Customized Training
Our corporate training staff works diligently to ensure that 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
✓ leadership, management and supervisory development
✓ industrial maintenance and technology
✓ customer service
✓ quality systems

Consulting Services
Consulting services are available in the areas of strategic planning, detailed job profiling and analysis, lean principles, ISO 9000, and occupational and mine safety (OSHA and MSHA). These services enable smaller companies to meet their goals and regulatory mandates in a cost-effective manner. For more information on customized corporate training and consulting services, please contact Rick Goble, Director of Business and Industry at 770-529-2323.

Georgia Retraining Tax Credit
Firms which provide certain types of training to their employees are able to receive a tax credit when filing their state tax returns. Qualified programs include, ERP and SAP systems, changes in operating systems, computer training, quality initiatives such as ISO 9000, and technology training on new equipment. The credit allows up to $500 per person per program per year. Unused credits may be carried forward for 10 years. Rex Bishop, Vice President of Economic Development, is available to assist and is authorized by the state to review and approve applications. Please call 770-528-4512 for additional information.

“We believe our annual safety training has been very beneficial to our operation. It promotes awareness, and makes sure all associates stay focused on safety and understand how hazards in the work place should be identified for corrective action. We utilize 5S to make sure all areas remain organized, clean, and accessible to eliminate all trip hazards due to items not being in their assigned location. Through our training our associates all know that safety is all up to us.”
— Tim Parks, Production Manager, Whitepath Fab Tech Inc.

“Leadership in healthcare is critical to providing high quality, low cost, patient-centered care. Partnering with Chattahoochee Technical College’s Department of Economic Development to deliver the Leadership Academy curriculum to current and emerging leaders has had a great impact on our leader’s competencies. The facilitator is engaging, encourages open dialogue, and provides a space for application of the skills he teaches; skills such as, effective communication, leader as visionary, team-building, and leader as planner are some of the critical skills needed in today’s leaders. The curriculum and delivery is a great match.”
— Brian Womack, Organizational Development Specialist, WellStar Health System

“I have been working with Chattahoochee Technical College for over ten years now. As a Safety Manager for heavy industrial manufacturing, safety training requirements are numerous and always changing. The group at Chattahoochee Tech is outstanding at providing up to date class material either at one of their campuses or on site. From the first contact on a requested class, knowledgeable and engaging instructors to the completion of the class and customer service, I am always met with real people, quality and service. Chattahoochee Technical College has been and continues to be an important partner in our business.”
— Jim Sullivan, EH&S Manager, Hydro-Chem
We hope you will take a few minutes and look closely at our spring courses. The Economic Development Division of Chattahoochee Technical College is working diligently to provide you with the resources to help your organization grow and prosper. We know you will find a variety of courses in our brochure that will help you enhance your career or the career of your workforce.

Our mission is to provide exceptional educational resources and programs for individuals, business, industry, and the community through traditional and online means and in an environment that promotes success. Our offerings such as the Leadership Academy, the Healthcare Academy, Paralegal, Mine and OSHA Safety, Industrial Maintenance, and other Professional Development courses and certifications continue to be very popular. If you can’t make it to campus, please take a look at our wide variety of online offerings.

We also offer unique specialized programs such as Unmanned Aerial Vehicle Technology and The North Georgia Gardening Symposium.

These programs offer a great opportunity to build the future leaders of your organization. More importantly, we can develop and offer programs tailored to meet the needs of your organization. Please call me directly at 770-528-4512 for more information on program customization.

We truly want to be your resource to provide Working Solutions for Professional Development.

Sincerely,

Rex Bishop
Vice President, Economic Development
General Computer Courses

Introduction to Computers
This 12-hour course begins with the basics of turning a computer on, logging into Windows, and learning to use the mouse and keyboard. 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. Textbook is included in course fee.

Course fee: $189

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 four-hour workshop is for you! You will learn how to set up business profiles and manage pages for social media outlets like Facebook and Twitter.

Course fee: $79

Microsoft Office Certificate
Learn the skills you need to succeed in today’s workforce: earn your MS Office Certificate either in class or online! Classes must be completed within one year. The courses that you will need to take to obtain this certificate are listed below, along with their descriptions.

✓ 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)

Call 770-528-4586 for more information.

MS Access 2013 - Level 1
In this course, you will learn the basic operations of the MS Access database program to perform day-to-day responsibilities. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

Course fee: $129

Introduction to Social Media
Social networks tie us together. Are you missing out on important milestones in the lives of distant family or friends because you’re not on Facebook or Twitter? This class will cover setting up accounts, how to upload profile pictures, enter status updates, make comments, how to upload photos, and more. This fun workshop will also explore other popular sites like LinkedIn and Pinterest.

Course fee: $79
**MS Excel 2013 - Level 1**

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; students will need to bring a flash drive to class.**

Course fee: $129

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**Take this course online! The “Introduction to MS Excel 2013” six-week session is only $139! Online sessions begin: 1/15/15, 2/18/15, 3/18/15, and 4/15/15. Please visit: ed2go.com/chattced to register! **

**MS Excel 2013 - Level 2**

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 2013 with other programs. **Textbook is included in course fee; students will need to bring a flash drive to class.**

Course fee: $129

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**Take this course online! The “Intermediate MS Excel 2013” six-week session is only $139! Online sessions begin: 1/15/15, 2/18/15, 3/18/15, and 4/15/15. Please visit: ed2go.com/chattced to register! **

**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. **Textbook is included in course fee; students will need to bring a flash drive to class.**

Course fee: $129

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**Take this course online in the 2010 version! The “Intermediate MS Word 2010” six-week session is only $139! Online sessions begin: 1/15/15, 2/18/15, 3/18/15, and 4/15/15. Please visit: ed2go.com/chattced to register! **

**MS Word 2013 - Level 2**

Expand your knowledge in Word by learning how to manage data in lists, create and customize tables, learn to create customized formatting, create and modify headers, footers, and page numbers, and insert footnotes and endnotes in documents. Other topics discussed include automating document creation and mail merges. **Textbook is included in course fee; students will need to bring a flash drive to class. Recommended: MS Word Level 1 or equivalent knowledge.**

Course fee: $129

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**Take this course online! The “Intermediate MS Word 2010” six-week session is only $139! Online sessions begin: 1/15/15, 2/18/15, 3/18/15, and 4/15/15. Please visit: ed2go.com/chattced to register! **

**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 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

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**Take this course online! The “Introduction to MS PowerPoint 2013” six-week session is only $139! Online sessions begin: 1/15/15, 2/18/15, 3/18/15, and 4/15/15. Please visit: ed2go.com/chattced to register! **
Unmanned Aerial Vehicle (UAV) Technology
What is a UAV and what can it do? These and other questions are addressed briefly below. However, by registering for this interactive, class, these and many more practical questions will be explored in detail, so give us a call and register today!

