

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 980 South Cobb Drive Marietta, GA 30060	North Metro Campus – Building D 5198 Ross Road Acworth, GA 30102
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Registration Deadline

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

Payment

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

Refund and Cancellation Policy

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

With the exception of ATI TEAS and ACT WorkKeys assessment sessions, requests for refunds made at least five business days prior to a course beginning are eligible for a full refund. There are no refunds for requests made less than five business days prior to a course beginning. Additionally, there are no refunds nor will transfers be made after the registration is completed for ATI TEAS and ACT WorkKeys assessment sessions; therefore, please be sure that you have met with your advisor to ensure you are ready to take the assessment and that the date that you have selected is indeed the date you are available.

Your refund will be issued by a check and can take 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.

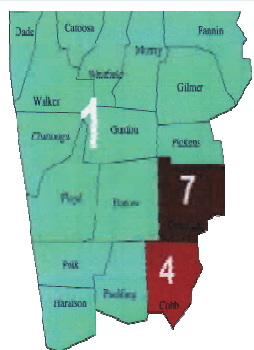
Financial Assistance

Several of our training options have been approved for funding by the **Workforce Innovation and Opportunity Act (WIOA)** or through **Veterans Affairs (VA) benefits**. Each course that is eligible for this funding will be noted by the course title.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA training funds are designed to serve laid-off individuals and eligible, low-income adults who are in need of training to enter the labor market. WIOA at Chattahoochee Technical College serves three (3) workforce regions **Your specific region is determined by the county in which you reside, or it may also be the county of the company from which you were laid off.**

Please refer to the table and Region Map to find the WIOA Coordinator that serves your area:

Region 1 Northwest Georgia Regional Commission www.nwgrc.org Appalachian Campus 770-253-4617 North Metro Campus 770-975-4026 Paulding Campus 770-443-3622	
Region 4 CobbWorks www.cobbworks.org 770-528-4300	
Region 7 Atlanta Regional Workforce Development Board www.atlantaregional.com/wiatraining cherokeecrc@gmail.com Canton Campus, A202 770-345-0208	

Military (VA GI Bill) Education Benefits

Active duty and honorable discharged members of the Navy, Army, Air Force, and Marines may qualify for educational benefits based on coverage through the GI Bill. In addition, many veterans can benefit from the Post-9/11 GI Bill which provides financial support for education for those veterans with at least 90 days of continuous service after September 11, 2001. Others veterans with service-connected disability may qualify after 30 days of service. Benefits may also apply to those on active duty, their spouses and children. For further information, visit benefits.va.gov/gibill 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 <https://aiportal.acc.af.mil/mycaa/default.aspx>

Solutions For Your Training Needs



As we move into the second half of the year, we have rebranded ourselves as The Center for Corporate and Professional Education. The new name better defines what we do at Chattahoochee Technical College. We continue to work 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 courses include, but are not limited to, industrial maintenance, leadership, Lean Six Sigma, computer software training, customer service, OSHA, MSHA, paralegal, and much more. If you don't see what you need, just ask us.

Many of our programs are customized to meet the needs of our community partners. We have developed and delivered training programs for such companies as WellStar Hospital, Toyo Tires, Anheuser Busch, Coca Cola, MEYN America, Outdoor Expressions, Goodwill of North Georgia, Inalfa, North Georgia Staffing, and many more.

We continue to offer courses for college credit, also referred to as Technical Certificates of Credit (TCC's) that will enhance the skills of your employees and allow for professional growth of the individual and the company. These programs may be eligible for financial aid.

Please allow us the opportunity to meet with you and determine if we can assist you with the development and/or enhancement of your training program. Whether you need noncredit or credit programs, we are here to assist you. Our business is the training and development of people.

Our staff will work diligently to provide you with the resources to help your organization grow. We are truly the Solution to your training needs. Please call me directly at 770-528-4512 for more information on program customization, the TCC's or other business solutions for your organization.

Sincerely,

Rex Bishop
Vice President, Center for Corporate and Professional Education

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American Heart Association (AHA) Training Center

The AHA Training Center at Chattahoochee Technical College functions to promote the mission of the American Heart Association, fighting heart disease and stroke, by offering quality AHA training courses. The AHA Training Center also serves to support affiliated instructors who require certification, the latest training information, materials, and course completion cards.

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.

****For more information or to register for this training call 770-528-3538.****

AHA Training for Healthcare Providers Basic Life Support (BLS)

This 4.5-hour classroom course delivers training for healthcare professionals to recognize life-threatening emergencies, provide CPR for adult, child and infant, use an AED, and relieve choking in a safe, timely, and effective manner. For those seeking training that provides a BLS for Healthcare Providers Course Completion Card.

Course Fee: \$60 (Includes Book)

Marietta Campus		
Fri	9/30/16	9am - 1:30pm
Wed	11/30/16	9am - 1:30pm
North Metro Campus		
Fri	10/28/16	9am - 1:30pm

Basic Life Support (BLS) Skills Check Off

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

Course Fee: \$45

Marietta Campus		
Wed	8/24/16	6pm - 8:00pm
Wed	10/12/16	6pm - 8:00pm
Wed	12/14/16	6pm - 8:00pm
North Metro Campus		
Wed	9/14/16	6pm - 8:00pm
Wed	11/9/16	6pm - 8:00pm

AHA Training for Non-Healthcare Providers HeartSaver CPR with AED

This 3-hour classroom course provides training in basic CPR and AED skills such as giving CPR to an infant, child, or an adult; using an Automated External Defibrillator (AED); and using a mask or barrier device. Certification card is included.

Course Fee: \$45 (Includes Book)

North Metro Campus		
Fri	10/7/16	8am - 11:00am

HeartSaver First Aid

This 4-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

North Metro Campus		
Fri	10/7/16	12pm - 4:00pm

AHA Training for Instructors

Basic Life Support (BLS) Instructor Course

This course will provide attendees with the knowledge and skills required to teach courses for BLS for Healthcare Providers, HeartSaver First Aid, HeartSaver CPR with AED and all other HeartSaver courses. Attendees must either be in the healthcare field and carry a current 2015 Guidelines BLS for Healthcare Provider certification card or do the online updates for BLS and HeartSaver. If not in the healthcare field, you must carry **BOTH** a 2015 Guidelines BLS for Healthcare Provider card and a current Guidelines HeartSaver First Aid certification card. Attendees whose certification card is not the most current guidelines will be required to complete the online instructor updates. These courses are not an extra fee. You must bring this certificate with you to class. After completion of the instructor course, participants must choose from two dates to be monitored teaching a course.

