The Leadership Academy

**Supervisory/Leadership Skills**
1/23/14

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. This class will set the tone for success as a leader in your organization.

**Communication Skills**
2/6/14

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 communications. The course stresses how to be positive in your communications for a successful and profitable organization.

**Motivation and Coaching**
2/20/14

Motivation fundamentals, what motivates and what de-motivates people. The class reveals strategies and tactics to get people motivated.

**Delegation and Teamwork**
3/6/14

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. An essential to any organization; teamwork is critical for all leaders and organizations to be successful.

**Performance Management**
3/20/14

This class discusses the feedback process, how to give constructive feedback and how to establish accountability. Using positive discipline, coaching and communications to help in performance is an important part of this class. Constructive conflict management, managing differences productively, how to address conflict are key components of this session.

**Management Styles and Goal Setting**
4/3/14

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.

Understanding each other and the path we create is essential to our success.

**Time Management/Problem Solving**
4/17/14

Time and priority management are essential to effective leadership. This session discusses time management, how to prioritize, and how to make a plan and stick to it. It also discusses how to deal with change and adapting to change and new situations. And finally problem solving is what a good leader does all the time. This session discusses creative problem solving and an effective problem solving models.

**Leadership Essentials**
5/1/14

How do we stay sharp and effective as a leader? How to influence others, understanding risks, rewards and consequences. This session discusses how to accomplish goals, both personal and professional. Also covered are attitudes and commitment to the organization. How to be cool under pressure, communicate effectively, solve problems and put all your tools and resources together to be an effective leader.

Course Fee: $149 for each individual session, $1,000 for all eight sessions
Marietta Campus: Thursdays 9:00 a.m. to 4:00 p.m.

For more information, to customize for your organization or to register please contact us at 770-528-4512
Business Development

The Business Development Courses within the Economic Development Division are varied and they are designed to help individuals with the advancement of their careers through additional educational training and resources. For more information, call 770-528-4550 or email EconDev.Marietta@ChattahoocheeTech.edu

Business Essentials: Business and Leadership Etiquette
This course will address those professionals and business owners who find it difficult to interact in social situations; with the main goal to prepare professionals and business owners for various networking events, client meetings, dinner meetings, and other social functions.
Course Fee: $99
North Metro Campus: Tuesday
1/14/14, 9:00 a.m. to 12:00 p.m.

Entrepreneurs Boot Camp
Have you ever wanted to start your own business? Do you have a business idea that is unique? Are you looking to do something different with your time and talents? This 3-day intensive session will focus on key components such as goal setting, vision and mission statements, the elevator speech, strategic marketing, business structure and many more exciting things to give you some basic tools for launching into business ownership. You made it a New Year’s resolution, now make it a reality!
Course Fee: $99
North Metro Campus: T/W/Th
1/14/14 to 1/16/14, 6:00 p.m. – 8:30 p.m.

Financial Management – Manage That Money!
This is not your typical financial management class; we have set the bar and have so much to share. In this class you will learn key ingredients to financial success such as the 6 Steps to Personal Financial Management and Investing Your Financial Resources. Wait, there’s more!!! As a bonus, we will also help you understand your credit and assist with the home buying process.
Course Fee: $395
Marietta Campus: Tues/Thurs
1/14/14 to 3/27/14, 6:00 p.m. to 9:00 p.m.

Business Banking Basics (BBB)
This course consists of 4 hours of classroom training and offers the student an introduction into basics of banking options for business. The instructor will provide students with information on key concepts used by banks for assessing and extending credit to business clients. Discussion will also include how a business leader can best leverage assets in relation to banking clients. The instructor will provide Business Banking Basics (BBB)
Marietta Campus: Wednesday
1/15/14, 8:00 a.m. to 12:00 p.m.

Business Contract Law for the Real World
This 8 hour course provides a comprehensive introduction to the concepts and principles of contract law for students who will be applying this knowledge in the marketplace, with particular references to Georgia law and the Uniform Commercial Code. Emphasis will be on illustrations of real-world contract disputes that contributed to the development of modern law, in an effort to expose the student to the most common hazards and pitfalls in contractual relations, as well as teach the student how to recognize and avoid potential risks while enforcing contract rights.
Course Fee: $139
Marietta Campus: Thursday
1/16/14, 9:00 a.m. to 5:00 p.m.

Basic Etiquette for Students and Job Seekers
This course will address student’s and job seekers’ first impressions, social skills, successful interviews, networking events, and other social functions. The goal of this course is to prepare students and job seekers for the job search and interview process. The method(s) of teaching will be lecture, workshops and demonstrations. This course is unique in that it addresses the “soft skills” gap employers say are missing in today’s job seeker. This course will address the “soft skills” gap as well as the lack of social acumen when interacting with potential employers and others.
Course Fee: $49
Marietta Campus: Thursday
3/6/14, 9:00 a.m. to 12:00 p.m.

Bright from the Start Certified Training for Daycare Workers
Linking Literacy to Lessons /Silly Science
This “make and take” class will provide you with knowledge and experience you need to Link Literacy into your daily activities. We will create activities and books you can take home with you to use with your children, if you have a favorite book, please bring it! We will read stories, talk about story-telling and its impact on early childhood development as well as identify key areas providers and educators should focus to encourage pre-literacy skills for infants, pre-K and school age children.
Course Fee: $45
Marietta Campus: Saturday
2/8/14 OR 3/15/14, 9:00 a.m. to 4:00 p.m.

