

Workforce Training

# SOLUTIONS



Chattahoochee  
TECHNICAL COLLEGE

*The Center for Corporate and  
Professional Education*

**Fall 2017**



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



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## REGISTRATION and GENERAL INFORMATION

### Registration Information

Students can register for classes by phone or in person.

- **Phone:** 770-529-2345
- **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. Payment can be made in person at any cashier window at the following campuses: Appalachian, North Metro, Marietta, and Paulding. We accept credit cards (Visa, MasterCard, Discover, and American Express), cash, cashier's check, money orders, and checks. Checks should be made payable to Chattahoochee Technical College.

After registration has been completed, telephone payments can be made with a credit card by calling the Bursar's Office at **770-528-4570**. If you have any questions about payments, please email [Cashier@ChattahoocheeTech.edu](mailto:Cashier@ChattahoocheeTech.edu)

### 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.

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.*** 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 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 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)

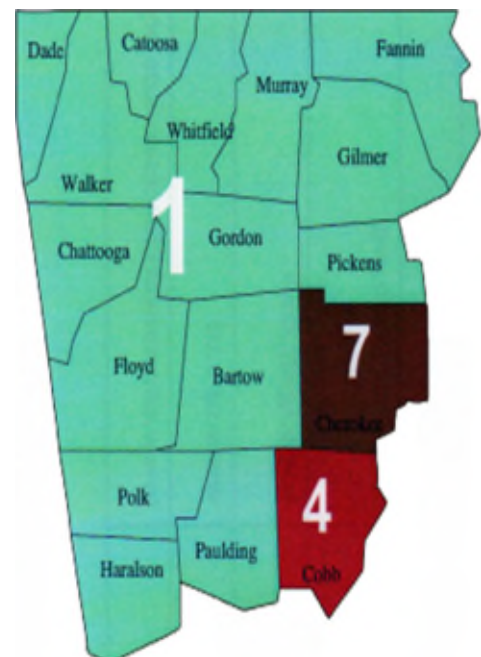
The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA training funds are designed to serve laid-off 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](http://www.nwgrc.org)  
Appalachian Campus 706-253-4617  
North Metro Campus 770-975-4026  
Paulding Campus 770-443-3622

**Region 4**  
**CobbWorks**  
[cobbworks.org](http://cobbworks.org)  
770-528-4300

**Region 7**  
**Atlanta Regional Workforce Development Board**  
[atlantaregional.com/wiatraining](http://atlantaregional.com/wiatraining)



## 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 [military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html](http://military.com/education/money-for-school/military-spouse-career-advancement-accounts-financial-aid.html)



## CORPORATE COLLEGE CUSTOMIZED TRAINING

All of our courses can be customized to meet your organization's training needs. 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

## 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.

*For more information on customized corporate training, consulting services, and the Georgia Retraining Tax Credit Program, please contact Shane Evans, Executive Director, 770-975-4106 or email [Shane.Evans@ChattahoocheeTech.edu](mailto:Shane.Evans@ChattahoocheeTech.edu).*

## INDUSTRIAL / TECHNICAL COURSES

### Multi-Craft Industrial Maintenance Training

#### Level I 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.

#### 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.)

#### 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.)

Austell Campus				
Entire Session	Fridays	8/18/17 to 12/15/17	8 AM - 4:45 PM	\$1,980
Electrical Maintenance		9/29/17 to 12/15/17		\$1,399
Mechanical Maintenance		8/18/17 to 9/22/17		\$699
North Metro Campus				
Entire Session	Fridays	8/4/17 to 12/15/17	8 AM - 4:45 PM	\$1,980
Electrical Maintenance		8/4/17 to 10/27/17		\$1,399
Mechanical Maintenance		11/10/17 to 12/15/17		\$699

## 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)

- Industrial use, operation, and differentiation of Solid State and Relay Logic
- 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, and Output instruction

### Electrical Components (40 hours)

#### (Semi-conductor Theory & Operation)

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

**Course Fee: \$799**

Austell Campus		
Wed	8/2/17 to 12/6/17	4 PM - 9:30 PM
North Metro Campus		
Fri	7/28/17 to 9/29/17	8 AM - 4:45 PM

## 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 that would be expected in an industrial/manufacturing/warehouse setting.