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

North Metro Campus		
Fri	9/16/16	9am - 3:00pm

Computers and Technology



General Computer Courses

Introduction to Computers

This 12-hour course begins with the basics of turning a computer on, logging into Windows, and learning to use the mouse and keyboard. Other topics covered include: starting programs, using program commands, learning to work with taskbars, navigating the internet and social media, working with files, using components of MS Office Suite including MS Word, and email basics. **It is recommended that students bring a flash drive to class.**

Course fee: \$89 (Includes Book)

Marietta Campus		
Tues/Thurs	8/16/16 and 8/25/16	6pm - 9:00pm
Paulding Campus		
Sat	10/1/16 and 10/8/16	9am - 4:00pm
Woodstock Campus		
Fri	9/16/16 and 9/23/16	9am - 4:00pm

Microsoft Office Programs

MS Office Certificate

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

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

****For more information on registration and course fee structure for this program, please call 770-528-4586.****



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 also 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 inserting and editing charts. **NOTE: in order to be successful in this course, students will need a basic knowledge of computers, keyboarding, and mouse manipulation. It is highly recommended that you take the "Intro to Computers" class before Excel Level 1 if you do not have this basic knowledge.**

Students will need to bring a flash drive to class.

Course fee: \$59 (Includes Book)

Canton Campus		
Fri	11/4/16	9am - 4:00pm
Marietta Campus		
Tues/Thurs	9/6/16 and 9/8/16	6pm - 9:00pm
Paulding Campus		
Sat	10/22/16	9am - 4:00pm
Woodstock Campus		
Tues/Thurs	10/4/16 and 10/6/16	6pm - 9:00pm

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. You will also learn how to integrate Excel 2013 with other programs.

Prerequisite: MS Excel Level 1 or equivalent knowledge.

Students will need to bring a flash drive to class.

Course fee: \$59 (Includes Book)

Canton Campus		
Fri	11/11/16	9am - 4:00pm
Marietta Campus		
Tues/Thurs	9/13/16 and 9/15/16	6pm - 9:00pm
Paulding Campus		
Sat	11/5/16	9am - 4:00pm
Woodstock Campus		
Tues/Thurs	10/11/16 and 10/13/16	6pm - 9:00pm

****Take these courses online!**

Please visit:

ed2go.com/chattcd to register!**

Computers and Technology

(continued)

Technology Programs

Cisco Certified Entry Networking Technician 1 & 2 (CCENT1 & CCENT2)

Our Cisco Certified Entry Networking Technician Courses are the starting point for successful networking careers. Students will garner the skills necessary to operate and troubleshoot a small enterprise branch network and obtain readiness for the 100-101 ICND1 exam needed for certification.

Course Fee: \$559

Marietta Campus		
Fri	9/9/16 to 9/30/16	8am - 5:00pm

CCENT1

Course Fee: \$299

Marietta Campus		
Fri	9/9/16 to 9/16/16	8am - 5:00pm

CCENT2

Course Fee: \$299

Marietta Campus		
Fri	9/23/16 to 9/30/16	8am - 5:00pm

Auto-CAD Overview for Management, Engineering, and Architectural Leaders

This two-day eight-hour program gives overseers of Auto-CAD operations an understanding of industry applications, software navigation, and emerging trends.

Course Fee: \$99

North Metro Campus		
Mon	10/17/16 and 10/24/16	8am - 12:00pm

CAD/Engineering Graphics for In-Service Professionals

This condensed CAD course is 24 total hours (six, four-hour sessions) on Tuesday mornings. The training provides an opportunity for in-service CAD professionals to hone their skills in 2D/3D Modeling Commands, Dimensioning & Annotation, and utilization of field-relevant software and hardware.

Course Fee: \$389

North Metro Campus		
Tues	10/4/16 to 11/8/16	8am - 12:00pm



Corporate College

Technical Certificates of Credit

Our Technical Certificates of Credit (TCC) are designed for the working individual who wants to advance their career. CTC is proud to offer six TCCs available to our customers, with more to come soon. These programs may be available for student financial aid. Participants must apply to the college for admission. Classes are available days and evenings. *For more information on these programs, or how to apply please contact Shane Evans at 770-975-4106 or Shane.Evans@ChattahoocheeTech.edu*

Commercial Truck Driving Certificate Program (Class A)

****Approved for WIOA****

The purpose of the Commercial Truck Driving certificate program is to prepare students for careers in commercial truck driving. The program emphasizes specialized training in fundamentals of CTD, basic CTD operation, and advanced CTD operation over a 7 ½ week period.

Admission Requirements: For regular admission, an applicant must be at least 18 years of age*, complete an application, pay the application fee, and achieve the appropriate scores on the placement test.

*The Commercial Truck Driving program prefers applicants to be 21 years of age or older. Students 18 to 20 years of age may operate a commercial truck only in the State of Georgia, and therefore, may have limited employment opportunities. Therefore, students under 21 must meet with the Director of Admissions and complete an acknowledgment form stating that they understand the restrictions on employment and training opportunities in the trucking industry. Additionally, students must:

- Obtain a 7-year Motor Vehicle Report (MVR) from the State of Georgia Highway Patrol
- Have a valid driver's license and have no more than eight points (or five points in one year) or four moving violations on the Georgia Violator Scale
- Not have any DUI violations in the last seven years
- Successfully pass a NIDA 5 drug screen after CTC receives the MVR
- Pass the Department of Transportation (DOT) physical examination

The coursework in the following TCC curriculum may have prerequisite courses that must be completed prior to enrolling in the courses. All TCCs offered at the college require a minimum of appropriate certificate/diploma placement test scores OR completion of any required learning support courses through the diploma exit point.

Certificate Program Courses:

- CTDL 1010 Fundamentals of Commercial Driving
- CTDL 1020 Combination Vehicle Basic Operation and Range Work
- CTDL 1030 Combination Vehicle Advanced Operations

****For upcoming start dates, more information or to register for this course, please visit us at: <http://www.chattahoocheetech.edu/commercial-truck-driving/> ****

Other TCCs available include:

Industrial Electrician

- Industrial Wiring
- DC Circuit Analysis
- AC Circuit Analysis

Logistics Specialist

- Business Logistics
- Purchasing
- Materials Management
- Product Lifecycle Management

Organizational Leadership

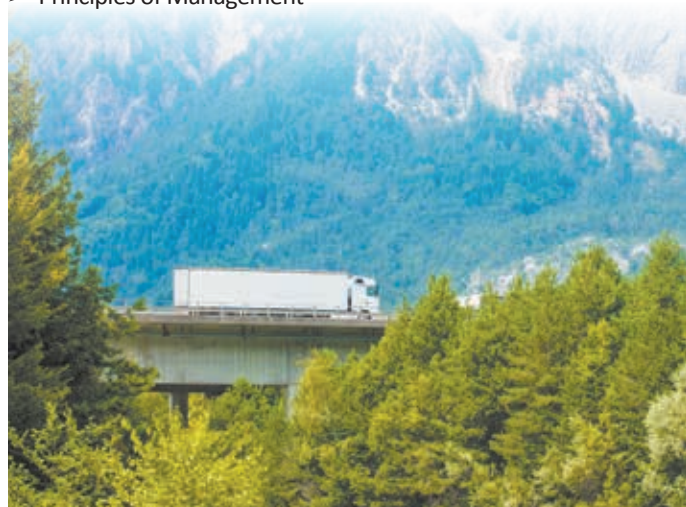
- Principles of Management
- Leadership
- Business Ethics
- Performance Management

Programmable Control Technician

- Industrial Motor Controls
- Basic Industrial PLCs
- Intermediate Industrial PLCs

Retail Merchandise Manager

- Consumer Behavior
- Visual Merchandising
- Buying and Merchandising
- Retail Management
- Principles of Management



Corporate College Customized Training

Our corporate training staff works diligently to ensure **YOUR** specific training and organizational performance needs are met through high quality programs and superior customer service.

