





Your Path to a New Career

It's easy to get started!

Career Counselors are available to help assess student areas of interest, skill sets, and the programs of study that are a unique fit for each student. Most students qualify for financial aid. **Visit the Office of Career Development page at ChattahoocheeTech.edu for more information.**



Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability.

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





About Chattahoochee Tech

A unit of the Technical College System of Georgia, Chattahoochee Technical College is the largest technical college in the state with more than 14,000 students enrolled in the past academic year. The College has eight campus locations serving the counties of Bartow, Cherokee, Cobb, Gilmer, Paulding, and Pickens. CTC provides a high quality, easily accessible college education at a fraction of the cost of other area colleges and universities. Chattahoochee Technical College awards more than 70 certificates, diplomas and associate degrees in 45 programs of study through traditional classroom courses as well as online training. The College also provides the community with learning opportunities, including customized workforce training, adult literacy, and continuing education programs. For more information, visit ChattahoocheeTech.edu.

Accounting

A field for precise, logical, and communicative individuals who are analytical, systematic, and who enjoy working with numbers.



Job Duties:

- Accounts payable and accounts receivable
- · Payroll processing
- Bookkeeping
- Spreadsheet preparation
- Tax return preparation
- Work with accounting software packages, such as QuickBooks

Job Titles:

- Accounting Technician
- Auditing Clerk
- Payroll Clerk
- Bookkeeper
- Income Tax Preparer

Career Opportunities:

- Banks and accounting firms
- Private industry
- Public companies
- Tax preparation businesses
- Governmental and not-for-profit agencies

Air Conditioning Technology

Prepares students to install, service, and repair equipment used to control temperature, circulation, moisture, and purity of air.



Job Duties:

- Install and maintain heating, air conditioning, and refrigeration units
- Evaluate, examine, and correct the cause of system problems
- Communicate with
 customers and coworkers

Job Titles:

- Heating and Air Conditioning Mechanics and Installers
- HVAC Technician

- Career Opportunities:
- Cooling and heating contractors
- Utility companies
- Hospitals, schools, restaurants, stores
- Property management



Associate of Science in Nursing

Prepares students to be registered nurses who treat and educate patients and the public about various medical conditions, and provide services and emotional support to patients' family members.

Job Duties:

- Assess patient health problems and needs
- Develop and implement nursing care plans
- Maintain medical records
- Administer nursing care to ill, injured, convalescent, or disabled patients.
- **Job Titles:**
- Registered Nurse

Career Opportunities:

• Hospitals, physicians' offices, nursing care facilities, home healthcare agencies



Automotive Collision Repair

Prepares students to use the proper techniques for straightening, repairing, replacing, and refinishing various types of damaged vehicles.

Job Duties:

- Repair and refinish a
- Repair and refinish automotive vehicle bodies
- Straighten vehicle frames
- Communicate with customers, suppliers, and coworkers
- Job Titles:
- Auto Body Technician
- Auto Collision Painter
- Appraisal Claims Representative

Career Opportunities:

- Body shop repair businesses
- Auto dealership body shops
- Custom body shops



Automotive Technology

Prepares students to diagnose and perform repairs and preventive maintenance on all types of vehicles.

Job Duties:

- Diagnose and repair any part and all systems of a vehicle
- Perform preventive
 maintenance on vehicles
- Communicate with customers
 and coworkers

Job Titles:

- Automotive Technician
- Master ASE Certified Technician

- Service Writer/Service Manager
- General service technician
- Fleet maintenance/repair
- Shop owner/operator





Barbering

A barber is a professional who cuts, grooms, and styles hair.



Job Duties:

- Haircutting
- Hair treatments
- Shaving
- Skin care
- Customer reception

- Product sales
- Salon management
- Job Titles:
- Barber
- Hair Stylist

Career Opportunities:

- Barber shops
- Salon manager
- Salon owner
- Hospitals/Long-term care facilities

Business Technology



Prepares students to use a variety of software to maximize efficiency and productivity in the office environment.

