Community College Workforce Alliance (CCWA) seeks to be the go-to resource and partner for businesses and economic development organizations seeking workforce solutions and the first stop for job seekers across central Virginia looking for a runway to a career or advancement. As the shared workforce development division of Brightpoint and Reynolds Community Colleges, CCWA supports regional economic advancement and individual financial empowerment through industry sector strategies.

For more information:
804-523-CCWA (2292)
cpwatraining.org
Combining skills training with coaching and confidence-building, CCWA supports your needs, from enrollment to employment.

Network2WorkRVA connects job seekers with employers looking to fill vital roles within their companies.

Focused on healthcare, IT, manufacturing, logistics and construction and related trades, Network2WorkRVA helps you find a job that leads to a successful career pathway.

CAREER EXPLORATION & PLANNING
Assistance in determining your best job fit and developing a plan for your next steps

EMPLOYABILITY SKILLS
Resume assistance, mock job interviews and employment application support

SUPPORT SERVICES
Access to resources that will help you prepare for and maintain your job (such as transportation and childcare)

JOB PLACEMENT
Connections to employers and jobs that align with the training provided at CCWA

For more information about CCWA career coaching and Network2WorkRVA, email careercoach@ccwa.vccs.edu
Open Doors to In-Demand Jobs with Industry Credentials

FASTFORWARD PROGRAMS with TUITION ASSISTANCE include:

BUSINESS AND LEADERSHIP

• Customer Service & Sales Certification
• Project Management Prep (PMP)
• Certified Associate in Project Management (CAPM)

TRADES AND MANUFACTURING

• Apartment Maintenance Technician
• Commercial Driver’s License (CDL)
• Manufacturing Technician 1 (MT1) Dual credential with Manufacturing Specialist (MS)
• Lean Practitioner
• Certified Logistics Technician Dual credential with Certified Logistics Associate
• VDOT Construction Inspector Series
• NCCER Core Construction
• NCCER Electrician Level 1
• NCCER HVAC Level 1
• NCCER Heavy Equipment Operator Level 1
• NCCER Plumbing Level 1
• Fiber Optic Installer 1-2-3
• Pharmaceutical Manufacturing Triple credential with Manufacturing Specialist (MS) and Chemical Manufacturing (ChemMT)

EDUCATION

• Teacher Licensure Through EducateVA

The Greater Richmond job market is active and credentials are becoming more critical. FastForward credentials open doors to in-demand jobs.

Scan code to register for your certification today!
NOW AVAILABLE:
Online and Hybrid* Class Formats for most FastForward Certification Courses
*combination of online classes and small in-person classroom groups

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.

PAY ONLY ONE-THIRD OR LESS OF TUITION FOR SHORT-TERM TRAINING THAT GETS YOU TO WORK

Go to ccwatraining.org/certifications
## Credential Programs

### TECHNOLOGY

<table>
<thead>
<tr>
<th>Certification</th>
<th>Start Date - End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA Tech+</td>
<td>Sep 17 - Nov 12</td>
<td>TR</td>
<td>6:00 PM - 8:00 PM</td>
<td>Online</td>
<td>$1,299</td>
</tr>
<tr>
<td></td>
<td>Oct 14 - Nov 25</td>
<td>MWR</td>
<td>6:00 PM - 8:00 PM</td>
<td>Online</td>
<td>$1,299</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>Oct 7 - Dec 2</td>
<td>MWR</td>
<td>6:00 PM - 8:00 PM</td>
<td>Online</td>
<td>$3,750</td>
</tr>
<tr>
<td>CompTIA Security+</td>
<td>Sep 16 - Nov 11</td>
<td>MWR</td>
<td>6:00 PM - 8:00 PM</td>
<td>Online</td>
<td>$3,750</td>
</tr>
<tr>
<td>AWS Certified Cloud Practitioner</td>
<td>Oct 7 - Dec 2</td>
<td>MTR</td>
<td>5:30 PM - 7:30 PM</td>
<td>Online</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

### Choose Your Path to a Valuable Career in IT

Information technology continues to grow. This means jobs in the IT field are stable and reliable. IT can take you anywhere — healthcare, finance, government and more. Earning an IT certification at CCWA begins with CompTIA Tech+ — and there are many opportunities available with this foundation course.