Lean Six Sigma Green Belt and Black Belt Certification
In recent years, Six Sigma ideas have been combined with lean enterprise concepts to create a methodology called Lean Six Sigma. The ideas and concepts have moved from being solely for manufacturing and industrial companies to include the service and healthcare industries. The Lean Six Sigma methodology views lean enterprise, which addresses process flow and waste issues, and Six Sigma, with its focus on variations and design, as complementary disciplines aimed at promoting business and operational excellence. Chattahoochee Technical College offers a combination Green Belt/ Black Belt program that will develop the knowledge and skills required to implement and lead process improvement efforts. Our highly credentialed instructor utilizes the well-known ASQ curriculum, combining it with real-world scenarios to teach participants how to properly collect and interpret data pursuant to leading problem-solving projects. The program includes three full-week sessions with Green Belt training the first week followed by the two Black Belt sessions held one month apart.

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

All sessions are held on the Marietta Campus: Monday to Friday, from 9:00 a.m. to 4:00 p.m. Please see below for the course fees and specific dates.

**Green Belt**
Monday – Friday, 2/10/14 to 2/14/14
Course Fee: $2,210

**Black Belt**
Monday – Friday, 2/24/14 to 2/28/14 (Black Belt, Week One)
Monday – Friday, 3/10/14 to 3/14/14 (Black Belt, Week Two)
Course Fee: $4,950

**Please Note: Statistics is an integral part of the Green/Black Belt program. Although it is not a prerequisite, it is strongly recommended that if you have not ever taken a Statistics course or if it has been a while since you have been exposed to Statistics that you brush up on these skills prior to entering the Green/Black Belt program. For your convenience, we offer “Introduction to Statistics” online through Ed2Go at a cost of $139. Please visit: www.Ed2Go.com/chattted for more information.
The Health Care Academy

**The Health Care Academy**

The term Allied Health is used to identify a cluster of health professions, encompassing as many as 200 health careers. There are 5 million allied health care providers in the U.S., who work in more than 80 different professions and represent approximately 60% of all health care providers. However, that is a very small number compared to the amount of health care workers needed to meet current and future demand. Take a look at our courses below to see which course might fit your needs! For more information or to register, please contact 770-528-4550 or email EconDev.Marietta@Chattahoocheetech.edu

**Online E-Learning Healthcare Courses**

Chattahoochee Technical College announces the availability of our new online e-learning healthcare courses from Health Ed Today! These courses are highly interactive and provide students with an enriched learning experience.

**Each course includes:**
- 24 Hour a day instructor support & course mentors
- Engaging labs, student exercises and course videos
- All textbooks, workbooks and student materials
- A new “secure student website” – including career resources & other training
- Certain programs include clinical externships

**The Following Courses are Available Anytime:**

- **Pharmacy Technician Program**
  This program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aspetic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. (50 hours) Textbooks are included.
  
  **Course Fee:** $999
  
  **Marietta Campus:** Tues/Thurs
  
  3/11/14 to 5/6/14, 6:00 p.m. to 9:30 p.m.

- **Certified Nursing Assistant (CNA) Approved for WIA**
  This course is fully approved by Georgia Medical Care Foundation (GMCF) and participants are eligible to sit for the national exam with the guidelines established by OBRA. The course consists of 76 hours of lecture/lab instruction and 24 hours supervised clinical rotation. Clinical rotation will be three eight hour shifts. (100 hours) Successful completion of this course will prepare students to take the GA State Certification Exam that is conducted by the Nurse Aide Competency Evaluation Services (NACES).
  
  **Course Fee:** $899
  
  **Marietta Campus:** Mon-Fri
  
  1/13/14 to 2/7/14, 8:00 a.m. to 1:00 p.m.
  
  4/13/14 to 5/8/14, 8:00 a.m. to 1:00 p.m.
  
  **Canton Campus:** Mon-Thurs
  
  2/17/14 to 3/18/14, 6:00 p.m. to 10:00 p.m.
  
  **North Metro Campus:** Mon-Thurs
  
  1/13/14 to 2/24/14, 6:00 p.m. to 10:00 p.m.

- **Patient Care Technician (PCT) Approved for WIA and MyCAA**
  Patient Care Technicians work alongside doctors, nurses and other healthcare professionals in a variety of healthcare environments by assisting patients with many tasks that they cannot do for themselves. In addition to performing personal care to patients, they also implement selected portions of care plans, including respiratory services, rehabilitations services, EKG and phlebotomy under the supervision of registered nurses (300 hours). Upon successful completion of this program, students will receive a certificate of completion and will be eligible to sit for National Certification through the National Healthcareer Association (NHA).
  
  **Course Fee:** $3,699
  
  **Marietta Campus:** Mon-Thurs
  
  1/13/14 to 5/28/14, 6:00 p.m. to 10:00 p.m.
  
  **4/13/14 to 6/30/14, 8:00 a.m. to 1:00 p.m.
  
  **Marietta Campus:** Mon-Fri
  
  2/12/14 to 2/28/14, 6:00 p.m. to 10:00 p.m.
  
  2/12/14 to 5/28/14, 6:00 p.m. to 10:00 p.m.
  
  **North Metro Campus:** Mon-Thurs
  
  2/24/14 to 3/18/14, 6:00 p.m. to 10:00 p.m.

**Phlebotomy Program – Approved for WIA**

This course prepares students for taking the National Healthcareer Association CPT Certification exam and provides supervised entry-level experience in the performance of venipuncture and micro collection techniques for the collection of blood specimens in clinical healthcare facilities. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures and specimen handling. (52 hours) NOTE: Please request medical paperwork at time of registration. Textbook and NHA CPT Certification are included in the cost of the course.

**Course Fee:** $799

**Marietta Campus:** Mon-Fri

2/12/14 to 2/28/14, 6:00 p.m. to 10:00 p.m.

3/12/14 to 5/28/14, 6:00 p.m. to 10:00 p.m.

**North Metro Campus:** Mon-Thurs

2/24/14 to 3/18/14, 6:00 p.m. to 10:00 p.m.