What is a UAV?
UAV’s are aircraft without pilots on board. They can be piloted remotely via radio control or in some cases operate fully autonomously. Today’s private UAV’s are lightweight, precise, and affordable. They run sophisticated software, and can carry high quality cameras and other sensors. Many of the scenes you see on TV and movies that were once the forte of full scale helicopters or were even impossible just a few years ago are now routinely shot with UAV’s. They monitor crops, traffic, and pipelines around the globe and the uses are limited only by imagination.

What are its purposes?
UAV’s serve where traditional alternatives are dangerous, monotonous, or too expensive including real estate marketing, commercial video production, utilities monitoring, and missing persons search to name a few. They have also opened up many new leisure and entertainment options for First Person View (FPV) flight that were never before practical.

Course Description:
This 2.5-day interactive training and workshop will cover a variety of topics, including UAV system fundamentals, UAV design and construction, regulation and guidance, remote sensing and photography, and autonomous control. Our instructors will share their years of experience and knowledge by working directly with you to get you on track to piloting a professional short-range unmanned aerial vehicle. If you have never flown RC before, we can help you get started. Or, if you are an accomplished RC pilot already, we will show you how to sharpen your skills and learn some new ones. You will also learn where the UAV industry is headed in the coming years and how you can position yourself to be one of the pioneers.

Course Format:
✔ 2.5-day interactive, hands on training
✔ Lecture, flight simulation practice and actual flying time
Course Fee: $499

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The AHA Training Center at Chattahoochee Technical College functions to broaden the outreach of the American Heart Association Emergency Cardiovascular Care Network within our community. 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 770-528-3538.

AHA Instructor Renewal Courses

The courses below are provided to CURRENT instructors whose certification is about to expire. In order to renew, you must have taught at least two classes in two years and either be monitored or attend a renewal. If your instructor certification expires in 2015, please register for one of the dates listed. You will be given the instructor course exam at the end of class.

Course Fee: $60

### Advanced Cardiac Life Support (ACLS)
#### Instructor Renewal Course

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

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### Pediatric Advanced Life Support (PALS)
#### Instructor Renewal Course

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AHA Courses for New Instructors

The course below is for providers who are looking to become an instructor for the first time.

**Basic Life Support (BLS)**

- **Initial Instructor Course**
  
  In order to enroll in this course, you MUST
  
  1. Carry a current BLS Provider card and be in Healthcare OR a current BLS Provider and HeartSaver First Aid provider card
  2. Complete the BLS Instructor Essentials Online prior to attending the classroom course at onlineaha.org. There is a separate fee of $30 that you pay upon registration online.
  3. Register on ahainstructorornetwork.org and obtain an instructor ID#
  4. Be monitored teaching a course after the classroom portion is complete (we will provide you with options)
  5. Pass the BLS instructor written exam with a 90 or better

The BLS Instructor Manual is included in the cost of the course.

Course Fee: $210
AHA Training for Healthcare Providers

The below courses are designed for healthcare professionals with a focus on Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), or Pediatric Advanced Life Support (PALS).

Advanced Cardiac Life Support (ACLS) Initial Course
Advanced Cardiovascular Life Support is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large, group sessions and small, group learning and testing stations where case-based scenarios are presented. ACLS is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, and paramedics, as well as others who need an ACLS course completion card for job or other requirements.

Course fee: $160

Basic Life Support (BLS) Initial Course
This 4.5-hour classroom course delivers training for healthcare professionals to recognize life-threatening emergencies, provide CPR for adult, children and infants, 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. Book is included.

Course Fee: $60

Basic Life Support (BLS) 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

Pediatric Advanced Life Support (PALS) Initial Course
This classroom, video-based, instructor-led course uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of this course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes. It is for healthcare providers who respond to emergencies in infants and children. This includes personnel in emergency response, emergency medicine, intensive care and critical care units, such as physicians, nurses, paramedics and others, who need a PALS course completion card for job or other requirements.

Course Fee: $160
AHA Training for Non-Healthcare Providers

The below courses are designed for individuals needing these skills for work in the non-healthcare field or for individuals in the community who want to learn these skills to help a family member or loved one in the event of an emergency.

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

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**Take this course with HeartSaver First Aid for a discounted rate of $80**

HeartSaver First Aid
This four-hour 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, which include the following modules, Adult CPR & AED, Child CPR & AED, Infant CPR, choking and using a mask or other barrier device.
Course Fee: $45

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**Take this course with HeartSaver CPR with AED for a discounted rate of $80**

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.

The Healthcare 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, this is just a drop in the bucket in terms of how the number of allied health care workers that are needed to meet current and future healthcare needs in America. Take a look at our courses below to see which course might fit your needs!

Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist (CMAA/CEHRS)
**Approved for WIA, VA and MyCAA**
Students in this program will acquire the knowledge and skills necessary to manage healthcare information using electronic record software. Students will be able to assemble patient health records, and ensure information is complete and properly identified and authenticated. Students will also receive an overview and practice with medical billing and coding procedures, as well as legal and compliance issues. CPR training is provided to each student through the American Heart Association. Job search strategies in the medical field are provided for students enrolled in the program. (200 hours) Following completion of this program of study, students are eligible to sit for the National Certification through the National Healthcareer Association (NHA).
Course Fee: $2,999

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**Electronic Health Record Management Program is also available Online; please visit the Online Learning Section of the Catalog on page 17**
Certified Nursing Assistant (CNA)
**Approved for WIA, VA and MyCAA**
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)
NOTE: Background check and drug screen are required for this course. Please request medical paperwork at time of registration. Successful completion of this course will prepare you to take the GA State Certification Exam that is conducted by the Nurse Aide Competency Evaluation Services (NACES), included in course fee.
Course Fee: $989

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Clinical Medical Assistant Program w/ Clinical Externship
This program is offered in partnership with Condensed Curriculum International, Inc. (CCI). This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture, hands-on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Course Contact Hours (140 hours) + Clinical Externship Hours (160 hours). Course Fee: $2,399