### Topics Include:

- ✓ Forklift Safety
- ✓ Vehicle Inspections
- ✓ Battery Care and Recharging
- ✓ Preventative maintenance awareness
- ✓ Awareness of pedestrians and surrounding area
- ✓ Understanding the forklift and its operation
- ✓ Proper loading and unloading/lift selection
- ✓ Backing/Maneuvering forklift in confined spaces

**Course Fee: \$199**

North Metro Campus		
Mon/Tues	8/14/17 and 8/15/17	9 AM - 3:30 PM
Tues/Wed	10/10/17 and 10/11/17	

## LEADERSHIP / MANAGEMENT COURSES

### 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: \$119/per session; \$799/all 8 sessions**

***\*Continental breakfast included***

### Emerging into Leadership

**8/24/17 - North Metro Campus (one session; 9 AM - 3 PM)**

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.

### Secrets to Effective Communication

**9/7/17 - North Metro Campus (one session; 9 AM - 3 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**

**9/21/17 - North Metro Campus (one session; 9 AM - 3 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**

**10/5/17 - North Metro Campus (one session; 9 AM - 3 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**

**10/19/17 - North Metro Campus (one session; 9 AM - 3 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**

**11/2/17 - North Metro Campus (one session; 9 AM - 3 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**

**11/30/17 - North Metro Campus (one session; 9 AM - 3 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**

**12/14/17 - North Metro Campus (one session; 9 AM - 3 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.

## 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 to 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**

North Metro Campus		
Thurs	8/31/17	9 AM - 4 PM

## Project Management

Failure. A word used in half of project endeavors. Organizations spend millions of dollars a year starting projects only to have them end in failure. Effective project management is possible. Learn how to budget, apply resources and assets to accomplish project management success. In this two-day course, learn how to manage risk and communicate effectively while creating effective project teams.

**Topics included in this class:**

- Defining Project Management - Identifying Project Needs and Solutions; Organizing, Planning, and Budgeting Projects
- Establishing Project Schedules - Estimating and Allocating Resources
- Being an Effective Project Manager - Involving the Right People in Projects; Managing Project Teams
- Tracking Progress and Maintaining Control - Communicating and Documenting Project Progress
- Managing Risk
- Evaluating and Ending Projects

**Course Fee: \$79**

Austell Campus		
Tues/Wed	8/15/17 and 8/16/17	9 AM - 4 PM



## Live2Lead

The Center for Corporate and Professional Education is excited to be a host site for the 2017 Live2Lead broadcast. Live2Lead is a half-day, leader development experience designed to equip you with new perspectives, practical tools, and key takeaways. You will breathe new life into your leadership during this information-packed day event. Learn from world-class leadership experts in the morning and return to your office ready to implement your new action plan and lead with renewed passion and commitment.

### The program will feature the following world-class speakers:

- **Dr. John C. Maxwell** – named #1 leadership expert by the AMA and Inc. Magazine; NY Times best-selling author
- **Dave Ramsey** – personal money-management expert and best-selling author
- **Warrick Dunn** – former NFL running back and partner of the Atlanta Falcons
- **Cheryl Bachelder** – former CEO, Popeyes® Louisiana Kitchen, Inc.

**Program Cost: \$55 per participant, or \$349 per table of eight participants**

***\*Continental breakfast and breaks are included***

North Metro Campus		
Fri	10/6/17	9 AM - 12:30 PM

## COMPUTERS and 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. ***It is recommended that students bring a flash drive to class.***

**Course fee: \$89 (Includes Book)**

Marietta Campus		
Tues/Thurs	8/8/17 and 8/10/17	6 PM - 9 PM
North Metro Campus		
Fri	7/7/17	9 AM - 4 PM
Fri	8/18/17	9 AM - 4 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 Excel 2013 – Level 1 and Level 2
- ✓ MS PowerPoint 2013 – Level 1
- ✓ MS Word 2010 or 2013 – Level 1 and 2 (*or comparable course*)