**Dental Assisting Program w/ Clinical Externship**

This program is offered in partnership with Condensed Curriculum International, Inc. (CCI), and prepares students for entry level positions in Dental Assisting, one of the fastest growing healthcare fields! This course is also ideal for students interested in pursuing a formal Dental Hygienist program. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Topics covered include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines; introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and many other areas. Course Contact Hours (60 hours) + Clinical Externship Hours (40 hours). Textbooks are included.

**Course Fee:** $1,299

**Marietta Campus:** Mon/Wed

3/3/14 to 5/8/14, 6:00 p.m. to 9:30 p.m.

**Home Healthcare Aide**

This program is offered in partnership with Condensed Curriculum International, Inc. (CCI). Home Healthcare Aides focus on providing personal care in a client’s home, hospitals, clinics, rehabilitation centers, long term care facilities, hospice and assisted living facilities. The emphasis of care is on communications, basic human needs, rehabilitation, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming, foot care, nutrition and other relevant topics. This program will prepare students to sit for the National Association for Home Care & Hospice (or the “NAHC”) “Home Care Aide Certification” examination through the NAHC’s Home care University Program. (80 hours) Textbooks are included.

**Course Fee:** $1,499

**Marietta Campus:** Mon/Thurs

3/3/14 to 5/7/14, 6:00 a.m. to 9:30 p.m.

**North Metro Campus:** Mon-Thurs

3/3/14 to 5/8/14, 6:00 p.m. to 9:30 p.m.

**Psychiatric Mental Health Aide**

This program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and prepares students to work as psychiatric mental health aides and provide services to patients with mental health disorders. This program will prepare students to sit for the National Association for Home Care & Hospice (or the “NAHC”) “Psychiatric Mental Health Aide Certification” examination through the NAHC’s Homecare University Program. (70 hours) Textbooks are included.

**Course Fee:** $1,499

**Marietta Campus:** Mon/Thurs

3/3/14 to 5/7/14, 6:00 a.m to 9:30 p.m.

**Pharmacy Technician Program**

This program is offered in partnership with Condensed Curriculum International, Inc (CCI) and will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aspetic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. (50 hours) Textbooks are included.

**Course Fee:** $999

**Marietta Campus:** Tues/Thurs

3/11/14 to 5/8/14, 6:00 p.m. to 9:30 p.m.

To experience a Course Demo and to learn more about these exciting new programs, please visit http://www.healthedtoday.com/chattahoocheetech or call toll free at 1-888-574-6218

*Note: Course includes optional clinical externship opportunities*
Computer Software Training

Updated knowledge and skills with computer software programs is a MUST in order to be successful in today's society, especially with regard to professional development! The Economic Development Division at Chattahoochee Technical College is your resource to learn new skills or hone previous skills that will be sure to give you the competitive edge that you are looking for as you progress in your personal and professional life! For more information or to register, please contact 770-528-4550 or email EconDev.Marietta@Chattahoocheetech.edu

MS Word Intro 2010

Students will learn basic file management and learn how to save and browse for documents. They will also enter and edit text and enhance the appearance of a document by using various formatting options. They will learn how to enter tabs, tables, lists, graphics, and how to create a newsletter. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: $129
Marietta Campus: Friday, 1/24/14 OR 3/7/14, 9:00 a.m. to 4:00 p.m.
T/Th, 4/8/14 to 4/10/14, 6:00 p.m. to 9:00 p.m.
North Metro Campus: T/Th, 1/21/14 to 1/25/14, 6:00 p.m. to 9:00 p.m.

MS Excel Intro 2010

Students will learn basic file management, how to browse for documents, spreadsheet terminology and the window components of Excel. They will learn how to enter and edit text, value and formulas as well as how to save workbooks. Topics covered also include: absolute cell referencing, copying and moving formulas, how to enhance the appearance of the worksheets and insert and edit charts. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: $129
Marietta Campus: Friday, 2/21/14 OR 4/18/14, 9:00 a.m. to 4:00 p.m.
T/Th, 4/22/14 to 4/24/14, 6:00 p.m. to 9:00 p.m.
North Metro Campus: T/Th, 2/18/14 to 2/20/14, 6:00 p.m. to 9:00 p.m.

MS Excel Advanced 2010

In this course, you will learn how to work with multiple workbooks, how to protect workbooks, how to create PivotTables and Macros, as well as how to use advanced formatting and analysis tools. Students will also learn how to integrate Excel 2010 with other programs. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: $129
Marietta Campus: Friday, 2/28/14 OR 4/25/14, 9:00 a.m. to 4:00 p.m.
North Metro Campus: T/Th, 3/4/14 to 3/6/14, 6:00 p.m. to 9:00 p.m.

MS PowerPoint Intro 2010

In this course you will learn basic file management, how to browse for documents, how to create a basic presentation using document themes, and how to work with slides and outlines. Other topics covered include: integrating PowerPoint 2010 with Word 2010, how to insert transitions, animation, sounds, and charts, and how to print presentations. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: $129
Marietta Campus: Friday, 3/21/14, 9:00 a.m. to 4:00 p.m.

Quickbooks Level 1

Quickbooks is a popular accounting system that many businesses use to manage finances. In this 12-hour Level 1 course, you will learn the fundamentals of Quickbooks including how to set up accounts, receive payments, pay bills, create lists, track cash sales, enter bills, create invoices, make deposits, reconcile bank accounts and write checks.

Course fee: $299
North Metro Campus: T/Th, 3/18/14 to 3/27/14, 6:00 p.m. to 9:00 p.m.
Marietta Campus: T/Th, 4/22/14 to 5/01/14, 6:00 p.m. to 9:00 p.m.

Social Media for Business

Social media websites like Facebook are not only great for keeping in touch with family and friends, they are also a wonderful way to network for your company. If you’re missing out on the benefits of social media because you don’t know where to start, this workshop is for you! You will learn how to set up business profiles and manage pages for social media outlets like Facebook and Twitter. This fun workshop will also explore other sites like LinkedIn and Pinterest. Don’t let the world leave you behind!

