



COMMUNITY COLLEGE  
**WORKFORCE  
ALLIANCE**

**SPRING INTO YOUR NEW CAREER**



**SKILLS | SOLUTIONS | SUCCESS**

**JANUARY – APRIL 2023**



**CCWATRaining.org**

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JANUARY — APRIL 2023



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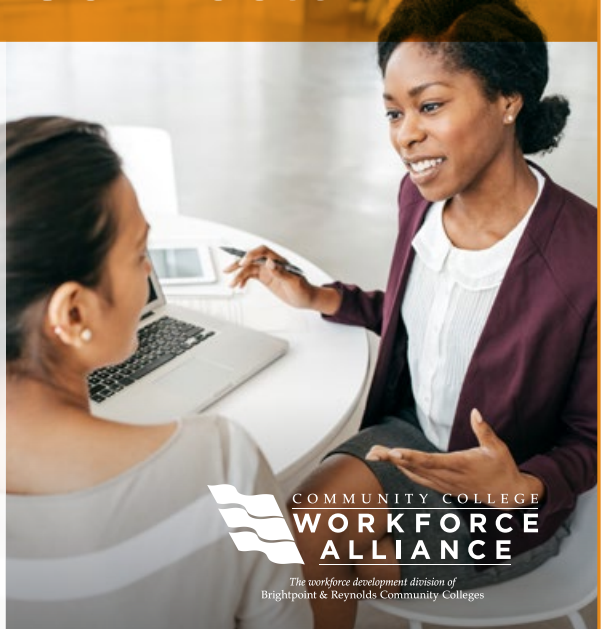
For more information about funding programs available through CCWA, see FastForward details on pages 4-5 and G3 scholarships on page 9.

**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.

# Coaching Connects

## The CCWA team helps job seekers:

- Develop your resume that sells your skills and catches the eyes of employers
- Find networking opportunities to get you in front of companies that lead to the next step on your career pathway
- Increase your job interview and job offer prospects through our Network2WorkRVA program



COMMUNITY COLLEGE  
**WORKFORCE  
ALLIANCE**

The workforce development division of  
Brightpoint & Reynolds Community Colleges

Building your career in high-demand industries throughout the region?  
Visit [ccwatraining.org/careercoach](http://ccwatraining.org/careercoach) so that we can connect with you.

## Network2WorkRVA Build Your Workforce Today

Network2WorkRVA 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](http://Network2WorkRVA.com) today to learn more.

# Open Doors to In-Demand Jobs with Industry Credentials

**FASTFORWARD PROGRAMS** with TUITION ASSISTANCE include:



## BUSINESS AND LEADERSHIP TRAINING

- Customer Service & Sales Certification
- Project Management Prep (PMP)

## INSTRUCTIONAL EDUCATION

- Teacher Licensure  
*Through EducateVA*



## INFORMATION TECHNOLOGY

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

**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. 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 Level 1
- NCCER Plumbing Level 1



## HEALTH CARE

- Clinical Medical Assistant
- Nurse Aide Program
- Certified Professional Biller
- Certified Professional Coder
- Pharmacy Technician
- Phlebotomy Technician
- Emergency Medical Technician Program (EMT)
- Emergency Telecommunicator



**FastForward**  
CREDENTIALS FOR A CAREER THAT MATTERS

**Schedule your orientation today!**

**Go to [ccwatraining.org/certifications](https://ccwatraining.org/certifications)**

# Technology

CLASS LOCATIONS — details on page 23



## COMPUTER USE

### Mastering Computer Skills for the Workplace

Feb 6 – Mar 3    Online 24/7  
Apr 3 – 28    Online 24/7

Fee: \$195

## BUSINESS APPLICATIONS

### Access - Level 1

Jan 24    T 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Access - Level 2

Mar 16    R 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Excel - Level 1

Jan 18    W 9:00 AM – 4:00 PM    WDCC  
Feb 28    T 9:00 AM – 4:00 PM    MIDLO  
Fee: \$249

### Excel - Level 2

Mar 15    W 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Excel - Level 3

Apr 13    R 9:00 AM – 4:00 PM    MIDLO  
Fee: \$249

### Excel Overview

Jan 27    F 9:00 AM – 12:00 PM    Online  
Fee: \$149

### Mastering Microsoft Excel

Feb 6 – Mar 3    Online 24/7  
Apr 3 – 28    Online 24/7  
Fee: \$195

### Excel Formulas

Feb 10    F 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Excel Charts

Feb 16    R 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Excel Pivot Tables & PowerPivot Tools