**Choose your path:**

- CompTIA Tech+
  - CompTIA A+
  - CompTIA Network+
  - CompTIA Security+
  - CompTIA Linux+
  - Python Programming (PCAP)
  - AWS Cloud Practitioner
  - AWS Certified Solutions Architect - Associate

**Did you know?**

All of our IT certifications are stackable — so you can continue to build skills and become even more valuable!
PHARMACY TECHNICIAN: Begin Your Career This Fall!

Our comprehensive 426-hour program prepares you to enter the pharmacy field as a technician, under the supervision of a licensed pharmacist.

Pharmacy technicians work in hospitals, home infusion pharmacies, community pharmacies, and other settings.

This course combines online learning, in-person simulations, and real-world internships where students are able to perform supervised pharmacy technician duties in a real pharmacy setting.

Low-to-no cost with FastForward and G3 tuition assistance. See pages 4, 5, and 20.

This course is accredited by American Society of Health-System Pharmacists® (ASHP) and meets the current Virginia Board of Pharmacy requirements.

Classes are held at the Bremo Office & Training Center on 2002 Staples Mill Rd. in Richmond, VA.

TO GET STARTED: Sign up for your Pharmacy Tech orientation session today! Scan code »

HEALTH CARE

Nurse Aide Program
Sep 23 – Nov 15  MTWRF 9:00 AM – 3:00 PM DTC
Dec 2 – Feb 7  MTWRF 9:00 AM – 3:00 PM DTC
Fee: $3,495

EKG Technician Certification Program
Oct 4 – Nov 9  F 10:00 AM – 2:00 PM
& S 10:00 AM – 4:00 PM DTC
Fee: $1,800

Clinical Medical Assistant Program
Nov 12 – Apr 10  TR 10:00 AM – 2:00 PM CH
Nov 12 – Apr 10  TR 10:00 AM – 2:00 PM DTC
Nov 12 – Apr 10  TR 6:00 PM – 10:00 PM CH
Fee: $3,267

FastForward and G3 Funding Available: See pages 4, 5, and 20.
The CCWA Nurse Aide Program prepares participants for a rewarding career in the nursing field with 8 weeks of hands-on, instructor-led skills training and clinicals.

This comprehensive program focuses on improving and enhancing the quality of life for long-term care residents while addressing the growing need for this type of care.

Course is approved to allow students to sit for the National Nurse Aide Assessment Program® (NNAAP) Nurse Aide Exam.

Upcoming Class Dates:

- September 23 – November 15
- December 2 – February 7

Classes are held at our healthcare labs located on the Reynolds Community College Downtown Campus.

Low-to-no cost with FastForward and G3 tuition assistance. See pages 4, 5, and 20.

Sign up for a healthcare orientation session to get started! (Scan code.)
HEALTH CARE — continued

Medical Coding - Certified Professional Coder
Sep 9 – Dec 23  MW 6:00 PM – 9:00 PM  Online
Fee: $3,897

Pharmacy Technician Program
Begins Sep 9*  MTWRF 8:00 AM – 5:00 PM  OS
Fee: $6,000  *Program ends Sep 9, 2025.

Certified Phlebotomy Technician
Oct 11 – Dec 7  F 10:00 AM – 2:00 PM & S 10:00 AM – 4:00 PM  CH
Oct 11 – Dec 7  F 6:00 PM – 10:00 PM & S 10:00 AM – 4:00 PM  CH
Fee: $2,334

INSTRUCTOR SPOTLIGHT
Kathy Godard
Nurse Aide Instructor

Success in the classroom builds confidence and pride and nurtures the care professionals who contribute to our community’s well-being. Our adult learners bring invaluable life lessons to the classroom. I focus on leveraging these experiences to empower students in acquiring new skills and knowledge.

Unlock Your Future in Healthcare!

Get Started with CCWA
A healthcare certification from CCWA opens doors to employment opportunities in physician offices, clinics, chiropractor offices, hospitals, and outpatient facilities. Orientation is mandatory for those interested in CCWA healthcare certification. Orientation sessions allow you to explore CCWA course offerings, initiate the registration process, and apply for funding that could cover up to 100% of tuition fees.

