



COMMUNITY COLLEGE

WORKFORCE ALLIANCE

A PARTNERSHIP OF JOHN TYLER AND REYNOLDS COMMUNITY COLLEGES



DISCOVER NEW OPPORTUNITIES

For more information, visit UnlockYourNext.com

AFFORDABLE | FLEXIBLE | CAREER SUPPORT

JANUARY – APRIL 2022



CCWATRaining.org

Contents

JANUARY — APRIL 2022

**CCWA
IS OPEN**
**WELCOME
BACK!**

We have fully re-opened our offices and classrooms to a new season of training and support services. Our staff is available by phone, online and in person to assist with course registration and career coaching. We have also resumed our meeting services for clients who need event space.

Visit us online at ccwatraining.org or call **804-523-2292**.

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Health and Safety Agreement

The health and well being of CCWA's participants, instructors and staff are a top priority. We continue to monitor COVID-19 restrictions. Training may be comprised of in-person teaching and testing, and/or online or virtual teaching and testing, with adjustments in teaching modalities made as required by college leadership in response to public health directives.

Community College Workforce Alliance (CCWA) works in partnership with Reynolds and John Tyler Community Colleges to provide fast track training and credentialing programs in four cities and 12 counties throughout Central Virginia. CCWA delivers non-credit training, custom-designed instruction, consulting, skills assessments and job training and career development programs. CCWA is the bridge that assists job seekers and companies to achieve their professional or strategic business goals.



FULL SCHOLARSHIP
NO COST TUITION*

GET SKILLED
GET A JOB
GET AHEAD

MORE THAN 30
CERTIFICATION COURSES
AT CCWA IN
HEALTHCARE, LOGISTICS,
TRANSPORTATION,
INFORMATION TECH,
MANUFACTURING AND
TRADES INDUSTRIES



*For qualified participants

Learn more at ccwatraining.org/g3

Network2WorkRVA Build Your Workforce Today

Network2Work is a program connecting employers to job seekers who have the skills and resources needed to fill vital roles within your company. The benefits of joining are many, and they come at no cost.



Visit Network2WorkRVA.com today to learn more.

Technology

CLASS LOCATIONS — details on page 23



COMPUTER USE

MS Office Quick Start

Feb 23 W 9:00 AM – 4:00 PM MIDLO

Fee: \$249

Mastering Computer Skills for the Workplace

Feb 7 – Mar 4 Online 24/7 Online

Fee: \$195

BUSINESS APPLICATIONS

Word-Power Formatting and Automating Tasks Workshop

Jan 28 F 2:00 PM – 5:00 PM Online

Fee: \$129

Microsoft Office Tips Workshop Series

Feb 4 F 9:00 AM – 12:00 PM Online

Fee: \$129

Outlook Tips & Tricks

Jan 31 M 9:00 AM – 4:00 PM WDCC

Fee: \$140

SharePoint Essentials - Level 1

Apr 6 W 9:00 AM – 4:00 PM MIDLO

Fee: \$279

SharePoint Essentials - Level 2

Apr 27 W 9:00 AM – 4:00 PM MIDLO

Fee: \$279

Access - Level 1

Jan 24 M 9:00 AM – 4:00 PM WDCC

Fee: \$249

Access - Level 2

Mar 28 M 9:00 AM – 4:00 PM WDCC

Fee: \$249

QuickBooks

Mar 2 – 3 WR 9:00 AM – 4:00 PM MIDLO

Fee: \$449

Introduction G(Google) Suite Training Workshops

Jan 14 F 9:00 AM – 12:00 PM Online

Fee: \$129

Excel Overview Workshop Series

Jan 28 F 9:00 AM – 12:00 PM Online

Fee: \$129

Excel Pivot Tables & PowerPivot Tools

Feb 22 T 9:00 AM – 4:00 PM MIDLO

Fee: \$199

Excel Tips and Tricks

Jan 26 W 9:00 AM – 4:00 PM MIDLO

Fee: \$199

Excel Formulas

Feb 9 W 9:00 AM – 4:00 PM MIDLO

Fee: \$199

Excel Macros & Forms

Mar 14 M 9:00 AM – 4:00 PM WDCC

Fee: \$199

Excel Charts

Feb 14 M 9:00 AM – 4:00 PM MIDLO

Fee: \$199

Excel - Level 1

Jan 18 T 9:00 AM – 4:00 PM WDCC

Mar 16 W 9:00 AM – 4:00 PM MIDLO

Fee: \$199

Information Technology Certifications

with Tuition Assistance through our FastForward Program

Earn an industry credential in less than two months!

Awarded by CompTIA:

- CompTIA Security+
- CompTIA Network+
- CompTIA Linux+
- CompTIA A+

Awarded by aws.amazon.com:

- AWS Cloud Practitioner
- AWS Certified Solutions Architect (Associate)
- AWS Security Specialist

Awarded by The Python Institute:

- Python Programming

Additional benefits are available for unemployed and low-income Virginians.