We do this by:

- ✓ providing quality assessment tools to employers to help them identify the needs of their organization;
- ✓ designing training plans and coursework that meets the identified needs;
- ✓ delivering customized training based on those needs, onsite or at one of our eight campus locations; and
- ✓ offering training options for professional development for today's workforce

Common training topics include:

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

Forklift Training

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



Topics Include:

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

Programmable Logic Controller (PLC) Training

Need a basic introduction to PLC's or to enhance your skills? Chattahoochee Tech offers customized courses to address any PLC need in the workplace. Courses are hands-on and take place in our industrial lab at the North Metro Campus.



Welding

Chattahoochee Technical College now offers customized welding training led by a Certified Welding Education (CWE) and Certified Welding Inspector (CWI) instructor. Options for group and individual training include:



- Code-approved methods and requirements of welding
- Correct nomenclature of industry
- Determining acceptability of weldments
- Inspect and qualify weldments
- Inform individuals if their work is acceptable in the industry and how to correct the problem if not
- Certify welders through testing allowing the credentials for advancement
- Qualify welding procedures for companies allowing them to weld under a code work

For more information on customized corporate training and consulting services, please contact Marcus Dame, Director of Corporate Training, at 770-529-2323 or email Marcus.Dame@ChattahoocheeTech.edu

Georgia Retraining Tax Credit

Firms which provide certain types of training to their employees are able to receive a tax credit when filing their state tax returns. Qualified programs include ERP and SAP systems, changes in operating systems, computer training, quality initiatives such as ISO 9000, and technology training on new equipment. The credit allows up to \$500 per person per program per year. Unused credits may be carried forward for 10 years.

Rex Bishop, Vice President of 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.

Industrial/Technical



Goodwill of North Georgia – Partner in Technical Training

The Center for Corporate and Professional Education is excited to partner with Goodwill of North Georgia to offer high-demand, high-skilled training programs that provide industry recognized credentials and certifications that pave the way for competitive employment opportunities in the community. Take a look to see what opportunities exist that match your career, training and employment goals. Programs are offered at our Marietta and North Metro Campuses, and all of the training options listed below may qualify for financial assistance, either through the Workforce Innovation and Opportunity Act (WIOA) or other funding sources.

****Attendance at an Information Session is mandatory for enrollment. See below for more information about these sessions****

Marietta Campus Training Programs

Flooring Installation Technician

This is a seven-week program, consisting of 280 hours of education and on-the-job training in the flooring industry. This program is a joint venture between **Goodwill of North Georgia, the National Wood Flooring Association, and the Certified Flooring Installers Association** to provide installation training for hardwood, laminate, carpet, and resilient flooring. Individuals will also receive training in business skills to help prepare them for the expectation of being a sub-contractor. Upon successful completion of the program, individuals will receive OSHA-10 hour for General Industry, CPR and First Aid Certification, National Wood Flooring Association Certificate and three continuing education credits from NWFA. Additionally, participants will receive an Associates Level Certificate of Training from the International Certified Flooring Installers Association.

Information Sessions are held every Wednesday, at 2pm at the Smyrna Goodwill; please call 678-766-8173 for more information.

Marietta Campus		
Mon - Fri	9/19/16 to 11/18/16	8:30am - 4:30pm



North Metro Campus Training Programs

Certified Logistics Technician

Utilizing the Manufacturing Skill Standards Council (MSSC) credentialing system, participants will learn the following key concepts: supply chain logistics, material handling, quality control, receiving and storage, inventory control, dispatch and tracking, and safe handling of Hazmat materials. Additional training and certifications in First Aid, CPR and AED, OSHA 10 for General Industry and Forklift operation will be attained with successful completion of the program.

Information Sessions are held every Tuesday at 10am at the Cartersville Goodwill; please call 770-276-7036 for more information, or every Thursday at 10am at the Woodstock Goodwill; please call 770-874-0901 for more information.

North Metro Campus		
Mon-Fri	8/24/16 to 10/14/16	8:30am - 4:30pm

Forklift Training Program



Participants receive specialized and comprehensive training materials. Coursework covers operation of stand-up reach, electric pallet jack, sit-down counterbalance, and order picker style forklifts.

Information Sessions are held every Tuesday at 10am at the Cartersville Goodwill; please call 770-276-7036 for more information, or every Thursday at 10am at the Woodstock Goodwill; please call 770-874-0901 for more information.

North Metro Campus		
Tues - Thurs	8/9/16 to 8/11/16	8:30am - 4:30pm
	11/8/16 to 11/10/16	



Industrial/Technical

(continued)

Forklift Training

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

Topics Include:

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

Course Fee: \$199

North Metro Campus		
Thurs/Fri	9/15/16 and 9/16/16	9am - 3:30pm
	12/8/16 and 12/9/16	

Manufacturing Applications

****Online Course****

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it. In this six-week online course, you will learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You'll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you'll learn about the elements of a logistics system, including warehousing and receiving.

Course Fee: \$139

For more information or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/manufacturing-applications?tab=detail

Manufacturing Fundamentals

****Online Course****

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations. In this six-week, instructor-facilitated online course, you will learn how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Also, you will discover how the application of technology turns an ordinary company into a high-performing organization. You will also find out how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential.

Course Fee: \$139

For more information or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/manufacturing-fundamentals?tab=detail



Multi-craft Industrial Maintenance Training

Level 1 Training

****Approved for WIOA****

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

Course Fee: \$1,980

North Metro Campus		
Fri	8/19/16 to 12/9/16	8am - 4:45pm

Electrical Maintenance (90 Hours, 11 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.)
 - Contacts, Relays, and Motor Starters, Sensors and Controls, and Basic Motor Control Circuits

Course Fee: \$1,399

North Metro Campus		
Fri	8/19/16 to 10/28/16	8am - 4:45pm

Mechanical Maintenance (42 Hours, 5 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

Course Fee: \$699

North Metro Campus		
Fri	11/4/16 to 12/9/16	8am - 4:45pm

Level II Training

****Approved for WIOA****

The purpose of the 80-hour course is to provide job incumbents with an opportunity to increase their knowledge and skills in several primary areas of industrial maintenance. The 10-week session is broken down into the following three modules: Digital Theory/Logic, Reading PLC Logic, and Electrical Components (semi-conductor theory and operation). Additionally, the Comprehensive Final Assessment, which is approximately four to six hours, is scheduled at the conclusion of the 10-week session and the cost is included in the course fee. Students who have completed Multi-craft Industrial Maintenance Level I or have a basic knowledge of the three modules will gain valuable knowledge and skills for today's industrial maintenance job requirements.