Job Duties:

- Performs a variety of administrative roles
- Client and customer relations
- Manages the operational proceedings of the office
- Schedules and conducts meetings

Creates spreadsheets, generates reports, and maintains databases

Job Titles:

- · Administrative Professionals
- Administrative Support Specialists
- Executive Assistants

- Office Assistants
- Office Managers

Career Opportunities:

- Institutions, schools, hospitals, government
- · Business and industry
- Legal services

Business Management



Offers career opportunities for those who are skilled at fostering the success of their projects and their employees.

Job Duties:

- Plan, direct, or coordinate projects, events, or policies
- Budgeting and scheduling
- Personnel assessment and management

Job Titles:

- Business Managers
- Property, Real Estate Managers
- Purchasing Managers
- Retail and Food Service Managers

Personnel Managers

- Real estate and construction companies
- Business and industry
- Retail stores and restaurants



Clinical Laboratory Technology

Prepares students to analyze bodily fluids (blood, urine) and tissue samples to determine normal or abnormal findings.

Job Duties:

• Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease

Job Titles:

 Medical/Clinical Laboratory Technician

Career Opportunities:

- Hospitals
- Offices of physicians
- Diagnostic laboratories



CNC Technology

Prepares students with the knowledge and skills required to set up, program, and operate computer numerical controlled (CNC) machines, manual cutting lathes, machining tools, and/or automated manufacturing systems.

Job Duties:

- Produces machined parts by programming, setting up, and operating a Computer Numerical Control (CNC) machine
- Reads and interprets
 blueprints
- Loads programs into the machines
- Loads raw materials in the CNC machinery
- Reads and understands G-code programming
- Sets and loads offsets for parts and tooling

 Adjusts feeds and speeds, as needed, to keep machine performing at optimum production rates

Job Titles:

- CNC Programmer
- CNC Service Technician
- CNC Machinist
- Machine Shop Technician
- Machine Shop Manager or Supervisor

- · General manufacturing
- Automated systems
- Maintenance/repair
- Fabrication/prototyping
- Production





Commercial Truck Driving*

Prepares students for a career in commercial truck driving with an emphasis in CDL Class A training.



Job Duties:

- Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds.
- Unload truck

Job Titles:

- Truck Driver
- Bus Driver
- Delivery Driver
- DispatcherWarehousing

Career Opportunities:

- General freight trucking companies
- Grocery and wholesale product companies
- Cement and concrete manufacturers
- · Couriers and delivery services

*Certificate

Computer Information Systems Technology

Prepares students for success in Programming, Networking, Cybersecurity, or Web Application Development.



Job Duties:

- Provide technical assistance to computer users
- Plan, implement, upgrade, or monitor security measures
- Create, modify, and test code, forms, and script

Job Titles:

- Computer User Support Specialists
- Information Security Analysts
- Computer Programmers
- Software Engineering Technician
- Network Specialist
- Technical Sales and Support
- Webmaster
- Hardware Engineering Technician
- Entry-level IT position

- Small and large businesses
- Governmental agencies
- Educational institutions



Cosmetology

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.







Job Duties:

- Shampooing hair
- Cutting hair
- Coloring hair
- Hair removal

Job Titles:

- Cosmetologist
- Hairstylist
- Color Specialist
- Salon Owner
- Manufacturer/Product Distributor

- Nail Technician
- Esthetician Technician

- Salon Hairstylist
- Salon Owner/Manager
- Hair Color Specialist
- Artificial Hair Services
 Specialist
- Platform Artist
- Cruise Ship Stylist
- Hospital Hair-Care Service
- Skin Care Specialist

- Nail Technician
- Salesperson/Retail Specialist
- Makeup Artist
- Stage and Film Makeup Artist
- Photo Stylist
- Cosmetology School Instructor
- Cosmetology School Owner
- Manufacturer's Representative
- State Board Examiner
- State Board Inspector



Criminal Justice Technology	The study of law, policing, co	ourts, and corrections.	
Job Duties:	Job Titles:	Career Opportunities:	
 Patrol assigned area to enforce laws 	Police Patrol OfficerDeputy Sheriff	 City, county, state governments 	
 Regulate traffic, control crowds 	ulate traffic, control ds• Security Officer • Corrections Officer	 Correctional institutions Security companies 	
 Prevent crime and arrest violators 		 Private companies 	



Culinary Arts

Helps develop culinary skills through a precise combination of culinary theory and practical application.