Course fee: $69
Marietta Campus: Friday, 3/14/14, 9:00 a.m. to 1:00 p.m.

What's New with Windows 8

In this class, students will learn the core functions and features of Windows 8 including how to navigate the Windows 8 interface, use the Charms bar and search tools, install and use apps, and use Internet Explorer 10. In this class, students will learn the core functions and features of Windows 8 including how to navigate the Windows 8 interface, use the Charms bar and search tools, install and use apps, and use Internet Explorer 10. Students will also learn how to manage power options, browse folders, configure user accounts, and use system security tools. Work with tiles and customize PC settings.

Course fee: $29
Marietta Campus: Wednesday, 3/12/14, 6:00 p.m. to 8:00 p.m.

Social Media for Business

In this course you will learn basic file management, how to browse for documents, spreadsheet terminology and the window components of Excel. They will learn how to enter and edit text, value and formulas as well as how to save workbooks. Topics covered also include: absolute cell referencing, copying and moving formulas, how to enhance the appearance of the worksheets and insert and edit charts. Textbook is included in course fee; students will need to bring a flash drive to class.

Course fee: $129
Marietta Campus: Friday, 1/24/14 OR 3/7/14, 9:00 a.m. to 4:00 p.m.
T/Th, 4/8/14 to 4/10/14, 6:00 p.m. to 9:00 p.m.
North Metro Campus: T/Th, 1/21/14 to 1/25/14, 6:00 p.m. to 9:00 p.m.

Intensive English Program

Intensive English Program (IEP) offers a rigorous program that is extremely affordable. Students will receive a high quality education with a comprehensive and integrated approach to language acquisition and cultural adaptation. The IEP has five levels of study. A placement test and interview will determine which of the five levels students will be placed in. Class sizes are small and courses will vary dependent on level, but will include the following academic areas: Reading, Writing, Grammar and Speaking/Listening. Price includes tuition, books and one cultural activity (a meal will be included as part of the cultural activity).

Evening classes may be offered during the Spring terms, give us a call! For more information, contact the International Services Department at 770-528-5811.

Course Fees:
Full Time: $1,435 per session
(F-1 Student Visa Holders)
20 hours of instruction per week
Part Time: $325 per course
4 hours of instruction per week
Marietta Campus:
Mon – Thurs
1/13/14 to 3/7/14, 8:30 a.m. to 2 p.m.
3/10/14 to 5/18/14, 8:30 a.m. to 2 p.m.
American Heart Association Training Center

The Community Training Center at Chattahoochee Technical College functions to broaden the outreach of the American Heart Association Emergency Cardiovascular Care Network within our community. Selected as one of the top 25 Training Centers in the country, the over 1000 affiliated instructors have trained over 36,000 members of our community at local businesses, schools, churches and hospitals in the past three years alone. The Community Training Center strives to promote the mission of the American Heart Association, fighting heart disease and stroke, by offering quality AHA training courses in basic life support, advanced life support and pediatric advanced life support to the community. The Community Training Center also serves to support affiliated instructors who require certification, the latest training information, materials and course completion cards. For more information or to register for this training call 770-529-2372 or 770-528-3538.

Basic Life Support (BLS) for Healthcare Providers (Initial Course)
This classroom course delivers training for Healthcare Professionals to recognize life-threatening emergencies, provide CPR for adult, child and infant, use an AED, and relieve choking in a safe, timely and effective manner. This is for individuals who are taking the class for the first time or if their card has expired. For those seeking training that provides a BLS for Healthcare Providers Course Completion Card.

Course Fee: $60
North Metro Campus: Wednesday
1/8/14, 9:00 a.m. to 1:30 p.m.
Canton Campus: Friday
2/21/14, 9:00 am to 1:30 pm
Marietta Campus: Saturday
3/8/14, 9:00 am to 1:30 pm

Basic Life Support (BLS) for Healthcare Providers (Renewal Course)
This 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. You must have a current BLS certification card to take this class.

Course Fee: $50
North Metro Campus: Thursday
3/13/14 OR 5/14/14, 9:00 a.m. to 1:00 p.m.
Canton Campus: Friday
1/14/14 OR 4/18/14, 9:00 am to 1:00 pm

BLS for Healthcare Providers Skills Check-Off
Students who wish to complete this portion must register, pay and complete the online course, BLS for Healthcare Providers online Part 1, by visiting onlineaha.org. The fee for this portion is $22 and must be paid online. Within 30 days of successful completion of the online course, Healthcare Professionals will attend Part 2 (skills practice) and Part 3 (skills testing) at one of the selected dates.

Course Fee: $20
North Metro Campus: Wednesday
1/29/14 OR 3/26/14, 6:00 p.m. to 8:00 p.m.
5/21/14, 3:00 p.m. to 5:00 p.m.
Marietta Campus: Wednesday
2/21/14 OR 4/9/14, 6:00 pm to 8:00 pm

HeartSaver First Aid
This classroom course teaches basic first aid and is designed to meet OSHA regulations. The course 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 many others. This course also provides the option of adding any of the information in the HeartSaver AED course.

Course Fee: $45
Marietta Campus: Friday
2/7/14, 8:00 a.m. to 12:00 p.m.

These modules are:
• Adult CPR & AED
• Child CPR & AED
• Infant CPR
• Choking
• Using a mask or other barrier device

This course is suitable for anyone needing these skills for work, or individuals in the community who want to learn the skills to help a family member or loved one in the event of an emergency.

Course Fee: $45
Marietta Campus: Friday
2/7/14, 1:00 p.m. to 4:00 p.m.

*** Take this class with HeartSaver CPR & AED for a discounted rate of $80 total

HeartSaver CPR with AED
This 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. This is a great course for individuals working in the non-healthcare field or individuals wanting to learn these skills in the event of an emergency with a family member or loved one.