Feb 24    F 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Excel Tips and Tricks

Mar 3    F 9:00 AM – 4:00 PM    WDCC  
Fee: \$249

### Excel Power View Reports & Data Models

Mar 21 T 9:00 AM – 4:00 PM WDCC  
Fee: \$249

### Excel Macros & Forms

Mar 28 T 9:00 AM – 4:00 PM WDCC  
Fee: \$249

### Excel Data Management

Apr 20 R 9:00 AM – 4:00 PM MIDLO  
Fee: \$249

### Word-Power Formatting and Automating Tasks Workshop

Jan 27 F 2:00 PM – 5:00 PM Online  
Fee: \$149

### Microsoft Office Tips Workshop Series

Jan 30 M 9:00 AM – 12:00 PM Online  
Fee: \$149

### SharePoint Essentials - Level 1

Feb 21 T 9:00 AM – 4:00 PM MIDLO  
Fee: \$299

### SharePoint Essentials - Level 2

Apr 12 W 9:00 AM – 4:00 PM MIDLO  
Fee: \$299

### QuickBooks

Feb 1 – 2 WR 9:00 AM – 4:00 PM MIDLO  
Fee: \$449

### Advanced QuickBooks

Mar 16 – 17 RF 9:00 AM – 4:00 PM MIDLO  
Fee: \$449

### Power BI Desktop Essentials

Jan 17 T 9:00 AM – 4:00 PM MIDLO  
Mar 7 & 9 TR 6:00 PM – 9:00 PM Online  
Apr 5 W 9:00 AM – 4:00 PM MIDLO  
Fee: \$249

### Introduction to Power BI

Feb 6 – Mar 3 Online 24/7  
Apr 3 – 28 Online 24/7  
Fee: \$195

### Intermediate Power BI

Mar 6 – 31 Online 24/7  
Fee: \$195

### Advanced Power BI

Apr 3 – 28 Online 24/7  
Fee: \$195

### Collaborating with Microsoft Teams

Jan 13 F 1:00 PM – 4:00 PM Online  
Mar 3 F 1:00 PM – 4:00 PM Online  
Fee: \$149

### Google Workspace

Jan 13 F 9:00 AM – 12:00 PM Online  
Mar 3 F 9:00 AM – 12:00 PM Online  
Fee: \$249

### ADA Compliance Essentials for MS Documents

Feb 2 R 9:00 AM – 4:00 PM WDCC  
Fee: \$249

### Introduction to SQL

Jan 2 – 27 Online 24/7  
Mar 6 – 31 Online 24/7  
Fee: \$245

## PLANNING an EVENT?

CCWA is the perfect place to host your next gathering — with on-site technology support, full multimedia capabilities and catering options!

- 40,000 Square Feet of Space
- Classrooms and Computer Labs
- Conference Rooms and Ballrooms
- Available Days, Nights and Weekends

For more information, visit [ccwatraining.org/meeting-space](http://ccwatraining.org/meeting-space) or call 804-523-2292.



