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.

For more information:
804-523-CCWA (2292)
ccwatraining.org
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.

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

### Introduction to Basic Computing and the Internet
- **Sep 9**  
  R 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### Windows and File Management
- **Sep 21**  
  T 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### MS Office Quick Start
- **Sep 16**  
  R 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $249

## BUSINESS APPLICATIONS

### Access - Level 1
- **Sep 29**  
  W 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $249

### Access - Level 2
- **Oct 28**  
  R 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $249

### Excel - Level 1
- **Sep 15**  
  W 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

- **Oct 4**  
  M 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

### Excel - Level 2
- **Oct 26**  
  T 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### Excel - Level 3
- **Dec 1**  
  W 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### Excel Charts
- **Nov 4**  
  R 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### Excel Data Management
- **Nov 11**  
  R 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

### Excel Formulas
- **Nov 8**  
  M 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

### Excel Macros & Forms
- **Dec 6**  
  M 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

### Excel Pivot Tables & Power Pivot Tools
- **Nov 16**  
  T 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

### Excel Power View Reports & Data Models
- **Oct 14**  
  R 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### Excel Tips and Tricks
- **Sep 30**  
  R 9:00 AM – 4:00 PM  
  WDCC  
  Fee: $199

### Outlook Tips & Tricks
- **Sep 14**  
  T 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199

### Power BI Desktop Essentials
- **Oct 6**  
  W 9:00 AM – 4:00 PM  
  MIDLO  
  Fee: $199
Power BI Desktop Advanced  
Nov 22  M 9:00 AM – 4:00 PM  MIDLO  
Fee: $199

Microsoft Project Level 1  
Oct 4  M 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

Microsoft Project Level 2  
Nov 15  M 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

SharePoint Essentials - Level 1  
Oct 19  T 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

SharePoint Essentials - Level 2  
Nov 30  T 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

QuickBooks  
Sep 21 & 22  TW 9:00 AM – 4:00 PM  MIDLO  
Fee: $449

Advanced QuickBooks  
Nov 16 & 17  TW 9:00 AM – 4:00 PM  MIDLO  
Fee: $449

Introduction G(Google) Suite Training Workshops  
Sep 10  F 9:00 AM – 12:00 PM  Online  
Fee: $129

Excel Overview Workshop Series  
Sep 27  M 9:00 AM – 12:00 PM  Online  
Fee: $129

Word-Power Formatting and Automating Tasks Workshop  
Oct 8  F 9:00 AM – 12:00 PM  Online  
Fee: $129

Microsoft Office Tips Workshop Series  
Oct 22  F 9:00 AM – 12:00 PM  Online  
Fee: $129

Information Technology Certifications  
with Tuition Assistance through our FastForward Program

Earn an industry credential in less than two months!

Awarded by aws.amazon.com:  
• AWS Cloud Practitioner  
• AWS Certified Solutions Architect (Associate)  
• AWS Security Specialist

Awarded by CompTIA:  
• CompTIA Security+  
• CompTIA Network+  
• CompTIA Linux+  
• CompTIA A+

Awarded by The Python Institute:  
• Python Programming

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

For more information visit  
ccwatraining.org/tech

ccwatraining.org  .  TECHNOLOGY | 5
## WEB, SOCIAL & MOBILE

**Collaborating with Microsoft Teams**  
Sep 16  R 9:00 AM – 12:00 PM  Online  
Nov 5  F 9:00 AM – 12:00 PM  Online  
Dec 13  M 9:00 AM – 12:00 PM  Online  
Fee: $129

**Certified Information System Security Professional (CISSP)**  
Oct 23 – Nov 20  S 9:00 AM – 5:00 PM  WDCC  
Fee: $2,995

## CREATIVE SOFTWARE

**Introduction to Adobe InDesign**  
Oct 19  T 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

**Intermediate Adobe InDesign**  
Dec 9  R 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

**ADA Compliance Essentials for MS Documents**  
Sep 27  M 9:00 AM – 4:00 PM  MIDLO  
Fee: $129

## PROGRAMMING

**Introduction to SQL**  
Oct 11 & 13  MW 9:00 AM – 4:00 PM  MIDLO  
Fee: $400

**Introduction to HTML and Website Building**  
Sep 27  M 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

**Build a (Powerful) Website, Quickly, in WordPress**  
Sep 30  R 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

**Advanced WordPress**  
Nov 10  W 9:00 AM – 4:00 PM  MIDLO  
Fee: $279

## CERTIFICATIONS

**CompTIA A+**  
Oct 11 – Dec 22  MWF 6:00 PM – 8:00 PM  Online  
Fee: $2,502  

**CompTIA Network+**  
Nov 9 – Dec 20  MTWR 7:00 PM – 9:00 PM  Online  
Fee: $1,716  

*FastForward funding available. See pages 12 and 13.