Digital Theory/Logic (20 Hours)

- Industrial use, operation, and differentiation of Solid State and Relay Logic
- Discuss the operation of AND, OR, NOT, NOR, NAND, and MEMORY circuits
- Operation of Logic Gate
- Interface of gate families

Reading PLC Logic (20 Hours)

- Relay Diagram
- On and Off instruction
- Latch/Unlatch
- Memory and Address terminology instruction
- Power supply, Input, and Output instruction

Electrical Components (40 hours)

(Semi-conductor Theory and Operation)

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

Course Fee: \$799

North Metro Campus		
Fri	11/4/16 to 1/27/17	8am - 4:45pm

“ I wanted to thank you for passing Walter Faircloth our way. He has made a strong contribution to our team in the short time he has been with us. It is a testament to the training he has received to date from you and the team at Chatt Tech. ”

– Tim Graham, Group Engineering,
Ajay North America, LLC.

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 8-week terms, and class sizes are small for more targeted instruction. Students can enroll in the full-time program or choose to take individual courses on a part-time basis. Full-time students will meet five days a week, for a total of 20 hours of instruction per week. Part-time students will receive four hours of instruction per week, per course.

**Course Fees: \$1,580/Full Time
\$340/Part Time**

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

Marietta Campus		
Mon - Fri	8/15/16 to 10/7/16	9am - 1:30pm
	10/24/16 to 12/16/16	

**Start planning and secure your seat today
by contacting the International Services
Department at 770-528-4528!**



IMPORTANT DATES – FALL SEMESTER

Fall 2016, Term 1 <i>(August 15, 2016 to October 7, 2016)</i>	
F1-Visa Students Must Arrive On or Before	Friday, August 5, 2016
Payment Deadline <i>(All Students)</i>	Friday, August 5, 2016
Placement Test <i>(New Students)</i>	Monday, August 8, 2016
Orientation <i>(New Students)</i> & Schedule/Book Distribution <i>(All Students)</i>	Friday, August 12, 2016
First Day of Class	Monday, August 15, 2016
Last Day of Class	Thursday, October 6, 2016
Cultural Activity & Recognition Ceremony	Friday, October 7, 2016
Please Note <i>Class will not be held on Tuesday, September 27th, 2016 due to a College wide In-Service Meeting.</i>	

Fall 2016, Term 2 <i>(October 24, 2016 to December 16, 2016)</i>	
F1-Visa Students Must Arrive On or Before	Friday, October 14, 2016
Payment Deadline <i>(All Students)</i>	Friday, October 14, 2016
Placement Test <i>(New Students)</i>	Monday, October 17, 2016
Orientation <i>(New Students)</i> & Schedule/Book Distribution <i>(All Students)</i>	Friday, October 21, 2016
First Day of Class	Monday, October 24, 2016
Last Day of Class	Thursday, December 15, 2016
Cultural Activity & Recognition Ceremony	Friday, December 16, 2016
Please Note <i>Classes will not be held the Wednesday, November 23rd, 24th, or 25th, 2016 due to the Thanksgiving Holiday.</i>	

Leadership Academy

The purpose of the Leadership Academy at Chattahoochee Technical College is to allow supervisors and managers to further refine their skills and techniques to lead their organizations to new heights! It is composed of eight sessions that are designed to enhance the skills of top employees so they can benefit the organization and the bottom line. Turn your managers into leaders, take your own skills to the next level, improve the working parts of your organization, and meet the challenges of today's business environment. *Sessions occur on Thursday, from 9am to 4pm, as noted in each session description.*

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

***Continental breakfast included**

Emerging into Leadership

8/18/16 - North Metro Campus

8/25/16 – Austell Campus

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

Secrets to Effective Communication

9/1/16 – North Metro Campus

9/8/16 – Austell Campus

This class discusses both verbal and nonverbal communication skills and clearly defines communication in the workplace. It refines your skills on how to put it all together for successful communication in the workplace. It also talks about attitudes and how they relate to communication.

Coaching a Winning Team

9/15/16 – North Metro Campus

9/22/16 – Austell Campus

Motivation fundamentals, what motivates and what demotivates people will be the focus of this class. The class reveals strategies and tactics to get people motivated. Discussions include how to create a positive work environment, what it looks like, and how to keep it going. An understanding of coaching and giving both positive and constructive feedback is included.

Developing Teams and Team Creativity

9/29/16 – North Metro Campus

10/6/16 – Austell Campus

This session defines delegation, discusses empowerment, and how to be available, but not in the way. It also defines team, teamwork, the stages of team development, and team leadership.

Encouraging and Developing Employees

10/13/16 – North Metro Campus

10/20/16 – Austell Campus

This class discusses the feedback process, how to give constructive feedback, and how to establish accountability. Constructive conflict management, managing differences productively, and how to address conflict are key components of this session.

Understanding How You Score Success

10/27/16 – North Metro Campus

11/3/16 – Austell Campus

Understanding your management style, the definitions of management styles, and personality types will allow you to lead more effectively as you fully understand you and the others around you. The session discusses how to set goals and direction and to get the involvement and buy-in from the whole team.

Managing Chaos and Creating Solutions

11/10/16 – North Metro Campus

11/17/16 – Austell Campus

Time and priority management are essential to effective leadership. This session discusses time management, how to prioritize, and how to make a plan and stick to it. It also discusses how to deal with change and adapting to change and new situations. This session discusses creative problem solving and effective problem solving models.

Leadership: Putting all The Pieces Together

12/1/16 – North Metro Campus

12/8/16 – Austell Campus

How do we stay sharp and effective as a leader? Topics will include how to influence others, understanding risks, rewards, and consequences. The importance of attitudes and commitment to the organization will all be covered. How to be cool under pressure, communicate effectively, solve problems, and put all your tools and resources together are essential to becoming an effective leader.



Leadership/Management

Lean/Six Sigma Courses

Lean Boot Camp

In three days, this class examines individual and organizational lean leadership concepts and practices. This 24-hour class extends lean leader's basic lean knowledge and understanding to include how to establish and develop a strong lean culture, enhance individual and organizational accountability and responsibility, create a more in-depth understanding of systems and processes, improve and nurture an environment that supports ongoing problem solving to the root cause level, establish leader standard work, and identify wastes that impede organizational excellence. Participants expand their understanding and knowledge of basic lean operations by learning about value-added aspects of lean leadership and implementation. Value stream mapping is introduced and experienced as participants create VSMs to identify waste and obstacles and to develop improvement options. Effective and efficient problem solving approaches in a lean environment are explored and practiced. Since Lean is based on broad-based involvement of all employees, this class examines the lean culture and how the lean concepts add value throughout an organization. Lean workforce development concepts and practices such as TWI and performance management are explored.