ORIENTATION LOCATIONS:
• Brightpoint Chester Campus
• Reynolds Downtown Campus
Location details: page 23

Short-term classes are offered on a rotating basis for your convenience.

Financial aid and employment assistance are available based on eligibility.

Scannable QR code to register for a healthcare information session!

healthcare@ccwa.vccs.edu  |  804-706-5177  |  ccwatraining.org/healthcare
MANUFACTURING AND TRADES

Certified Logistics Associate (CLA)
Sep 3 – Oct 10  TWR 9:00 AM – 12:00 PM  CH
Oct 22 – Dec 18  TWR 5:30 PM – 8:30 PM  CH
Fee: $900

Lean Practitioner Certification
Sep 3 – 18  TWR 5:30 PM – 8:30 PM  CH
Nov 12 – Dec 3  TWR 5:30 PM – 8:30 PM  CH
Fee: $1,200

Pharmaceutical Manufacturing Technician Certification
Sep 24 – Dec 4  TWR 5:30 PM – 8:30 PM  CH
Fee: $2,916

Manufacturing Technician Level 1 Certification
Sep 24 – Nov 7  TWR 5:30 PM – 8:30 PM  CH
Oct 28 – Dec 4  MTWR 5:30 PM – 8:30 PM  CH
Fee: $816

NCCER Introductory Craft Skills
Each course leads to a Level 1 specialty.

- **Leads to HVAC 1**
  Sep 10 – Oct 9  TWR 5:30 PM – 9:00 PM  DTC

- **Leads to Plumbing 1**
  Sep 10 – Oct 9  TWR 5:30 PM – 9:00 PM  DTC

- **Leads to Heavy Equipment Operator**
  Sep 24 – Oct 17  TWR 5:30 PM – 9:00 PM  CH

- **Leads to Apartment Maintenance**
  Sep 10 – Oct 24  TR 5:30 PM – 9:00 PM  DTC

Fee for each program: $1,098

INSTRUCTOR SPOTLIGHT

Lawrence Brewton
Manufacturing & Trades Outreach Specialist

I work to engage with adult learners by actively listening and focusing on identifying experiences that will lead to a certification. My goal is to share credentials which have the potential to be transformational while developing connections with the communities I serve.

INTRODUCING:

Mobile Flex Lab

With training locations on four campuses of our two community colleges as well as on off-site locations in downtown Richmond and Petersburg, there still is a need to get career coaching, education advising, tuition assistance, and workforce training to residents of our region for whom traveling to a campus is unfamiliar or challenging. That's why we now have a new mobile lab that will bring career coaching, academic advising, financial aid assistance, and workforce training into areas where residents may need CCWA services delivered closer to home.

Our outreach specialist, who will be driving the new mobile lab, is ready to assist residents in preparing for quality jobs in growing industry sectors.

To reserve the Mobile Flex Lab, call CCWA Outreach Specialist Lawrence Brewton at 807-706-5180.
NEW!

APARTMENT MAINTENANCE TECHNICIAN

Become a Master of Maintenance!

CCWA’s Certified Apartment Maintenance Technician (CAMT) course will help you earn the valuable CAMT credential.

Learn the basics of electrical, appliance maintenance and repair, HVAC and plumbing, as well as the maintenance and repair of property interiors and exteriors.

**Certified Apartment Maintenance Technician**
Oct 29 – Jan 16 (2025)  TR 5:30 PM – 9:00 PM (DTC)
Fee: $2,700

**NCCER: HVAC Level 1**
Oct 10 – Dec 19   TWR 5:30 PM – 9:00 PM (DTC)
Fee: $1,698

**NCCER: Electrical Level 1**
Sep 19 – Nov 12  TWR 5:30 PM – 9:00 PM (DTC)
Fee: $1,500

**NCCER: Heavy Equipment Operator Level 1 – HYBRID**
Oct 22 – Dec 11  TWR 5:30 PM – 9:00 PM (CH)
Fee: $2,748

**NCCER: Plumbing Level 1**
Oct 10 – Dec 19  TWR 5:30 PM – 9:00 PM (DTC)
Fee: $1,599

- Processing work orders efficiently and satisfactorily
- Electrical, plumbing, HVAC, mechanical, construction, appliance, and lock-related services and repairs
- Painting services
- Minimizing personal and property damage
- Maintenance safety
- Fair housing regulatory compliance
- Environmental responsibility and regulatory compliance

