30102

# **Paulding Campus**

400 Nathan Dean Boulevard Dallas, GA 30132

# Woodstock Campus\*

8371 Main Street Woodstock, GA 30188

# **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