Course Fee: $45
Marietta Campus: Friday
2/7/14, 1:00 p.m. to 4:00 p.m.

*** Take this class with First Aid for a discounted rate of $80 total

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.
Multi-craft Industrial Maintenance Training

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 twelve 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 twelve week session. Participants who choose to enroll and successfully complete the entire program will receive a non-credit certificate of completion from Chattahoochee Technical College. Additionally, the Comprehensive Final Assessment, which is approximately 4 to 6 hours, is included in the course fee and is scheduled for 4/2/14.

Course Fee: $1,980
North Metro Campus: WF, 1/15/14 to 4/2/14
7:30 a.m. to 2:30 p.m.

Electrical Maintenance

(90 Hours, 8 Weeks, 1/15/14 to 3/31/14) $1,350

Module 1 - Introduction (24 hrs)
• Basic Electricity
• Electrical Safety and Arc Flash
• Electrical Measurement

Module 2 - Industrial Motors (18 hrs)
• Electric Motor Fundamentals
• Types of Electric Motors
• Electric Motor Nomenclature and Wiring

Module 3 - Industrial Wiring and Conductors (24 hrs)
• Using the National Electrical Code
• Overload Protection
• Conductor Sizing and Conduit Design

Module 4 - Motor Controls (24 hrs)
• Contactors, Relays, and Motor Starters
• Sensors and Controls
• Basic Motor Control Circuits

Mechanical Maintenance

(42 Hours, 4 Weeks, 3/7/14 to 3/28/14) $830

Module 1 – Introduction (6 hrs)
• Mechanical Safety
• Simple Machines
• Lubrication
• Bearings

Module 2 - Hydraulics and Pneumatics (24 hrs)
• Pneumatic and Hydraulic Principles
• Pneumatic and Hydraulic Systems
• Control Devices and Actuators

Module 3 - Power Transmission (6 hrs)
• Chain Drives
• Belt Drives

Module 4 - Equipment Handling for Maintenance Personnel (6 hrs)
• Lifting and moving tools and equipment
• Cranes and Rigging
• Powered Industrial Trucks for Maintenance Personnel

Proactive Defense Course

Students will learn how to identify and react to and avoid threats, detect lies, avoid conflict, analyze physiological reactions to fear, participate in realistic attack scenarios and the skills required to control, contain and survive an attack. This awesome course will be offered this semester twice in honor of Women’s History Month and National Physical Fitness and Sports Month. No longer will you have to be a victim, but a victor!

Course Fee: $95
North Metro Campus: T/Th, 3/18/14 to 3/20/14
6:00 p.m. to 9:00 p.m.
Marietta Campus: T/Th, 5/6/14 to 5/8/14
6:00 p.m. to 9:00 p.m.

BOMA/HVAC – Course 5

In course 5 of the Commercial HVAC Program topics include: Control Systems; Rules, Regulations, Standards and Laws; Electricity, Power and Efficiency; the review and the final exam. This is not a “hands-on” course; you should already be working in the field.

Course Fee: $795
Marietta Campus: T/Th, 2/13/14 to 4/24/14
5:00 p.m. to 9:00 p.m.

Commercial Construction Site Safety

Students will be provided with an overview of the most common safety issues encountered in commercial construction. Instructors will prepare students with an understanding of many types of dangers inherent to modern construction sites, and then discuss specific equipment, means and methods, and techniques for recognizing and addressing the dangers. Emphasis will be on the safety concerns which are most often cited in on-the-job injuries, in an effort to provide a safer construction working environment. The course structure consists of 8 hours of classroom training and offers the student an introduction into safety issues in many facets of commercial construction.

Topics Include:
• Why is safety important?
• The most common safety citations
• Fall Protection
• Hoisting and Lifting Safety
• Vehicles and Mechanized Equipment
• Materials Handling, Storage and Use
• Lockout/Tagout
• Electrical Safety
• Excavations and Trenching Safety
• Scaffolding and Lift Safety
• Stairways and Ladders
• Personal Protective Equipment (PPE)
• Specialized tasks

Course Fee: $299
Marietta Campus: Tuesday, 4/22/14
9:00 a.m. to 5:00 p.m.
Construction Plans and Specifications Blueprint Reading (CPS)
This course provides hands on training in reading and understanding construction plans and specifications. Instructors will prepare students to dig through the details and specification sections to help understand the design intent, note requirements for bid preparation, and minimize errors in construction and installation. The course structure consists of 8 hours of classroom training with lab / test time reviewing actual plans and specifications.

Topics Include:
• Types of drawings
• Lines, symbols, and objects
• Units and scales
• Drawing views
• Discipline specific drawings (mechanical, structural, etc.)
• Types of specifications
• Typical specification sections

Course Fee: $279
Marietta Campus: Thursday, 2/6/14
8:00 a.m. to 4:00 p.m.

Construction Codes, Regulations and Standards (CCR)
This course provides an overview of common codes and standards used in construction. Instructors will walk students through relevant sections of codes and regulations including OSHA, ADA, IBC, IRC, etc. The course structure consists of 8 hours of classroom training with a review test to reinforce important material.

Topics Include:
• Who is in charge?
• National, state and municipal building authorities
• Federal property
• Ports, coastlines, railroads, and other entities
• Roads and highways
• Easements
• OSHA
• ADA
• NFPA
• IBC and IRC
• Minimums, maximums, restrictions and exceptions

Course Fee: $279
Marietta Campus: Tuesday, 3/11/14
8:00 a.m. to 4:00 p.m.

Level 1 - Certified Subcontractor Awareness Seminar (White Card)
This 2 hour course is designed for those participants that work as subcontractors and are engaged in grading and earthmoving. This group includes utility workers, well drilling operators, and water quality sampling personnel.

Course Fee: $75
Canton Campus: Friday, 2/28/14
9:00 a.m. to 11:30 a.m.