More Information Email: emcgarry@ccwa.vccs.edu

The CAMT course is accredited by the American National Standards Institute (ANSI).
Classes in RICHMOND:

**WEEKDAY / Monday – Thursday**
- Sep 16 – Oct 10  Nov 11 – Dec 6
- Oct 14 – Nov 7  Dec 9 – Jan 3

**WEEKEND / Saturday & Sunday**
- Oct 5 – Nov 24  Nov 30 – Jan 19

*NEW!*

**Classes in CHESTER:**

**WEEKDAY / Monday – Friday**
- Sep 16 – Oct 11  Nov 11 – Dec 6
- Sep 30 – Oct 25  Nov 25 – Dec 20
- Oct 14 – Nov 8  Dec 9 – Jan 10
- Oct 28 – Nov 22

**WEEKEND / Saturday & Sunday**
- Sept 28 – Dec 8  Nov 2 – Jan 26

Chester Classes: 8:00 AM – 5:00 PM

Call 804-523-2292 for pricing.*

For more information visit ccwatraining.org/truck-driving-training

*Financial support is provided for this course to all Virginians, subject to availability.

---

**VDOT: Plan Reading for Inspectors**
- Sep 4 – 6  WRF 8:30 AM – 4:30 PM  MIDLO
  - Fee: $600

**VDOT: Documentation and Recordkeeping for Inspectors**
- Oct 1 – 3  TWR 8:30 AM – 4:30 PM  MIDLO
  - Fee: $600

**VDOT: Surveying for Inspectors**
- Oct 15 – 16  TW 8:30 AM – 4:30 PM  MIDLO
  - Fee: $624

**VDOT: Roadway Construction and Drainage for Inspectors**
- Sep 17 – 20  TWRF 8:30 AM – 4:30 PM  MIDLO
  - Fee: $795

**VDOT: New Structures and Bridges for Inspectors**
- Nov 5 – 7  TWR 8:30 AM – 4:30 PM  MIDLO
  - Fee: $750

---

**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).

For more information visit ccwatraining.org/VDOT / 804-523-2290

---

**= FastForward and G3 Funding Available: See pages 4, 5, and 20.**
VDOT: Bridge Preservation for Inspectors
Nov 19 – 21  TWR 8:30 AM – 4:30 PM  MIDLO
Fee: $600

VDOT: Central Mix Aggregate Plant with Proficiency
Sep 17 – 19  TWR 8:30 AM – 4:30 PM  WDCC
Fee: $600

VDOT: Intermediate Work Zone Traffic Control (WZTC) Certification
Nov 11 – 12  MT 8:30 AM – 4:30 PM  CH
Fee: $402 — $134 for Virginia residents

VDOT: Soils and Aggregate Compaction
Sep 24 – 27  TWRF 8:30 AM – 4:30 PM  WDCC
Fee: $350

VDOT: Soils and Aggregate Compaction Certification Proficiency Exam
Sep 5  R 8:00 AM – 5:00 PM  WDCC
Sep 12  R 8:00 AM – 5:00 PM  WDCC
Sep 19  R 8:00 AM – 5:00 PM  WDCC
Sep 26  R 8:00 AM – 5:00 PM  WDCC
Fee: $250

VDOT: Concrete Plant
Oct 22 – 23  TW 8:30 AM – 4:30 PM  WDCC
Fee: $250

BUSINESS ADMINISTRATION AND MANAGEMENT

National Retail Certification in Customer Service & Sales
Sep 23 – Nov 20  MW 6:00 PM – 8:00 PM  Online
Fee: $840

Project Management (PMP) Prep Course
Sep 4 – Dec 11  W 6:00 PM – 8:30 PM  Online
Fee: $2,400

Certified Associate in Project Management – CAPM
Sep 10 – Nov 19  T 6:00pm – 8:30pm  Online
Fee: $2,100

Make a Difference: Become a Teacher

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 licensure program. This affordable, fast-track program is approved by the Virginia Department of Education, and provides the academic training and practical experience needed to make an impact in the classroom.