Job Duties:

- Prepare, season, and cook salads, soups, fish, meats, vegetables, desserts, and more
- Work with culinary team to produce menu items for a restaurant, hotel, club or banquet facility
- Work with culinary team to maintain a clean and sanitary facility

Job Titles:

- Line Cook
- Sous Chef
- Baker
- Purchasing Assistant

Career Opportunities:

- Restaurants and hotels
- Resorts and cruise ships
- Educational institutions
- Retirement communities
- Hospitals

Design and Media Production Technology

Design and media production technology encompasses visual media, graphic design, e-publications, interactive media, computer animation, photography, and motion graphics. Students receive hands-on experience with Adobe[®] Creative Cloud[®], Autodesk[®] Maya[®], and MAXON Cinema 4DTM.



Job Duties:

- Design or create graphics to meet customer needs
- Create special effects, animation using film, video for use in games, movies, music videos, and commercials

Job Titles:

- Graphic Designers
- Animators
- Multimedia Artists
- Videographer
- New job titles are steadily emerging to keep pace with the explosion of today's electronic media market.

- Advertising agencies
- Business and industry with in-house art departments
- Self-employment
- Educational institutions
- Government agencies
- Non-profit organizations



Diesel Equipment Technology

The Diesel Equipment Technology program prepares graduates for entry-level jobs in truck service and repair or heavy equipment service and repair.

Job Duties:

- Diagnose, adjust, repair, or overhaul buses and trucks
- Maintain and repair diesel engines

Job Titles:

- Construction Equipment Mechanic
- Diesel Mechanic
- Equipment Technician
- Field Service Technician
- Heavy Equipment Technician
- Mobile Heavy Equipment Mechanic

Career Opportunities:

- Trucking companies or owner operators
- Mass transit or heavy equipment operators
- Diesel power generation



Drafting Technology

Trains students to prepare detailed technical drawings, plans, and maps using the latest computerized drafting technology. Program emphasis is on mechanical drafting.

Job Duties:

- Prepare detailed drawings for engineers, architects
- Use computer-aided design software
- Communicate with
 customers and coworkers

Job Titles:

- Civil Drafter
- Mechanical Drafter
- CAD Drafter/Operator

- Engineering and architectural firms
- Governmental agencies
- Research and development departments







Early Childhood Care and Education

Prepares students to work in the field of early childhood care and education, working directly with children ages birth to age 8 to positively impact their growth and development.



Job Duties:

- Plan and implement activities for programs serving young children and their families
- Facilitate learning in children ages birth to age 8 in a variety of early childhood settings
- Observe and assess learning in young children

 Communicate with and support young children and their families

Job Titles:

- Child Care Center Owner
- Center Director
- Preschool Teacher
- Teacher Assistant
- Paraprofessional

Family Child Care Provider

Career Opportunities:

- Preschools
- Child care centers
- Georgia Pre-K programs
- Paraprofessional in school settings
- Childcare director/owner

Electrical and Computer Engineering Technology

Electrical and computer engineering technicians help engineers design and develop computers, robotic equipment, medical monitoring devices, and other electrical and computer equipment. They are also involved in the manufacture and deployment of computer equipment for robotics and industrial automation systems. This career emphasizes the application of scientific, mathematic, and engineering knowledge and methods combined with technical skills in support of engineering activities.



Job Duties:

- Assemble electrical systems or prototypes, using hand tools or measuring instruments
- Build, troubleshoot, or repair electrical computer devices and test computer equipment
- Inspect electrical project work for quality control and assurance
- Identify solutions to on-site technical design problems involving electrical systems equipment

• Collaborate with electrical engineers or other personnel to identify, define, or solve developmental problems

Job Titles:

- Electrical/Electronic Engineering Technician
- Computer Engineering Technician
- Robotics Engineering Technician
- Biomedical Equipment Technician

- Customer support, technician repair services
- Hospitals, schools, and government buildings
- Computer and electronic repair companies
- Biomedical equipment support technician



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Emergency Medical Services Professions (EMT/AEMT)

Prepares students to enter the healthcare industry by equipping them with the necessary training to become licensed Emergency Medical Technicians who provide emergency care and transportation for the sick and injured.