For more information visit ccwatraining.org/tech



Excel - Level 2

Feb 18 F 9:00 AM – 4:00 PM WDCC
 Fee: \$199

Excel - Level 3

Apr 7 R 9:00 AM – 4:00 PM MIDLO
 Fee: \$199

Mastering Microsoft Excel

Apr 4 – 29 Online 24/7 Online
 Feb 7 – Mar 4 Online 24/7 Online
 Fee: \$195

Intermediate Excel

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

Advanced Excel

Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Introduction to Power BI

Feb 7 – Mar 4 Online 24/7 Online
 Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Intermediate Power BI

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

Advanced Power BI

Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Introduction to Data Analysis

Feb 7 – Mar 4 Online 24/7 Online
 Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Advanced Data Analysis

Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Intermediate Data Analysis

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

CERTIFICATIONS

CompTIA A+

Jan 10 – Mar 17 MWR 6:00 PM – 8:00 PM Online
Feb 28 – May 5 MWR 6:00 PM – 8:00 PM Online
Apr 11 – Jun 22 MWR 6:00 PM – 8:00 PM Online

Fee: \$2,502*

CompTIA Network+

Feb 1 – Mar 17 TRF 6:00 PM – 8:00 PM Online
Apr 19 – Jun 2 TRF 6:00 PM – 8:00 PM Online

Fee: \$1,716*

CompTIA Security+

Jan 24 – Mar 16 MWF 6:00 PM – 8:00 PM Online
Mar 28 – May 11 MWF 6:00 PM – 8:00 PM Online

Fee: \$1,611*

Certified Information System Security Professional (CISSP)

Mar 19 – Apr 16 S 9:00 AM – 5:00 PM Online

Fee: \$2,995

CompTIA IT Fundamentals+

Jan 28 – Mar 18 F 6:30 PM – 9:30 PM Online

Fee: \$999

AWS Certified Cloud Practitioner

Jan 19 – Mar 4 MWF 5:30 PM – 7:30 PM Online
Mar 7 – Apr 19 MTR 10:00 AM – 12:00 PM Online

Fee: \$1,650*

CompTIA Linux+

Jan 25 – Mar 10 MTR 5:30 PM – 7:30 PM Online
Apr 4 – May 18 MWF 5:30 PM – 7:30 PM Online

Fee: \$1,800

Python Programming-Certified Associate (PCAP)

Jan 10 – Mar 25 MWF 6:00 PM – 8:30 PM Online
Mar 7 – May 18 MWF 6:00 PM – 8:30 PM Online

Fee: \$2,250*

PROGRAMMING

Introduction to SQL

Jan 3 – 28 Online 24/7 Online
Mar 7 – Apr 1 Online 24/7 Online

Fee: \$245

Introduction to Coding

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online

Fee: \$195

*FastForward funding available.
See pages 12 and 13.

CREATIVE SOFTWARE

Introduction to Adobe InDesign

Jan 27 R 9:00 AM – 4:00 PM MIDLO

Fee: \$279

Intermediate Adobe InDesign

Feb 24 R 9:00 AM – 4:00 PM MIDLO

Fee: \$279

Adobe Illustrator Essentials

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online

Fee: \$225

Adobe InDesign Essentials

Apr 4 – 29 Online 24/7 Online

Fee: \$225

Adobe Photoshop Essentials

Mar 7 – Apr 1 Online 24/7 Online

Fee: \$225

SPECIALIZED TRAINING

Introduction to Game Design

Feb 7 – Mar 4 Online 24/7 Online

Fee: \$245

Intermediate Video Game Design

Mar 7 – Apr 1 Online 24/7 Online

Fee: \$245

WEB, SOCIAL AND MOBILE

Build a (Powerful) Website, Quickly, in WordPress

Feb 17 R 9:00 AM – 4:00 PM MIDLO

Fee: \$279

Advanced WordPress

Mar 15 T 9:00 AM – 4:00 PM MIDLO

Fee: \$279

Collaborating with Microsoft Teams

Jan 14 F 1:00 PM – 4:00 PM Online
Mar 4 F 9:00 AM – 12:00 PM Online

Fee: \$129

Web Design

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online

Fee: \$245

Intermediate Web Design

Mar 7 – Apr 1 Online 24/7 Online

Fee: \$245

Business Administration and Management

CLASS LOCATIONS — details on page 23



CUSTOMER SERVICE

Block 1

A Winning Attitude

Jan 19 W 9:00 AM – 12:00 PM MIDLO

Fee: \$99

Block 2

Commitment to the Customer

Jan 19 W 1:00 PM – 4:00 PM MIDLO

Fee: \$99

Block 3

Grammar and Enunciation

Feb 10 R 9:00 AM – 12:00 PM MIDLO

Fee: \$99

Block 4

Oral Communication

Feb 10 R 1:00 PM – 4:00 PM MIDLO

Fee: \$99

Block 5

Phone Power

Mar 1 T 9:00 AM – 12:00 PM WDCC

Fee: \$99

Block 6

Active Listening Skills

Mar 1 T 1:00 PM – 4:00 PM WDCC

Fee: \$99

Block 7

Problem-Solving Techniques

Mar 17 R 9:00 AM – 12:00 PM MIDLO

Fee: \$99

Block 8

Confidence with Difficult Customers

Mar 17 R 1:00 PM – 4:00 PM MIDLO

Fee: \$99

Block 9

Managing Job Stress

Apr 19 T 9:00 AM – 12:00 PM WDCC

Fee: \$99

Block 10

Exceeding Customer Expectations

Apr 19 T 1:00 PM – 4:00 PM WDCC

Fee: \$99

CERTIFICATIONS

National Retail Certification in Customer Service & Sales

Jan 31 – Mar 7 M 9:00 AM – 4:00 PM WDCC
Feb 21 – Mar 11 MWF 1:00 PM – 5:00 PM Online
Mar 29 – Apr 28 TR 6:00 PM – 9:30 PM Online