## ONLINE TECHNOLOGY SERIES

All courses meet virtually.

**Introduction G(Google) Suite Training Workshops**  
Sep 10  F 9:00 AM – 12:00 PM  
Fee: $129

**Excel Overview Workshop Series**  
Sep 27  M 9:00 AM – 12:00 PM  
Fee: $129

**Word-Power Formatting and Automating Tasks Workshop**  
Oct 8  F 9:00 AM – 12:00 PM  
Fee: $129

**Microsoft Office Tips Workshop Series**  
Oct 22  F 9:00 AM – 12:00 PM  
Fee: $129

**Collaborating with Microsoft Teams**  
Sep 16  R 9:00 AM – 12:00 PM  
Nov 5  F 9:00 AM – 12:00 PM  
Dec 13  M 9:00 AM – 12:00 PM  
Fee: $129

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*CompTIA Security+  
Sep 4 – Dec 11  S 9:00 AM – 12:00 PM  CH  
Oct 19 – Dec 9  TWR 6:00 PM – 8:00 PM  Online  
Fee: $1,611  

**CompTIA IT Fundamentals+**  
Sep 10 – Oct 29  F 6:30 PM – 9:30 PM  Online  
Fee: $999  

**AWS Certified Cloud Practitioner**  
Sep 21 – Dec 2  TR 6:00 PM – 8:00 PM  Online  
Nov 8 – Dec 15  MTWR 9:00 AM – 11:00 AM  MIDLO  
Fee: $1,650  

**Python Programming-Certified Associate (PCAP)**  
Oct 4 – Dec 14  See website for schedule details.  
Fee: $2,250  

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*FastForward funding available. See pages 12 and 13.*
OUR TRAINING HELPS TO UNLOCK YOUR TEAM’S POTENTIAL

CCWA provides the tools, training and consulting to meet or exceed your organization’s goals. And with more than 40,000 square feet of workspace, we can provide flexible meeting or training spaces and other resources at your convenience. We can also bring our custom training to you and provide our services at your jobsites.

Training Services and Capabilities

- Workplace Technology
- Leadership and Management
- Business Writing and Communications
- Customer Service
- Human Resource Management
- Spanish for the Workplace
- English as a Second Language
- Interpersonal and Organizational Skills
- Process Improvement
- Project Management
- Six Sigma and Lean Manufacturing
- Facility Rentals

To learn more, visit ccwatraining.org/customtraining
CUSTOMER SERVICE

Block 1
A Winning Attitude
Sep 14  T 9:00 AM – 12:00 PM  WDCC
Fee: $99

Block 2
Commitment to the Customer
Sep 14  T 1:00 PM – 4:00 PM  WDCC
Fee: $99

Block 3
Grammar and Enunciation
Sep 23  R 9:00 AM – 12:00 PM  WDCC
Fee: $99

Block 4
Oral Communication
Sep 23  R 1:00 PM – 4:00 PM  WDCC
Fee: $99

Block 5
Phone Power
Oct 20  W 9:00 AM – 12:00 PM  WDCC
Fee: $99

Block 6
Active Listening Skills
Oct 20  W 1:00 PM – 4:00 PM  WDCC
Fee: $99

Block 7
Problem-Solving Techniques
Nov 11  R 9:00 AM – 12:00 PM  MIDLO
Fee: $99

Block 8
Confidence with Difficult Customers
Nov 11  R 1:00 PM – 4:00 PM  MIDLO
Fee: $99

Block 9
Managing Job Stress
Dec 1  W 9:00 AM – 12:00 PM  MIDLO
Fee: $99

Block 10
Exceeding Customer Expectations
Dec 1  W 1:00 PM – 4:00 PM  MIDLO
Fee: $99
CERTIFICATIONS

National Retail Certification in Customer Service & Sales
Sep 14 – Oct 21  TR 6:30 PM – 9:30 PM  Online
Oct 11 – Nov 15  M 9:00 AM – 4:00 PM  WDCC
Nov 4 – Dec 16  TR 6:30 PM – 9:30 PM  Online
Fee: $840*

*FastForward funding available. See pages 12 and 13.