Intro to Structures for the Non-Engineers (ITS)
This course provides an introduction into structures, structural members, and structural connections. Beginning with loads and load paths, instructors will walk students through how members are loaded, how they behave, and how they connect. Emphasis will be placed on how to take this information into construction / architecture / and general commercial work to help understand how buildings and other structures go together. Can I remove that wall or cut into that beam?...time to get an answer and find out why. The course consists of 16 hours of classroom training and offers the student an introduction into structures for non-engineers.

Topics Include:
• Loads and load paths
• Strength and deflection
• Beams and columns
• Stability and bracing
• Members and Connections (Wood, Concrete, Steel)

Course Fee: $499
Marietta Campus: W/Th, 3/12/14 to 3/13/14
9:00 a.m. to 5:00 p.m.

LED Lighting and Technology (LED)
This course provides a basic understanding of LED lighting technology, its history and development, and its current application in the architectural and entertainment lighting industries. The instructor will prepare students by studying real world examples of LED lighting applications, the environmental impact LEDs are having on today’s society, along with the opportunity to ask questions from instructors who utilize LED technology on a day to day basis. Emphasis will be in the use and application of LED lighting, to recognize the advantages and disadvantages of LED over traditional lighting sources, and to dispel the many myths that surround this technology. This course structure consists of 8 hours of classroom training and offers the student a chance to explore many creative applications of this nontraditional lighting source.

Topics Include:
• History and development of LED technology
• Environmental impact of LED lighting
• LED myths
• Architectural uses
• Entertainment uses
• Case studies

Course Fee: $120
Marietta Campus: Wednesday, 2/26/14
8:00 a.m. to 12:00 p.m.
Paralegal/Estate Planning

For more information or to register, call 770-528-4550 or email EconDev.Marietta@ChattahoocheeTech.edu

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 and is offered once per year on Tuesday or Thursday evenings. You may join the program at any time provided there is not a pre-requisite 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. Paralegals, also referred to as Legal Assistants, work under an attorney’s supervision and can perform a variety of duties in law offices, corporate settings, within the health care arena, or with local, state, or federal government entities. Paralegal duties can include preparing legal documents, performing research, managing offices, filing pleadings with court clerks, interviewing witnesses or assisting at trial. Paralegals must possess excellent verbal and written communication skills and be able to master word processing, spreadsheet, telecommunications, database, presentation and legal research software.

Course Fee: $125 per course
Marietta Campus: Tuesday OR Thursday
*See Below for Specific Dates*
6:30 p.m. to 9:30 p.m.

Civil Litigation II - Approved for WIA
Topics discussed include jurisdiction, venue, service on defendants, pleadings, discovery, torts, jury trials, judge trials, court rules and procedure, and assisting at trial. (Pre-requisite: Civil Litigation I)
Tuesday, 1/14/14 to 2/18/14

Legal Research & Writing II - Approved for WIA
Topics covered include legal terminology, law library research, opinion & brief writing. (Pre-requisite: Legal Research & Writing I)
Thursday, 1/16/14 to 2/20/14

Real Estate Law - Approved for WIA
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; closing process.
Tuesday, 2/25/14 to 4/8/14

Criminal Law I - Approved for WIA
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.
Thursday, 2/27/14 to 4/10/14

Family Law - Approved for WIA
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 & trial.
Tuesday, 4/15/14 to 5/20/14

Criminal Law II - Approved for WIA
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. (Pre-requisite: Criminal Law I)
Thursday, 4/17/14 to 5/22/14

The Center for Legal Studies (Online)
The Economic Development Division, 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. Take a quick look at what is being offered in the coming months:

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Advanced Legal Research and Writing</td>
<td>$729</td>
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<tr>
<td>Advanced Paralegal</td>
<td>$1,650</td>
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<tr>
<td>Intellectual Property Law for Engineers</td>
<td>$575</td>
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<td>Legal Investigation</td>
<td>$575</td>
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<tr>
<td>Legal Nurse Consultant</td>
<td>$849</td>
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<td>Legal Secretary</td>
<td>$575</td>
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<td>Mediation</td>
<td>$575</td>
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<tr>
<td>Paralegal</td>
<td>$1,189</td>
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<tr>
<td>Victim Advocacy</td>
<td>$575</td>
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Estate Planning Basics for Everyone
Whether you are planning for yourself or assisting an aging parent or other family member, a sound estate plan ensures that loved ones will know what you want to happen when you die, and also allows you to create instructions for what you would like to happen if you are living but can no longer care for yourself or make decisions for yourself. This two-night workshop will be facilitated by a local attorney and will cover:

• Why everyone needs an estate plan and how to get started
• Wills, Trusts, Durable Powers of Attorney, Living Wills
• Federal and State Estate Tax Laws, Inheritance Tax
• Roles of Executors, Trustees, Guardians
• Examples, Exercises, Case Studies

*Please note that this is a workshop designed to give a general overview. While examples will be given, specific questions about personal situations or documents needed cannot be answered because each estate plan must be tailored to that person's situation and needs, and specific legal advice cannot be dispensed in a group setting. For anyone wanting specific advice, you would need to hire an attorney.* This class is NOT a part of the Paralegal Certificate Program.

Course Fee: $79
Marietta Campus: Tues/Thurs
3/11/14 to 3/13/14, 6:30 p.m. to 9:30 p.m.
North Metro Campus: Tues/Thurs
4/22/14 to 4/24/14, 6:30 p.m. to 9:30 p.m.

