Acting for the Camera .................. Page 19
The Business of Show Business ...... Page 19
Courses for College Credit (TCC's) . Page 4
Leadercast 2016 .......................... Page 24
Seven Steps to Successful Sales ...... Page 21
Welding ................................. Page 10
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

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.

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 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 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 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:

<table>
<thead>
<tr>
<th>Region</th>
<th>Northwest Georgia Regional Commission</th>
<th>Appalachian Campus</th>
<th>770-253-4617</th>
<th>North Metro Campus</th>
<th>770-975-4026</th>
<th>Paulding Campus</th>
<th>770-443-3622</th>
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<tr>
<td>Region 4</td>
<td>CobbWorks</td>
<td><a href="http://www.cobbworks.org">www.cobbworks.org</a></td>
<td>770-528-4300</td>
<td></td>
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<tr>
<td>Region 7</td>
<td>Atlanta Regional Workforce Development Board</td>
<td><a href="http://www.atlantaregional.com/wiatraining">www.atlantaregional.com/wiatraining</a></td>
<td></td>
<td><a href="mailto:cherokeecrc@gmail.com">cherokeecrc@gmail.com</a></td>
<td>Canton Campus, A202</td>
<td>770-345-0028</td>
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</tbody>
</table>

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 Building a More Productive Team

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 courses include, but are not limited to health care programs, 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, John Deere Landscapes, Goodwill of North Georgia and many more.

We are now offering 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, 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. **It is recommended that students bring a flash drive to class.**
Course fee: $89  (Includes Book)

Microsoft Office Programs

MS 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.
✓ 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.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Woodstock Campus</th>
<th>Canton Campus</th>
<th>North Metro Campus</th>
<th>Canton Campus</th>
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</thead>
<tbody>
<tr>
<td>MS Access 2013 – Level 1</td>
<td>Tues/Thurs 2/9/15 and 2/11/16</td>
<td>6pm - 9:00pm</td>
<td></td>
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</tr>
<tr>
<td>MS Excel 2013 – Level 1 and Level 2</td>
<td>Fri 3/4/16</td>
<td>9am - 4:00pm</td>
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<tr>
<td>MS PowerPoint 2013 – Level 1</td>
<td>Tues/Thurs 4/19/16 and 4/21/16</td>
<td>6pm - 9:00pm</td>
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<tr>
<td>MS Word 2010 or 2013 – Level 1 and 2</td>
<td><strong>Take this course online! The “Introduction to MS Excel 2013” six-week session is only $139! Please visit: ed2go.com/chattced to register!</strong></td>
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</table>

**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 inserting and editing charts. **Students will need to bring a flash drive to class.**
Course fee: $49  (Includes Book)

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<th>North Metro Campus</th>
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<tbody>
<tr>
<td>MS Excel 2013 - Level 1</td>
<td>Tues/Thurs 2/9/15 and 2/11/16</td>
<td>6pm - 9:00pm</td>
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<tr>
<td>MS Excel 2013 - Level 2</td>
<td>Fri 3/4/16</td>
<td>9am - 4:00pm</td>
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<td></td>
<td><strong>Take this course online! The “Intermediate MS Excel 2013” six-week session is only $139! Please visit: ed2go.com/chattced to register!</strong></td>
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Unmanned Aerial Vehicle (UAV) Technology

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. 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.

Unmanned Aerial Vehicle (UAV) – Beginners Course

This 2-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. The class will include lecture, flight simulation, and actual flying time.

Course Fee: $499

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<th>North Metro Campus</th>
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<tr>
<td>Sat/Sun 2/20/16 and 2/21/16</td>
<td>9am - 4:00pm</td>
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<tr>
<td>Sat/Sun 4/16/16 and 4/17/16</td>
<td>9am - 4:00pm</td>
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Unmanned Aerial Vehicle (UAV) Advanced Course

This 2.5-day interactive, hands-on training and workshop will cover a variety of topics, including filling FAA Section 333 Exceptions, regulations and guidance, UAV Business, Commercial UAV overview to include camera and Gimbals, remote sensing and photography flight control systems, UAV Hardware and construction, and advanced flight school. 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. Learn where the UAV industry is headed in the coming years and how you can position yourself to be one of the pioneers in commercial UAV.

Course Fee: $499

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<tr>
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<tr>
<td>Fri 5/13/16 and 5/14/16 and 5/15/16</td>
<td>9am - 4:00pm</td>
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Video Editing Course

Recently shot some home video but don’t know how to edit and share? Are you a Real Estate Agent creating videos for home listings? What about video of your kid’s chorus recital? Editing film and video is about choreography, lighting, color, and graphics. Video can be captured from a Cinema Camera, DSLR, action camera, or even a smart phone. This class will take you through the basics. This 8-hour course will guide you through Adobe Premiere Pro video editing. Learn to use the basic skills using Premiere Pro to edit videos to tell a compelling story. Topics include starting projects, importing video, organization and clipping, basic editing tools, editing audio, adding video effects, color correction, titles and motion, and exporting and posting online. Learn from instructors currently working in the industry, who understand the most current editing and cinematic techniques.

Course Fee: $179

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<tr>
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<tr>
<td>Sat 5/28/16</td>
<td>8am - 4:00pm</td>
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</table>
Courses for College Credit
( 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 five TCC’s 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.