## CERTIFICATIONS

### CompTIA IT Fundamentals+

Jan 27 – Mar 17 F 6:30 PM – 9:30 PM Online

Fee: \$999

### CompTIA A+

Jan 18 – Mar 27 MWR 6:00 PM – 8:00 PM Online

Feb 13 – Mar 30 MTR 6:00 PM – 8:30 PM Online

Apr 11 – Jun 22 MTR 5:30 PM – 7:30 PM Online

May 16 – Aug 1 MTR 5:30 PM – 7:30 PM Online

Fee: \$2,502\*

### CompTIA Network+

Feb 6 – Mar 22 MWR 6:00 PM – 8:00 PM Online

Apr 3 – May 17 MWF 6:00 PM – 8:00 PM Online

Fee: \$1,716\*

### CompTIA Security+

Jan 24 – Mar 9 TRF 6:00 PM – 8:00 PM Online

Mar 21 – May 4 MTR 6:00 PM – 8:00 PM Online

May 22 – Jul 13 MWR 6:00 PM – 8:00 PM Online

Fee: \$1,611\*

### CompTIA Linux+

Jan 23 – Mar 3 MWF 5:30 PM – 7:30 PM Online

Fee: \$1,800\*

### AWS Certified Cloud Practitioner

Jan 11 – Feb 24 MWF 5:30 PM – 7:30 PM Online

Mar 13 – Apr 26 MWF 5:30 PM – 7:30 PM Online

May 9 – Jun 27 MTR 5:30 PM – 7:30 PM Online

Fee: \$1,650\*

### AWS Certified Solutions Architect-Associate

Mar 8 – Jun 8 MWR 5:30 PM – 7:30 PM Online

Fee: \$1,800\*

### Python Programming-Certified Associate (PCAP)

Jan 17 – Mar 30 MTR 5:30 PM – 8:00 PM Online

Apr 10 – Jun 26 MWF 5:30 PM – 8:00 PM Online

Fee: \$2,250\*

\*FastForward (pages 4 and 5)  
and/or G3 (page 9) funding available.



## CREATIVE SOFTWARE

### Introduction to Web Design

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$245

### Intermediate Web Design

Mar 6 – 31 Online 24/7

Fee: \$245

### Advanced Web Design

Apr 3 – 28 Online 24/7

Fee: \$245

### Adobe Illustrator Essentials

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$225

### Adobe InDesign Essentials

Apr 3 – 28 Online 24/7

Fee: \$225

### Adobe Photoshop Essentials

Mar 6 – 31 Online 24/7

Fee: \$225

Expand Your Expertise with an Information  
Technology Certification in less than two months!

Tuition assistance is available.  
Visit [ccwatraining.org/tech](http://ccwatraining.org/tech)





### Introduction to Adobe InDesign

Jan 26 R 9:00 AM - 4:00 PM MIDLO

Fee: \$249

### Intermediate Adobe InDesign

Feb 23 R 9:00 AM - 4:00 PM MIDLO

Fee: \$249

### Figma

Feb 4 S 9:00 AM - 4:00 PM WDCC

Fee: \$395

### Adobe XD for UX/UI Web Design & Prototyping

Mar 4 - 11 S 9:00 AM - 4:00 PM WDCC

Fee: \$595

### Build a (Powerful) Website, Quickly, in WordPress

Feb 16 R 9:00 AM - 4:00 PM MIDLO

Fee: \$299

### Advanced WordPress

Mar 29 W 9:00 AM - 4:00 PM MIDLO

Fee: \$299

## PROGRAMMING

### Introduction to Coding

Feb 6 - Mar 3 Online 24/7

Apr 3 - 28 Online 24/7

Fee: \$195

## SPECIALIZED TRAINING

### Introduction to Game Design

Feb 6 - Mar 3 Online 24/7

Apr 3 - 28 Online 24/7

Fee: \$245

### Intermediate Video Game Design

Mar 6 - 31 Online 24/7

Fee: \$245

CONNECT WITH US



CCWATRaining



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](http://ccwatraining.org/g3)

# Business Administration and Management

CLASS LOCATIONS — details on page 23

## CERTIFICATIONS

### National Retail Certification in Customer Service & Sales

Jan 23 – Feb 27 M 9:00 AM – 4:00 PM WDCC  
Feb 20 – Mar 29 MW 6:30 PM – 9:30 PM Online  
Mar 21 – Apr 27 TR 6:30 PM – 9:30 PM Online

Fee: \$840\*

## ACCOUNTING

### The Basics of Bookkeeping

Mar 6 – 31 Online 24/7

Fee: \$195

### Closing Procedures and Financial Statements

Apr 3 – 28 Online 24/7

Fee: \$195

### General Ledger and Month End Procedures

Mar 6 – 31 Online 24/7

Fee: \$195

### Understanding Debits and Credits

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Accounting and Finance for Non Financial Managers

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Financial Analysis and Planning for Non-Financial Managers

Apr 3 – 28 Online 24/7

Fee: \$195

*\*FastForward funding available.  
See pages 4 and 5.*



## PROJECT MANAGEMENT

### Introduction to Project Management

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Project Management Knowledge Areas

Apr 3 – 28 Online 24/7

Fee: \$195

### Project Management Processes

Mar 6 – 31 Online 24/7

Fee: \$195

### Project Management: Building High-Performance Teams

Feb 24 F 9:00 AM – 4:00 PM Online

Fee: \$269

### Project Risk Management: A Scalable Approach

Mar 31 F 9:00 AM – 4:00 PM Online

Fee: \$269

### Project Management (PMP) Prep Course

Jan 19 – Mar 23 R 6:00 PM – 9:30 PM Online

Fee: \$2,400\*

# 10 Building Blocks FOR EXCELLENT CUSTOMER SERVICE



Follow our track of focused classes to build and enhance your customer service skills.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