#### 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)**

Marietta Campus		
Fri	8/18/17	9 AM - 4 PM
North Metro Campus		
Tues/Thurs	8/15/17 and 8/17/17	6 PM - 9 PM
Woodstock Campus		
Wed	8/16/17	9 AM - 4 PM

### 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)

Marietta Campus		
Fri	9/8/17	9 AM - 4 PM
North Metro Campus		
Tues/Thurs	9/12/17 and 9/14/17	6 PM - 9 PM
Woodstock Campus		
Fri	9/8/17	9 AM - 4 PM

### MS Excel 2013 - Level 3\*\*

In this course, you will learn how to create nested functions; export/import data; perform what-if analyses; use the Goal, Seek, and Solver utilities; record and run macros; and use Share Point services. **Prerequisite: MS Excel Level 2 or equivalent knowledge. Students will need to bring a flash drive to class.**

Course fee: \$59 (Includes Book)

Marietta Campus		
Tues/Thurs	9/19/17 and 9/21/17	6 PM - 9 PM
North Metro Campus		
Fri	9/29/17	9 AM - 4 PM
Woodstock Campus		
Fri	10/6/17	9 AM - 4 PM

### 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 2013 with Word 2013, how to insert transitions, animation, sounds and charts, and how to print presentations. **It is strongly recommended that students bring a flash drive to class.**

Course fee: \$59 (Includes Book)

Marietta Campus		
Fri	9/29/17	9 AM - 4 PM
North Metro Campus		
Tues/Thurs	9/19/17 and 9/21/17	6 PM - 9 PM
Woodstock Campus		
Fri	10/6/17	9 AM - 4 PM

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

This course will explore advanced features of PowerPoint 2013. Students will learn how to add multimedia (sound and video) to their presentation, to customize tables in PowerPoint and create a presentation using the Slide Master. Students will also learn how to transport their presentation and how to deliver a successful presentation. *It is strongly recommended that students bring a flash drive to class.*

Course fee: \$59 (Includes Book)

Marietta Campus		
Tues/Thurs	10/10/17 and 10/12/17	6 PM - 9 PM
North Metro Campus		
Fri	10/27/17	9 AM - 4 PM

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

Course fee: \$59 (Includes Book)

Marietta Campus		
Fri	9/29/17	9 AM - 4 PM
Fri	10/6/17	9 AM - 4 PM
North Metro Campus		
Tues/Thurs	9/19/17 and 9/21/17	6 PM - 9 PM

**\*\*Take these courses online! Please visit: [ed2go.com/chattcd](http://ed2go.com/chattcd) to register!\*\***

## PROFESSIONAL DEVELOPMENT / CERTIFICATIONS

### Commercial HVAC Certificate Program - BOMA/HVAC Course 2

**\*\*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 2 of the Commercial HVAC Program, topics include: air cooled chillers; specifying and buying chillers, air handling 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	9/14/17 to 11/16/17	5 PM - 9 PM

## 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	10/9/17	8 AM - 4 PM

### 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		
Fri	11/10/17	8 AM - 4 PM

## 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

**Course Fee: \$975**

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

## MINE / WORKPLACE SAFETY

### Mine Safety and Health Act (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**. 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: \$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.

Appalachian Campus		
Fri	7/21/17	Annual Refresher
Tues	8/15/17	New Miner A
Wed	8/16/17	New Miner B/Medic First Aid
Thurs	8/17/17	New Miner C
Fri	8/18/17	Annual Refresher
Mon	9/11/17	Annual Refresher
Tues	9/12/17	New Miner A
Wed	9/13/17	New Miner B/Medic First Aid
Thurs	9/14/17	New Miner C
Tues	10/17/17	New Miner A
Wed	10/18/17	New Miner B/Medic First Aid
Thurs	10/19/17	New Miner C
Fri	10/20/17	Annual Refresher
Fri	11/10/17	Annual Refresher
Tues	12/12/17	New Miner A
Wed	12/13/17	New Miner B/Medic First Aid
Thurs	12/14/17	New Miner C
Fri	12/15/17	Annual Refresher