Programs available include:

**Industrial Electrician**
- Industrial Wiring
- DC Circuit Analysis
- AC Circuit Analysis

**Retail Merchandise Manager**
- Consumer Behavior
- Visual Merchandising
- Buying and Merchandising
- Retail Management
- Principles of Management

**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

For more information on these programs, or how to apply please contact Shane Evans at 770-975-4106 or Shane.Evans@ChattahoocheeTech.edu.

**Corporate 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

**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.
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 Training for Healthcare Providers

#### 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, child and infant, use an AED, and relieve choking in a safe, timely, and effective manner. This is for individuals who are taking the class for the first time or if their card has expired. For those seeking training that provides a BLS for Healthcare Providers Course Completion Card.

**Course Fee: $60 (Includes Book)**

**Marietta Campus**

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<tr>
<th>Day</th>
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<tbody>
<tr>
<td>Thurs</td>
<td>3/31/16</td>
<td>9am - 1:30pm</td>
</tr>
<tr>
<td>Tues</td>
<td>5/24/16</td>
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**North Metro Campus**

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<th>Time</th>
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<tr>
<td>Fri</td>
<td>2/26/16</td>
<td>9am - 1:30pm</td>
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<tr>
<td>Fri</td>
<td>4/29/16</td>
<td>9am - 1:30pm</td>
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</table>

#### 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**

**North Metro Campus**

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<tr>
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<td>1/20/16</td>
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<tr>
<td>Wed</td>
<td>3/9/16</td>
<td>6pm - 8:00pm</td>
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<tr>
<td>Wed</td>
<td>5/11/16</td>
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**Marietta Campus**

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<th>Time</th>
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<tr>
<td>Wed</td>
<td>2/17/16</td>
<td>6pm - 8:00pm</td>
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<tr>
<td>Wed</td>
<td>4/13/16</td>
<td>6pm - 8:00pm</td>
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*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: Certified Nursing Assistant & Patient Care Technician

Due to the nature and requirements of state certifications in the field of healthcare, there are certain steps you will need to take prior to being able to register for the CNA and PCT classes that we offer; therefore, please begin this process as soon as possible to secure your seat!

A. Payment Information
   1. If you are self-pay, you will need to pay at least 5 business days before class begins.
   2. If you are interested in WIOA, VA, or MyCAA funding, you must obtain approval no later than 10 business days before class begins. We must have a voucher from WIOA, VA, or MyCAA stating they will provide funds for the course. WIOA contacts for our service area are listed at the beginning of our catalog. If you live outside the CTC service area, just contact your local Department of Labor and see if you qualify for WIOA.

B. Requirements
   Once payment has been made, or funding approval is obtained, we will need the following from you:
   1. An assessment, the TABE (Test of Adult Basic Education) is required for acceptance into the CNA and PCT classes. You must score at least 9th-grade level. We administer the TABE by appointment, which can be scheduled by contacting Chan Kim at 770-528-3196 or Chanreaksmey.Kim@ChattahoocheeTech.edu; or Peggy Phifer at 770-528-4524 or Peggy.Phifer@ChattahoocheeTech.edu.
   Please note: If you are acquiring funding through WIOA and have already taken the TABE, you will not need to retake it, we can use those scores.
   2. Medical form (we provide this for you to complete once you register)
   3. Legible copy of photo-bearing ID (driver’s license or military ID)
   4. Legible copy of Social Security card (names must match on ID and SS card)
   5. Immunization Record (including TB test and proof that Hepatitis B vaccination series has been started)
   6. Criminal background check (visit your local law enforcement office to obtain this; absolutely no felonies)
   7. Drug screen (you may use any source for this)
   8. CNA checklist (will be provided to you at the orientation; this must be signed)

C. Orientation
   You must attend an orientation session before you begin class. The date will be determined and provided to you upon receiving payment for the course. Please bring all of the items listed above (No. 2 to No. 8) to the orientation session.

Certified Nursing Assistant (CNA)
**Approved for WIOA, VA and MyCAA**
This course is fully approved by the 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 8-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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<th>Course Type</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Certified Nursing Assistant (CNA)</td>
<td>North Metro Campus</td>
<td>Mon - Thurs 1/11/16 to 2/18/16</td>
<td>6pm - 10:00pm</td>
</tr>
<tr>
<td></td>
<td>Marietta Campus</td>
<td>Mon - Thurs 2/1/16 to 3/3/16</td>
<td>8am - 1:00pm</td>
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</table>

Patient Care Technician (PCT)
**Approved for WIOA, 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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<th>Course Type</th>
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<tbody>
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<td>Patient Care Technician (PCT)</td>
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<td></td>
<td>Marietta Campus</td>
<td>Mon - Thurs 2/1/16 to 5/5/16</td>
<td>8am - 1:00pm</td>
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**For additional information, please call Michael O’Neal III at 770-529-2373 or email Michael.Oneal@ChattahoocheeTech.edu; or Peggy Phifer at 770-528-4524 or email Peggy.Pheifer@ChattahoocheeTech.edu.**
Clinical Medical Assistant Program w/ Clinical Externship
This program is intended for students who want to prepare for an exciting and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy, and the cardiac life cycle. 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 lecture, hands-on labs, and a clinical externship at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, a thorough background check, drug screening, and meet other requirements.