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**Clinical Medical Assistant is also available Online; please visit the Online Learning Section of the Catalog on page 17**

Dental Assisting Program w/ Clinical Externship
**Approved for Region 1 WIA**
The 60-hour Dental Assisting Program is offered in partnership with Condensed Curriculum International, Inc. (CCI) which prepares students for entry level positions as Dental Assistant. In addition to entry-level administrative jobs, this course is also ideal for students interested in pursuing a future formal Dental Hygienist program. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: 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 other areas.
Course Contact Hours (60 hours) + Clinical Externship Hours (40 hours). Textbooks are included.
Course Fee: $1,299

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**Dental Assisting is also available Online; please visit the Online Learning Section of the Catalog on page 17**
**Medic First Aid**
The training you receive will cover first aid basics, including scene safety, finding the problem, calling for help and more. You will also cover medical emergencies, including actions for choking, breathing problems, shock, and more injury emergencies, including actions for bleeding, broken bones, burns, and more. In addition, you will learn about blood borne pathogens, CPR, and AED. Medic First Aid is for the working adult and not cover infant and child first aid or CPR. With completion of this program you will be asked to demonstrate your knowledge by completing exercises using CPR and AED. You will also be required to pass a written assessment.

**Course Fee:** $65

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**Medic First Aid Refresher**
This four hour training will provide updates on all of the topics as described above, including First Aid basics, medical and injury emergencies, CPR, AED and blood borne pathogens.

**Course Fee:** $45

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**Patient Care Technician (PCT)**
**Approved for WIA, VA and MyCAA**
Patient Care Technicians work alongside doctors, nurses and other healthcare professionals in a variety of healthcare environments. The Patient Care Technician (PCT) assists patients with many tasks that they cannot do for themselves in various types of healthcare facilities. Patient Care Technicians perform personal care to patients along with implementing selected portions of care plans, including respiratory services, rehabilitation services, EKG and phlebotomy under the supervision of registered nurses. **NOTE: Background check and drug screen are required for this course. Please request medical paperwork at time of registration. (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

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<tr>
<th>Marietta Campus</th>
<th>North Metro Campus</th>
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<tr>
<td>Mon - Thurs 2/9/15 to 5/21/15 8am - 1:00pm</td>
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**Pharmacy Technician Program**
**Approved for WIA**
This comprehensive 50-hour program is offered in partnership with Condensed Curriculum International, Inc. (CCI) and will prepare students to work as a pharmacy technician in retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. 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, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. **(50 hours)** Textbooks Included.

**Course Fee:** $1,199

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<th>Marietta Campus</th>
<th>North Metro Campus</th>
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<tr>
<td>Tues / Thurs 3/10/15 to 4/2/15 6pm - 9:30pm</td>
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**Pharmacy Technician is also available Online; please visit the Online Learning Section of the Catalog on page 17**
The Industrial/Technical programs are built upon a balanced program of studies drawn from a variety of disciplines with the goal to prepare students, or enhance skills, for future employment opportunities in technical oriented professions in business, industry, education, and government.

**Commercial HVAC Certificate Program**

**Approved for WIA**

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.

### BOMA/HVAC – Course 2

In course two of the Commercial HVAC Program topics include: Air cooled chillers; specifying and buying chillers; air handling systems and there will be a site visit. Please note that this is not a hands-on course; you should already be working in the field.

**Course Fee: $795**

| Marietta Campus | Thurs | 1/8/15 to 3/12/15 | 5pm - 9:00pm |

### BOMA/HVAC – Course 3

In course three of the Commercial HVAC Program topics include: Fans, Direct Expansion (CS) 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 | 3/26/15 to 6/4/15 | 5pm - 9:00pm |

### HVAC General Educational Courses

The following list of general educational courses is made available to technicians of all levels as a way to gain skills or enhance competencies in understanding and troubleshooting HVAC systems and processes.

**2014 Electrical Code**

This class will thoroughly review the 2014 Code Book, including the review of NEC, difficult sections of NEC, new sections and how they apply to the electrician, problem solving using the 2014 NEC, and other additions and deletions.

**Course Fee: $199**

| Marietta Campus | Mon | 3/16/15 | 8am - 5:00pm |

### Advanced Schematics and Wiring Diagrams

This course is for students already familiar with the basics of schematics and wiring diagrams. You will study the step by step process of reading schematics more in depth. In addition, you will study other types of equipment and manufacturers’ diagrams and develop and expand the troubleshooting HVAC process.

**Course Fee: $199**

| Marietta Campus | Mon | 4/20/15 | 8am - 5:00pm |

### Basic Electrical and Magnetism

This class is designed for students to learn about batteries, DC & AC circuits, and the use of fuses, resistors, diodes, capacitors and transistors & transformers.

**Course Fee: $199**

| Marietta Campus | Thurs | 2/19/15 | 8am - 5:00pm |

### Electrical Troubleshooting for HVAC

This course is designed for students to become familiar with electrical terminology, HVAC electrical devices and circuits, and procedures for troubleshooting them. This course has lab exercises in which the troubleshooting is demonstrated.

**Course Fee: $199**

| Marietta Campus | Mon | 4/13/15 | 8am - 5:00pm |
Wiring Diagrams and Schematics
This class will cover the types of wiring diagrams, including symbols and conventions, simple computer programming and a review of schematics. Troubleshooting wiring diagrams will also be discussed. The participants will be engaged in drawing and troubleshooting a given set of wiring diagrams.
Course Fee: $199

Multi-craft Industrial Maintenance Training
**Approved for WIA**
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 12-week session is broken down into eight modules, which includes four Electrical Maintenance Modules and four Mechanical Maintenance Modules. Additionally, a comprehensive final assessment, which is approximately four to six hours, is scheduled on the final day of the 12-week session and the cost is included in the course fee.
Course Fee: 
- $1,980/Entire Session
- $1,350/Electrical Maintenance Session
- $630/Mechanical Maintenance Session

Electrical Maintenance (90 Hours, 8 Weeks)
- **Module 1** - Introduction (24 hrs.)
  - Basic Electricity, Electrical Safety and Arc Flash, and Electrical Measurement
- **Module 2** - Industrial Motors (18 hrs.)
  - Electric Motor Fundamentals, Types of Electric Motors, and Electric Motor Nomenclature and Wiring
- **Module 3** - Industrial Wiring and Conductors (24 hrs.)
  - Using the National Electrical Code, Overload Protection, and Conductor Sizing and Conduit Design
- **Module 4** - Motor controls (24 hrs.)
  - Contactors, Relays, and Motor Starters, Sensors and Controls, and Basic Motor Control Circuits