COMMUNICATIONS

Business Writing for Professionals
Sep 24  F 9:00 AM – 4:00 PM  Online
Fee: $249

Grammar Workshop
Oct 15  F 9:00 AM – 1:00 PM  Online
Fee: $199

LEADERSHIP AND MANAGEMENT SKILLS

Change Management
Dec 15  W 9:00 AM – 4:00 PM  WDCC
Fee: $249

Maximizing Employee Engagement
See website for schedule details.
Fee: $249

Teambuilding Strategies
See website for schedule details.
Fee: $249

Time Management & Balancing Today’s Priorities
Sep 8  W 9:00 AM – 4:00 PM  MIDLO
Fee: $249

Understanding Yourself and Others: An Introduction to the MBTI
See website for schedule details.
Fee: $129

— SAVE THE DATE —

Fall Administrative Professionals’ Leadership Academy
Professional Development • Leadership Engagement • Interactive Networking

October 22, 2021
9:00 AM – 1:00 PM
{ VIRTUAL EVENT }

ccwatraining.org/adminpro
Managing Millennials
See website for schedule details.
Fee: $129

Effective Decision Making
Dec 6  R 9:00 AM – 4:00 PM  WDCC
Fee: $249

Managing Performance
Dec 1  W 9:00 AM – 4:00 PM  WDCC
Fee: $249

Making the Move to Supervisor
Oct 29  F 9:00 AM – 1:00 PM  WDCC
Fee: $129

Constructive Conflict Resolution
Dec 10  F 8:00 AM – 5:00 PM  WDCC
Fee: $249

Managing a Remote or Hybrid Team
Sep 30  R 9:00 AM – 1:00 PM  WDCC
Fee: $129

ONLINE MANAGEMENT COURSES

Business Workplace Ethics
Oct 29  F 9:00 AM – 12:00 PM
Fee: $129

Think Again: Critical Thinking Skills
Oct 29  F 1:00 PM – 4:00 PM
Fee: $129

Constructive Conflict Resolution
Oct 1  F 8:00 AM – 5:00 PM
Fee: $249

Navigating Stress and Burnout/Compassion Fatigue
Oct 7  R 8:00 AM – 5:00 PM  WDCC
Nov 12  F 8:00 AM – 5:00 PM  WDCC
Fee: $249

PROJECT MANAGEMENT

Project Management (PMP) Prep Course
Sep 15 – Nov 17  W 6:00 PM – 9:30 PM  MIDLO
Fee: $1,395

Project Management: Building High-Performance Teams
Oct 22  F 9:00 AM – 4:00 PM  MIDLO
Fee: $269

Project Risk Management: A Scalable Approach
Sep 24  F 9:00 AM – 4:00 PM  MIDLO
Fee: $269

WRITING AND GRANTS

Grant Proposal Writing 101
Nov 12  F 9:00 AM – 4:00 PM  Online
Fee: $269

Grants Management 101
Dec 3  F 9:00 AM – 4:00 PM  Online
Fee: $269

Aligning Your Personal & Business Goals
Align your personal and business goals and make important decisions about the security of your business.

SPRING COURSES:
• Sep 15 & 22
  W 9:00 AM – 12:15 PM
• Oct 28 & Nov 4
  R 6:00 PM – 9:15 PM

LOCATION:
CCWA Midlothian (see page 19)

For more information visit ccwatraining.org/businessu
CERTIFICATIONS

Clinical Medical Assistant Program
Nov 4 – Mar 17  TR 10:00 AM – 2:00 PM  CH
Nov 4 – Mar 17  TR 6:00 PM – 10:00 PM  CH
Fee: $3,267*

Nurse Aide Program
Sep 1 – Oct 8  M – F 9:00 AM – 3:00 PM  Online
Sep 1 – Oct 8  M – F 3:00 PM – 9:00 PM  Online
Oct 6 – Nov 16  M – F 9:00 AM – 3:00 PM  Online
Oct 6 – Nov 16  M – F 3:00 PM – 9:00 PM  Online
Nov 3 – Dec 10  M – F 9:00 AM – 3:00 PM  Online
Nov 3 – Dec 10  M – F 3:00 PM – 9:00 PM  Online
Fee: $2,337*

MEDICAL OFFICE

Medical Terminology and Back to School Brush-up
See website for schedule details
Fee: $345

Medical Coding - Certified Professional Coder
Sep 2 – Dec 21  TR 1:00 PM – 4:00 PM  Online
Sep 2 – Dec 21  TR 6:00 PM – 9:00 PM  Online
Sep 16 – Dec 21  TR 6:00 PM – 9:30 PM  Online
Fee: $3,897*

PHARMACY

Pharmacy Technician Program
Sep 14 – Nov 12  M – F 8:00 AM – 5:00 PM  Online
Oct 19 – Dec 17  M – F 8:00 AM – 5:00 PM  Online
Fee: $1,950*

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

**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**

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.