Note: Upon successful completion of this program, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) examination. Course Contact Hours: 140 hours + Clinical Externship 160 hours.
Course Fee: $2,599 (Includes Books)

Pharmacy Technician Program
**Approved for WIOA, VA and MyCAA**
This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control, and billing and reimbursement.
Course Fee: $1,199 (Includes Books)

Dental Assisting Program w/ Clinical Externship
**Approved for Region 1 WIOA**
The 60-hour Dental Assisting Program prepares students for entry-level positions in the dental field. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Administrative Aspects of the course 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. This course is also ideal for students interested in pursuing a future formal Dental Hygienist program. Course Contact Hours: 60 hours + Clinical Externship 40 hours.
Course Fee: $1,299 (Includes Books)

Phlebotomy Program
**Approved for WIOA, VA and MyCAA**
This course prepares students for taking the National Healthcareer Association CPT Certification exam and provides supervised entry-level experience in the performance of venipuncture and micro collection techniques for the collection of blood specimens in clinical healthcare facilities. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, and specimen handling. (52 hours) Upon completion, students should be able to safely perform procedures necessary for blood specimen collections on patients of all ages in various health care settings. NOTE: Please request medical paperwork at time of registration. Textbook and NHA CPT Certification are included in the cost of the course.
Course Fee: $799
Goodwill of North Georgia – Partner in Technical Training

The Economic Development Division 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

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

**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 & 3 continuing education credits from NWFA. Additionally, participants will receive an Associates Level Certificate of Training from the International Certified Flooring Installers Association.

**Marietta Campus**

Mon - Fri 4/11/16 to 5/20/16 8:30am  - 4:30pm

**Apartment Maintenance Technician**

In partnership with Goodwill of North Georgia and the Atlanta Apartment Association, this 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. Topics covered include basic construction, punch-out skills, heating and heat pump maintenance, and appliance repair. Successful completion of the course will result in EPA/HVAC and R410 national testing and certification, as well as, Certified Pool Operator Industry Certification.

**Marietta Campus**

Mon - Fri 5/23/16 to 7/15/16 8:30am-4:30pm

### North Metro Campus Training Programs

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

**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.

**North Metro Campus**

Mon - Fri 2/18/16 to 3/4/16 8:30am  - 4:30pm

**Certified Production Technician**

Utilizing the Manufacturing Skill Standards Council (MSSC) credentialing system, participants will learn the four critical production functions: safety, quality practices and measurement, manufacturing processes and production, and maintenance awareness. Individuals will be assessed in each area and will earn a certificate if one or more of the assessments is passed. Full certification is granted to those who pass all four assessments. Additional training and certifications in First Aid, CPR and AED, and OSHA-10 for General Industry will be attained with successful completion of the program.

**North Metro Campus**

Mon - Fri 2/29/16 to 4/6/16 8:30am  - 4:30pm
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
**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. 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, on Wednesday, 5/13/16, and the cost is included in the course fee.
Course Fee: $1,980/per entire session
$1,350/Electrical Maintenance Session
$630/Mechanical Maintenance Session

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

| North Metro Campus | Fri | 1/15/16 to 3/25/16 | 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

| North Metro Campus | Fri | 4/1/16 to 5/6/16 | 8am - 4:45pm |
Welding
This 48-hour course is designed to provide individuals an introduction to welding and basic techniques used in an industrial setting. Offered in an eight-week, five-module format, each component will expose the student to the aspects of applicable welding theory and hands-on, practical demonstration and application in a lab setting.

Modules:
1. Welder Safety & Equipment Operation
2. Print Reading
3. Stick Welding
4. Basic MIG Welding Techniques
5. Basic TIG Welding Techniques

Course Fee: $799 (Includes Welding Helmet and Apron)

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.

Forklift Training
Our Forklift Certification Program provides students training on the following lifts: sit-down counter balance, electric pallet jack, and a stand-up reach.

Call 770-975-4106 for details!!
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 five days a week, for a total of 20 hours of instruction per week. Part-time students will receive 4 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 | 1/11/16 to 3/4/16 | 3/21/16 to 5/20/16 | 9am - 1:30pm |

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

IMPORTANT DATES – SPRING SEMESTER

### Spring 2016, Term 1
*(January 11, 2016 to March 4, 2016)*

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>F1-Visa Students Must Arrive On or Before</td>
<td>Monday, January 4, 2016</td>
</tr>
<tr>
<td>Payment Deadline (All Students) &amp; Placement Test (New Students)</td>
<td>Monday, January 4, 2016</td>
</tr>
<tr>
<td>Orientation (New Students) &amp; Schedule/Book Distribution (All Students)</td>
<td>Friday, January 8, 2016</td>
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<tr>
<td>First Day of Class</td>
<td>Monday, January 11, 2016</td>
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<tr>
<td>Last Day of Class</td>
<td>Thursday, March 3, 2016</td>
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<tr>
<td>Cultural Activity &amp; Recognition Ceremony</td>
<td>Friday, March 4, 2016</td>
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**Please Note**
Class will not be held on Monday, January 18th, 2016 due to the Martin Luther King, Jr. Holiday.