Mechanical Maintenance (42 Hours, 4 Weeks)
- **Module 1** – Introduction (6 hrs.)
  - Mechanical Safety, Simple Machines, Lubrication, and Bearings
- **Module 2** - Hydraulics and Pneumatics (24 hrs.)
  - Pneumatic and Hydraulic Principles and Systems, and Control Devices and Actuators
- **Module 3** - Power Transmission (6 hrs.)
  - Chain Drives and Belt Drives
- **Module 4** - Equipment Handling for Maintenance Personnel (6 hrs.)
  - Lifting and moving tools and equipment, Cranes and Rigging, and Powered Industrial Trucks for Maintenance Personnel

Maintenance Technician Program
**Approved for WIA**
Do you have construction or mechanical skills? Do you enjoy engaging with lots of people? Our Maintenance Tech Program, in partnership with Good Will of North Georgia and the Atlanta Apartment Association, will provide credentialled training for you to become a Maintenance Technician. The seven-week program consists of five weeks of lecture and practical applications of the skills learned, followed by a two week on-the-job training experience.

The following skills and related credentials will be obtained with successful completion of this course:
- Basic construction
- Punch-out skills
- EPA/HVAC & R410 national testing & certification
- Heating & heat pump maintenance
- Certified Pool Operator Industry Certification
- Appliance repair

Course Fee: Varies, dependent on eligibility requirements

If you are interested in this program, please contact the Smyrna Good Will at 678-766-8154 to inquire of the next Information Session.

**Marietta Campus**
| Tues 1/20/15 | 8am - 5:00pm |

**North Metro Campus**
| Wed/Fri 1/14/15 to 3/4/15 | 7:30am-2:30pm |

| Mon-Thurs 2/2/15 to 3/20/15 | 8am - 4:00pm |

| Mon-Thurs 4/6/15 to 5/22/15 | 8am - 4:00pm |

**The final Comprehensive Assessment will be held on Wednesday, 4/1/15**
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:
- $75/New Miner A, C and Annual Refresher
- $85/New Miner B (MFA Basic)

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 Haz Com Program as part of your MSHA Training Plan.

To register for class or for questions, please call Angelia Farries at 770-528-3196 or email Angelia.Farries@ChattahoocheeTech.edu

Appalachian Campus
- 1/12/15 New Miner A 8am - 4:00pm
- 1/13/15 New Miner B/Medic First Aid 8am - 5:00pm
- 1/14/15 New Miner C 8am - 5:00pm
- 1/20/15 Annual Refresher 8am - 5:00pm
- 3/9/15 New Miner A 8am - 4:00pm
- 3/10/15 New Miner B/Medic First Aid 8am - 5:00pm
- 3/11/15 New Miner C 8am - 5:00pm
- 3/16/15 Annual Refresher 8am - 5:00pm
- 4/13/15 New Miner A 8am - 4:00pm
- 4/14/15 New Miner B/Medic First Aid 8am - 5:00pm
- 4/15/15 New Miner C 8am - 5:00pm
- 4/21/15 Annual Refresher 8am - 5:00pm
- 5/11/15 New Miner A 8am - 4:00pm
- 5/12/15 New Miner B/Medic First Aid 8am - 5:00pm
- 5/13/15 New Miner C 8am - 5:00pm
- 5/19/15 Annual Refresher 8am - 5:00pm

North Metro Campus
- 2/9/15 New Miner A 8am - 4:00pm
- 2/10/15 New Miner B/Medic First Aid 8am - 5:00pm
- 2/11/15 New Miner C 8am - 5:00pm
- 2/17/15 Annual Refresher 8am - 5:00pm

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

Appalachian Campus
- Wed/Thurs 2/25/15 to 2/26/15 8:30am-2:30pm

Canton Campus
- Mon-Fri 3/23/15 to 3/27/15 8:30am-4:30pm

OSHA 30 Hour – for General Industry
This 30-hour course is designed for supervisors and/or persons who have managerial responsibility for facility safety. Course topics include managing safety and health, material handling, hazardous materials, ergonomics, record keeping, industrial hygiene, respiratory protection, and permit-controlled confined space.
Course Fee: $329

Appalachian Campus
- Wed/Thurs 5/27/15 to 5/28/15 8:30am-2:30pm

Canton Campus
- Mon-Fri 3/23/15 to 3/27/15 8:30am-4:30pm
The Intensive English Program

This program offers a rigorous curriculum that is extremely affordable. Students will receive a high quality education with a comprehensive and integrated approach to language acquisition and cultural adaptation. The focus of this program is geared to prepare students to enter college as they advance through the seven levels of this comprehensive program.

To ensure appropriate placement in the program, students are assessed and interviewed to determine their academic level and education needs. The available academic areas of study include, Reading, Writing, Grammar, Listening, Speaking, Integrated Skills and Compass or TOEFL Preparation, but the exact course offerings will vary each term, and is dependent on the student’s needs.

Each academic semester contains two eight-week terms, and class sizes are small for more targeted instruction. Students can enroll in the full time program or choose to take individual courses on a part time basis. Full time students will meet four days a week, for a total of 21 hours of instruction per week. Part time students will receive 3.5 hours of instruction per week, per course.

Course Fees: $1,580 Full Time  
$340 Part Time  

**Tuition, books and a cultural activity, which also includes a meal, are all included in the course fee**

Marietta Campus  
| Mon-Thurs | 1/12/15 to 3/6/15 | 8:30am - 2:30pm |
| Mon-Thurs | 3/23/15 to 5/22/15 | 8:30am - 2:30pm |

**Please Note**  
Class will not be held on Monday, January 19th due to the Martin Luther King, Jr. Holiday.

Start planning and secure your seat today by contacting the International Services Department at 770-528-5811!