Please call the Center for Legal Studies at 1-800-522-7737 or email info@legalstudies.com for more information.
The Testing Center

The Economic Development Division administers several assessments as a value-added service to the students, businesses and partners within our community. Take a look to see how we can help you enter that program of study that you have a desire to get into or land that job that you have been waiting for! For more information or to register, call 770-528-4550 or email EconDev.Marietta@ChattahoocheeTech.edu

TEAS/HOBET Prep Course
The Test of Essential Academic Skills (TEAS) or Health Occupations Basic Entrance Test (HOBET) assesses readiness in basic Math, Science, Reading and English Grammar for students applying to health sciences programs. The new revised curriculum for the TEAS/ HOBET Prep Course is designed to help first time test takers and those re-taking either exam to prepare for the test by identifying knowledge that needs review, learning test taking strategies, managing test anxiety, and increasing confidence and speed. This is a 4-hour classroom session that includes instructor-led practice, coaching, and how to create a study plan.

Course Prerequisites
1) Students must have a user ID and password for the appropriate ATI Testing Website (TEAS or HOBET) and bring the user ID and password to the class. Students who previously took an exam will already have this.

Websites:
- For TEAS go to www.atitesting.com
- For HOBET go to www.atialliedhealth.com

2) Either bring the assessment summary from a TEAS or HOBET exam previously taken or purchase at least one ATI online practice test. Take the practice test before coming to class and bring the practice exam assessment form to the class.

3) Purchase the appropriate Version V Study Guide for either the TEAS or HOBET exam. Study Guides and practice exams are available for purchase from ATI via their website and other book sales sources including the CTC bookstores.

Course Fee: $99
Marietta Campus, Friday, 2/21/14 9:00 a.m. to 1:00 p.m.
Marietta Campus, Tuesday 3/11/14 6:00 p.m. to 10:00 p.m.
North Metro Campus: Friday, 1/24/14 OR 04/11/14 9:00 a.m. to 1:00 p.m.

TEAS/HOBET Testing
TEAS and HOBET are the entrance exams given to prospective health science students. Chattahoochee Technical College offers both the TEAS and HOBET in Version V. Sessions are available on the Marietta and North Metro Campuses several times per month, and occasionally on other campuses throughout the year.

Test fee: $70

Schedule and Registration Procedures
Current schedules can be found on our website. To view the schedule and register online, please go to www.chattahoocheetech.edu, click on “Continuing Professional Education: Non-Credit”, then click “Register Now”, and scroll down to “TEAS/HOBET”. Registrations can also be taken over the phone or in person, as follows:

- Marietta Campus: Building H, 770-528-4550
- North Metro Campus: Building D, 770-975-4050

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

Test Fee: Varies depending on exam

Tabe Test
Tabe remains the most comprehensive and reliable academic assessment product in adult basic education. Educators use TABE testing to provide a solid foundation for effectively assessing the skills and knowledge of adult learners. The Tabe Test proctored through the Economic Development Division will be given on Tuesdays at 10:00 a.m. or Thursdays at 1:30 p.m. by appointment only. For more information on this test please call 770-528-4550.

Test Fee: No cost

General Proctored Exams
All general exams proctored through the Economic Development Division will be given by appointment only. For more information please call 770-528-4550.

Proctoring Fee: Varies depending on exam

WorkKeys® Assessment
The Technical College System of Georgia and Chattahoochee Technical College recognize the value of an identified skilled workforce and are pleased to offer the WorkKeys® Assessment. The WorkKeys® Assessment System, powered by ACT, is a comprehensive system for measuring, communicating and improving the common skills required for success in the workplace. The assessments measure “real-world” skills that employers believe are critical to job success. These skills are Applied Mathematics, Locating Information and Reading for Information. Successful completion of all three skills will result in the ACT National Career Readiness Certificate (NCRC), which is a portable credential that demonstrates achievement and a certain level of workplace employability skills. There are four NCRC Certificate Levels. See below for a description of each.

The Certificate Level is determined by the lowest level earned in any of the three core assessment areas; even though individual scores in one or more sections may be higher. Additional assessments through the WorkKeys® Assessment system also include:

- Applied Technology
- Business Writing
- Listening for Understanding
- Workplace Observation
- Teamwork
- FIT
- Performance
- Talent

When properly used, businesses can make hiring and promotion decisions based on WorkKeys® with confidence and security.

Test Fee: The cost for the battery of the three core skill assessments is $40. The cost for the other individual assessments is $20 each.
**Special and Upcoming Programs**

**North Georgia Gardening Symposium**

*North Metro Campus, Building D, Room 400*

**Thursday, 2/27/14, 8:00 a.m. to 4:15 p.m.**

8:00-8:30 am
Registration and Check in

8:30-9:30 am
*From Winter Woe to Winter WOW, Spice up the Leafless Garden*
Scott McMahan, McMahan’s Nursery
Take an exciting look at some rare and unusual shrubs, tree and evergreen perennials that add interest to the winter garden through striking bark, beautiful berries, winter fragrance and flowers or attractive foliage. A sure fire way to get excited about winter gardening.

9:30-10:30 am
*Pruning with Knowledge*
Rick Smith, The Pruning Guru
Knowing the tools, timing and techniques to use are essential in pruning. Proper pruning makes for healthier plants, thus plants with less insect and disease problems. Plants with less disease and insect problems grow and look better making your landscape garden the envy of all. Learn about those plants that often confuse us on how to prune like hydrangeas, Japanese maples, mahonia, roses etc.

10:30-10:45 am
Break

10:45-11:45 am
*Japanese Maples for Georgia Gardens*
Mike Francis, Maple Ridge Nursery
With thousands of cultivars of Japanese maples how do you know which one to use? Well, walk through the land of Japanese maple cultivars with us and discover the many great cultivars that will do well in our hot Georgia summers. A wealth of experience and trials leads to some pretty interesting plants to use in our gardens. Do not miss out on this one.

11:45-1:00 pm
Lunch (on your own)

1:00-2:00 pm
*Planning the WOW: Flowers to Take their Breath Away*
Jenny Hardgrave, Simply Flowers
Seasonal color makes or breaks the landscape garden. Learn how to do it right, what to choose and how to plant correctly so you have less problems. Healthier seasonal color beds mean less disease and insect activity in the garden. Your project will stand out from all the others, be beautiful, pest free and happy! This exciting presentation will give you the tools to a bright, beautiful pest resistant show.