### Spring 2016, Term 2
*(March 21, 2016 to May 20, 2016)*

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<td>F1-Visa Students Must Arrive On or Before</td>
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<tr>
<td>Payment Deadline (All Students)</td>
<td>Friday, March 11, 2016</td>
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<tr>
<td>Placement Test (New Students)</td>
<td>Monday, March 14, 2016</td>
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<td>Orientation (New Students) &amp; Schedule/Book Distribution (All Students)</td>
<td>Friday, March 18, 2016</td>
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<td>First Day of Class</td>
<td>Monday, March 21, 2016</td>
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<tr>
<td>Last Day of Class</td>
<td>Thursday, May 19, 2016</td>
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<tr>
<td>Cultural Activity &amp; Recognition Ceremony</td>
<td>Friday, May 20, 2016</td>
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**Please Note**
Classes will not be held the week of 4/4/16 to 4/8/16, 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! It is composed of eight sessions that are designed to enhance the skills of top employees so they can benefit the organization and the bottom line. Turn your managers into leaders, take your own skills to the next level, improve the working parts of your organization, and meet the challenges of today’s business environment.

**Course Fee: $149/per session; $1,000/all 8 sessions**  
*Continental breakfast included*

Emerging into Leadership (1/21/16)  
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 (2/4/16)  
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 (3/10/16)  
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 (3/24/16)  
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 (4/7/16)  
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 (4/21/16)  
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 (5/5/16)  
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 (5/12/16)  
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.

**North Metro Campus**  
| *Thurs* | 1/21/16 to 5/12/16 | 9am - 4:00pm |

**Sessions occur on Thursday as noted next to the session title**
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

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

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<th>North Metro Campus</th>
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<th>5/20/16</th>
<th>9am - 5:00pm</th>
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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

**Approved for WIOA**

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**

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<tr>
<th>Marietta Campus</th>
<th>Mon - Fri</th>
<th>3/28/16 to 4/1/16</th>
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Course Fee: $2,210/Green Belt Only

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Course Fee: $2,740/Black Belt Only

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**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

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

Leadership

**Online Course**

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI® credential. It’s also an excellent choice for existing PMI® credential holders looking for an approved activity for PMI’s continuing certification PDUs. At the end of this course, you’ll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213.

Course Fee: $139

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

Managing Customer Service

**Online Course**

As a manager, you probably interact with customer service personnel every day. But are you empowering your organization with quality customer service suggestions? In this six-week online course, you’ll discover the dynamite methods for bringing out the best in your team, measuring customer service, and learning what you need to do to anticipate the needs of your reps and your customers. As an added bonus, you’ll unlock the power of leading by example and setting new trends for customer service in your growing business.

Course Fee: $139

To learn more or to register for this course, please visit us at: www.ed2go.com/chattced/online-courses/managing-customer-service?tab=detail
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: $89 per class
- New Miner B (MFA Basic): $99

### 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.
- ✓ 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.O’Neal@ChattahoocheeTech.edu**

### Appalachian Campus

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>1/12/16</td>
<td>New Miner A</td>
<td>8am - 5:00pm</td>
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<td>1/13/16</td>
<td>New Miner B/ Medic First Aid</td>
<td>8am - 5:00pm</td>
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<tr>
<td>1/14/16</td>
<td>New Miner C</td>
<td>8am - 5:00pm</td>
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<tr>
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<td>Annual Refresher</td>
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<td>2/9/16</td>
<td>New Miner A</td>
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<td>2/10/16</td>
<td>New Miner B/ Medic First Aid</td>
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<td>3/8/16</td>
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<td>8am - 5:00pm</td>
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<td>3/9/16</td>
<td>New Miner B/ Medic First Aid</td>
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<td>5/10/16</td>
<td>New Miner A</td>
<td>8am - 4:00pm</td>
</tr>
<tr>
<td>5/11/16</td>
<td>New Miner B/ Medic First Aid</td>
<td>8am - 5:00pm</td>
</tr>
<tr>
<td>5/12/16</td>
<td>New Miner C</td>
<td>8am - 5:00pm</td>
</tr>
<tr>
<td>5/13/16</td>
<td>Annual Refresher</td>
<td>8am - 5:00pm</td>
</tr>
</tbody>
</table>

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

### 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>2/24/16</td>
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<tr>
<td>2/25/16</td>
<td>8:30am - 2:30pm</td>
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</table>

### Canton Campus

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>5/25/16</td>
<td>8:30am - 2:30pm</td>
</tr>
<tr>
<td>5/26/16</td>
<td>8:30am - 2:30pm</td>
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</table>

### 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**

### Appalachian Campus

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>3/14/16</td>
<td>8:30am - 4:30pm</td>
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<tr>
<td>3/18/16</td>
<td>8:30am - 4:30pm</td>
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### Canton Campus

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>6/13/16</td>
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</tr>
<tr>
<td>6/17/16</td>
<td>8:30am - 4:30pm</td>
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</table>
## Online Learning