Job Duties:

- Assess injuries
- Administer emergency medical care
- Extricate trapped individuals
- Transport injured or sick persons to medical facilities

Job Titles:

 Advanced Emergency Medical Technician (AEMT)

Career Opportunities:

- Local government
- Independent rescue squad departments
- Fire stations



	 Job Duties: Collection of samples (water, soil, etc.) for analysis Performing laboratory/field tests on samples Recommendation/ Implementation of corrective actions 	 Job Titles: Environmental Technician Environmental Compliance Inspector Lab Analyst Water Treatment/Wastewater Operator 	 Career Opportunities: Environmental monitoring/ consultanting Water facilities/municipalities (treatment, distribution, etc.) Industrial applications (food/ beverage companies, etc.) 	
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- Patient scheduling
- Revenue cycle and billing
- Employee training and human resource management
- Records management
- Job Titles:
- Office Manager

Career Opportunities:

Medical practice offices



Horticulture

Prepares students in the propagation, cultivation, production, design, management, and marketing of grasses, plants, vegetables, and other woody and ornamental plants.

Job Duties:

- Manage outdoor landscapes
- Design and build hardscapes
- Design and build softscapes
- Design, build, and manage irrigation
- Maintain landscape grounds

Produce landscape materials

Job Titles:

- Landscape Manager
- Nursery and Greenhouse Manager
- Irrigation Manager

Career Opportunities:

- Private or self-employed landscape companies
- Amusement and recreation facilities
- Irrigation installation companies
- Retail garden centers/nurseries

Industrial Maintenance and Electrical Technology

Prepares students for employment in operating and servicing commercial and industrial machinery, often making site visits to companies to repair equipment.

Job Duties:

• Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas

Job Titles:

- Industrial Maintenance Electricians
- Process Control Technician
- Programmable Logic Controller

Career Opportunities:

- Industry
- Manufacturing plants
- Power plants

Interiors

Prepares students to create visually appealing and functional spaces.



Job Duties:

- Plan, design, and manage interior projects for residential or commercial spaces
- Create designs that are both aesthetically pleasing and practical
- Communicate effectively with clients and industry partners

Job Titles:

- Designer
- Space Planner
- Interior Design Consultant
- Kitchen and Bath Designer
- Residential Designer
- Visual Merchandiser

- Interior design firms
- Furniture stores
- Showrooms
- Kitchen and bath studios



Logistics and Supply Chain Management

Prepares students to get raw materials and finished products from their points of origin to their intended points of consumption with speed and accuracy.

Job Duties:

- Plan, direct, coordinate purchasing, warehousing, distribution, forecasting, or planning services.
- Manage logistics personnel and systems
- Direct daily operations to improve efficiency
- Establish metrics to assess performance

Job Titles:

- Logistics Manager
- Supply Chain Manager
- Warehouse Manager

Career Opportunities:

- · Large and small companies
- Hospitals, restaurants
- Wholesalers, retailers, manufacturers
- Third-Party Logistics (3PL)



Marketing Management

Prepares students to research market conditions, determine potential sales of a product or service, and create a marketing campaign and execute social media programs.

Job Duties:

- Research market conditions in local, regional, and national areas
- Gather information to determine potential sales of a product or service
- Create a marketing campaign
- Create and monitor social media programs

Job Titles:

- Market Research Specialist or Assistant
- Marketing Manager
- Social Media Manager
- Public Relations Manager
- Event Manager

- Marketing or advertising companies
- Hospitals, universities
 and schools
- Business and industry





Medical Administrative Assistant

Prepares students to handle the administrative functions of a busy medical office.



Job Duties:

- Perform administrative duties using knowledge of medical terminology and hospital or clinic procedures
- Schedule appointments

- Billing
- Maintenance of medical records

Job Titles:

- Medical Administrative Assistant
- Medical Office Assistant

Career Opportunities:

- Medical and hospital offices and clinics
- · Dental and chiropractic offices
- Insurance companies

Medical Assisting

Prepares students to work in doctors' offices (front and back office).