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

NOW AVAILABLE:
Online and Hybrid* Class Formats  
for most FastForward Certification Courses

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

Schedule your orientation today!
Go to ccwatraining.org/certifications
### Manufacturing and Logistics

**Lean Practitioner Certification**  
Sep 8 – 23  TWR 5:30 PM – 8:30 PM  CH  
Nov 9 – Dec 7  TR 9:00 AM – 12:00 PM  CH  
Fee: $1,200*

**Certified Logistics Associate (CLA)**  
Oct 12 – 27  TWR 5:30 PM – 8:30 PM  CH  
Fee: $900*

**Certified Logistics Technician (CLT)**  
Sep 15 – Oct 12  MTWR 9:00 AM – 12:00 PM  CH  
Oct 28 – Nov 30  TWR 5:30 PM – 8:30 PM  CH  
Fee: $1,200*

**Manufacturing Specialist Certification HYBRID**  
Sep 27 – Nov 15  MTWR 5:30 PM – 8:30 PM  CH  
Fee: $1,584*

**Manufacturing Technician Level 1 Certification**  
Sep 27 – Nov 15  MTWR 5:30 PM – 8:30 PM  CH  
Fee: $816*

### Construction and Contractor

**Electrical Code Update Course**  
Oct 19  T 6:00 PM – 9:00 PM  WDCC  
Fee: $225

**Fuel Gas Code Update Course**  
Oct 23  S 8:00 AM – 9:00 AM  WDCC  
Fee: $75

**Basic Contractor Business Licensing Course**  
Sep 18  S 8:00 AM – 5:00 PM  WDCC  
Nov 13  S 8:00 AM – 5:00 PM  WDCC  
Fee: $199

**Plumbing Code Update Course**  
Oct 23  S 9:15 AM – 12:15 PM  WDCC  
Fee: $225

**Mechanical Code Update Course**  
Oct 23  S 1:15 PM – 4:15 PM  WDCC  
Fee: $225

*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
**NCCER CORE: Introductory Craft Skills**

Aug 11 – Sept 23  WR 5:30 PM - 10:00 PM  PRC  
Aug 16 – Oct 4  MW 5:30 PM - 10 PM  DTC  
Aug 17 – Sept 15  TWR 5:30 PM - 10 PM  CH  
Sept 22 – Oct 14  MTWR 1:00 PM - 4:30 PM  CH

Fee: $1,098*  
*CORE is a prerequisite for NCCER level 1 craft skill courses.

**NCCER: HVAC Level 1 (REV)**

Sep 29 – Dec 16  WR 5:30 PM – 10:00 PM  WDCC

Fee: $1,698*  

**NCCER: Electrical Level 1 (REV)**

Oct 6 – Dec 13  MW 5:30 PM – 9:30 PM  JS

Fee: $1,500*  

**NCCER: Heavy Equipment Operator Level 1**

Sept 17 – Nov 11  TWR 5:30 PM - 10:00 PM  CH

Fee: $1,650*  

**OSHA 10-Hour Training Certification for General Industry**

Sep 8 – 13  MWF 5:30 PM – 8:50 PM  CH  
Oct 13 & 14  WR 12:00 PM – 5:00 PM  WDCC

Fee: $249

**OSHA 30-Hour Training Certification for General Industry**

See website for schedule details. 

Fee: $595*

**Forklift Operator Training**

Sep 25  S 8:30 AM – 12:30 PM  WDCC  
Oct 14  R 8:30 AM – 12:30 PM  WDCC  
Nov 5  F 5:00 PM – 9:00 PM  WDCC  
Dec 4  S 8:30 AM – 12:30 PM  WDCC

Fee: $125  

*FastForward funding available. See pages 12 and 13.