Topics included in this class:

- Lean leadership fundamentals: building an organization without waste.
- Lean principles and practices for pointing the way for all organizations.
- The lean culture: establishment and development through accountability and responsibility.
- Improvement and Coaching
- Value stream mapping to eliminate waste and increase velocity.
- Problem solving approaches in a lean environment: PDCA, Eight-step and A3-thinking.
- Lean speed improvement practices such as "Quick changeover."
- Coaching, mentoring, and team building in lean environments.
- Training within industry (TWI) practices and performance management practices.
- Lean leadership standard work practices.

Course Fee: \$599

North Metro Campus		
Tues/Wed/ Thurs	10/4/16 to 10/6/16	9am - 5:00pm

Lean 5S

This one-day class presents an overview of Lean 5S concepts and practices as applicable in any type of business. It focuses on examining what an organization must do to reap the benefits of an effective Lean 5S implementation. Participants learn how to begin and implement an initial Lean transformation using 5S to discover waste, clutter, and disorganization in workplace practices. This class also explores Lean 5S practices such as Kanban, quick changeover, red-tagging, visual management, standard work, picture-taking, and other approaches for improving organizational orderliness and efficiency. Participants also examine the discipline, framework and infrastructure necessary to successfully build on the Lean 5S foundation to sustain improvement throughout the organization. Students examine how to establish and monitor relevant metrics aimed at demonstrating the effectiveness of Lean 5S in stabilizing the work environment, establishment of effective work methods, and creating high levels of equipment performance.

Topics included in this class:

- This one-day class presents an overview of Lean 5S concepts and practices as applicable in any type of business using Lean 5S to expose organizational waste and inefficiencies
- Organizational infrastructures in support of Lean 5S such as standard work, the visual workplace, Kanban and Total Productive Maintenance (TPM)
- What an organization must do to prepare for 5S
- Implementing and sustaining Lean 5S through monitoring and measurement
- Integrating Lean 5S throughout the organization and its culture
- The Lean 5S Practicing Quality Organization

Course Fee: \$199

North Metro Campus		
Wed	9/14/16	9am - 5:00pm

*Increase revenue,
decrease costs
and improve
efficiency using
Lean Six Sigma
principles!*

*Contact our
Corporate Training
Team today!*

770-443-3619

Lean Six Sigma Green Belt and Black Belt Certification

6σ

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

Marietta Campus		
Mon - Fri	9/19/16 to 9/23/16	9am - 4:00pm
	10/17/16 to 10/21/16	
	12/5/16 to 12/9/16	

Green Belt

Course Fee: \$2,210

Marietta Campus		
Mon - Fri	9/19/16 to 9/23/16	9am - 4:00pm

Black Belt

Course Fee: \$2,740

Marietta Campus		
Mon - Fri	10/17/16 to 10/21/16	9am - 4:00pm
	12/5/16 to 12/9/16	

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

Six Sigma + Lean Master Black Belt Training

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

Topics included in this class:

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

Prerequisites include experience as a practicing Six Sigma Black Belt and completion of at least one successful project within most recent 24 months.

Course Fee: \$2,495

Marietta Campus		
Mon - Fri	11/14/16 to 11/18/16	9am - 4:00pm



Leadership/Management

(continued)

Six Sigma: Total Quality Applications

****Online Course****

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming, Pareto charts, and critical to quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, checksheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis. In this six-week online course, you will learn how to apply the DMAIC model each step of the way. You'll learn how to define, plan, implement, and close a Six Sigma project. You'll also know how to use process capability and how to apply lean thinking. And you'll understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions. This course will help you prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®).

Course Fee: \$139

To learn more or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/six-sigma-total-quality-applications?tab=detail

Six Sigma: Total Quality Fundamentals

****Online Course****

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of nonquality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award. In this six-week online course, you will learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of employees' abilities and potential. It will help you manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact.

Course Fee: \$139

To learn more or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/total-quality-fundamentals?tab=detail

Other Leadership/Management Courses

Innovation

Is innovation only for Silicon Valley? No. Myth #1: Only tech companies need to innovate.

Innovation is applicable to all organizations.

Manufacturers, retailers, service providers, and

charities can all benefit from innovation. Economic and social value can be gained by improving products and services. Competitive advantages can be gained and sustained through innovation.

Innovation is the process of translating an idea or invention into a good or service that creates value or for which customers will pay.

All organizations create either economic or social value. Innovation can be implemented to:

- ❖ Replace outdated products
- ❖ Improve product quality
- ❖ Reduce labor costs
- ❖ Reduce use of energy
- ❖ Reduce use of materials

This one-day class presents an overview of how innovation can reduce costs while improving revenue, customer service, and introducing new products. It focuses on examining what organizations must do to overcome innovation barriers while creating excitement and value for stakeholders. Innovation can create unprecedented energy within the work force.

Topics included in this class:

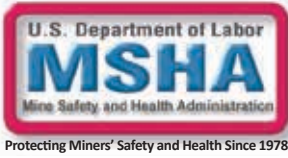
- Learn how to unlock Innovative potential in the work force.
- Use a "Bug List" to solve problems and create new products and services.
- Understand the "Fail Often to Succeed Sooner" philosophy.
- Break the Innovation barrier by creating an energetic culture.
- Innovate by Brainstorming, Hot Grouping, Observing, and Prototyping.
- Why should business care about innovation and creativity? Visit your local mall or trade show and you will see creativity sells.
- Innovation is a continuous improvement function.

Course Fee: \$79

Austell Campus		
Tues	10/25/16	9am - 4:00pm
Marietta Campus		
Tues	9/20/16	9am - 4:00pm
Woodstock Campus		
Tues	11/1/16	9am - 4:00pm



Mine/Workplace Safety (MSHA & OSHA)



Anyone who works in the mining industry, including contractors working on a mine property, is considered a "miner" under the **Federal Mine Safety and Health Act of 1977**. The United States Congress created MSHA to help reduce fatalities, injuries, and illnesses among miners in our nation's mines. We are committed to providing mining companies, miners, and contractors with the highest quality training, with a superior level of service, at the best possible price.