2:00-3:00 pm
*Garden Safety: Pesticides, Plants, Tools Etc.*
Todd Hurt, UGA Center for Urban Agriculture
This presentation focuses on pesticide safety from selection to application and cleanup. Being safe is paramount. The presentation will also cover safety in respect to tool and equipment use, plants, weather and critters in the garden. Don’t miss out on this talk as we wander safely into the landscape.

3:00-3:15 pm
Break

3:15-4:15pm
*Pest Resistant Landscape Plants*
Matthew Chappell, UGA Horticulture Department
This presentation focuses on plant selection and proper design first. Then we delve into the world of plants and choosing those that maximize the landscape benefits while minimizing the invasion of pests into the garden/landscape. Not only choosing the right plants, but proper design installation and maintenance all factor into how a plant resists pests.

Program Cost: $35, Includes two tickets to Smith Gilbert Gardens
3 Hours Pesticide Recertification Credit for Category 24 Ornamental and Turf
1 Hour Pesticide Recertification Credit for Private Applicators

**COMING SOON!!!**

**Creating the Environment for Extraordinary Customer Service**

Customers are the life of any business. Keeping them coming back for more is essential to business success. Little things make a big difference. This program is a real winner! It will provide tremendous insight into creating the environment for extraordinary customer service! Hear from award winning organizations such as Chick Fil A, Publix Supermarkets, State Farm Insurance and others on how they create winning customer service. This event will be one to remember, so please keep an eye out for this upcoming opportunity of a lifetime!

**Certified Escort Vehicle Operator Program**

Effective July 1, 2011, all escort vehicle operators are required to obtain an approved certification prior to performing the duties of an oversized/overweight load escort vehicle operator in Georgia. As part of the certification, each candidate is required to complete this eight classroom hour certification program. A certificate documents completion of the course. We are in the planning stages of offering this program, so please check back soon!
Online Courses

The Economic Development Division offers a wide range of highly interactive courses that you can take entirely online. All of our courses are taught by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient and geared just for you. To register for one of our top ten courses below, or to explore other exciting courses, please visit us at www.ed2go.com/chattced/ or www.ed2go.com/career/

Top 10 Online Courses
- A to Z Grant Writing
- Accounting Fundamentals
- Creating Web Pages
- Grammar Refresher
- Intermediate MS Excel
- Intro to MS Excel
- Intro to SQL
- Medical Terminology
- Project Management Fundamentals
- Speed Spanish

For more information, call 770-528-4550 or email EconDev.Marietta@ChattahoocheeTech.edu

Funding Options

Several of our training options have been approved for funding by the Workforce Investment Act (WIA) or through Veterans Affairs (VA) benefits. All courses that are approved for either type of funding will be noted in the course description near the fee that is listed for the course. For additional information on the funding options that best fit your needs, please contact us at 770-528-4550.

WIA – Workforce Investment Act
The Workforce Investment Act (WIA) was established in 1998 to prepare adults and dislocated workers for entry and re-entry into the workforce. WIA training funds are designed to serve laid-off individuals and eligible, low income adults who are in need of training to enter the labor market. WIA at Chattahoochee Technical College serves three workforce regions. Your specific region is determined by the county in which you reside, or it may also be the county of the company from which you were laid off.

Find A WIA Coordinator in Your Area

New Online Partnership with TechU24/7
Chattahoochee Technical College is excited to partner with TechU24/7 to offer an exclusive online program than can help you prepare for a career as a Commercial Food Equipment Repair Technician. This flexible program allows you to begin at any time; there are no structured class schedules. You are allowed 120 days to complete the 24-hour program. Commercial Food Equipment Repair Technicians spend their days solving critical equipment problems in kitchens located in restaurants, schools, hotels and hospitals, etc. They are afforded the opportunity to work in ever-changing environments and directly impact the customer’s experience at the businesses they service. Thousands of current job openings across North America mean companies are looking for the next generation of equipment repair technicians. The TechU24/7 program equips you with the basic knowledge and skills that many local service companies are looking for. These service companies have agreed to give anyone who successfully completes the training program a proctored exam and interview, which can potentially lead to a job with these companies in your area. This program has the potential to put candidates in jobs within a few weeks.

Course Fee: $1,495

For more information, call 770-528-4550 or email EconDev.Marietta@ChattahoocheeTech.edu

VA – Military Education Benefits: VA GI Bill
Active duty and honorably 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 Bill which provides financial support for education for those veterans with at least 90 days of continuous service after September 11, 2001. Other 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.

MyCAA – Military Spouse Career Advancement Account
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.
RegISTRATION PROCEDURES

Regardless of what skills you want to learn or the direction your career path will take, one of the courses contained herein is sure to help you get there! Therefore, now that you have reviewed the courses outlined within this catalog, a decision must be made. Which course will it be? Will it be the Patient Care Technician course? Or, maybe it will be the Leadership Academy? Once you reach your decision, the next question is, NOW WHAT? Course Registration is the answer! The registration process will vary slightly based on which course you select. However, generally speaking, it is as simple as 1, 2, and 3.

1. SELECT YOUR COURSES
2. CALL 770-528-4550 TO REGISTER
3. REGISTER ONLINE

If you run into any problems along the way, please do not hesitate to contact us via the contact information listed below, and one of our friendly team members will be glad to help:

Marietta Campus – Building H
980 South Cobb Drive
Marietta, GA 30069
Phone: 770-528-4550
Fax: 770-595-4740
EconDev.Marietta@ChattahoocheeTech.edu

Spring 2014 A-Z Course Listing

[Table of A-Z Course Listing]

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

LEADERSHIP PROGRAMS

[Table of Leadership Programs]