Fee: \$840*

**FastForward funding available.
See pages 12 and 13.*

COMMUNICATIONS

Conflict Management

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online

Fee: \$245

Business Writing

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online

Fee: \$195

Negotiation: Get What You Want

Mar 7 – Apr 1 Online 24/7 Online

Fee: \$195

Using Personality Profiles for Better Work Performance

Apr 4 – 29 Online 24/7 Online

Fee: \$295



LEADERSHIP AND MANAGEMENT SKILLS

Change Management

Jan 27 R 9:00 AM – 4:00 PM MIDLO

Fee: \$249

Inspiring Leadership with Emotional Intelligence

Mar 1 T 9:00 AM – 4:00 PM WDCC

Fee: \$249

Teambuilding Strategies

Apr 29 F 9:00 AM – 4:00 PM MIDLO

Fee: \$249

Spring Administrative Professionals' Conference

APRIL 22, 2022

The support you provide for your colleagues and organization suggests that a day to refresh and re-energize is in order.

Join us for an exciting day to enhance your personal and professional skills. We look forward to seeing you!

ccwatraining.org/adminpro

PROFESSIONAL DEVELOPMENT | INTERACTIVE SESSIONS
COMMUNICATION/TECHNOLOGY TIPS

Understanding Yourself and Others: An Introduction to the MBTI

Feb 15 T 1:00 PM – 4:00 PM Online
Fee: \$129

Managing Millennials

Feb 15 T 9:00 AM – 12:00 PM Online
Fee: \$129

Effective Decision Making

Apr 29 F 9:00 AM – 4:00 PM WDCC
Fee: \$249

Constructive Conflict Resolution

Apr 12 T 9:00 AM – 4:00 PM WDCC
Fee: \$249

The 4 Disciplines of Execution (4DX)