## COMMUNICATIONS

### Business Writing for Professionals

Jan 27 F 9:00 AM – 4:00 PM Online

Fee: \$299

### Business Writing

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Grammar Workshop

Feb 17 F 9:00 AM – 1:00 PM Online

Fee: \$199

### Writing News and Press Releases

Apr 3 – 28 Online 24/7

Fee: \$195

### Negotiation: Get What You Want

Mar 6 – 31 Online 24/7

Fee: \$195

### Conflict Management

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$245

### Using Personality Profiles for Better Work Performance

Apr 3 – 28 Online 24/7

Fee: \$295

### Introduction to Social Media

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Marketing Using Social Media

Mar 6 – 31 Online 24/7

Fee: \$195

### Integrating Social Media Into Your Organization

Apr 3 – 28 Online 24/7

Fee: \$195

# The Business Planning Bootcamp

A business plan can help business grow **30%** faster.

**71%** of fast-growing companies have a business plan.

Entrepreneurs who create a plan are **152%** more likely to launch their business.

Statistics prove it.  
Business plans matter.

The Business Planning Bootcamp is comprised of workshops from the Core Four Business Planning Course®:

SUCCESS  
Planning

MARKET  
Planning

CASH FLOW  
Planning

OPERATIONS  
Planning

This CCWA bootcamp is designed to help you develop a business plan that meets your personal and professional goals. By the end of this course, you should have your business plan written or outlined.

Jan 15 – Mar 10 / Online / Cost: \$269

PRESENTED IN PARTNERSHIP WITH



For registration information, contact us at [help@ccwa.vccs.edu](mailto:help@ccwa.vccs.edu) or (804) 523-2292.

## LEADERSHIP AND MANAGEMENT SKILLS

### Leadership Principles

Feb 6 – Mar 3 Online 24/7  
Apr 3 – 28 Online 24/7

Fee: \$145

### Management Boot Camp

Feb 6 – Mar 3 Online 24/7  
Apr 3 – 28 Online 24/7

Fee: \$295

### Developing Your Leadership Skills

Mar 6 – 31 Online 24/7

Fee: \$145

### Inspiring Leadership with Emotional Intelligence

Feb 9 R 9:00 AM – 4:00 PM WDCC  
Apr 24 M 9:00 AM – 4:00 PM WDCC

Fee: \$269

### Strategic Leadership for Organizational Impact

Mar 9 R 9:00 AM – 4:00 PM WDCC

Fee: \$269

### Teambuilding Strategies

Feb 28 T 9:00 AM – 4:00 PM WDCC

Fee: \$269

### Change Management

Jan 26 R 9:00 AM – 4:00 PM WDCC

Fee: \$269

### Collaborative Management

Mar 6 – 31 Online 24/7

Fee: \$245

### How to Have Difficult Conversations

Feb 13 M 9:00 AM – 4:00 PM Online

Fee: \$269

### Human Resource Management

Mar 30 R 9:00 AM – 4:00 PM WDCC

Fee: \$269

### Making the Move to Supervisor

Mar 17 F 9:00 AM – 4:00 PM WDCC

Fee: \$269

### Constructive Conflict Resolution

Apr 3 M 9:00 AM – 4:00 PM WDCC

Fee: \$269

## INSTRUCTOR SPOTLIGHT



## Bob Kenney

### ► Leadership and Management Skills

“ I believe the tools needed to engage adult learners are as varied as the unique teams of individuals with whom I have the opportunity to work. As we continue to practice what we learned throughout the earlier part of the global pandemic, I believe people are looking for ways to regain the social capital that we lost while working remotely or after switching jobs, to continue experiencing success at work within new parameters, to establish a healthier work-life balance and boundaries, to find or rediscover their purpose at work, and to identify paths towards stronger recruitment practices and mutually beneficial engagement opportunities inside our teams. ”