8 AM - 5 PM

**\*\*Note: Medic First Aid ends at 3:00pm 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
- ✓ Forklift / Powered Equipment Safety and Operations
- ✓ Trenching Safety (Competent Person) 8-hours
- ✓ Hazard Communication and Right to Know
- ✓ Fire Safety and Extinguisher Training
- ✓ Trenching Safety (General) 2-hours
- ✓ 1st Aid and CPR for the Workplace
- ✓ Ergonomics
- ✓ Bloodborne Pathogens
- ✓ Lockout/Tagout
- ✓ Trenching Safety
- ✓ Hearing Conservation
- ✓ Personal Protective Equipment

**\*\*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**

Marietta Campus		
Fri/Sat	7/21/17 and 7/22/17	8 AM - 4 PM

## ONLINE LEARNING

### The Center for Legal Studies

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

**Course Fee: Varies, dependent on course**

### Course Format:

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

### Registration:

- ✓ Please visit: <https://www.legalstudies.com/vendor/chattahoochee/>
- ✓ Select your desired course to register
- ✓ You can also call **1-800-522-7737** or email [info@legalstudies.com](mailto:info@legalstudies.com) for more information



## Ed2Go

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](http://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

## Health Ed Today

The Center for Corporate and Professional Education is pleased to announce the availability of our online e-learning healthcare courses from **Health Ed Today!** These courses are highly interactive and provide students with an enriched learning experience.

### Course Format:

- 24 hour a day instructor support and course mentors
- Engaging labs, student exercises and course video
- Tuition includes all textbooks, workbooks, and related course material
- A "Secure Student Website" - including career resources and other training
- Certain programs include clinical externships

### Registration:

- ✓ Please visit [www.healthtoday.com/Splash-Page/Chattahoochee-Technical-College](http://www.healthtoday.com/Splash-Page/Chattahoochee-Technical-College)
- ✓ Browse the available courses
- ✓ Once you have selected a course, click **Register Today**
- ✓ You can also call toll free at **1-888-574-6218** for additional questions

## PARALEGAL CERTIFICATE PROGRAM

The Paralegal Certificate is a very popular program and can be completed in slightly less than a year. Each course is six-weeks in length. 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. Earn your program certificate by completing all 14 courses within 36 months. *All courses are approved for WIOA.*

**Course Fee: \$149 per course**

### **Bankruptcy**

This course will consist of an overview of bankruptcy proceedings including the role of the paralegal in assisting the bankruptcy attorney; initiation of a case, schedule, and preparation; debtors' and creditors' rights under Chapters 7, 11, and 13 of the U.S. Bankruptcy Code. Also discussed are laws for consumers and companies.

Marietta Campus		
Tues	8/1/17 to 9/6/17	6:30 PM - 9:30 PM

### **Corporate Law**

Topics covered in this course include laws of corporations and other organizations, types of corporations, and forming corporations. Discussion will include sole proprietorships, general and limited partnerships, limited liability partnerships, limited liability companies (LLC), legal forms and documents that are commonly used in this area of practice.

Marietta Campus		
Thurs	8/3/17 to 9/7/17	6:30 PM - 9:30 PM

### **Introduction to Paralegal Studies**

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. Students 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: \$149**

Marietta Campus		
Tues	9/5/17 to 10/10/17	6:30 PM - 9:30 PM

## Immigration Law

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: \$149**

Marietta Campus		
Thurs	9/7/17 to 10/12/17	6:30 PM - 9:30 PM

## Legal Research & Writing I

This course will cover legal research in-depth with emphasis on internet research tools and the fundamentals of effective legal writing. **REQUIRED TEXTBOOK: Legal Research: How to Find & Understand the Law, 17<sup>th</sup> Edition, by Stephen Elias, Attorney Course Fee: \$149**