Feb 3 R 1:30 PM – 4:30 PM Online
Apr 6 W 1:30 PM – 4:30 PM Online
Fee: \$129

Leadership Principles

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online
Fee: \$145

Management Boot Camp

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online
Fee: \$295

Introduction to Project Management

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online
Fee: \$195

Developing Your Leadership Skills

Mar 7 – Apr 1 Online 24/7 Online
Fee: \$145

Developing Your Professional Career

Apr 4 – 29 Online 24/7 Online
Fee: \$145

Managing Generations in the Workplace

Apr 4 – 29 Online 24/7 Online
Fee: \$175

Project Management Knowledge Areas

Apr 4 – 29 Online 24/7 Online
Fee: \$195

Project Management Processes

Mar 7 – Apr 1 Online 24/7 Online
Fee: \$195

Collaborative Management

Mar 7 – Apr 1 Online 24/7 Online
Fee: \$245

Introduction to Six Sigma Green Belt

Feb 7 – Mar 4 Online 24/7 Online
Apr 4 – 29 Online 24/7 Online
Fee: \$195

Intermediate Six Sigma Green Belt

Mar 7 – Apr 1 Online 24/7 Online
Fee: \$195

Advanced Six Sigma Green Belt

Apr 4 – 29 Online 24/7 Online
Fee: \$195

ONLINE MANAGEMENT COURSES

Time Management & Balancing Today's Priorities

Jan 20 R 9:00 AM – 4:00 PM
Fee: \$249

Think Again: Critical Thinking Skills

Feb 1 T 1:00 PM – 4:00 PM
Fee: \$129

Business Workplace Ethics

Feb 1 T 9:00 AM – 12:00 PM
Fee: \$129

Navigating Stress and Burnout/Compassion Fatigue

Feb 14 M 9:00 AM – 4:00 PM
Fee: \$249

Maximizing Employee Engagement

Feb 24 R 9:00 AM – 4:00 PM
Fee: \$249

Making the Move to Supervisor

Mar 14 M 9:00 AM – 12:00 PM
Fee: \$129

Managing a Remote or Hybrid Team

Mar 14 M 2:00 PM – 5:00 PM
Fee: \$129

MARKETING AND SALES

Improving Email Promotions

Feb 7 – Mar 4	Online 24/7	Online
Apr 4 – 29	Online 24/7	Online
Fee: \$195		

Google Analytics

Feb 7 – Mar 4	Online 24/7	Online
Apr 4 – 29	Online 24/7	Online
Fee: \$195		

Podcasting

Feb 7 – Mar 4	Online 24/7	Online
Fee: \$245		

Video Marketing

Feb 7 – Mar 4	Online 24/7	Online
Apr 4 – 29	Online 24/7	Online
Fee: \$245		

Boosting Your Website Traffic

Mar 7 – Apr 1	Online 24/7	Online
Fee: \$195		

Online Advertising

Apr 4 – 29	Online 24/7	Online
Fee: \$195		

YouTube for Business

Mar 7 – Apr 1	Online 24/7	Online
Fee: \$245		

Entrepreneurial Marketing

Apr 4 – 29	Online 24/7	Online
Fee: \$195		

Advanced Google Analytics

Mar 7 – Apr 1	Online 24/7	Online
Fee: \$195		

PROJECT MANAGEMENT

Project Management (PMP) Prep Course

Feb 9 – Apr 13	W 6:00 PM – 9:30 PM	MIDLO
Fee: \$1,395		

Project Management: Building High-Performance Teams

Feb 4	F 9:00 AM – 4:00 PM	Online
Fee: \$269		

Project Risk Management: A Scalable Approach

Apr 1	F 9:00 AM – 4:00 PM	Online
Fee: \$269		

SPECIALIZED TRAINING

Cultural Awareness and Spanish Language

Jan 27	R 1:30 PM – 4:30 PM	Online
Mar 31	R 1:30 PM – 4:30 PM	Online
Fee: \$149		

How to Conduct an Internal Investigation

Apr 29	F 9:00 AM – 4:00 PM	WDCC
Fee: \$249		

Accounting and Finance for Non Financial Managers

Feb 7 – Mar 4	Online 24/7	Online
Apr 4 – 29	Online 24/7	Online
Fee: \$195		

Financial Analysis and Planning for Non-Financial Managers

Apr 4 – 29	Online 24/7	Online
Fee: \$195		

BUSINESS U

Aligning Your Personal & Business Goals

Align your personal and business goals and make important decisions about the security of your business.

SPRING COURSES:

- **Feb 3 & 10**
R 6:00 PM – 9:15 PM (MIDLO)
- **Feb 9 & 16**
W 9:00 AM – 12:15 PM (CH)
- **Feb 16 & 23**
W 9:00 AM – 12:15 PM (MIDLO)
- **Mar 23 & 30**
W 9:00 AM – 12:15 PM (CH)

(Location information on page 19)

For more information visit ccwatraining.org/businessu



Employment Law

Apr 29 F 9:00 AM – 4:00 PM WDCC
 Fee: \$249

Remarkable Service

Jan 19 – Feb 2 MW 9:00 AM – 1:00 PM WDCC
 Mar 28 – Apr 11 MW 9:00 AM – 1:00 PM WDCC
 Fee: \$499

Introduction to Social Media

Feb 7 – Mar 4 Online 24/7 Online
 Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Integrating Social Media Into Your Organization

Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Closing Procedures and Financial Statements

Apr 4 – 29 Online 24/7 Online
 Fee: \$195

General Ledger and Month End Procedures

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

Understanding Debits and Credits

Feb 7 – Mar 4 Online 24/7 Online
 Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Revenue Generation for Non-Profits

Feb 7 – Apr 1 Online 24/7 Online
 Apr 4 – May 27 Online 24/7 Online
 Fee: \$495

The Basics of Bookkeeping

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

Cash is King

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

The Business Plan

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

Beginning Conversational Spanish

Feb 7 – Apr 1 Online 24/7 Online
 Apr 4 – May 29 Online 24/7 Online
 Fee: \$290

WRITING AND GRANTS

Business Writing for Professionals

Jan 28 F 9:00 AM – 4:00 PM Online
 Fee: \$249

Grammar Workshop

Feb 18 F 9:00 AM – 1:00 PM Online
 Fee: \$199

Grant Proposal Writing 101

Mar 25 F 9:00 AM – 4:00 PM Online
 Fee: \$269

Grants Management 101

Apr 22 F 9:00 AM – 4:00 PM Online
 Fee: \$269

Effective Copywriting

Mar 7 – Apr 1 Online 24/7 Online
 Fee: \$195

Writing News and Press Releases

Apr 4 – 29 Online 24/7 Online
 Fee: \$195

Open Doors to In-Demand Jobs with Industry Credentials

FASTFORWARD PROGRAMS with TUITION ASSISTANCE include:



BUSINESS AND CAREER TRAINING

- Customer Service & Sales Certification
- Teacher Licensure
Through EducateVA



INFORMATION TECHNOLOGY

- **CompTIA Security+** *awarded by CompTIA*
- **CompTIA Network+** *awarded by CompTIA*
- **CompTIA Linux+** *awarded by CompTIA*
- **CompTIA A+** *awarded by CompTIA*
- **Python Programming**
awarded by The Python Institute
- **AWS Cloud Practitioner**
awarded by aws.amazon.com
- **AWS Certified Solutions Architect (Associate)** *awarded by aws.amazon.com*
- **AWS Security Specialist**
awarded by aws.amazon.com

PAY ONLY ONE-THIRD OF THE COST FOR SHORT-TERM TRAINING THAT GETS YOU TO WORK

The Greater Richmond job market is active and credentials are becoming more critical. Virginia's Community Colleges have a goal to triple the number of industry credentials earned by Virginians in order to meet business and employment demands. FastForward credentials open doors to in-demand jobs.