### Managing Generations in the Workplace

Apr 3 – 28 Online 24/7

Fee: \$175

### Effective Decision Making

Apr 28 F 9:00 AM – 4:00 PM WDCC

Fee: \$269

## MARKETING AND SALES

### Improving Email Promotions

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Podcasting

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$245

### Video Marketing

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$245

### Boosting Your Website Traffic

Mar 6 – 31 Online 24/7

Fee: \$195

### Online Advertising

Apr 3 – 28 Online 24/7

Fee: \$195

### YouTube for Business

Mar 6 – 31 Online 24/7

Fee: \$245

### Entrepreneurial Marketing

Apr 3 – 28 Online 24/7

Fee: \$195

### Introduction to Data Analysis

Feb 6 – Mar 3 Online 24/7

Fee: \$195

### Intermediate Data Analysis

Mar 6 – 31 Online 24/7

Fee: \$195

### Advanced Data Analysis

Apr 3 – 28 Online 24/7

Fee: \$195

## WRITING AND GRANTS

### Grant Proposal Writing 101

Mar 24 F 9:00 AM – 4:00 PM Online

Fee: \$299

### Grants Management 101

Apr 21 F 9:00 AM – 4:00 PM Online

Fee: \$299

## SPECIALIZED TRAINING

### Introduction to Six Sigma Green Belt

Feb 6 – Mar 3 Online 24/7

Apr 3 – 28 Online 24/7

Fee: \$195

### Intermediate Six Sigma Green Belt

Mar 6 – 31 Online 24/7

Fee: \$195

### Advanced Six Sigma Green Belt

Apr 3 – 28 Online 24/7

Fee: \$195

# BUSINESS U

## Aligning Your Personal & Business Goals

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

### SPRING COURSES:

- **Mar 14 – 21**  
T 9:00 AM – 12:15 PM (CH)
- **Mar 15 – 22**  
W 6:00 PM – 9:15 PM (MIDLO)
- **Mar 30 – Apr 6**  
R 9:00 AM – 12:15 PM (MIDLO)

(Location information on page 19)

For more information visit  
[ccwatraining.org/businessu](http://ccwatraining.org/businessu)

CONNECT WITH US



CCWATRaining



# CUSTOM TRAINING and CONSULTING

**HUNDREDS**  
of SMALL and LARGE  
ORGANIZATIONS  
TRAINED

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



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

# Health Care

CLASS LOCATIONS — details on page 23



## INSTRUCTOR SPOTLIGHT



Shannon  
Lillard

- ▶ **Clinical Medical Assistant**
- ▶ **Phlebotomy Technician**

“ I engage with adult learners through lectures via Zoom and also in-person discussions, tutoring and labs as needed for additional help. I assist students as they prepare for the certification exams through the National Healthcareer Association (NHA). I emphasize hands-on learning, visual and physical scenarios, and real-world experiences to enhance their learning experiences. I believe in all of my students and will go out of my way to help them realize their full potential. I also believe it changes their lives to improve the well-being of others through healthcare. ”

## CERTIFICATIONS

### Certified Phlebotomy Technician

Jan 6 – Feb 11	F 10:00 AM – 2:00 PM & S 10:00 AM – 4:00 PM	CH
Jan 6 – Feb 11	F 6:00 PM – 10:00 PM & S 10:00 AM – 4:00 PM	CH
Apr 28 – Jun 3	F 10:00 AM – 2:00 PM & S 10:00 AM – 4:00 PM	CH
Apr 28 – Jun 3	F 6:00 PM – 10:00 PM & S 10:00 AM – 4:00 PM	CH

Fee: \$2,334\*

### Clinical Medical Assistant Program

Feb 2 – Jun 8	TR 10:00 AM – 2:00 PM	CH
Feb 2 – Jun 8	TR 6:00 PM – 10:00 PM	CH
Apr 12 – Aug 23	MW 10:00 AM – 2:00 PM	CH
Apr 12 – Aug 23	MW 6:00 PM – 10:00 PM	CH

Fee: \$3,267\*

### Nurse Aide Program

Jan 11 – Feb 17	MTWRF 9:00 AM – 2:30 PM	OS
Feb 15 – Mar 24	MTWRF 9:00 AM – 2:30 PM	OS
Mar 15 – Apr 21	MTWRF 9:00 AM – 2:30 PM	OS
Apr 12 – May 19	MTWRF 9:00 AM – 2:30 PM	OS
May 17 – Jun 23	MTWRF 9:00 AM – 2:30 PM	OS

Fee: \$3,495\*

\*FastForward (pages 4 and 5)  
and/or G3 (page 9) funding available.