Job Duties:

- Scheduling appointments and maintaining medical records
- Taking and recording vital signs and medical histories
- Preparing patients for examination, drawing blood, and administering medications
- Job Titles:
- Medical Assistant

Career Opportunities:

- Medical offices
- Insurance companies

Nursing Assistant (CNA)*

Prepares students to help patients/clients with healthcare needs under the supervision of a doctor or nurse. Certified Nursing Assistants (CNA) provide basic personal care to patients in hospitals and nursing homes. Earning a CNA certificate can be an entry point for further training as a medical assistant, practical nurse, or surgical technician.



Job Duties:

- Clean and bathe patients
- Help patients use the toilet and dress
- Reposition and transfer patients
 between beds and wheelchairs
- Record and report patients' health concerns to nurses

- Measure patients' vital signs, such as blood pressure and temperature
- · Serve meals; help patients eat

Job Titles:

Certified Nursing Assistant

Career Opportunities:

- Nursing and residential care facilities
- Hospitals
- Home health care services
- Hospice

*Certificate



Occupational **Therapy Assistant**

Prepares students to help rehabilitate patients with injuries, illnesses, or disabilities through the therapeutic use of everyday activities.

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Job Duties:

- Assist in the development of treatment plans
- Direct activity programs
- Document progress of treatments

Paramedicine

 Implement therapeutic treatment plans

Job Titles:

 Occupational Therapy Assistant

Career Opportunities:

- Hospitals and nursing facilities
- Subacute care facilities
- Schools
- Long-term care facilities



Prepares students to be vital members of a quick-response healthcare team, providing an advanced level of care in the pre-hospital environment.

Job Duties:

- Provide advanced level of care in a pre-hospital environment
 - Perform patient assessment
 - Provide advanced life support for trauma,

respiratory, diabetic, behavioral, cardiac, allergic, poisoning, and childbirth emergencies

Career Opportunities:

- Fire departments
- Hospitals
- Municipal and private ambulance services



Physical Therapist Assistant

Prepares students to help patients who are recovering from injuries, illnesses, and surgeries. The goal is pain relief and increased mobility for the patient.

Job Duties:

- Assist physical therapists in providing physical therapy treatments and procedures
- · May assist in the development of treatment plans, carry out routine

functions, document progress of treatment

Job Titles:

Job Titles:

Paramedic

Physical Therapist Assistant

- Hospitals
- Subacute care facilities
- · Outpatient therapy facilities
- Long-term care facilities



Practical Nursing

Prepares students to be Licensed Practical Nurses, providing care and treatment of injured, ill, disabled, convalescent, and terminally ill patients.



Job Duties:

· Care for ill, injured, or

with disabilities

Job Titles:

• Licensed Practical Nurse (LPN)

Career Opportunities:

- Physicians' offices
- Urgent care facilities
- Long-term care facilities

Document and record information

convalescing patients or persons

 Communicate effectively with patients and coworkers

Radiography

Prepares students to work in a variety of clinical settings, preparing patients for and administering x-rays and other radiological medical procedures.

Job Duties:

- Produce ultrasonic recordings of internal organs
- Maintain and use equipment and supplies as required for diagnostic purposes
- Provide radiation therapy to patients as prescribed by a radiologist.
- Job Titles:
- Radiologic or X-ray Technician

Career Opportunities:

- Hospitals
- · Physicians' offices
- Outpatient imaging centers

Surgical Technology

Prepares students to work in surgical setting, ensuring that each surgery is safe, effective, and hygienic.



Job Duties:

- Assist in surgical procedures by passing instruments and other supplies to surgeons
- Set up operating room

• Prepare and transport patients for surgery

Job Titles:

Surgical Technologist

- Hospitals
- Surgery centers



Television Production Technology

Prepares students to work on video, audio, lighting, animation, and non-linear editing.