IMPORTANT DATES – SPRING SEMESTER

Spring 2015, Term 1  
*(January 12, 2015 to March 5, 2015)*

- F1-Visa Students Must Arrive On or Before: Friday, January 5, 2015
- Payment Deadline *(All Students)* & Placement Test *(New Students)*: Monday, January 5, 2015
- Schedule/Book Distribution *(Returning Students)*: Wednesday, January 7, 2015
- Orientation *(New Students)* & Schedule/Book Distribution *(All Students)*: Friday, January 9, 2015
- First Day of Class: Monday, January 12, 2015
- Last Day of Class: Wednesday, March 4, 2015
- Cultural Activity & Recognition Ceremony: Thursday, March 5, 2015

**Please Note**  
Class will not be held on Monday, April 6th through Thursday, April 9th due to Spring Break.

Spring 2015, Term 2  
*(March 23, 2015 to May 21, 2015)*

- F1-Visa Students Must Arrive On or Before: Friday, March 13, 2015
- Payment Deadline *(All Students)*: Friday, March 13, 2015
- Placement Test *(New Students)*: Monday, March 16, 2015
- Schedule/Book Distribution *(Returning Students)*: Wednesday, March 18, 2015
- Orientation & Schedule/Book Distribution *(New Students)*: Friday, March 20, 2015
- First Day of Class: Monday, March 23, 2015
- Last Day of Class: Wednesday, May 20, 2015
- Cultural Activity & Recognition Ceremony: Thursday, May 21, 2015

**Please Note**  
Class will not be held Monday, April 6th through Thursday, April 9th due to Spring Break.
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! Turn your managers into leaders, take your own skills to the next level, improve the working parts of your organization, and meet the challenges of today’s business environment. 

Course Fee: $149/per session; $1,000/all 8 sessions

*Continental breakfast included*

**Supervisory/Leadership Skills - 1/22/15**
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.

**Communication Skills - 2/5/15**
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.

**Motivation and Coaching - 2/19/15**
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. An understanding of coaching, and giving positive and constructive feedback is included.

**Delegation and Teamwork - 3/5/15**
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.

**Performance Management - 3/19/15**
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.

**Management Styles and Goal Setting - 4/2/15**
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.

**Time Management/Problem Solving - 4/16/15**
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 Essentials - 4/30/15**
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 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.

**Fundamentals of Excellent Customer Service**
This class explores the fundamentals of customer service in today’s rapidly changing organizations. Participants learn the lifetime value of a customer and the costs of gaining new customers. Learn how to measure customer service and how it leads to improvements in sales, customer satisfaction, and higher levels of retention. Examine how policies and systems enable and empower employees with direct customer interface to provide highly effective and efficient customer service.

Course Fee: $179

*Continental breakfast included*
Sales and Service Excellence
The class explores the connection between customer service and sales excellence as it emphasizes the lifetime value of a customer and the costs of gaining new customers compared with the cost of losing customers. Learn effective sales approaches for both direct sales and telephone sales. Learn to understand sales processes, effective sales and how to speak to customers. Understand organizational sales policies, philosophies, practices and systems.
Course Fee: $179
* Continental breakfast included

Excellence in Manufacturing

Teams and Teamwork - 3/6/15 or 4/3/15
Teamwork is critical for all leaders and organizations to be successful. This session defines teams, teamwork and the stages of team development and team leadership. It also discusses empowerment, and how to be available, but not in the way. Emphasis is on building effective cohesive teams.

Time Management - 3/13/15 or 4/10/15
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 effective problem solving models.

Introduction to Lean - 3/20/15 or 4/17/15
This section of the program provides an overview of Lean Six Sigma and what it can mean to your business. You will understand the background and application of Lean Six Sigma learn how to apply Six Sigma principles to different business areas, understand the DMAIC process (define, measure, analyze, improve and control) and gain a thorough understanding of why Six Sigma works and the belt systems.

OSHA for Managers - 3/27/15 or 4/24/15
This session covers the fundamentals that all managers should know about OSHA compliance. Useful resources in understanding the provisions of the Occupational Safety and Health Act will be discussed as well as familiarity with OSHA inspections, citations, penalties, and appeals.

Program Cost: $59/per session; $199/series

Lean Six Sigma Green Belt and Black Belt Certification

**Approved for WIA**

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.

Course Fee: $4,950

Course Fee: $2,210/Green Belt Only

Course Fee: $2,740/Black Belt Only

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

Contact our Business and Industry team today!
(770) 529-2323
Are you looking to acquire or refresh job skills in an ever-changing market? Are you an educator needing to fulfill required PLUs? Or maybe you want to begin a new hobby? These six-week online courses are the perfect way to learn a new skill or enhance your existing ones. Expert instructors develop and lead every course, and you’ll be able to interact with them and with fellow students in lively online discussion areas.

Course Fee: Varies, dependent on course

Top 10 Ed2Go Courses:
- A to Z Grant Writing, $139
- Accounting Fundamentals, $139
- Creating Web Pages, $135
- Grammar Refresher, $139
- Intermediate MS Excel, $135
- Intro to MS Excel, $139
- Intro to SQL, $129
- Medical Terminology, $139
- Project Management Fundamentals, $135
- Speed Spanish, $135

Course Format:
- Sessions start monthly, so you can sign up anytime
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course, and you can interact with them through online discussions
- Certificate of completion with passing score of each course

Registration:
- Please visit: ed2go.com/chattced or ed2go.com/career/
- Browse the program catalog for your desired course
- Click: Enroll Now to begin the registration process

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.

Course Fee: Varies, dependent on course

Take a quick look at what is being offered in the coming months:
- Advanced Legal Research and Writing, $729
- Advanced Paralegal, $1,650
- Intellectual Property Law for Engineers, $575
- Legal Investigation, $575
- Legal Nurse Consultant, $849
- Legal Secretary, $575
- Mediation, $575
- Paralegal, $1,189
- Victim Advocacy, $575

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

Registration:
- Please visit: legalstudies.com/index.asp
- Choose Georgia from the map
- Scroll down until you find Chattahoochee Technical College
- Select your desired course to register
- You can also call 1-800-522-7737 or email info@legalstudies.com for more information
Chattahoochee Technical College announces the availability of our new online healthcare courses from Health Ed Today! These courses are highly interactive and provide students with an enriched learning experience.