Course Fee: New Miner A, C and Annual Refresher: \$99 per class
New Miner B (MFA Basic): \$109

Registration Information:

- ✓ Pre-registration is required and class prices are per participant.
- ✓ A Part 46 or an approved Part 48B Training Plan is required prior to attendance.
- ✓ You must have a Part 47 HazCom Program as part of your MSHA Training Plan.
- ✓ Registration must be received by the Wednesday prior to each class start date

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

Appalachian Campus		
8/9/16	New Miner A	8am - 5:00pm
8/10/16	New Miner B/ Medic First Aid	8am - 5:00pm
8/11/16	New Miner C	8am - 5:00pm
8/12/16	Annual Refresher	8am - 5:00pm
9/13/16	New Miner A	8am - 5:00pm
9/14/16	New Miner B/ Medic First Aid	8am - 5:00pm
9/15/16	New Miner C	8am - 5:00pm
9/16/16	Annual Refresher	8am - 5:00pm
10/11/16	New Miner A	8am - 5:00pm
10/12/16	New Miner B/ Medic First Aid	8am - 5:00pm
10/13/16	New Miner C	8am - 5:00pm
10/14/16	Annual Refresher	8am - 5:00pm
11/8/16	New Miner A	8am - 5:00pm
11/9/16	New Miner B/ Medic First Aid	8am - 5:00pm
11/10/16	New Miner C	8am - 5:00pm
11/11/16	Annual Refresher	8am - 5:00pm
12/6/16	New Miner A	8am - 5:00pm
12/7/16	New Miner B/ Medic First Aid	8am - 5:00pm
12/8/16	New Miner C	8am - 5:00pm
12/9/16	Annual Refresher	8am - 5:00pm

****Note: Medic First Aid ends at 3:00pm during the new Miner B sessions****

OSHA[®] Occupational Safety and Health Administration (OSHA)

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



Our most requested programs include:

- ✓ 10-hour and 30-hour General Industry Outreach Training
****See Schedules Below****
 - ✓ 1st Aid and CPR for the Workplace
 - ✓ Forklift/Powered Equipment Safety and Operations
 - ✓ Fire Safety and Extinguisher Training
 - ✓ Hearing Conservation
 - ✓ Personal Protective Equipment
 - ✓ Bloodborne Pathogens
 - ✓ Hazard Communication and Right to Know
 - ✓ Lockout/Tagout
 - ✓ Ergonomics
 - ✓ Trenching Safety
 - ✓ Trenching Safety (General) 2-hours
 - ✓ Trenching Safety (Competent Person) 8-hours
- **Note: We can deliver any required and recommended program specified under 29 CFR 1910.**

OSHA 10 Hour – for General Industry

This 10-hour course is intended to provide entry-level, general industry workers not only mandatory safety training, but also information about their rights, employer responsibilities, and how to file a complaint.

Course Fee: \$175

North Metro Campus		
Tues/Wed	9/20/16 and 9/21/16	8:30am - 2:30pm

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 Fee: \$329

North Metro Campus		
Mon - Fri	10/10/16 to 10/14/16	8:30am - 4:30pm

Instructor Led Online Courses



24-Hour Access

Discussion Areas

6 Week Format

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$89**

Enroll Now!

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art web analytics tools.

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art websites using modern CSS3 and HTML5 techniques.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

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Over 300 online courses available



Paralegal Certificate Program



The Paralegal Certificate is a very popular program and can be completed in slightly less than a year. Each course is six-weeks in length. You may join the program at any time provided there is not a prerequisite for the class. The job outlook for paralegals is excellent. According to data from the U.S. Bureau of Labor Statistics, this occupation is projected to grow faster, through 2018, than other occupations that require post-secondary training or an associate degree. Earn your program

certificate by completing all 14 courses within 36 months.

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

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

Paralegal Duties

****Approved for WIOA****

This course will cover duties in the law office including billing, producing documents, and other administrative tasks. Other topics include ethics, time management, communication, and critical thinking. Students will explore the history of the Paralegal profession and the role of paralegals within the legal system. Students will also learn about organizations, employment opportunities and job search strategies.

Course Fee: \$149

Marietta Campus		
Tues	9/6/16 to 10/11/16	6:30pm - 9:30pm

* Week 4 class will meet Monday, 9/26 due to CTC closure on Tuesday, 9/27

Immigration Law

****Approved for WIOA****

Topics covered in this course include an overview of governmental agencies, Visa classifications, labor certification, employment –based and family-based immigration, Temporary Protected Status (TPS), asylum, deportation and removal proceedings. Also discussed are citizenship and naturalization, dual citizenship, and expatriation.

Course Fee: \$149

Marietta Campus		
Thurs	9/8/16 to 10/13/16	6:30pm - 9:30pm

Legal Research & Writing I

****Approved for WIOA****

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

Marietta Campus		
Tues	10/18/16 to 11/22/16	6:30pm - 9:30pm

Civil Litigation I

****Approved for WIOA****

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

Course Fee: \$149

Marietta Campus		
Thurs	10/20/16 to 12/01/16*	6:30pm - 9:30pm

*No class on 11/24/16 - school holiday

Advanced Paralegal Courses

Chattahoochee Technical College is excited to begin offering advanced Paralegal courses in areas that are vital in today's workforce. These will be offered in six-hour classes meeting over two evenings. We are starting out this fall with E-Discovery and will continue to add new classes next year, so check back with us for future offerings.



E-Discovery for Paralegals

Electronic discovery (e-discovery) refers to discovery in litigation and investigations which deals with information in electronic format. Students in this course will learn the role of e-discovery in today's legal system and how to implement strategies in dealing with cases involving electronic information.

Course Fee: \$89 (Includes Book)

Woodstock Campus		
Mon/Wed	10/3/16 to 10/5/16	6pm - 9:00pm

Professional Development/ Certifications

18-Hours to Workplace Spanish – A Crash Course in Spanish for Line Supervisors and Employees

Per the Bureau of Labor Statistics' 2015 data, more than 16% of U.S. manufacturing workers identify as Hispanic or Latino. While crash courses in English are a popular trend, this course gives front-line supervisors and employees the basic workplace and conversational skills that they need to properly communicate safety and basic emergency phrases.

Course Fee: \$189

Marietta Campus		
Tues/Thurs	10/4/16 and 10/6/16	6pm - 9:00pm
	10/11/16 and 10/13/16	
	10/18/16 and 10/20/16	

Commercial HVAC Certificate Program - BOMA/HVAC Course 5

****Approved for WIOA****

The Commercial HVAC Certificate Program is a unique partnership between BOMA Georgia and Chattahoochee Technical College. The program offers building engineers a five-semester HVAC program. Semester courses are topic-specific and advance their knowledge of commercial heating, ventilation and air conditioning systems. In course 5 of the Commercial HVAC Program, topics include: Pneumatic Controls, Electromechanical Controls, Direct Digital Codes, Building Energy Savings from Controls, Energy Metering and Monitoring, and a site visit. This is not a hands-on course; you should already be working in the field.

Course Fee: \$795

Marietta Campus		
Thurs	9/8/16 to 11/10/16	5pm - 9:00pm



Commercial Truck Driving Refresher Course (40 Hours)

The 40-hour Commercial Truck Driving Refresher Course is designed for individuals who currently hold a valid Class A CDL license.



Participants will experience training on our driving range and on-the-road to enhance their skills.