Marietta Campus		
Tues	10/17/17 to 11/21/17	6:30 PM - 9:30 PM

## Civil Litigation I

This course provides an in-depth look at the process of civil litigation, including initiating lawsuits, pleadings, motions, and preparing for trial with emphasis on paralegal duties. **Course Fee: \$149**

Marietta Campus		
Thurs	10/19/17 to 11/30/17	6:30 PM - 9:30 PM

## Campus Locations

### Appalachian Campus

100 Campus Drive  
Jasper, Georgia 30143

### Austell Campus

(non-credit campus)  
1578 Veterans Memorial Hwy.  
Austell, Georgia 30168

### Canton Campus

(classroom campus only)  
1645 Bluffs Parkway  
Canton, Georgia 30114

### Marietta Campus

980 South Cobb Drive  
Marietta, Georgia 30060

### Mountain View Campus

(classroom campus only)  
2680 Gordy Parkway  
Marietta, Georgia 30066

### North Metro Campus

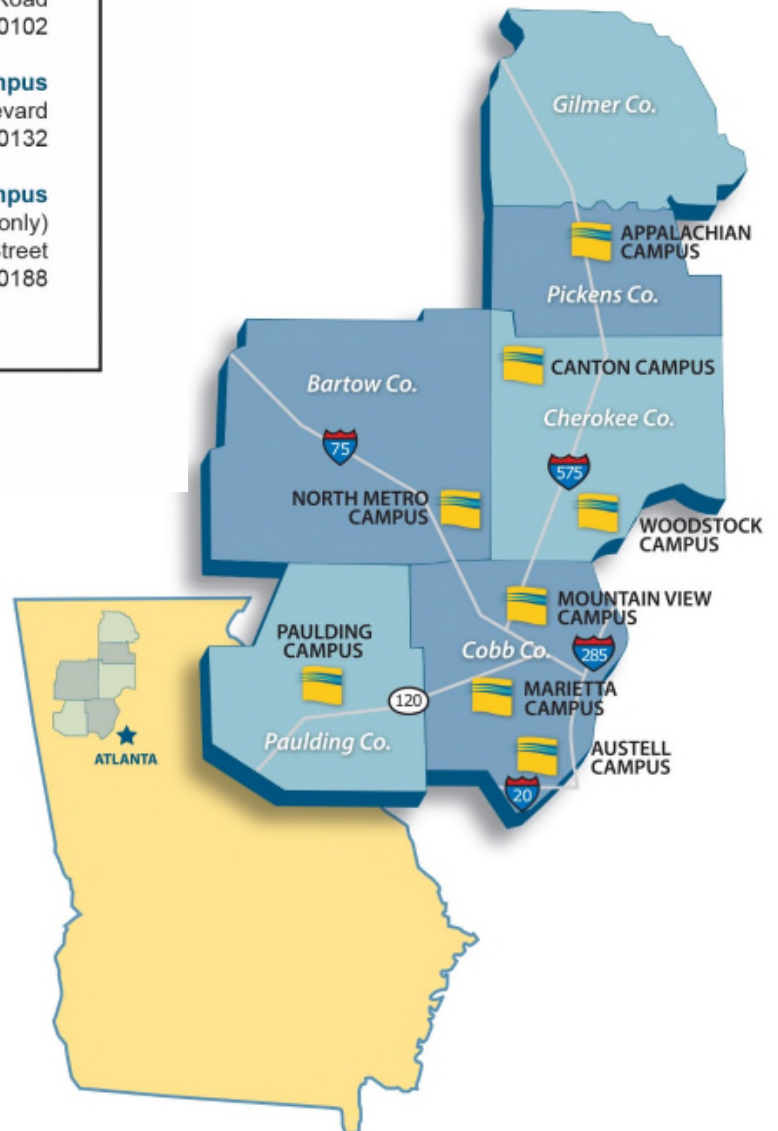
5198 Ross Road  
Acworth, Georgia 30102

### Paulding Campus

400 Nathan Dean Boulevard  
Dallas, Georgia 30132

### Woodstock Campus

(classroom campus only)  
8371 Main Street  
Woodstock, Georgia 30188



Give Us a Call Today!  
**770-529-2345**