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**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.
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: Concrete Plant
Sep 13 & 14 MT 8:30 AM – 4:30 PM CH
Fee: $250

VDOT: Soils and Aggregate Compaction
Sep 6 – 9 MTWR 8:30 AM – 4:30 PM CH
Sep 20 – 23 MTWR 8:30 AM – 4:30 PM CH
Oct 5 – 8 TWRF 8:30 AM – 4:30 PM CH
Oct 19 – 22 TWRF 8:30 AM – 4:30 PM CH
Fee: $350

VDOT: Documentation and Recordkeeping for Inspectors
Sep 20 – 22 MTWR 8:30 AM – 4:30 PM MIDLO
Fee: $600

VDOT: SiteManager for Inspectors
Oct 25 & 26 MT 8:30 AM – 4:30 PM MIDLO
Fee: $450

VDOT: Plan Reading for Inspectors
Oct 18 – 20 MTW 8:30 AM – 4:30 PM CH
Fee: $600

VDOT: Surveying for Inspectors
Oct 4 & 5 MT 8:30 AM – 4:30 PM WDCC
Fee: $624

VDOT: Intermediate Work Zone Traffic Control (WZTC) Certification
Nov 16 & 17 TW 8:30 AM – 4:30 PM WDCC
Fee: $402

VDOT: New Structures and Bridges for Inspectors
Nov 15 – 18 MTWR 8:30 AM – 4:30 PM MIDLO
Fee: $750

VDOT: Bridge Preservation for Inspectors
Nov 29 – Dec 1 MTW 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

Truck Driver Training (CDL)

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

**WEEKDAY / Monday – Friday**

Classes meeting in Chester:

Aug 23-Oct 1  
Sept 7-Oct 15  
Sept 20-Oct 29  
Oct 4-Nov 12  
Oct 18-Dec 3  
Nov 1-Dec 17  
Nov 29 - Jan 14 ’22  
Dec 13-Jan 28 ’22

Class meeting in Goochland: Oct 11 - Nov 19

**WEEKEND / Saturday & Sunday**

Classes meeting in Chester:

Aug 28-Dec 12  
Oct 9-Jan 23 ’22  
Nov 13-Mar 6 ’22

Fee: $4,500**  
*FastForward funding available. See pages 12 and 13.

For more information visit the website.  
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.

**SEPTEMBER 22**  
Excel Pivot Tables

**OCTOBER 13**  
WordPress

**NOVEMBER 3**  
Conflict Resolution

**DECEMBER 8**  
Introduction to G(Google) Suite Training

Register online at ccwatraining.org

Registered participants will receive login instructions by email.
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.

- Sep 14 – Oct 21 TWR 5:30 PM – 8:30 PM Online
- Oct 26 – Dec 9 TWR 5:30 PM – 8:30 PM Online

Financial assistance may be 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
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: NOV 5, 2021
FOR COHORT STARTING SPRING 2022

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: Sept 15 | Oct 20 | Nov 17 | Dec 15

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

### Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Debits and Credits</td>
<td>9/7</td>
<td>$195</td>
</tr>
<tr>
<td>General Ledger and Month End Procedures</td>
<td>10/4</td>
<td>$195</td>
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<tr>
<td>Closing Procedures and Financial Statements</td>
<td>11/1</td>
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<tr>
<td>Accounting and Finance for Non-Financial Managers</td>
<td>9/7</td>
<td>$195</td>
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<tr>
<td>Cash is King</td>
<td>10/4</td>
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<tr>
<td>Financial Analysis and Planning for Non-Financial Managers</td>
<td>11/1</td>
<td>$195</td>
</tr>
<tr>
<td>Entrepreneur Boot Camp</td>
<td>9/7</td>
<td>$195</td>
</tr>
<tr>
<td>The Business Plan</td>
<td>10/4</td>
<td>$195</td>
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<tr>
<td>Entrepreneurial Marketing</td>
<td>11/1</td>
<td>$195</td>
</tr>
<tr>
<td>The Basics of Bookkeeping</td>
<td>10/4</td>
<td>$195</td>
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### Communications