# 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.

Emotional Intelligence	Jan 11
Power BI	Feb 8
Excel Pivot Tables	Mar 8
Microsoft Teams	Apr 5

Registered participants receive login instructions by email.

Register online at [ccwatraining.org](https://ccwatraining.org)

## Medical Coding - Certified Professional Coder

Jan 10 – Apr 20 TR 6:00 PM – 9:00 PM Online  
Jan 25 – May 10 WF 8:00 AM – 11:00 AM Online  
Jan 26 – May 11 TR 3:00 PM – 6:00 PM Online  
Feb 8 – May 10 WF 8:00 AM – 11:00 AM MIDLO

Fee: \$3,897\*

## Medical Biller - Certified Professional Biller

Mar 22 – Jun 14 MW 6:00 PM – 9:00 PM Online

Fee: \$3,099\*

## CAREER PREP

### Beginning Conversational Spanish

Feb 6 – Mar 31 Online 24/7  
Apr 3 – May 26 Online 24/7

Fee: \$290

### Spanish for Medical Professionals

Feb 6 – Mar 31 Online 24/7  
Apr 3 – May 26 Online 24/7

Fee: \$290



Train for a career as a 911 dispatcher.

## Emergency Telecommunicator Certification

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

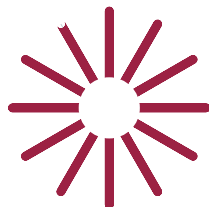
*Classes will be held off-site.  
Check the website for current classes.*

Fee: \$420\*

**More Information:**  
[ccwatraining.org/healthcare](https://ccwatraining.org/healthcare)

\*FastForward (pages 4 and 5) and/or G3 (page 9) funding available.





## NEW PHARMACEUTICAL MANUFACTURING CERTIFICATION!

New companies are moving into our region, bringing **pharmaceutical manufacturing careers** for trained job seekers. With this certification, you will help create life-saving medicines as an entry-level technician. Don't miss this opportunity!



[BRIGHTPOINT.EDU/PHARMA](https://brightpoint.edu/pharma)



# Manufacturing and Trades

CLASS LOCATIONS — details on page 23



## CONSTRUCTION AND CONTRACTOR

### Basic Contractor Business Licensing Course

Feb 11	S 8:00 AM – 5:00 PM	WDCC
Apr 22	S 8:00 AM – 5:00 PM	WDCC
Fee: \$249		

### NCCER Introductory Craft Skills

Each course leads to a Level 1 specialty.

#### Leads to Heavy Equipment Operator Level 1:

Apr 4 – 27	TWR 5:30 PM – 10:00 PM	CH
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#### Leads to HVAC Level 1:

Apr 18 – May 17	TWR 5:30 PM – 9:00 PM	DTC
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#### Leads to Electrical Level 1:

Apr 10 – May 2	MTW 5:30 PM – 9:30 PM	DTC
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#### Leads to Plumbing Level 1:

Apr 18 – May 17	TWR 5:30 PM – 9:00 PM	DTC
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Fee for each program: \$1,098\*

\*FastForward (pages 4 and 5) and/or G3 (page 9) funding available.

### NCCER: HVAC Level 1

Jan 5 – Feb 28	TWR 5:30 PM – 9:00 PM	DTC
May 18 – Jul 19	TWR 5:30 PM – 9:00 PM	DTC

Fee: \$1,698\*

### NCCER: Plumbing Level 1

Jan 5 – Feb 23	TWR 5:30 PM – 9:00 PM	DTC
May 18 – Jul 19	TWR 5:30 PM – 9:00 PM	DTC

Fee: \$1,599\*

### NCCER: Electrical Level 1

May 3 – Jun 26	MTW 5:30 PM – 9:30 PM	DTC
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Fee: \$1,500\*

### NCCER: Heavy Equipment Operator Level 1

Jan 3 – Feb 15	TWR 5:30 PM – 9:00 PM	DTC
May 2 – Jun 15	TWR 5:30 PM – 10:00 PM	CH

Fee: \$2,748\*

- NCCER** Nat'l Center for Construction Education and Research
- OSHA** Occupational Safety and Health Administration
- VDOT** Virginia Dept. of Transportation



## MANUFACTURING AND LOGISTICS

### Manufacturing Technician Level 1 (MT1) Certification

Jan 17 – Feb 23	MTWR 5:30 PM – 8:30 PM	CH
Mar 14 – May 3	TWR 9:00 AM – 12:00 PM	CH