Become licensed in 18 weeks through a combination of online and weekend courses.

FREE WEBINAR:
To learn more about the program, visit our website to sign up for the monthly hour-long webinar, held on the third Wednesday of each month at 12:00 PM.

Upcoming Webinars:
Sep 18 | Oct 16 | Nov 20 | Dec 11

Teaching: The most rewarding career you will ever have.
BUSINESS APPLICATIONS

Making ChatGPT and Generative AI Work for You
September classes: See page 15 for details.
Fee: $695

Excel Pivot Tables & PowerPivot Tools
Dec 6  F 9:00 AM – 4:00 PM  WDCC
Fee: $299

Excel Data Management
Nov 1  F 9:00 AM – 4:00 PM  WDCC
Fee: $299

Excel - Level 1
Sep 17  T 9:00 AM – 4:00 PM  WDCC
Oct 9  W 9:00 AM – 4:00 PM  WDCC
Fee: $299

Excel - Level 2
Oct 24  R 9:00 AM – 4:00 PM  WDCC
Fee: $299

Excel - Level 3
Nov 12  T 9:00 AM – 4:00 PM  WDCC
Fee: $299

INSTRUCTOR SPOTLIGHT

Rosemary McKracken
Microsoft & QuickBooks Certified Trainer

"When teaching, I always try to focus on the purpose of each software function I demonstrate. By understanding a feature’s purpose, participants are more likely to utilize it and thereby become a more proficient software user."
Making ChatGPT and Generative AI Work for You

A COURSE DESIGNED TO DEMYSTIFY GENERATIVE AI FOR BUSINESS PROFESSIONALS

AI brings significant value to organizations.

A major milestone in business automation has been reached—generative AI. Despite its recency, it has already started having a significant impact on our lives. But, the rapid pace at which generative AI is growing can be overwhelming. And, there are so many facets to this field that it can be difficult to know how to use it effectively to improve the business.

This course is designed to demystify generative AI, as well as to trace its power to actionable, real-world business goals. It will give you the essential knowledge of generative AI you’ll need to elevate your organization in these exciting times.

Upon course completion you will be able to:

- **Describe** the fundamentals of AI and generative AI
- **Generate** text, code, images, video, and audio using AI
- **Identify** the challenges of generative AI
- **Implement** organizational strategies for generative AI

**CHOOSE A FALL CLASS:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 13</td>
<td>9:00 AM – 4:00 PM</td>
<td>WDCC</td>
</tr>
<tr>
<td>Sep 20</td>
<td>9:00 AM – 4:00 PM</td>
<td>Online</td>
</tr>
</tbody>
</table>

Fee: $695

TO REGISTER, scan the code »

Schedule the training for your team by calling (804) 523-2297.
Business Administration and Management

COMMUNICATIONS

Business Writing for Professionals
Sep 20         F 9:00 AM – 4:00 PM       Online
Fee: $299

Grammar Workshop
Oct 11         F 9:00 AM – 1:00 PM       Online
Fee: $249

CREDENTIAL PROGRAMS

To earn valuable credentials in business and project management, review programs on page 13.

Financial Course for Business Owners
Align your personal and business goals and make important decisions about the security of your business.

SUMMER COURSES:

• Sep 18 & 25  
  W 6:00 PM – 9:15 PM (MIDLO)

• Oct 22 & 29  
  T 9:00 AM – 12:15 PM (MIDLO)

• Nov 13 & 20  
  W 6:00 PM – 9:15 PM (MIDLO)

(See location information on page 19.)

For more information visit ccwatraining.org/businessu

CLASS LOCATIONS — details on page 23
Follow our track of focused classes to build and enhance your customer service skills.