Additional \$1,000 cash award is available through the Virginia Ready initiative for many FastForward course completers.

TUITION ASSISTANCE

FastForward tuition grants, available to all Virginia residents, pay two-thirds of the tuition costs; students qualifying for financial aid may be eligible for additional funding. Businesses interested in a certified workforce may also benefit from FastForward funds.

NOW AVAILABLE: Online and Hybrid* Class Formats

for most FastForward
Certification Courses

*combination of
online classes and
small in-person
classroom groups



TRADES AND MANUFACTURING

- Commercial Driver's License (CDL)
- Manufacturing Technician 1 (MT1)
Dual credential w/ Manufacturing Specialist (MS)
- Lean Practitioner
- Certified Logistics Technician
Dual credential w/ Certified Logistics Associate
- VDOT Construction Inspector Series
- NCCER Core Construction
- NCCER Electrician Level 1
- NCCER HVAC Level 1
- NCCER Heavy Equipment Operator
- NCCER Plumbing



HEALTH CARE

- Clinical Medical Assistant
- Nurse Aide Program
- Medical Coding
- Pharmacy Technician
- Emergency Medical Technician Program (EMT)
- Emergency Telecommunicator



FastForward

CREDENTIALS FOR A CAREER THAT MATTERS

Schedule your orientation today!

Go to ccwatraining.org/certifications



CUSTOM TRAINING and CONSULTING

HUNDREDS
of SMALL and LARGE
ORGANIZATIONS
TRAINED

When your goals include increasing productivity, improving employee performance and engagement, streamlining work flow and maximizing profits, CCWA can help you achieve **big results**.



Working closely with your team, CCWA's high quality custom training and consulting solutions are specifically tailored to meet the needs of your employees and organization.



COMMUNITY COLLEGE
**WORKFORCE
ALLIANCE**

*A partnership between
John Tyler & Reynolds Community Colleges*

To learn more, call 804-523-2292 or visit
ccwatraining.org/customtraining

Health Care

CLASS LOCATIONS — details on page 23



CERTIFICATIONS

Clinical Medical Assistant Program

Jan 19 – Jun 8	MW 10:00 AM – 2:00 PM	CH
Jan 19 – Jun 8	MW 6:00 PM – 10:00 PM	CH
Apr 7 – Aug 25	TR 10:00 AM – 2:00 PM	CH
Apr 7 – Aug 25	TWR 6:00 PM – 10:00 PM	CH

Fee: \$3,267*

Medical Coding - Certified Professional Coder

Jan 25 – Apr 28	TR 6:00 PM – 9:30 PM	MIDLO
Feb 8 – May 19	TR 3:00 PM – 6:00 PM	Online
Feb 16 – Jun 1	MW 6:00 PM – 9:00 PM	Online

Fee: \$3,897*

Pharmacy Technician Program

Feb 1 – Apr 22	M - F 8:00 AM – 5:00 PM	Online
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Fee: \$1,950*

SPECIALIZED TRAINING

Spanish for Medical Professionals

Feb 7 – Apr 1	Online 24/7	Online
Apr 4 – May 29	Online 24/7	Online

Fee: \$290

**FastForward funding available.
See pages 12 and 13.*

NEW!
HENRICO
COUNTY
INTERNSHIP
AND
TUITION
ASSISTANCE

Train for a career
as a 911 dispatcher.

Emergency Telecommunicator Certification

This course includes comprehensive content, multimedia presentations, and hands-on training to prepare you for roles at an emergency telecommunications center.

Classes are held in-person, off-site.

Jan 4 – Mar 10	TR 5:30 PM – 9:30 PM
Mar 22 – Apr 21	TR 5:30 PM – 9:30 PM

Fee: \$420*

More Information: 804-523-2292

Manufacturing and Trades

CLASS LOCATIONS — details on page 23



CONSTRUCTION, TRADES, AND CONTRACTORS

Electrical Code Update Course

Feb 8	T 6:00 PM – 9:00 PM	WDCC
Apr 5	T 6:00 PM – 9:00 PM	WDCC

Fee: \$225

Fuel Gas Code Update Course

Feb 12	S 8:00 AM – 9:00 AM	WDCC
Apr 9	S 8:00 AM – 9:00 AM	WDCC

Fee: \$75

Basic Contractor Business Licensing Course

Feb 12	S 8:00 AM – 5:00 PM	WDCC
Apr 16	S 8:00 AM – 5:00 PM	WDCC

Fee: \$199

Plumbing Code Update Course

Feb 12	S 9:15 AM – 12:15 PM	WDCC
Apr 9	S 9:15 AM – 12:15 PM	WDCC

Fee: \$225

Mechanical Code Update Course

Feb 12	S 1:15 PM – 4:15 PM	WDCC
Apr 9	S 1:15 PM – 4:15 PM	WDCC

Fee: \$225

NCCER: Introductory Craft Skills

Jan 12 – Feb 16	MW 5:30 PM – 9:00 PM	WDCC
Feb 15 – Mar 10	TWR 5:30 PM – 10:00 PM	CH
Feb 2 – Mar 16	MW 5:30 PM – 10:00 PM	WDCC
Feb 7 – Mar 15	MT 5:30 PM – 10:00 PM	WDCC
Jan 12 – Feb 17	WR 1:00 PM – 4:30 PM	WDCC