Fee: \$816\*

### Manufacturing Specialist (MS) Certification

Jan 17 – Feb 23	MTWR 5:30 PM – 8:30 PM	CH
Mar 14 – May 3	TWR 9:00 AM – 12:00 PM	CH

Fee: \$1,584\*

### Lean Practitioner Certification

Jan 10 – Feb 21	TR 9:00 AM – 12:00 PM	CH
Mar 7 – Apr 18	TR 5:30 PM – 8:30 PM	CH

Fee: \$1,200\*

### Certified Logistics Associate (CLA)

Jan 23 – Feb 17	MWF 9:00 AM – 12:00 PM	CH
Mar 21 – Apr 13	TWR 5:30 PM – 8:30 PM	CH
May 8 – 25	MTWR 9:00 AM – 12:00 PM	CH

Fee: \$900\*

### Certified Logistics Technician (CLT)

Feb 20 – Mar 15	MWF 9:00 AM – 12:00 PM	CH
Apr 18 – May 10	TWR 5:30 PM – 8:30 PM	CH
May 30 – Jun 15	MTWR 9:00 AM – 12:00 PM	CH

Fee: \$1,200\*

## Truck Driver Training (CDL)

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

### WEEKDAY / Monday – Friday

#### Classes in Chester:

Jan 9 - Feb 17	Apr 3 - May 12
Jan 23 - Mar 3	Apr 17-May 26
Feb 6 - Mar 17	May 1-June 9
Feb 20 -Mar 31	May 15-June 23
Mar 6 - Apr 14	May 30 - July 7
Mar 20 - Apr 28	

### WEEKEND / Saturday & Sunday

#### Classes in Chester:

Jan 7-Apr 16	Mar 18-Jul 2
Feb 11-May 21	April 29-Aug 6

Fee: \$4,500\*

For more information visit [ccwatraining.org/truck-driving-training](http://ccwatraining.org/truck-driving-training)

## SAFETY

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

Mar 30 – 31	RF 8:00 AM – 1:00 PM	WDCC
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Fee: \$295

### Forklift Operator Training

Feb 4	S 8:30 AM – 12:30 PM	WDCC
Mar 3	F 5:30 PM – 9:30 PM	WDCC
Apr 1	S 8:30 AM – 12:30 PM	WDCC
Apr 22	S 8:30 AM – 12:30 PM	WDCC

Fee: \$149

\*FastForward (pages 4 and 5) and/or G3 (page 9) funding available.

## 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](http://ccwatraining.org/VDOT) / 804-523-2290

## VDOT - CERTIFICATIONS

### VDOT: Central Mix Aggregate Plant with Proficiency

Feb 13 – 15 MTW 8:30 AM – 4:30 PM WDCC  
Mar 28 – 30 TWR 8:30 AM – 4:30 PM WDCC  
May 16 – 18 TWR 8:30 AM – 4:30 PM WDCC

Fee: \$600

### VDOT: Concrete Plant

Jan 24 – 25 TW 8:30 AM – 4:30 PM WDCC  
Mar 7 – 8 TW 8:30 AM – 4:30 PM WDCC  
Apr 18 – 19 TW 8:30 AM – 4:30 PM WDCC

Fee: \$250

### VDOT: Soils and Aggregate Compaction

Jan 17 – 20 TWRF 8:30 AM – 4:30 PM WDCC  
Feb 7 – 10 TWRF 8:30 AM – 4:30 PM OS  
Feb 28 – Mar 3 TWRF 8:30 AM – 4:30 PM OS  
Mar 21 – 24 TWRF 8:30 AM – 4:30 PM OS  
Apr 11 – 14 TWRF 8:30 AM – 4:30 PM OS  
May 2 – 5 TWRF 8:30 AM – 4:30 PM CH  
May 23 – 26 TWRF 8:30 AM – 4:30 PM WDCC