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

The following courses are available anytime:

- Pharmacy Technician*, $1,299
- Clinical Medical Assistant Program*, $2,499
- Dental Assisting*, $1,299
- Medical Billing & Coding*, $1,399
- Medical Coding ICD-10, $999
- EKG Technician*, $1,299
- Electronic Health Record Management Program, $1,299
- Phlebotomy Technician*, $1,299
- Medical Administrative Assistant*, $1,299
- Dialysis Technician*, $1,299
- Medical Terminology, $499
- ECG / EKG Course for Nurses, $699

*Note: Course includes optional clinical externship opportunities

**Course Format:**
- 24-hour a day instructor support & course mentors
- Engaging labs, student exercises and course videos
- All textbooks, workbooks, and student materials

**Registration:**
- Please visit: healthedtoday.com/chattahoocheetech
- Browse the available courses, and click Register Now
- Contact 1-888-574-6218 for additional questions

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**Commercial Food Equipment Repair Technician**

We are excited to partner with TechU24/7 powered by ignitorlabs, to offer an exclusive online program than can help you prepare for a career as a Commercial Food Equipment Repair Technician. This program will prepare you to solve critical equipment problems in kitchens located in restaurants, schools, hotels and hospitals, etc.

**Course Fee:** $1,495

**Course Format:**
- This flexible program allows you to begin at any time
- You are allowed 120 days to complete the 24-hour program
- Partner companies have agreed to give anyone who successfully completes the training program a proctored exam and interview

**Registration:**
- Please visit: ignitorlabs.com/techniciantraining/chattahoochee/
- Review the course information, and click Enroll
- Contact 770-528-4586 for additional assistance

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**The Credit Journey-Online Credit Repair Course**

This online credit repair course offers an affordable yet phenomenal approach to becoming your own bank by maximizing and leveraging your credit report. You will learn how to fulfill your ultimate financial potential using credit repair video courses, web-classes, tip of the week video and social media to produce not only a credit conversation as well as awareness but an absolute credit consciousness for you as well as your family! Your credit score is the most important number in your financial life as well as the most influential one. The higher your credit score, the more financial opportunities you will have. A higher credit score will bring no or low interest on credit cards, positive results for job screenings, lower automobile and mortgage payments, and the best plans and rates on quality cell phones. The Credit Journey Online Credit Repair Course and Coaching format is made possible by our dedicated team whom are committed to alleviating the present and future stress of a low credit score.

**Course Fees:**
- $395/Basic
- $695/Premier; includes 15 min coaching call/month
- $995/Advanced; includes 30 min coaching call/month

**Course Format:**
- Lessons are assigned every other week
- Webinar sessions will be held to address the following:
  - Discussion about the previously assigned chapter’s reading
  - Q & A session
  - One income building or money saving strategy
- There will be end of class exams as well as a course final exam

**Registration:**
- Please visit: thecreditjourney.com/chattahoocheetech
- Click on Services, review the three course options and click Subscribe
- Contact 770-676-2787 for additional assistance
The Paralegal Certificate is a very popular program and can be completed in 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. Earn your program certificate by completing all 14 courses within 36 months. The job outlook for paralegals is excellent. In order to offer more flexible scheduling opportunities, we are happy to announce that beginning Spring Semester 2015, the program will be offered on both the North Metro and Marietta campuses.

NOTE: If you take a “Part 1” at a certain campus, you must complete “Part 2” of that course at the same campus.

Call 770-528-4586 or email Cynthia.Holland@ChattahoocheeTech.edu for a more detailed schedule and complete course listing.

Legal Research & Writing II  **Approved for WIA**
Topics covered include legal terminology, law library research, opinion & brief writing. (Prerequisite: Legal Research & Writing I)  
Course Fee: $139

Marietta Campus
| Tues   | 1/13/15 to 2/17/15 | 6:30pm-9:30pm |

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. (Prerequisite: Civil Litigation I)  
Course Fee: $139

Marietta Campus
| Thurs  | 1/15/15 to 2/19/15 | 6:30pm-9:30pm |

Contract Law  **Approved for WIA**
Topics covered in the Contract Law course include concepts of contract formation, types and legal requirements of contracts, termination, breach, and remedies. Rules of contract interpretation are also discussed.  
Course Fee: $139

North Metro Campus
| Mon    | 2/2/15 to 3/9/15  | 6:30pm - 9:30pm |

Estate Planning and Probate  **Approved for WIA**
Topics covered in this course include preparation of wills, types of estates, trusts, guardianships, durable powers of attorney, living wills, and probate procedures. Students will learn the role of Paralegals in estate planning and administration.  
Course Fee: $139

North Metro Campus
| Wed    | 2/14/15 to 3/11/15 | 6:30pm - 9:30pm |

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.  
Course Fee: $139

Marietta Campus
| Tues   | 2/24/15 to 3/31/15 | 6:30pm - 9:30pm |

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.  
Course Fee: $139

Marietta Campus
| Thurs  | 2/26/15 to 4/2/15  | 6:30pm - 9:30pm |
**Paralegal Duties & Law Office Management**

**Approved for WIA**

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. You will explore the role of paralegals within the legal system and also learn about organizations, employment opportunities, and job search strategies.

**Course Fee:** $139

| North Metro Campus | Mon | 3/16/15 to 4/27/15 | 6:30pm - 9:30pm |

**Civil Litigation I**

**Approved for WIA**

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:** $139

| North Metro Campus | Wed | 3/18/15 to 4/29/15 | 6:30pm - 9:30pm |

**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 and trial.

**Course Fee:** $139

| Marietta Campus | Tues | 4/14/15 to 5/19/15 | 6:30pm - 9:30pm |

**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. (Prerequisite: Criminal Law I)

**Course Fee:** $139

| Marietta Campus | Thurs | 4/16/15 to 5/21/15 | 6:30pm - 9:30pm |
Do you work in a regulated occupation? Are you required to retain licensure or certification? Have you kept up with technological advances in your field? The following Professional Development courses and Certifications are designed to help you with the advancement of your career and to remain competitive in your field through additional educational training and resources.

**Bright from the Start**

Bright from the Start: Georgia Department of Early Care and Learning is responsible for meeting the child care and early education needs of Georgia’s children and their families. By taking this class you are enhancing skills and abilities that will help you as you begin or continue your career in the Early Childhood Education arena. This class offers two mini-seminars in one, six hour day. You are sure to walk away feeling better about marketing your skills and planning a career in this exciting field.

**Showcase Yourself! Developing Your Professional Portfolio**

Creating and maintaining a professional portfolio is good practice and gives you that “professional edge.” Within it, you can document your accomplishments—always prepared for that interview or performance review to discuss what makes you the individual that you are. This three-hour workshop will provide you with an outline and recommended sequence of what to place in a professional portfolio. If you have a resume or certificates of achievement, photos of you working with children, newsletters or letters written to parents, bring them! You will learn how and where to place them in your portfolio!