### Top Courses

| ✓ A to Z Grant Writing, $139 |
| ✓ Accounting Fundamentals, $139 |
| ✓ Creating Web Pages, $139 |
| ✓ Grammar Refresher, $139 |
| ✓ Intermediate MS Excel, $139 |
| ✓ Intro to MS Excel, $139 |
| ✓ Intro to SQL, $139 |
| ✓ Medical Terminology, $139 |
| ✓ Project Management Fundamentals, $139 |
| ✓ Speed Spanish, $139 |

| ✓ Advanced Legal Research and Writing, $729 |
| ✓ Advanced Paralegal, $1,800 |
| ✓ Intellectual Property Law for Engineers, $645 |
| ✓ Legal Investigation, $645 |
| ✓ Legal Nurse Consultant, $895 |
| ✓ Legal Secretary, $645 |
| ✓ Paralegal, $1,289 |
| ✓ Victim Advocacy, $645 |

| ✓ Pharmacy Technician*, $1,299 |
| ✓ Clinical Medical Assistant Program*, $2,499 |
| ✓ Dental Assisting*, $1,299 |
| ✓ Medical Billing & Coding*, $1,799 |
| ✓ Medical Coding ICD-10, $999 |
| ✓ EKG Technician*, $1,299 |
| ✓ Electronic Health Record Management Program, $1,299 |
| ✓ Phlebotomy Technician*, $1,299 |

*Note: Course includes optional clinical externship opportunities

### 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 |

| ✓ 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 |

| ✓ 24-hour a day instructor support and course mentors |
| ✓ Engaging labs, student exercises and course videos |
| ✓ All textbooks, workbooks, and student materials |

### How Do I Register?

| ✓ 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 |

| ✓ 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 |
| ✓ Contact 1-800-522-7737 or email info@legalstudies.com for more information |

| ✓ Please visit: healthedtoday.com/chattahoocheetech |
| ✓ Browse the available courses, and Register Now |
| ✓ Contact 1-888-574-6218 for additional questions |
The Paralegal Certificate is a very popular program! The program consists of 14 courses and each course is six weeks in length; you may join the program at any time provided there is not a prerequisite for the class. When the courses are taken consecutively, the program can be completed in slightly less than a year. However, when courses are not taken consecutively, it is still possible to complete the certificate within 24 to 36 months. 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.

**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 WIOA**  
In-depth coverage of all aspects of legal writing; topics include legal terminology, law library research, opinion, and brief writing.  
(Prerequisite: Legal Research & Writing I)  
Course Fee: $139  

<table>
<thead>
<tr>
<th>Marietta Campus</th>
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<tbody>
<tr>
<td>Tues</td>
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<td>1/12/16 to 2/16/16</td>
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<td>6:30pm - 9:30pm</td>
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**Civil Litigation II**  
**Approved for WIOA**  
Topics discussed include jurisdiction, venue, service on defendants, pleadings, discovery, torts, jury trials, court rules and procedures, and assisting at trial.  
(Prerequisite: Civil Litigation I)  
Course Fee: $139  

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<th>Marietta Campus</th>
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<tbody>
<tr>
<td>Thurs</td>
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<td>1/14/16 to 2/18/16</td>
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<tr>
<td>6:30pm - 9:30pm</td>
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</table>

**Real Estate Law**  
**Approved for WIOA**  
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. Real estate closing process is also covered.  
Course Fee: $139  

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<th>Marietta Campus</th>
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<tbody>
<tr>
<td>Tues</td>
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<tr>
<td>2/23/16 to 3/29/16</td>
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<td>6:30pm - 9:30pm</td>
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**Criminal Law I**  
**Approved for WIOA**  
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  

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<th>Marietta Campus</th>
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<tbody>
<tr>
<td>Thurs</td>
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<tr>
<td>2/25/16 to 3/31/16</td>
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<tr>
<td>6:30pm - 9:30pm</td>
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**Family Law**  
**Approved for WIOA**  
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  

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<th>Marietta Campus</th>
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<tbody>
<tr>
<td>Tues</td>
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<tr>
<td>4/12/16 to 5/17/16</td>
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<tr>
<td>6:30pm - 9:30pm</td>
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</table>

**Criminal Law II**  
**Approved for WIOA**  
In-depth look at procedural and constitutional issues, motions to suppress, and appeal process. Also discussed: the paralegal’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  

<table>
<thead>
<tr>
<th>Marietta Campus</th>
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<tbody>
<tr>
<td>Thurs</td>
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<tr>
<td>4/14/16 to 5/19/16</td>
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<tr>
<td>6:30pm - 9:30pm</td>
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</table>
Professional Development/Certifications

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.

Acting for the Camera
This course focuses on techniques specific to on camera work, and film and TV acting styles. The course incorporates acting technique as well as the technical work an actor needs for on camera performance, with both practical and theoretical work designed to develop an actor’s screen presence. Throughout the program students will be taped, with final scenes edited and made available to the students for use as reel material.

Students will be instructed on:
- An overview of Acting for the Camera
- Dramatic Improvisation
- Scene Analysis
- Self-Critique
- Marks, Focus, Frame Lines, Eye Lines
- Dramatic Improvisation 2
- Tight Spaces
- Continuity with Props, Food, and Drink
- Green Screen
- Auditioning Live and for the camera

Course Fee: $1,199

Mountain View Campus

<table>
<thead>
<tr>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tues/Thurs</td>
<td>1/26/16 to 4/26/16</td>
<td>6:30pm - 9:30pm</td>
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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

The Business of Show Business
This course focuses on the business of the film and TV industry. Over 12 weeks, students will be introduced to the various aspects of The Business of Show Business. This course is taught by business and industry professionals and guest speakers. Teams will be established which will take a project from concept to completion, working with other students as they create a short film, commercial, or related project. Students who complete this program will obtain the skills and understanding for employment in the TV/Film arena as Production Assistance (PA), Wardrobe, Locations, and PR Departments. Actors will also benefit from this course, giving them an understanding of the production process, marketing, packaging, and the business needs of the actor for presenting professionalism in the industry.