Topics included in this class:

- Safety
- Pre-Trip Inspection
- FMCSA Compliance Updates
- Driving Techniques & Skills

Course Fee: \$749

North Metro Campus		
Mon - Fri	10/17/16 to 10/21/16	8am - 5:00pm

****For more information, please contact Marcus Dame at 770-529-2323 or email Marcus.Dame@ChattahoocheeTech.edu****

Continuing Logger Education

Environmental Resource Conservation

Participants will learn how to protect the environment, recognize how our activities affect our natural resources, and raise awareness of preventing spills in our woodlands.



Course Fee: \$150

Appalachian Campus		
Mon	10/24/16	8am - 4:00pm

General Safety Requirements

Participants will learn to apply relevant regulations for health and safety, demonstrate use of PPE, conduct accident investigations, comply with OSHA standards and reduce exposure to blood-borne pathogens.

Course Fee: \$150

Appalachian Campus		
Mon	10/10/16	8am - 4:00pm

Effective Selling

****Online Course****

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential



customer into a long-term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Course Fee: \$139

To learn more or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/effective-selling?tab=detail

National Wood Flooring Association

Chattahoochee Technical College and the National Wood Flooring Association (NWFA) have teamed up to provide training programs to train the next generation of wood flooring professionals. NWFA is a not-for-profit trade association representing all segments of the hardwood flooring industry, including manufacturers, distributors, retailers, installers, inspectors, and consultants. NWFA provides training and resources for wood flooring professionals to enhance their businesses and skills.

NWFA: Intermediate Installation

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

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

Marietta Campus		
Mon-Fri	8/8/16 to 8/12/16	8am - 4:00pm

NWFA: Intermediate Sand and Finish

This five-day training event provides extensive hands-on training for sanding and finishing wood floors at an intermediate level. Learn how to properly sand various species, correctly use and maintain tools, repair and recoat existing floors, and select finishing techniques that will yield top-quality results. Receive hands-on training for techniques including board replacement, hand-scraping, repairing finish imperfections, and recoat/resanding methods for factory finished floors. Learn how to properly flatten a wood floor, minimize scratch patterns and bring the wood to an optimal state for stain and finish application. NWFACP Certification Testing \$200 (NWFA members only)



PREREQUISITE: Must have minimum 1 year sand and finishing wood floors OR successful completion of the Principles of Wood Flooring school. Receive 4 CCUs

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

Marietta Campus		
Mon - Fri	9/19/16 to 9/23/16	8am - 4:00pm

Personal Trainer Informational Webinars

Want to learn more about the Personal Trainer Certification Course? Come join the W.I.T.S. live webinar and talk with a veteran instructor all about the course and industry. Webinars are offered monthly. Can't make the date and time? Register anyway and W.I.T.S. will send you a recording once it is complete. Please register for *Live Your Passion, Become a Personal Trainer!* on **Wednesday, September 7, 2016 from 12:00 PM to 1:00 PM EDT. Register at <http://tinyurl.com/fitnessorientation907>**



Professional Development/ Certifications

(continued)

Personal Trainer Certification Course

The Center for Corporate and Professional Education 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 a six-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 seventh 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 (W.I.T.S.) 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 call 770-528-3538 for current schedule.
- The fee for the CPR/AED class **IS NOT** included in the course fee

Course fee: \$659 (Includes Written and Practical Exam Fees)

Marietta Campus		
Sat	9/24/16 to 10/29/16	9am - 4:00pm

W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.

Professional Sales Skills

Online Course

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more!

Course Fee: \$139

****To learn more or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/professional-sales-skills?tab=detail****

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 and challenging interactive exercises. Some of the topics covered: Food Safety Responsibilities of a Manager, Dangers and Prevention of Food-borne illness, Microbial Contaminants, Contamination, Food Allergens and Food-borne illness, The Safe Food Handler, Time and Temperature Control, Inspecting Food, Storage Guidelines, Preparation, Food Safety Systems, Sanitary Facilities, and Pest Management Food Safety Regulations and Standards. The ServSafe® examination will be given at the end of the class.

Course Fee: \$129

Appalachian Campus		
Tues	10/18/16	8am - 4:00pm
Marietta Campus		
Sat	9/17/16	8am - 4:00pm
Paulding Campus		
Sat	10/22/16	8am - 4:00pm
Woodstock Campus		
Tues	8/30/16	8am - 4:00pm

Water Distribution System Operator Training

The Water Distribution System Operator class prepares operator trainees to take the Water Distribution Operator exam to become licensed through the GA secretary of State. It is designed to train operators in the safe and effective operation and maintenance of water distributions systems. This class describes the responsibilities of being an operator for water storage and distribution systems. Material in this class will provide an understanding of the basic operational and maintenance concepts of water distribution systems and will help operators develop the ability to analyze and interpret data, solve problems when they occur, and to assure scientifically defensible conclusions. The goals of the program are to learn to have a working understanding of why procedures are performed at facilities that are used within a distribution system, such as:

- ✓ Roles and Responsibilities of the Water Distribution System Operator
- ✓ Storage Facilities
- ✓ Water Quality
- ✓ Consideration in Distribution Systems
- ✓ Distribution System Operation
- ✓ Maintenance Disinfection Safety Distribution System Administration

Course Fee: \$975

Marietta Campus		
Tues/Thurs	9/1/16 to 11/8/16	1pm - 4:00pm

The Testing Center

The Center for Corporate and Professional Education administers several assessments as a value-added service to the students, businesses, and partners within our community. Take a look to see how we can help you enter that program of study or land that job that you have been waiting for! For more information or to register, please contact, 770-528-4411.

****Please note: All testing fees are subject to change, are non-transferable and non-refundable.****

Open Lab Information/ Schedule

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

Test/Assessment Descriptions

ACT WorkKeys®

Chattahoochee Technical College recognizes the value of an identified skilled workforce and are pleased to offer the ACT WorkKeys assessment. The WorkKeys assessment system, powered by ACT, is a comprehensive system for measuring, communicating, and improving the essential skills required for success in the workplace. The assessments measure “real-world” skills in the area of Applied Mathematics, Locating Information, and Reading for Information that employers believe are critical to job success. Successful completion of all three skills with a level 3 or higher will result in the ACT National Career Readiness Certificate® (NCRC), which is a nationally recognized portable credential that signifies workplace employability skills.