1. **Block 1: A Winning Attitude**
   Develop a new awareness of the attitude that you project to your customers both on the telephone and face-to-face. In this workshop, we’ll look at models of excellent attitudes to help us become more aware of our own — from a customer’s perspective.

2. **Block 2: Commitment to the Customer**
   Learn the ground rules for keeping your customers coming back and turning indifference and bad service into behaviors of the past.

3. **Block 3: Grammar and Enunciation**
   Refresh your grammar skills by tackling the most common grammar problems and discovering ways to improve them. In addition, practice better enunciation and pronunciation to develop more self-confidence when talking with your customers.

4. **Block 4: Oral Communication**
   Examine your own communication skills to help you better understand how your customers and co-workers communicate. Discover ways to practice improved customer courtesy with better word selection and to gather the information you need by choosing the best types of questions to ask.

5. **Block 5: Phone Power**
   Discover ways of improving your telephone voice and showing your customers that you care. Learn to demonstrate self-confidence on the telephone and represent your organization in a professional manner.

6. **Block 6: Active Listening Skills**
   Listening is the most valuable communication tool. Assess your individual listening skills. Learn to listen better to your customers and make them feel valued. Enhance your personal skills and leave a lasting impression.

7. **Block 7: Problem-Solving Techniques**
   Assess your current skills in dealing with customer-related problems. Identify the obstacles to solving problems and assumptions that limit problem-solving capabilities. Learn to look for more than one right answer.

8. **Block 8: Confidence with Difficult Customers**
   Identify ways to prevent and diffuse potential problems with difficult customers through communication and advanced planning. Learn to respond better in a variety of difficult customer situations.

9. **Block 9: Managing Job Stress**
   This workshop will focus on managing your own stress level before helping with others. Learn the impact that stress has on workplace productivity and effectiveness. Learn to become more aware of your stress and new strategies for handling it.

10. **Block 10: Exceeding Customer Expectations**
    Participants will bring the 10 building blocks together by utilizing techniques of well-known customer service giants to apply a vision of customer service excellence for their organizations.
Specialized Training

WRITING AND GRANTS

Grant Proposal Writing 101
Nov 8     F 9:00 AM – 4:00 PM     Online
Fee: $299

Grants Management 101
Dec 6     F 9:00 AM – 4:00 PM     Online
Fee: $299

DRONE OPERATION

FAA Remote Pilot Certification
Part 107 Prep
Sep 24 – Oct 29     See details on opposite page.

Oct 5 – 12     See details on opposite page.

NEW CCWA SPACES

We are expanding CCWA programs and services in two newly renovated locations to meet the needs of the community.

We look forward to seeing you in class this fall!

SKILLED TRADES / HEALTH CARE COURSES

Reynolds Community College
Downtown Campus
700 Jackson Street • Richmond

CAREER SERVICES / TRAINING COURSES

Petersburg Resource Center
22 W. Washington Street • Petersburg

Learn more at ccwatraining.org/locations
Elevate Your Operation to New Heights!

Unlock the doors to professional opportunities and ensure compliance with FAA regulations with CCWA’s comprehensive FAA Part 107 Drone Certification Prep Course.

Whether you’re looking to expand current operations, start a career in commercial drone business, or work for a non-profit organization, obtaining this certification will open doors.

**FAA 107 Drone Certification Prep Course**

Anyone flying a drone for business, commercial or non-profit entity must have a Part 107 Remote Pilot Certification from the FAA. Upon successful completion of this course, the student will be prepared to take the FAA Part 107 Exam. 100% of the instructor Julie Young’s students have passed the Part 107 exam.

*Register online at ccwatraining.org or call 804-523-2292 for registration details.*

**NEW!**

**Manual Flight & Safety Course**

Offered on Saturdays, 9:00 AM – 4:00 PM

**Oct 5 & 12 | $299**

This course provides beginning operational mission related concepts to remote pilots. The focus is on manual flight, and emphasize will be placed on the ethical and safe use of drones. Students will practice flying different drones in a variety of applications. Upon course completion, students will be able to plan and implement missions to collect data.

Enroll today and take the first step towards unlocking the full potential of your drone operations.

Space is limited, so reserve your spot now!