**What’s Your Career Path? Developing a Plan to Get You There**

There are many types of programs that serve children. Come discover the many programs and positions that are out there for those who love children but perhaps no longer want to work with children directly. Have you heard of family support programs? Working with homeless populations? Perhaps being a licensing consultant, child care consultant or technical assistance specialist? You will learn how much education is required, where to look for these positions and what the jobs entail. If you think you know all there is to working with children challenge yourself to come and find out more!

**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 three-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!

**Hardwood Flooring Intermediate Installation**

This five-day intermediate level training is provided through a partnership with the National Wood Flooring Association (NWFA). NWFA is a not-for-profit trade association representing all segments of the hardwood flooring industry, including manufacturers, distributors, retailers, installers, inspectors and consultants. Through a hands-on learning approach, you will sharpen your installation skills, including jobsite evaluation and preparation, installation techniques, safety, custom entry-level borders, and medallion installations. You will also learn how to incorporate simple design elements, allowing you to offer your client a custom wood floor while increasing your portfolio.
Personal Trainer National Certification
The Economic Development Division at Chattahoochee Technical College is excited to partner with World Instructor Training Schools, W.I.T.S. to offer this popular course. This challenging course is taught over an eight-week period with 16 hours of lecture and 16 hours of practical training at a local fitness complex. The course prepares you for success with coverage of key topics including biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. The National Exam is held on the 9th week and students who pass both exams are eligible for the 30-hour internship that is required for certification which networks many graduates right into their first job in the fitness field.

- **Textbook**
  - The Fitness Professional Handbook, 6th Edition, $94 **IS NOT** included in the course fee; it can be purchased directly from the WITS website at witseducation.com or by calling 1-888-330-9487
  - It is suggested to purchase the book, in advance, so that you can begin reading the chapters that will be covered in the first class

- **CPR/AED Certification**
  - CPR/AED Certification is required; please see page?? for the current schedule of classes offered through the American Heart Association Training Center here at Chattahoochee Tech
  - The fee for the CPR/AED class **IS NOT** included in the course fee

- **Mandatory Orientation**
  - Tuesday, February 24, 2015, 6:30-7:30pm

Course fee: $659

**The written and practical exam is included in the course fee**

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<tr>
<th>Marietta Campus/Anytime Fitness (Kennesaw, GA)</th>
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<td><strong>Tues</strong> (Marietta Campus)</td>
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<td><strong>Thurs</strong> (Anytime Fitness)</td>
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**ServSafe® Manager Certification**
The ServSafe® Manager Certification class will provide the student with knowledge that every food preparer and server must know to keep food safe in their establishment. Focus is placed on the learner with engaging & challenging interactive exercises. Some of the topics covered: Food Safety Responsibilities of a Manager, Dangers & Prevention of Food-borne illness, Microbial Contaminants, Contamination, Food Allergens and Food-borne illness, The Safe Food Handler, Time & Temperature Control, Inspecting Food, Storage Guidelines, Preparation, Food Safety Systems, Sanitary Facilities & Pest Management Food Safety Regulations & Standards. The ServSafe examination will be given at the end of the class.

**Course Fee:** $129

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<th>Location</th>
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<td>Canton Campus</td>
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<td>Marietta Campus</td>
<td>Tues 1/13/15 or 3/10/15</td>
<td>8am - 4:00pm</td>
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<tr>
<td>North Metro Campus</td>
<td>Tues 4/14/15</td>
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**Water Distribution System Operation**
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:** $1,197

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North Georgia Gardening Symposium 2015

8:00 a.m. to 8:30 a.m.  Registration and check in
8:30 a.m. to 9:30 a.m.  Herbicide Effects on Landscape Trees and Shrubs
                        Paul Pugliese  UGA Extension
                        Coordinator-Bartow County
9:30 a.m. to 10:30 a.m. Creating Tough Turf
                        Becky Griffin  UGA Extension Urban
                        Program Associate
10:30 a.m. to 10:45 a.m. Break
10:45 a.m. to 11:45 a.m. Tree Scene Investigation
                        Mary Carol Sheffield  UGA Extension
                        Coordinator-Paulding County
11:45 a.m. to 1:15 p.m. Lunch and vendor visits
1:15 p.m. to 2:15 p.m.  New Diseases, New Products—What Else is New?
                        Dr. Jean Williams-Woodward  UGA
                        Extension Plant Pathologist
2:15 p.m. to 3:15 p.m.  Sustainable Landscape Practices
                        Bodie Pennisi  Extension Landscape Specialist  UGA
3:15 p.m. to 3:30 p.m.  Break
3:30 p.m. to 4:30 p.m.  The Latest and Greatest Plant Introductions
                        Rex Bishop, Chattahoochee Technical College
4:30 p.m. to 5:00 p.m.  Visit with Vendors

This program is a joint venture of Chattahoochee Technical College, Smith Gilbert Gardens, and The University of Georgia Cooperative Extension Service, and has been approved for the following continuing education units:

- Five hours of Pesticide Recertification Credit for Category 24 Ornamental and Turf
- One hour of Pesticide Recertification Credit for Private Applicators
- Pending approval for Arborist continuing education units

Program Cost: $35; Includes Lunch and Breaks

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Special Thanks To Our Partners

The University of Georgia Cooperative Extension

College of Agricultural and Environmental Sciences
College of Family and Consumer Sciences

Smith Gilbert Gardens
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!

**ACT WorkKeys® Assessments**

The Technical College System of Georgia and Chattahoochee Technical College recognize the value of an identified skilled workforce and are pleased to offer ACT WorkKeys assessment. The WorkKeys assessment system, powered by ACT, is a comprehensive system for measuring, communicating, and improving the essential skills required for success in the workplace. The assessments measure “real-world” skills 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 signifies workplace employability skills. There are four NCRC™ levels. See below for a description of each.

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<th>Certificate Level</th>
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<tr>
<td><strong>Bronze</strong></td>
<td>scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the WorkKeys database</td>
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<tr>
<td><strong>Silver</strong></td>
<td>scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the WorkKeys database</td>
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<tr>
<td><strong>Gold</strong></td>
<td>scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the WorkKeys database</td>
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<td><strong>Platinum</strong></td>
<td>scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database</td>
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The Certificate Level is determined by the lowest level earned in any of the three core assessments; even though individual scores in one or more skill areas might be higher.