Topics covered will include:
- Introduction to the Business of Show Business
- Resumes, Organization, Team Work
- Headshots, Reels, and Promotions
- Networking, Unions, and Production
- Social Media/Marketing/PR
- Research
- Budgeting
- Casting
- Production Scheduling
- Post Production
- Packaging, Pitches, and Distribution

Course Fee: $699

Mountain View Campus

<table>
<thead>
<tr>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
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<td>Mon/Wed/Fri*</td>
<td>1/25/16 to 4/20/16</td>
<td>6:30pm - 9:30pm</td>
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**Friday sessions are conducted on the 3rd, 6th & 9th week of the course**

Commercial HVAC Certificate Program - BOMA/HVAC Course 3
**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 3 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

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<th>Days</th>
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<th>Time</th>
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<tbody>
<tr>
<td>Tues/Thurs</td>
<td>1/28/16 to 3/31/16</td>
<td>5pm - 9:00pm</td>
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770-528-4550 • Continuing Professional Education • ChattahoocheeTech.edu
Personal Trainer 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 ninth 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

- **Mandatory Orientation**
  - Tuesday, February 16, 2016, 6:30-7:30pm

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

<table>
<thead>
<tr>
<th>Marietta Campus/Anytime Fitness (Kennesaw, GA)</th>
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<tbody>
<tr>
<td><strong>Tues</strong>&lt;br&gt;(Marietta Campus)</td>
</tr>
<tr>
<td><strong>Thurs</strong>&lt;br&gt;(Anytime Fitness)</td>
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</tbody>
</table>

Private Detective

Take the first steps to obtaining your Georgia Private Detective License or registration. This course provides information and training for those interested in working as a private investigator. The course exceeds the academic training prerequisites mandated by the Georgia Board of Private Detective and Securities Agencies rule 509-3-.06 as posted by the Secretary of State Examining Board rules. Upon completion of this course, you are eligible for registration/licensing as a private investigator under a licensed investigations company, or you may choose to operate your own company if additional prerequisites are met. Topics will include types of investigations, interviewing skills, case management, report writing, surveillance, undercover investigations, domestic investigations, retail loss prevention, insurance investigations, electronic investigation, and executive protection. Don't miss out on this exciting and popular class! Textbook and other materials are included.

Course Fee: $575

<table>
<thead>
<tr>
<th>Paulding Campus</th>
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<tbody>
<tr>
<td>Tues/Thurs</td>
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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

Canton Campus
Tues 2/16/16 8am - 4:00pm

Appalachian Campus
Tues 4/12/16 8am - 4:00pm

Seven Steps to Successful Sales

This course is designed to give participants the opportunity to learn more about each step and how to apply the presented techniques in the field. The industries modeled in the class are insurance, financial services, small business credit card/consumer finance, and retail.

Once completed, participants will be able to:
✓ Identify and use two prospecting tools
✓ Understand and apply two lead types
✓ Open a sales conversation using the “Selling off the Walls” sales technique
✓ Respond to the prospect’s nonverbal and verbal resistance cues
✓ Ask probing questions to identify the prospect’s needs to build their commitment
✓ Solve any identified problems utilizing the Fact Finder (presented during lesson 2)
✓ Present relevant solutions utilizing appropriate product brochures and other sales tools
✓ Pre-close the prospect by moving them to action based on their stated commitment
✓ Close the sale with a completed contract, application, approval process and collect multiple referrals

Course Fee: $355

Marietta Campus
Tues/Thurs 3/1/16 to 5/5/16 3pm - 5:00pm

Wastewater Collection System Operation

**Approved for WIOA**

The Wastewater Collection System Operation class is designed to train personnel in the safe and effective operation and maintenance of wastewater collection systems. The class provides operators with information needed to operate and maintain collection systems efficiently and effectively. Emphasis is on tasks performed by line maintenance crews. Various types of collection systems and construction inspection are covered. Special attention is given to the duties of operations, maintaining lift stations, maintenance of equipment, and sewer rehabilitation. Other topics include administration and organization for system operation and maintenance. Students will also learn how to properly identify, solve, and record solutions to existing and potential collection system problems.

Program goals are to learn how to:
✓ Properly manage, operate, and maintain all parts of the collection system, at all times.
✓ Provide adequate capacity to convey base flows and peak flows for all parts of the collection system.
✓ Take all feasible steps to stop and lessen the impact of sanitary sewer overflows for all parts of the collection system.
✓ Provide notification to parties with a reasonable potential for exposure to pollutants associated with an overflow event.

Course Fee: $975

Woodstock Campus
Mon/Wed 2/8/16 to 3/2/16 6pm - 9:15pm
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 assessments. 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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>Bronze</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>
</tr>
<tr>
<td>Silver</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>
</tr>
<tr>
<td>Gold</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>
</tr>
<tr>
<td>Platinum</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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</tbody>
</table>

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: $75/Battery of the three core skill assessments $25 or $30/Per each individual assessment, dependent on the assessment**

**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. For more information, please call 770-528-4411.

**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 770-528-4411.

**Proctoring Fee: $25/Two hours or less, $50/More than two hours**

**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 according to the weekly schedule at either the Marietta or North Metro Campuses on Tuesdays or Thursdays at 10 a.m. or 1:30 p.m. For more information, please call 770-528-4524.