Test Fees:

- \$75/Battery of the three (3) core skill assessments
- \$25 or \$30/Each individual assessment, dependent on the assessment
- \$25 or \$50/Retest fee, dependent on how many sections to be retaken

General Proctored Exams/Special Appointment Testing

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

Proctoring Fees:

- \$25/Two hours or less
- \$50/More than two hours

Open Lab – Tuesdays @ North Metro Campus (Building D, Room 403)	
7/5/16	8am - 12:00pm
7/12/16	12pm - 4:00pm
7/19/16	8am - 12:00pm
7/26/16	12pm - 4:00pm
8/2/16	8am - 12:00pm
8/9/16	12pm - 4:00pm
8/16/16	8am - 12:00pm
8/23/16	12pm - 4:00pm
8/30/16	8am - 12:00pm
9/6/16	12pm - 4:00pm
9/13/16	8am - 12:00pm
9/20/16	12pm - 4:00pm
10/4/16	12pm - 4:00pm
10/11/16	8am - 12:00pm
10/18/16	12pm - 4:00pm
10/25/16	8am - 12:00pm
11/1/16	12pm - 4:00pm
11/8/16	8am - 12:00pm
11/15/16	12pm - 4:00pm
11/29/16	8am - 12:00pm
12/6/16	12pm - 4:00pm
12/13/16	8am - 12:00pm

Open Lab – Thursdays @ Marietta Campus (Building H, Room 1103)	
7/7/16	12pm - 4:00pm
7/14/16	8am - 12:00pm
7/21/16	12pm - 4:00pm
7/28/16	8am - 12:00pm
8/11/16	8am - 12:00pm
8/18/16	12pm - 4:00pm
9/8/16	8am - 12:00pm
9/15/16	12pm - 4:00pm
9/22/16	8am - 12:00pm
9/29/16	12pm - 4:00pm
10/6/16	8am - 12:00pm
10/13/16	12pm - 4:00pm
10/20/16	8am - 12:00pm
10/27/16	12pm - 4:00pm
11/3/16	8am - 12:00pm
11/10/16	12pm - 4:00pm
11/17/16	8am - 12:00pm
12/1/16	12pm - 4:00pm
12/8/16	8am - 12:00pm
12/15/16	12pm - 4:00pm

Tests of Adult Basic Education (TABE)

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

Test Fee: No Fee



The Testing Center

(continued)

ATI Test of Essential Academic Skills (ATI TEAS) Assessment

ATI TEAS is the entrance exam given to prospective health science students. Chattahoochee Technical College offers the ATI TEAS. Assessment sessions are available on the Appalachian, Canton, Marietta, North Metro, and Paulding campuses throughout the year.

ATI TEAS 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 "ATI 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: \$90

Appalachian Campus		
Fri	9/16/16	1pm - 4:30pm
Fri	10/21/16	1pm - 4:30pm
Fri	11/18/16	1pm - 4:30pm
Fri	12/16/16	1pm - 4:30pm
Canton Campus		
Fri	10/28/16	9am - 12:30pm
Marietta Campus		
Fri	10/7/16	9am - 12:30pm
Sat	10/15/16	9am - 12:30pm
Fri	11/4/16	9am - 12:30pm
Sat	11/12/16	9am - 12:30pm
Fri	12/2/16	9am - 12:30pm
Sat	12/10/16	9am - 12:30pm
North Metro Campus		
Fri	9/30/16	1pm - 4:30pm
Fri	10/14/16	1pm - 4:30pm
Fri	11/11/16	1pm - 4:30pm
Fri	12/9/16	1pm - 4:30pm
Paulding Campus		
Fri	9/23/16	9am - 12:30pm

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

ATI TEAS Testing Information:

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

ATI TEAS Testing Procedures:

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

Commercial and Structural Pest Management (GA Pest) Testing

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

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



Upcoming Programs/Seminars



The Center for Corporate and Professional Education is excited to be a host site for the 2016 Live2Lead broadcast. Live2Lead is a half-day, leader development experience designed to equip you with new perspectives, practical tools, and key takeaways. You'll breathe new life into your leadership during this information-packed day event. Learn from world-class leadership experts in the morning and return to your office ready to implement your new action plan and lead with renewed passion and commitment.

The program will consist of the following speakers:

- ✓ **John C. Maxwell**
Leadership expert, best-selling author, coach
- ✓ **Simon Sinek**
Optimist and author, leadership authority
- ✓ **Liz Wiseman**
Researcher, executive advisor, speaker, and President of the Wiseman Group
- ✓ **Dan Cathy**
Chairman, President and CEO of Chick-fil-A

Program Cost: \$45 per participant, or \$329 per table of 8 participants
*Continental breakfast and breaks are included

North Metro Campus		
Fri	10/7/16	*9am - 12:30pm

****Registration/Networking begins at 8:00am****

The 7 Habits Of Highly Effective People

These seven 1-hour Lunch and Learn workshops are based on Dr. Stephen R. Covey's bestseller, "The Seven Habits of Highly Effective People."

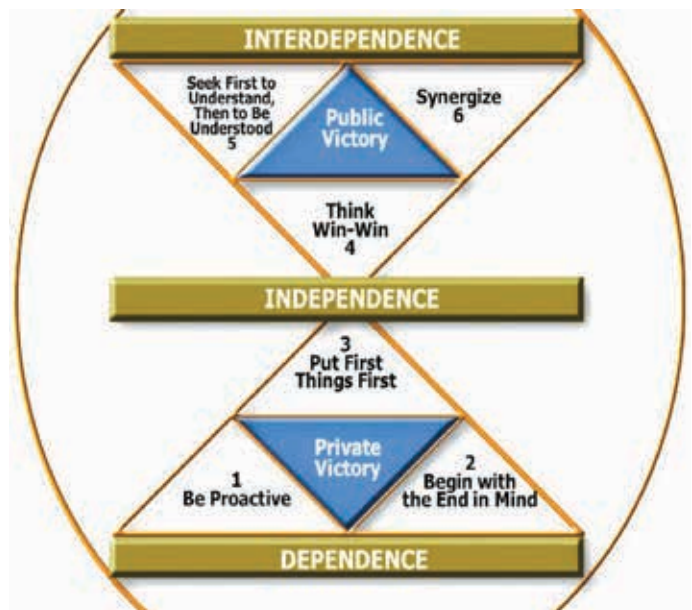
Topics Include:

- ✓ What are the 7 Habits?
- ✓ How Habits are Created – and How to Break Them
- ✓ How We Communicate and Interact Best
- ✓ How to Prioritize
- ✓ Proactive and Reactive Decision-Making
- ✓ Independent and Interdependent Thinking
- ✓ Effective Listening Skills, etc.

Program Cost: \$99

***Lunch is included**

Woodstock Campus		
Tues	10/4/16 to 11/15/16	11:30am - 1pm





Chattahoochee Technical College Locations and Map

Appalachian Campus

100 Campus Drive
Jasper, GA 30143
770-528-4545

Austell Campus

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

Canton Campus

1645 Bluffs Parkway
Canton, GA 30114
770-528-4545

Marietta Campus

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

Mountain View Campus

2680 Gordy Parkway
Marietta, GA 30066
770-528-4545

North Metro Campus

5198 Ross Road
Acworth, GA 30102
770-528-4545

Paulding Campus

400 Nathan Dean Boulevard
Dallas, GA 30132
770-528-4545

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