Fee: \$1,098

NCCER: HVAC Level 1

Feb 23 – May 4	WR 5:30 PM – 10:00 PM	WDCC
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Fee: \$1,698*

NCCER: Electrical Level 1

Mar 21 – May 25	MW 5:30 PM – 10:00 PM	JS
Mar 21 – May 31	MT 5:30 PM – 10:00 PM	WDCC

Fee: \$1,500*

NCCER: Heavy Equipment Operator Level 1

Mar 15 – Apr 27	TWR 5:30 PM – 10:00 PM	CH
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Fee: \$2,748*

NCCER: Plumbing Level 1

Feb 23 – May 4	WR 1:00 PM – 4:30 PM	WDCC
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Fee: \$1,599*

**FastForward funding available. See pages 12 and 13.*

BUILD A CAREER IN TRADES

Prepare for High-Demand Jobs in the Region

Begin NCCER Core with topics that include: Construction Math, Safety, Measurement, Hand Tools, Power Tools, Material Handling, and Rigging.

Follow with NCCER HVAC, Electrical and Heavy Equipment to enhance your career in the industry.

The initial NCCER CORE certification can help you get a foot-in-the-door to a helper or apprentice position at many local companies.

On-going courses are available:

- NCCER Core
- NCCER Electrical
- NCCER HVAC
- NCCER Heavy Equipment
- NCCER Plumbing

All Virginia residents eligible for FastForward tuition assistance. Some full scholarships available.

Visit ccwatraining.org/NCCER for course details.

Regional Manufacturers Seek MT1-Certified Employees

Earn an MT1 (Manufacturing Technician 1) certification and prepare for a high-paying career in less than 8 weeks.

Coursework includes:

- Quality and Lean Manufacturing Techniques
- Elements of Business Acumen
- Mechanics and Spatial Reasoning
- Math and Measurement for Industry
- Electrical and Chemical Theory and Fundamentals
- Manufacturing Processes and Controls
- Fluid Power and Thermodynamics
- Industry and Personal Safety (OSHA, CPR, First Aid)

Additional Services:

- Industry Tours
- Digital Literacy
- Business Acumen
- Resume Writing
- Interview Techniques

All Virginia residents eligible for FastForward tuition assistance. Some full scholarships available.

For more information, visit ccwatraining.org/mt1



MANUFACTURING AND LOGISTICS

Lean Practitioner Certification

Jan 11 – Feb 3	TR 9:00 AM – 12:00 PM	CH
Mar 8 – 31	TR 5:30 PM – 8:30 PM	CH

Fee: \$1,200*

Manufacturing Technician Level 1 Certification

Jan 18 – Mar 2	MTWR 5:30 PM – 8:30 PM	CH
Mar 15 – May 11	TWR 9:00 AM – 12:00 PM	CH

Fee: \$816*

Certified Logistics Technician (CLT)

Feb 11 – Mar 23	MWF 9:00 AM – 12:00 PM	CH
Apr 7 – May 18	TWR 5:30 PM – 8:30 PM	CH

Fee: \$1,200*

Certified Logistics Associate (CLA)

Jan 24 – Feb 9	MWF 9:00 AM – 12:00 PM	CH
Mar 22 – Apr 6	TWR 5:30 PM – 8:30 PM	CH

Fee: \$900*

SAFETY

Forklift Operator Training

Feb 5	S 8:30 AM – 12:30 PM	WDCC
Mar 18	F 5:30 PM – 9:30 PM	WDCC
Apr 2	S 8:30 AM – 12:30 PM	WDCC

Fee: \$125

OSHA 10-Hour Training Certification for General Industry

Apr 7 – 8	RF 8:00 AM – 1:00 PM	WDCC
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Fee: \$249

*FastForward funding available. See pages 12 and 13.

PLANNING AN EVENT?

CCWA has **40,000 square feet of space** – from classrooms and conference rooms to computer labs and a ballroom – available for day, night and weekend functions. With on-site technology support, full multimedia capabilities and catering options, CCWA is the perfect place to host your next gathering!

For more information, visit ccwatraining.org/meeting-space or call **804-523-2292**.



COMMUNITY COLLEGE
WORKFORCE ALLIANCE
A partnership between
John Tyler & Reynolds Community Colleges

CERTIFICATIONS IN MOTION

CCWA'S PARTNERSHIP with the VIRGINIA DEPARTMENT OF TRANSPORTATION

Materials and Inspector Certification Courses are available year-round with statewide offerings.

Custom dates for on-site courses are available upon request.