Job Duties:

- Choose and present interesting material for an audience
- Work with a director to determine the overall vision of the production
- Discuss filming and editing techniques with a director to improve a scene
- Select the appropriate equipment, from type of camera to software for editing
- Shoot or edit a scene based on the director's vision

Job Titles:

- Associate Producer
- Lighting Designer
- Audio Visual Specialist
- Lighting Technician
- Sound Engineering Technician
- Camera Operator
- Studio Camera Operator
- Newscast Director
- Technical Director
- Online Producer
- Television Director
- Film and Video Editor
- Production Assistant

Video Journalist

- Videographer
- Video Recording Technician

Career Opportunities:

- Jobs in the television production field are varied and may entail working on video, audio, lighting, animation, and non-linear editing.
- Advertising and public relations firms, in addition to broadcast media outlets and video production companies, may be interested in the skills of a Television Production Technology graduate.



Welding and Joining Technology

Enable students to enter the welding industry possessing theoretical and applied knowledge of cutting and welding procedures, with an emphasis on world class performance.

Job Duties:

• Design, prepare, weld, grind, and test joints.

Job Titles:

- Ironworker
- Pipe welder
- Boiler Maker

- Journeyman Welder
- Weld Technician
- Millwright

- Manufacturing
- Repair

- Construction
- Fabrication
- Prototyping
- Design
- Invention
- Innovation



Applying for Admission is as Easy as 1.2.3.



Placement testing determines your current knowledge level in reading, writing, and math. Based on your results, you may be required to enroll in learning support coursework or to retest. Minimum scores are required for admission. Testing is untimed but typically takes two hours to complete all sections. CTC will accept test scores that are up to five years old.

To learn more about the admissions process, visit: www.ChattahoocheeTech.edu/Admissions

Steps For Admission

I Submit the college application and application fee.



2. Submit official high school/GED and college transcripts.



3. Submit ACT/SAT scores that meet CTC's minimum requirements or complete on-campus placement testing.



Reading Test Subscore: 25

Math Test Subscore: 24

Writing and Language Test Subscore: 26



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Programs of Study

Several programs offer Technical Certificates of Credit. The Programs and Courses section of the CTC website lists the current TCC's, by program.

Associate of Applied Science Degree

Accounting Automotive Technology **Business Management Business Technology** Clinical Laboratory Technology Computer Information Systems Technology Criminal Justice Technology Culinary Arts Design and Media Production Technology **Drafting Technology** Early Childhood Care and Education Electrical and Computer Engineering Technology **Environmental Technology** Health Care Management/Physician's Practice Management Horticulture Industrial Maintenance and Electrical Technology Interiors Logistics and Supply Chain Management Marketing Management Medical Assisting Nursing (ASN) **Occupational Therapy Assistant** Paramedicine **Physical Therapist Assistant** Radiography Surgical Technology **Television Production Technology**

Diploma

Accounting Air Conditioning Technology Automotive Collision Repair Automotive Technology Barbering **Business Management Business Technology CNC** Technology Computer Information Systems Technology Cosmetoloav Criminal Justice Technology Culinary Arts Design and Media Production Technology **Diesel Equipment Technology** Drafting Technology Early Childhood Care and Education Emergency Medical Services Professions (EMT/AEMT) Horticulture Industrial Maintenance and Electrical Technology Interiors Marketing Management Medical Administrative Assistant Medical Assisting Paramedicine Practical Nursing Welding & Joining Technology



Many courses are accepted by the University System of Georgia. Not all programs are offered on every campus. Many courses are available online.

Campus Locations

*Classroom campus only – no office hours

Appalachian Campus 100 Campus Drive Jasper, GA 30143

Mountain View Campus* 2680 Gordy Parkway Marietta, GA 30066 Austell Campus* 1578 Veterans Memorial Hwy. Austell, GA 30168

North Metro Campus 5198 Ross Road Acworth, GA 30102 **Canton Campus*** 1645 Bluffs Parkway Canton, GA 30114

Paulding Campus 400 Nathan Dean Blvd. Dallas, GA 30132 Marietta Campus 980 S. Cobb Drive Marietta, GA 30060

Woodstock Campus* 8371 Main Street Woodstock, GA 30188



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