**Test Fee: No Fee/ED program admissions only**
Test of Essential Academic Skills (TEAS) Testing

TEAS is the entrance exam given to prospective health science students. Chattahoochee Technical College offers the TEAS Version V. Assessment sessions are available on the Appalachian, Canton, Marietta, North Metro, and Paulding 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: $90

| Campus          | Mon         | Wed          | Fri         | Tues        | Thurs       | Fri         | Mon         | Wed          | Fri         |
|-----------------|-------------|--------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|
| Appalachian     | 5/9/16      | 5/11/16      | 5/15/16     | 5/17/16     | 6/3/16      | 6/17/16     | 1/19/16     | 2/12/16      | 2/19/16     |
|                 | 5/15/16     | 5/17/16      | 5/21/16     | 5/23/16     | 6/1/16      | 6/15/16     | 1/22/16     | 2/15/16      | 2/22/16     |
|                 | 5/19/16     | 5/21/16      | 5/25/16     | 5/27/16     | 6/3/16      | 6/17/16     | 1/30/16     | 2/25/16      | 3/1/16      |
|                 | 5/27/16     | 5/29/16      | 5/33/16     | 5/5/16      | 6/7/16      | 6/26/16     | 1/36/16     | 2/33/16      | 3/9/16      |
|                 | 5/31/16     | 5/33/16      | 5/37/16     | 5/9/16      | 6/9/16      | 6/30/16     | 1/40/16     | 2/37/16      | 3/13/16     |
| North Metro     | 5/2/16      | 5/4/16       | 5/8/16      | 5/10/16     | 5/12/16     | 5/20/16     | 1/8/16      | 1/10/16      | 1/12/16     |
|                 | 5/4/16      | 5/6/16       | 5/10/16     | 5/12/16     | 5/14/16     | 5/22/16     | 1/9/16      | 1/11/16      | 1/13/16     |
|                 | 5/6/16      | 5/8/16       | 5/12/16     | 5/14/16     | 5/16/16     | 5/24/16     | 1/8/16      | 1/10/16      | 1/12/16     |
|                 | 5/8/16      | 5/10/16      | 5/14/16     | 5/16/16     | 5/18/16     | 5/26/16     | 1/7/16      | 1/9/16       | 1/11/16     |
|                 | 5/10/16     | 5/12/16      | 5/16/16     | 5/18/16     | 5/20/16     | 5/28/16     | 1/6/16      | 1/8/16       | 1/10/16     |
|                 | 5/12/16     | 5/14/16      | 5/18/16     | 5/20/16     | 5/22/16     | 5/30/16     | 1/5/16      | 1/7/16       | 1/9/16      |
|                 | 5/14/16     | 5/16/16      | 5/20/16     | 5/22/16     | 5/24/16     | 5/32/16     | 1/4/16      | 1/6/16       | 1/8/16      |
|                 | 5/16/16     | 5/18/16      | 5/22/16     | 5/24/16     | 5/26/16     | 5/34/16     | 1/3/16      | 1/5/16       | 1/7/16      |
|                 | 5/18/16     | 5/20/16      | 5/24/16     | 5/26/16     | 5/28/16     | 5/36/16     | 1/2/16      | 1/4/16       | 1/6/16      |
|                 | 5/20/16     | 5/22/16      | 5/26/16     | 5/28/16     | 5/30/16     | 5/38/16     | 1/1/16      | 1/3/16       | 1/5/16      |
|                 | 5/22/16     | 5/24/16      | 5/28/16     | 5/30/16     | 5/32/16     | 5/40/16     | 1/10/16     | 1/12/16      | 1/14/16     |

- Appalachian Campus
  - Fri 1/15/16 1pm - 4:30pm
  - Fri 2/19/16 1pm - 4:30pm
  - Fri 3/18/16 1pm - 4:30pm
  - Fri 4/15/16 1pm - 4:30pm
  - Mon 5/2/16 1pm - 4:30pm
  - Fri 6/17/16 1pm - 4:30pm

- North Metro Campus
  - Tues 1/19/16 6pm - 9:30pm
  - Fri 2/12/16 1pm - 4:30pm
  - Fri 3/11/16 1pm - 4:30pm
  - Fri 4/8/16 1pm - 4:30pm
  - Fri 4/22/16 1pm - 4:30pm
  - Fri 4/29/16 1pm - 4:30pm
  - Tues 5/3/16 6pm - 9:30pm
  - Mon 5/9/16 9am - 12:30pm
  - Mon 5/9/16 1pm - 4:30pm
  - Tues 5/10/16 9am - 12:30pm
  - Tues 5/10/16 1pm - 4:30pm
  - Wed 5/11/16 9am - 12:30pm
  - Wed 5/11/16 1pm - 4:30pm
  - Fri 6/10/16 1pm - 4:30pm

- Canton Campus
  - Fri 1/29/16 9am - 12:30pm
  - Fri 3/25/16 9am - 12:30pm
  - Tues 5/3/16 9am - 12:30pm
  - Fri 5/27/16 9am - 12:30pm

- Paulding Campus
  - Fri 2/26/16 9am - 12:30pm
  - Fri 4/22/16 9am - 12:30pm
  - Thurs 5/5/16 1pm - 4:30pm
  - Fri 6/24/16 9am - 12:30pm
LEADERCAST 2016 – Architects For Tomorrow

The Economic Development Division is excited to once again host the Leadercast 2016 – Architects for Tomorrow broadcast at Chattahoochee Technical College. This will be a full-day leadership event focusing on what it means to be a Visionary Leader. Attendees will hear perspectives on this topic from world reknown leaders, and they will leave with practical tools and key takeaways to help them implement a new action plan as they get back to the office with renewed passion and commitment.