Fee: \$350

### VDOT: Plan Reading for Inspectors

Mar 14 – 16 TWR 8:30 AM – 4:30 PM MIDLO

Fee: \$600\*

### VDOT: Documentation and Recordkeeping for Inspectors

Apr 4 – 6 TWR 8:30 AM – 4:30 PM MIDLO

Fee: \$600\*

### VDOT: Surveying for Inspectors

May 9 – 10 TW 8:30 AM – 4:30 PM MIDLO

Fee: \$624\*

### VDOT: Roadway Construction and Drainage for Inspectors

Apr 25 – 27 TWR 8:30 AM – 4:30 PM MIDLO

Fee: \$795\*

### VDOT: Intermediate Work Zone Traffic Control (WZTC) Certification

Feb 15 – 16 WR 8:30 AM – 4:30 PM WDCC  
May 11 – 12 RF 8:30 AM – 4:30 PM WDCC

Fee: \$402\*

### VDOT: New Structures and Bridges for Inspectors

Jan 31 – Feb 2 TWR 8:30 AM – 4:30 PM MIDLO

Fee: \$750\*

### VDOT: Bridge Preservation for Inspectors

Feb 21 – 23 TWR 8:30 AM – 4:30 PM MIDLO

Fee: \$600\*

## INSTRUCTOR SPOTLIGHT



## Caleb LaMont

### VDOT Certifications:

- ▶ **Central Mix Aggregate Plant**
- ▶ **Soils and Aggregate Compaction**

“ I am really proud of the advancements our team has made to provide students with a more interactive and fulfilling experience. Many of our students rely on the credentials they earn through the VDOT programs to gain employment, to maintain a position or to expand their knowledge base. I have found that correlating the information learned in class with real-world situations inspectors may encounter in the field, has been extremely beneficial in maintaining student engagement. If a student can make a personal connection to a subject, they are more likely to retain that information. Seeing the moment when all of the pieces fall into place and the student feels the pride in the work they have done, is the most rewarding thing about my job. ”

*\*FastForward (pages 4 and 5) and/or G3 (page 9) funding available.*

# 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:**  
**MAY 15, 2023**  
FOR COHORT STARTING  
**FALL 2023**

## FREE WEBINAR:

### Career Focus – Becoming a Teacher Through Alternative Teacher Licensure

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

**Upcoming Webinars: Jan 18 | Feb 15 | Mar 15 | Apr 19**



To learn more, visit the website today.  
[educateva.com](https://educateva.com)

# Information

## 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 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](http://ccwatraining.org/policies) for more information.

## Non-Credit Financial Aid

CCWA has funding that can help pay for training that supports attainment of industry credentials. If you have family income of up to \$100,000 for a family of four 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](mailto: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](mailto: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](http://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

- |              |   |
|--------------|---|
| <b>CH</b>    | <b>Brightpoint Chester Campus*</b><br>William H. Talley III Center<br>for Workforce Development<br>13101 Route 1<br>Chester, Virginia 23831<br>804-706-5175                     |
| <b>DTC</b>   | <b>Reynolds Downtown Campus</b><br>700 East Jackson Street<br>Richmond, VA 23219<br>804-523-5345  |
| <b>MIDLO</b> | <b>Brightpoint Midlothian Campus*</b><br>Eliades Hall (E208)<br>800 Charter Colony Parkway<br>Midlothian, VA 23114<br>804-897-7600 / Fax: 804-897-7617                          |
| <b>WDCC</b>  | <b>Reynolds Parham Road Campus*</b><br>Workforce Development<br>& Conference Center<br>1651 E. Parham Road, Suite 103<br>Richmond, VA 23228<br>804-523-2292 / Fax: 804-371-3414 |
| <b>OS</b>    | <b>Off-Site Location</b><br>Details provided online with<br>complete class description.   |

\*REGISTRATION available at this location.

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

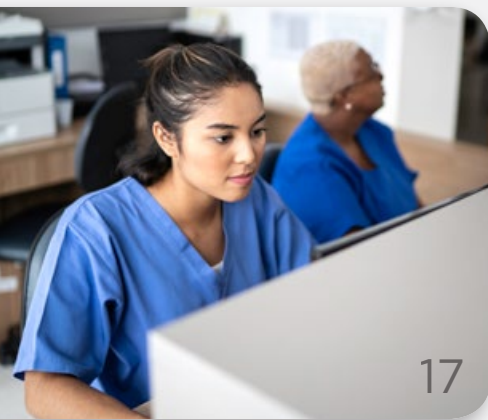


**Brightpoint Community College**  
13101 Route 1  
Chester, VA 23831-5316

**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, and Henrico

at Brightpoint and Reynolds Community College campuses — details on page 23



CCWATRaining.org