Inspector Courses are offered at a discounted rate (66% off) for all Virginia residents through the FastForward/Workforce Credential Grant (subject to availability).



ccwatraining.org/VDOT / 804-523-2290

VDOT - CERTIFICATIONS

VDOT: Central Mix Aggregate Plant with Proficiency

Feb 15 - 18 TWR 8:30 AM - 4:30 PM WDC

Fee: \$600

VDOT: Concrete Plant

Jan 25 - 26 TW 8:30 AM - 4:30 PM CH

Mar 15 - 16 TW 8:30 AM - 4:30 PM Online

Apr 12 - 13 TW 8:30 AM - 4:30 PM VD

Fee: \$250

VDOT: Soils and Aggregate Compaction

Jan 18 - 21 TWR 8:30 AM - 4:30 PM WDC

Feb 1 - 4 TWR 8:30 AM - 4:30 PM VD

Feb 22 - 25 TWR 8:30 AM - 4:30 PM NV

Mar 8 - 11 TWR 8:30 AM - 4:30 PM VD

Mar 22 - 25 TWR 8:30 AM - 4:30 PM Ro

Apr 5 - 7 TWR 8:30 AM - 4:30 PM Of

Apr 19 - 22 TWR 8:30 AM - 4:30 PM CH

Fee: \$350

VDOT: Plan Reading for Inspectors

Mar 29 - 31 TWR 8:30 AM - 4:30 PM CH

Fee: \$600*

VDOT: Documentation and Recordkeeping for Inspectors

Apr 26 - 28 TWR 8:30 AM - 4:30 PM CH

Fee: \$600*

VDOT: Surveying for Inspectors

Apr 14 - 15 RF 8:30 AM - 4:30 PM CH

Fee: \$624 *

VDOT: Intermediate Work Zone Traffic Control (WZTC) Certification

Jan 13 - 14 RF 8:30 AM - 4:30 PM CH

Mar 17 - 18 RF 8:30 AM - 4:30 PM CH

Fee: \$402*

VDOT: New Structures and Bridges for Inspectors

Feb 8 - 10 TWR 8:30 AM - 4:30 PM CH

Fee: \$750*

VDOT: Bridge Preservation for Inspectors

Mar 1 - 3 TWR 8:30 AM - 4:30 PM CH

Fee: \$600*

**FastForward funding available. See pages 12 and 13.*



Specialized Training

CLASS LOCATIONS — details on page 23



LEAD ABATEMENT

Lead Abatement Inspector

Mar 21 - 23 MTW 8:00 AM - 5:00 PM CH

Fee: \$510

Lead Abatement Risk Assessor

Mar 24 - 25 RF 8:00 AM - 5:00 PM CH

Fee: \$375

Lead Abatement Supervisor

Jan 10 - 13 MTWR 8:00 AM - 5:00 PM CH

Apr 11 - 14 MTWR 8:00 AM - 5:00 PM CH

Fee: \$675

Lead Abatement Worker

Jan 31 - Feb 1 MT 8:00 AM - 5:00 PM CH

Apr 25 - 26 MT 8:00 AM - 5:00 PM CH

Fee: \$375

Truck Driver Training (CDL)

All classes are held 8:00 AM - 5:00 PM.

WEEKDAY / Monday - Friday

Classes in Chester:

Jan 10 - Feb 18

Jan 24 - Mar 4

Feb 7 - Mar 18

Feb 21 - Apr 1

Mar 7 - Apr 15

Mar 21 - Apr 29

Apr 4 - May 13

Apr 18 - May 27

May 2 - Jun 10

May 16 - Jun 24

Class in Goochland: Mar 28 - May 6

WEEKEND / Saturday & Sunday

Classes in Chester:

Jan 8 - Apr 10

Feb 12 - May 22

Mar 19 - Jul 10

Apr 30 - Aug 14

Jun 11 - Sep 25

Fee: \$4,500*

**FastForward funding available. See pages 12 and 13.*

For more information visit

ccwatraining.org/truck-driving-training

WORKFORCE WEDNESDAY WEBINARS

Join us for personal enrichment or to build professional skills.

Complimentary webinars are held online monthly on Wednesday mornings, 10:00 AM to 11:00 AM.

Excel Pivot Tables

Jan 12

WordPress

Feb 9

Conflict Resolution

Mar 9

TeamBuilding Strategies Apr 13

Register online at ccwatraining.org

Registered participants will receive login instructions by email.



NEED TO
START
A NEW
CAREER?

CUSTOMER SERVICE with Career Exploration

With a small class size and a team of supportive staff, this class is a great introduction to online learning and will help you develop your communication and problem-solving skills for a broad range of entry-level through first-line supervisory positions across sales, service, and retail industries. Participants will have the opportunity to earn a customer service industry certificate and boost their computer and professional skills.

The career exploration and coaching component of this program will help you identify your next steps for education or employment and includes personal meetings with the coaching staff.

- Jan 18 – Feb 24 TWR 5:30 PM – 8:30 PM Online
- Feb 15 – Mar 31 (GED*) TWR 1:00 PM – 4:00 PM Online
- Mar 1 – Apr 14 TWR 5:30 PM – 8:30 PM Online

*Class designed for those who need to earn a GED.

Financial assistance
is available for
qualified participants.

Improve job skills while you prepare for your next career.

For more information, visit ccwatraining.org/careercoaching.

NEED A CLASS? Ask us about custom training and consulting.