**Why You Should Attend Leadercast?**

- **Interactive Experience**
  Gain insights from leaders on stage, engage in activities around the arena and on your mobile device.

- **Practical Guidance**
  Gain a diverse perspective on how to cast a vision, clearly communicate it, and deliver it to completion.

- **Useful Tools**
  Obtain key actions and tools for you to use following the event to enhance your leadership.

- **Personal Growth**
  Dedicate a full day to focus on your personal and professional growth without any other distractions.

- **Networking Opportunity**
  Network with other leaders on site in Atlanta and virtually through the event app.

- **Continuing Education**
  Earn continuing education credits (CEUs) in the fields of nursing and HR. General CEU credits are also available.

**Confirmed Speakers:**

- **Andy Stanley**
  Leadership Author and Communicator
  Communicator, author, and pastor, Andy Stanley founded Atlanta-based North Point Ministries in 1995

- **Dr. Henry Cloud**
  Acclaimed Leadership Expert, Clinical Psychologist, and Best-Selling Author

- **Nick Saban**
  Head Football Coach at The University of Alabama

- **Steve Wozniak**
  Co-Founder of Apple Inc

- **Kat Cole**
  Group President at FOCUS Brands (Auntie Anne’s, Cinnabon, and more)

- **James Brown**
  Network Broadcaster, CBS Sports and News

- **Chris Barz-Brown**
  Author and Creativity Guru

* Additional speakers to be announced later.

**Program Cost:** $79 per participant, or $599 per table of 8 participants

**Lunch and breaks are included**

**North Metro Campus**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>5/6/16</td>
<td>9am - 4:30pm</td>
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**Registration/Networking begins at 8:00am**

“I attended the Brave Ones Leadercast last Spring at Chattahoochee Tech and was very satisfied with this event. The quality of speakers, topics covered, facilities and staffing were great! I will continue to encourage my team to participate in more events like this going forward. The dialogue discussed may seem like common sense stuff but hearing it again always helps bring it back to the front of my mind and serves as a good reminder to keep me on track.”

– Brad Leatherman, Yamaha Marine Group
North Georgia Gardening Symposium 2016
This program is a joint venture of Chattahoochee Technical College and The University of Georgia Cooperative Extension Service.

It has been approved for the following continuing education units:
- 3 Hours Pesticide Recertification Credit for Category 24 Ornamental and Turf
- 1 Hour Pesticide Recertification Credit for Private Applicators
- CEUs for ISA Arborist (A) and Municipal (M) have been applied for

8:00 a.m. to 8:30 a.m. .......... Registration and Check in
8:30 a.m. to 9:30 a.m. .......... Tree Scene Investigation
                      Mary Carol Sheffield, UGA Extension Coordinator - Paulding County

9:30 a.m. to 10:30 a.m. ....... Landscape Safety Tips
                      Rolando Orellana, UGA Extension Agent - Fulton County

10:30 a.m. to 10:45 a.m. ... Break
10:45 a.m. to 11:45 a.m. ...... Trials, Tribulations and a Thuja or Two!
                      Dr. John Ruter, UGA Professor of Horticulture & UGA Trial Gardens Director

11:45 a.m. to 1:15 p.m. ...... Networking Lunch and Vendor Visits
1:15 p.m. to 2:15 p.m. ...... Protecting Bees & Pollinators from Pesticides
                      Dr. Will Hudson, UGA Professor-Extension Entomologist

2:15 p.m. to 3:15 p.m. ...... Turfgrass IPM Strategies
                      Paul Pugliese, UGA Extension Coordinator - Bartow County

3:15 p.m. to 3:30 p.m. ...... Pesticide Recertification Forms/ Evaluations

Program Cost: $35
*Lunch and Breaks are included

Chattahoochee Technical College
welcomes you to join us to be inspired ...

TRANSITIONAL TRAINING
One can find themselves in the midst of a professional transition for a host of reasons:

➣ Loss of job or career
➣ Retirement
➣ High School or College Graduation
➣ Skill Set Deficiency

This two-day class deals with the emotional baggage one carries with them as they start the difficult journey of transitioning. Dealing with the emotional aspects of transitioning will first allow you the opportunity to address and release the stress that weighs heavy on you.

➣ Hurt
➣ Fear
➣ Rejection
➣ Failure
➣ Lack of Confidence

There could be a host of other emotions preventing you from moving forward. We want to help you release the baggage and rebuild a powerful energy within to give yourself a chance to find PROFESSIONAL SUCCESS!

Program Cost: $79

Marietta Campus
Tues/Thurs 3/29/16 and 3/31/16 9am - 12:00pm

Carrying excess baggage has a cost.
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

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

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