



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

SEPTEMBER – DECEMBER 2021



CCWATRaining.org

Contents

SEPTEMBER — DECEMBER 2021

**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.

4 TECHNOLOGY

Computer Use 4
Business Applications 4
Certifications 6
Creative Software 6
4-Week Technology Series 6
Programming 6
Web, Social and Mobile 6

8 BUSINESS ADMINISTRATION AND MANAGEMENT

Customer Service 8
Certifications 9
Communications 9
Leadership and
Management Skills 9
Project Management 10
Writing and Grants 10

11 HEALTH CARE

Certifications 11
Medical Office 11
Pharmacy Tech 11

14 MANUFACTURING AND TRADES

Manufacturing
and Logistics 14
Construction
and Contractors 14
Safety 16
VDOT Certifications 17

18 SPECIALIZED TRAINING

Truck Driver Training (CDL) 18
Monthly Webinars 19
EducateVA 20

21 ONLINE CLASSES

23 INFORMATION

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.



UNLOCK YOUR **NEXT** 

DISCOVER NEW CAREER OPPORTUNITIES ONLINE

Our growing list of virtual or hybrid professional development and certification offerings in many of today's most in-demand fields can give you the tools needed to find your path to success, at low to no cost to you. Our team of dedicated staff are trained to provide support every step of the way.

Browse our offerings and get started today!
UNLOCKYOURNEXT.COM

NETWORK2WORK | RVA

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

Nov 18 R 9:00 AM – 4:00 PM MIDLO

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

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 & PowerPivot 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 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



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

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.

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*

Certified Information System Security Professional (CISSP)

Oct 23 – Nov 20	S 9:00 AM – 5:00 PM	WDCC
-----------------	---------------------	------

Fee: \$2,995

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*

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

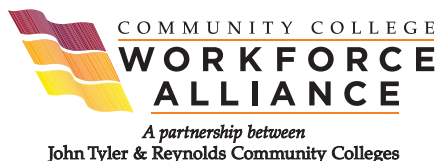


OUR TRAINING HELPS TO UNLOCK YOUR TEAM'S POTENTIAL

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

Business Administration and Management

CLASS LOCATIONS — details on page 23



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

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:

- **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

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

Health Care

CLASS LOCATIONS — details on page 23

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*



Train for a new career as a 9-1-1 dispatcher.

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

All classes are presented online.

Sep 21 – Oct 14	TR 5:30 PM – 9:30 PM
Oct 26 – Nov 18	TR 5:30 PM – 9:30 PM

Fee: \$420*

More Information: 804-706-5180

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.*

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

Manufacturing and Trades

CLASS LOCATIONS — details on page 23



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)

Sept 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*

SAFETY

OSHA 10-Hour Training Certification for General Industry

Sept 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

Sept 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.

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: 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 MTW 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	Oct 4-Nov 12	Nov 15-Dec 24
Sept 7-Oct 15	Oct 18-Dec 3	Nov 29 -Jan 14 '22
Sept 20-Oct 29	Nov 1-Dec 17	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.



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.

- 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

MAKE A DIFFERENCE: BECOME A TEACHER



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

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



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

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.

Business

Understanding Debits and Credits	9/7	\$195
General Ledger and Month End Procedures	10/4	\$195
Closing Procedures and Financial Statements	11/1	\$195
Accounting and Finance for Non-Financial Managers	9/7	\$195
Cash is King	10/4	\$195
Financial Analysis and Planning for Non-Financial Managers	11/1	\$195
Entrepreneur Boot Camp	9/7	\$195
The Business Plan	10/4	\$195
Entrepreneurial Marketing	11/1	\$195
The Basics of Bookkeeping	10/4	\$195

Communications

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

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

Online Courses, continued

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.

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.

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.

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

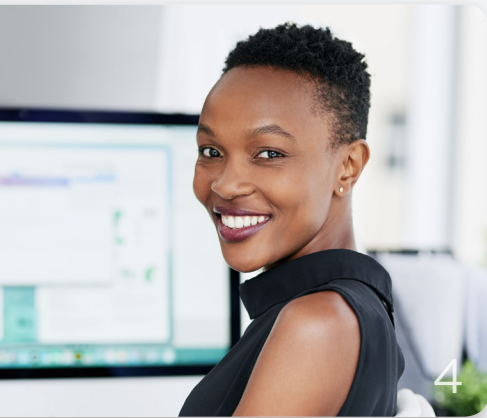


John Tyler Community College
13101 Jefferson Davis Highway
Chester, VA 23831-5616

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