Register online at ccwatraining.org or call 804-523-2292 for registration details.
SAFETY

Forklift Operator Training
Sep 21  S 8:30 AM – 12:30 PM WDCC
Nov 2  S 8:30 AM – 12:30 PM WDCC
Fee: $149

CREDENTIAL PROGRAMS

To earn industry credentials in manufacturing, construction, and transportation trades, review our certifications programs on pages 10–13.

G3 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
CCWA CUSTOM TRAINING and CONSULTING

CCWA can help you achieve BIG results.

Working closely with your team, CCWA implements a proven development process to build high quality custom training and consulting solutions that are tailored to meet the specific needs of your employees and organization.

What are YOUR goals?

• Increasing productivity?
• Improving employee engagement?
• Streamlining work flow?
• Maximizing profits?

CCWA CUSTOM TRAINING and CONSULTING

Nkanta Hines, MSc., MBA

Leadership and Management

While maintaining the core integrity of course curriculum, I’ve had tremendous success by making the academic objectives and learning process applicable to real life (work or personal) scenarios. As a lifelong learner, I gain insights from my students by creating a safe academic environment with inclusive and candid dialogue. We all become more informed by endorsing an intellectually honest atmosphere that encourages collective intelligence.

Contact us at 804-523-2297 or visit ccwatraining.org/customtraining to discuss your talent development with our expert instructors.
## Online Courses

Instructor-facilitated online courses are informative, fun, convenient and highly interactive. You can complete any course entirely from your home or office, any time of the day or night. Many of these courses are open throughout the term. Visit us online at ccwatraining.org for more details and additional course offerings.

### Starting September 3

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Finance for Non-Financial Managers</td>
<td>$195</td>
</tr>
<tr>
<td>Entrepreneur Boot Camp</td>
<td>$195</td>
</tr>
<tr>
<td>QuickBooks Online Level 1</td>
<td>$195</td>
</tr>
<tr>
<td>Business Writing</td>
<td>$195</td>
</tr>
<tr>
<td>Introduction to Game Design</td>
<td>$145</td>
</tr>
<tr>
<td>Conflict Management</td>
<td>$245</td>
</tr>
<tr>
<td>Introduction to Data Analysis</td>
<td>$245</td>
</tr>
<tr>
<td>Mastering Microsoft Excel</td>
<td>$195</td>
</tr>
<tr>
<td>Introduction to Power BI</td>
<td>$195</td>
</tr>
<tr>
<td>Spanish for Medical Professionals</td>
<td>$195</td>
</tr>
<tr>
<td>Leadership Principles</td>
<td>$290</td>
</tr>
<tr>
<td>Introduction to Project Management</td>
<td>$195</td>
</tr>
<tr>
<td>Introduction to Six Sigma Green Belt</td>
<td>$295</td>
</tr>
<tr>
<td>Introduction to Strategic Planning</td>
<td>$495</td>
</tr>
<tr>
<td>Advanced Marketing Concepts</td>
<td>$245</td>
</tr>
<tr>
<td>Beginning Conversational Spanish</td>
<td>$195</td>
</tr>
<tr>
<td>What is DEI?</td>
<td>$195</td>
</tr>
<tr>
<td>Introduction to Web Design</td>
<td>$195</td>
</tr>
<tr>
<td>Introduction to Coding</td>
<td>$245</td>
</tr>
<tr>
<td>Mastering Microsoft Excel</td>
<td>$225</td>
</tr>
</tbody>
</table>