Additional assessments through the ACT WorkKeys assessment system also include:

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

When properly used, businesses can make hiring and promotion decisions based on WorkKeys with confidence and security. To learn more about the ACT WorkKeys assessment schedule and registration procedures, please call us at 770-528-4411 or send us an email at WorkReady@ChattahoocheeTech.edu

**Test Fee:** The cost for the battery of the three core skill assessments is $60. The cost for the other individual assessments is $25 or $30 each depending on the assessment. **Prices are subject to change.**

**Commercial and Structural Pest Management (GA Pest) Testing**

Please visit the Georgia Pest Exam website at 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:** $45 or $90, dependent on exam

**General Proctored Exams**

All general exams proctored through the Economic Development Division will be given by appointment only. For more information please call 770-528-4524.

**Proctoring Fee:** $25 or $50, dependent on exam

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

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 a.m. or Thursdays at 1:30 p.m. by appointment only.

**Test Fee:** No cost
The Testing Center
(continued)

Test of Essential Academic Skills (TEAS) Testing
TEAS is the entrance exam given to prospective health science students. Chattahoochee Technical College offers three categories of the TEAS Version V:
- Students interested in the RN Program will need to register for the TEAS V ADN.
- Students interested in the LPN Program will need to register for the TEAS V PN.
- Students interested in all other academic (credit) health programs will need to register for the TEAS V for Allied Health.

Assessment sessions are available on the Marietta and North Metro Campuses several times per month, at the Appalachian Campus once a month, and occasionally on other campuses throughout the year.

Schedule and Registration Procedures
- The current schedule is listed below; to register online, please go to ChattahoocheeTech.edu; under Programs and Courses, click on “Continuing Professional Education: Non-Credit,” then click “Register Now,” and scroll down to “TEAS.”
- 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

Test fee: $75

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Canton Campus
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Fri 4/24/15 1pm - 4:30pm

Marietta Campus
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Fri 4/10/15 9am - 12:30pm
Fri 4/17/15 9am - 12:30pm
Fri 4/24/15 9am - 12:30pm
Fri 5/1/15 9am - 12:30pm
Thurs 5/7/15 9am - 12:30pm
Fri 5/8/15 9am - 12:30pm
Fri 5/8/15 1pm - 4:30pm
Tues 5/12/15 9am - 12:30pm
Wed 5/13/15 9am - 12:30pm
Wed 5/13/15 1pm - 4:30pm

Paulding Campus
Fri 1/9/15 9am - 12:30pm
Fri 3/13/15 9am - 12:30pm
Fri 5/8/15 9am - 12:30pm
General Information

Registration Information
Students can register for classes online, by phone, email, mail or in person:
- **Online**: aceweb.chattahoocheetech.edu/wconnect/ShowSchedule.awp
- **Phone**: 770-528-4550
- **Email**: EconDev.Marietta@ChattahoocheeTech.edu
- **By mail or in person**:  
  - Marietta Campus – Building H
    - North Metro Campus – Building D
    - 980 South Cobb Drive
    - 5198 Ross Road
    - Marietta, GA 30060
    - Acworth, GA 30102

Registration Deadline
The registration deadline for most courses is five (5) 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. Please note that all published dates are subject to change.

Payment
Registration is only considered complete at the time payment is received. We accept American Express, Discover, Master Card, VISA, checks, money orders, cash (only when paid in person) or through company invoicing (in some situations). Checks should be made payable to Chattahoochee Technical College.

Refund and Cancellation Policy
If CTC deems it necessary to cancel a class or testing session for any reason, you will be notified with as much advance notice as possible. If we cancel or change a class, you will receive a full refund or have the option to transfer to another class date or testing session, if one is available.

With the exception of TEAS and ACT WorkKeys assessment sessions, requests for refunds made at least five business days prior to a course beginning are eligible for a full refund. There are no refunds for requests made less than five business days prior to a course beginning. Additionally, there are no refunds for TEAS and ACT WorkKeys assessment sessions; therefore, please be sure that you have met with your advisor to ensure you are ready to take the assessment and that the date that you have selected is indeed the date you are available.

Your refund will be issued by a check and can take up to 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 Investment Act (WIA) or through Veterans Affairs (VA) benefits. Each course that is eligible for this funding will be noted by the course title.

Workforce Investment Act (WIA)
The Workforce Investment Act (WIA) was established in 1998 to prepare adults and dislocated workers for entry and reentry 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. Please refer to the table and Region Map to find the WIA Coordinator that serves your area.

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 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 aiportal.acc.af.mil/mycaa/default.aspx
Military Spouse Career Advancement Account (MyCAA)

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 https://airportal.acc.af.mil/mycaa.

Programs Approved for WIA funding:
- Apartment Maintenance Technician Program
- BOMA/HVAC – Course 1
- Certified Medical Administrative Assistant with Certified Electronic Health Records Specialist (CMAA/CEHRS)
- Certified Nursing Assistant (CNA)
- Multi-craft Industrial Maintenance Training
- Paralegal Certificate Program
- Phlebotomy Program

Programs Approved WIA & MyCAA funding:
- Certified Patient Care Technician (PCT)

Chattahoochee Technical College Locations and Map

Appalachian Campus
100 Campus Drive
Jasper, GA 30143
706-253-4500

Austell Campus
1578 Veterans Memorial Highway
Austell, GA 30168
Classroom-Only Location
No Office Hours

Canton Campus
1645 Bluffs Parkway
Canton, GA 30114
770-345-0172

Marietta Campus
980 South Cobb Drive
Marietta, GA 30060
770-528-4545

Mountain View Campus
2680 Gordy Parkway
Marietta, GA 30066
770-509-6305

North Metro Campus
5198 Ross Road
Acworth, GA 30102
770-975-4000

Paulding Campus
400 Nathan Dean Boulevard
Dallas, GA 30132
770-443-3600

Woodstock Campus
8371 Main Street
Woodstock, GA 30188
Classroom-Only Location
No Office Hours

Campus Directory
1. Appalachian Campus
2. Canton Campus
3. Woodstock Campus
4. North Metro Campus
5. Paulding Campus
6. Mountain View Campus
7. Marietta Campus
8. Austell Campus

A unit of the Technical College System of Georgia • Equal Opportunity Institution