804-523-2292 | ccwatraining.org/customtraining

MAKE A DIFFERENCE: BECOME A TEACHER



Teacher Information Sessions

- **JANUARY 12** | 6:00 – 7:30 PM
WDCC – Reynolds Parham Road Campus
- **JANUARY 19** | 6:00 – 7:30 PM
CH – Tyler Chester Campus, Nicholas Center

Register at educateva.com/infosessions

Teaching can be the most rewarding career you will ever have.

At EducateVA, we can help turn your existing education and job experience into the skills needed to make a difference. If you are a professional with a bachelor's degree and at least three years of full-time work experience, you may qualify for the EducateVA Career Switcher Alternative Teacher License program.

This affordable and accessible fast-track program, approved by the Virginia Department of Education, provides you with the academic training and practical experience needed to make an impact in the 21st century classroom.

Classes are delivered through a combination of online and weekend courses so you can become licensed to teach in the Commonwealth of Virginia in just 18 weeks.

This program is offered as a FastForward credential and participants pay only 1/3 or less of the cost.

DEADLINE:
MAY 13, 2022
FOR COHORT STARTING
FALL 2022

FREE WEBINAR:

Career Focus - Becoming a Teacher Through Alternative Teacher Licensure

Individuals interested in learning more about the EducateVA Alternative Teacher Licensure program offered through Virginia's Community Colleges are encouraged to participate in this interactive webinar before applying. Emphasis is placed on understanding the program components and prerequisites, as well as workforce projections for the field of education. Webinars are held monthly on Wednesdays 12:00 PM - 1:00 PM.

Upcoming Webinars: Jan 19 | Feb 16 | Mar 16 | Apr 20



To learn more, visit the website today.
educateva.com

Information

Refunds

Participants may withdraw and receive a full refund provided a written request is received at least five business days before the class is scheduled to begin. No refunds are provided after this time. Withdrawals must be completed by notifying CCWA in writing by email to help@ccwa.vccs.edu. Refund checks are distributed by the Virginia Department of the Treasury and may take up to six weeks for processing.

Non-Credit Financial Aid

CCWA has funding that can help pay for training that supports attainment of industry credentials. If you have limited income and want to earn an industry credential, please contact us and find out how we might be able to support your efforts. Call 804-523-2292 or email us at help@ccwa.vccs.edu to inquire about our non-credit financial aid.

Canceled Classes

Each course is offered on the condition of adequate enrollment; CCWA reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed sufficient. Necessary changes in this schedule may be dictated by enrollment, personnel requirements, or availability of facilities.

Continuing Education Options

All classes in this schedule offer Continuing Education Units (CEUs) and Continuing Professional Education (CPE). The number of CEUs awarded depends upon successful course completion and varies according to course length. For each hour of actual instruction 0.1 CEU is awarded. For CPEs, students simply need to request them from CCWA before class.

Mailing Lists

To request more information or to unsubscribe from the mailing list, please write to help@ccwa.vccs.edu.

Photo Release: CCWA participants grant permission to staff/instructors to use photographs/video taken on the date(s) and at the location(s) for use in publications or on the web and to use such photographs/video in electronic versions of the same. With registration, participants waive any right to inspect or approve the finished photographs/video or printed or electronic matter that may be used in conjunction with them, and any right to royalties or other compensation arising from or related to the use of the photograph. Participants may address any specific questions by submitting those questions in writing prior to the course date and agree that failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

HOW TO REGISTER

Tuition must be paid at the time of registration by VISA or MasterCard, check, or money order.

Paying by Third Party: By completing a registration, you hereby agree to release information regarding your registration to the third party responsible for payment.

Online: ccwatraining.org

In-Person/Phone/Fax:

Registration may be completed in person or by phone at three convenient locations (*) – Mon-Fri, 9 AM – 4 PM.

CCWA LOCATIONS

CH Tyler Chester Campus*

William H. Talley III Center
for Workforce Development
13101 Jefferson Davis Highway
Chester, Virginia 23831
804-706-5175

MIDLO Tyler Midlothian Campus*

Eliades Hall (E208)
800 Charter Colony Parkway
Midlothian, VA 23114
804-897-7600 / Fax: 804-897-7617

WDCC Reynolds Parham Road Campus*

Workforce Development
& Conference Center
1651 E. Parham Road, Suite 103
Richmond, VA 23228
804-523-2292 / Fax: 804-371-3414

DTC Reynolds Downtown Campus

700 East Jackson Street
Richmond, VA 23219
804-523-5345

GC Reynolds Goochland Campus

1851 Dickinson Road
Goochland, VA 23063

*REGISTRATION available at this location.

Non-Profit
Organization
US Postage
PAID
Richmond, VA
Permit No. 2142



John Tyler Community College
13101 Jefferson Davis Highway
Chester, VA 23831-5616

J. Sargeant Reynolds Community College
Post Office Box 85622
Richmond, VA 23285-5622

CCWA has helped thousands of businesses and individuals take their companies and careers to new heights.

We can do the same for you.



Locations in Richmond, Midlothian, Chester, Henrico, and Goochland
at Reynolds and John Tyler Community College campuses — details on page 23



CCWATRaining.org