### Starting October 7

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Business Plan</td>
<td>$195</td>
</tr>
<tr>
<td>QuickBooks Online Level 2</td>
<td>$195</td>
</tr>
<tr>
<td>The Basics of Bookkeeping</td>
<td>$195</td>
</tr>
<tr>
<td>Effective Copywriting</td>
<td>$195</td>
</tr>
<tr>
<td>Extraordinary Customer Service</td>
<td>$145</td>
</tr>
<tr>
<td>Intermediate Video Game Design</td>
<td>$245</td>
</tr>
<tr>
<td>Collaborative Management</td>
<td>$245</td>
</tr>
<tr>
<td>Negotiation: Get What You Want</td>
<td>$195</td>
</tr>
<tr>
<td>Intermediate Data Analysis</td>
<td>$195</td>
</tr>
<tr>
<td>Intermediate Excel</td>
<td>$195</td>
</tr>
<tr>
<td>Intermediate Power BI</td>
<td>$195</td>
</tr>
<tr>
<td>Developing Your Leadership Skills</td>
<td>$195</td>
</tr>
<tr>
<td>Project Management Processes</td>
<td>$145</td>
</tr>
<tr>
<td>Collaborative Management</td>
<td>$195</td>
</tr>
<tr>
<td>Intermediate Six Sigma Green Belt</td>
<td>$245</td>
</tr>
<tr>
<td>Managing Remote Workers</td>
<td>$195</td>
</tr>
<tr>
<td>Inclusive Communication</td>
<td>$195</td>
</tr>
<tr>
<td>Marketing Using Social Media</td>
<td>$195</td>
</tr>
<tr>
<td>Intermediate Web Design</td>
<td>$195</td>
</tr>
<tr>
<td>HTML Fundamentals</td>
<td>$245</td>
</tr>
<tr>
<td>Adobe Photoshop Essentials</td>
<td>$245</td>
</tr>
<tr>
<td>Mastering Microsoft Word</td>
<td>$225</td>
</tr>
</tbody>
</table>

### Starting November 4

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Analysis for Non-Financial Managers</td>
<td>$195</td>
</tr>
<tr>
<td>Entrepreneurial Marketing</td>
<td>$195</td>
</tr>
<tr>
<td>Writing News and Press Releases</td>
<td>$195</td>
</tr>
<tr>
<td>Using Personality Profiles for Better Work Performance</td>
<td>$195</td>
</tr>
<tr>
<td>Advanced Data Analysis</td>
<td>$295</td>
</tr>
<tr>
<td>Advanced Excel</td>
<td>$195</td>
</tr>
<tr>
<td>Advanced Power BI</td>
<td>$195</td>
</tr>
<tr>
<td>Developing Your Professional Career</td>
<td>$195</td>
</tr>
<tr>
<td>Project Management Knowledge Areas</td>
<td>$195</td>
</tr>
<tr>
<td>Managing Generations in the Workplace</td>
<td>$195</td>
</tr>
<tr>
<td>Advanced Six Sigma Green Belt</td>
<td>$195</td>
</tr>
<tr>
<td>DEI and Organizational Success</td>
<td>$195</td>
</tr>
<tr>
<td>Advanced Web Design</td>
<td>$195</td>
</tr>
<tr>
<td>Adobe InDesign Essentials</td>
<td>$245</td>
</tr>
<tr>
<td>Mastering Microsoft PowerPoint</td>
<td>$195</td>
</tr>
</tbody>
</table>

Courses run for one month. Many of these courses are open throughout the term. Visit us online at ccwatraining.org for more details and additional course offerings.
Refunds
CCWA class participants may choose to drop their course and receive a refund, if they notify CCWA of this decision in writing. Open Enrollment, or Professional Development, students may drop a class for refund up to five working days prior to the start of course. FastForward students may drop a class up to five days after the start of course. Visit ccwatraining.org/policies for more information.

Non-Credit Financial Aid
CCWA has funding that can help you pay for industry credential training. FastForward tuition assistance is available to all residents of Virginia, regardless of income. 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

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH</td>
<td>William H. Talley III Center for Workforce Development</td>
<td>804-706-5175</td>
</tr>
<tr>
<td>DTC</td>
<td>700 East Jackson Street</td>
<td>804-523-5345</td>
</tr>
<tr>
<td>MIDLO</td>
<td>Eliades Hall (E208)</td>
<td>804-897-7600 / Fax: 804-897-7617</td>
</tr>
<tr>
<td>WDCC</td>
<td>Workforce Development &amp; Conference Center</td>
<td>804-523-2292 / Fax: 804-371-3414</td>
</tr>
</tbody>
</table>

OS Off-Site Location
Details provided online with complete class description.

*REGISTRATION available at this location.
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, and Henrico
at Brightpoint and Reynolds Community College campuses — details on page 23