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Introduction to Game Design</td>
<td>9/7</td>
<td>$245</td>
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<tr>
<td>Intermediate Video Game Design</td>
<td>10/4</td>
<td>$245</td>
</tr>
<tr>
<td>Business Writing</td>
<td>9/7</td>
<td>$195</td>
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<tr>
<td>Effective Copywriting</td>
<td>10/4</td>
<td>$195</td>
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<tr>
<td>Writing News and Press Releases</td>
<td>11/1</td>
<td>$195</td>
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<tr>
<td>Keys to Customer Service</td>
<td>9/7</td>
<td>$145</td>
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<tr>
<td>Extraordinary Customer Service</td>
<td>10/4</td>
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<tr>
<td>Conflict Management</td>
<td>9/7</td>
<td>$245</td>
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<tr>
<td>Negotiation: Get What You Want</td>
<td>10/4</td>
<td>$195</td>
</tr>
<tr>
<td>Using Personality Profiles for Better Work Performance</td>
<td>11/1</td>
<td>$295</td>
</tr>
<tr>
<td>NEW! Word-Level Grammar</td>
<td>9/7</td>
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<tr>
<td>NEW! Sentence-Level Grammar</td>
<td>10/4</td>
<td>$145</td>
</tr>
<tr>
<td>NEW! Refining Your Writing</td>
<td>11/1</td>
<td>$145</td>
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</table>

Courses run for one month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

For more details, visit ccwatraining.org
### Data Science
- **Introduction to Data Analysis** 9/7 $195
- **Intermediate Data Analysis** 10/4 $195
- **Advanced Data Analysis** 11/1 $195
- **Mastering Microsoft Excel** 9/7 $195
- **Intermediate Excel** 10/4 $195
- **Advanced Excel** 11/1 $195
- **NEW! Introduction to Power BI** 9/7 $195
- **NEW! Intermediate Power BI** 10/4 $195
- **NEW! Advanced Power BI** 11/1 $195
- **Intermediate SQL** 10/4 $595
- **Advanced SQL** 11/1 $595

### Healthcare
- **Spanish For Medical Professionals** 9/7 $290

### Leadership & Management
- **Leadership Principles** 9/7 $145
- **Developing Your Leadership Skills** 10/4 $145
- **Developing Your Professional Career** 11/1 $145
- **Revenue Generation for Non-Profits** 9/7 $495
- **Program Evaluation for Nonprofit Professionals** 11/1 $245
- **Introduction to Project Management** 9/7 $195
- **Project Management Processes** 10/4 $195
- **Project Management Knowledge Areas** 11/1 $195
- **Management Boot Camp** 9/7 $295
- **Collaborative Management** 10/4 $245
- **Managing Generations in the Workplace** 11/1 $175
- **Introduction to Six Sigma Green Belt** 9/7 $195
- **Intermediate Six Sigma Green Belt** 10/4 $195
- **Advanced Six Sigma Green Belt** 11/1 $195

### Technology
- **Mastering Microsoft Excel** 9/7 $195
- **Intermediate Excel** 10/4 $195
- **Advanced Excel** 11/1 $195
- **Introduction to Web Design** 9/7 $245
- **Intermediate Web Design** 10/4 $245
- **Advanced Web Design** 11/1 $245
- **Introduction to Coding** 9/7 $195
- **HTML Fundamentals** 10/4 $245
- **CSS Fundamentals** 11/1 $245
- **Adobe Illustrator Essentials** 9/7 $225
- **Adobe Photoshop Essentials** 10/4 $225
- **Adobe InDesign Essentials** 11/1 $225
- **Mastering Computer Skills for the Workplace** 9/7 $195

### Media Marketing
- **Improving Email Promotions** 9/7 $195
- **Boosting Your Website Traffic** 10/4 $195
- **Online Advertising** 11/1 $195
- **Google Analytics** 9/7 $195
- **NEW! Advanced Google Analytics** 10/4 $195
- **Video Marketing** 9/7 $245
- **YouTube for Business** 10/4 $245
- **Podcasting** 9/7 $245
- **Introduction to Social Media** 9/7 $195
- **Marketing Using Social Media** 10/4 $195
- **Integrating Social Media in Your Organization** 11/1 $195

### Personal Development
- **The Teen Brain** 9/7 $145
- **Beginning Conversational Spanish** 9/7 $290
- **Learning While Black** 9/7 $145
- **Introduction to Fiction Writing** 9/7 $195
- **Contact Tracing** 9/7 $279

### Training & Education
- **Advanced Teaching Online** 9/7 $195
- **Designing Online Instruction** 10/4 $195
- **Fostering Online Discussion** 11/1 $195

### Teacher Training
- **Students with ASD (Autism Spectrum Disorder)** 10/4 $145
- **Gender in the Classroom** 10/4 $145
- **Generational Learning Styles** 11/1 $145

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.
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.
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