SPRING INTO YOUR NEW CAREER

JANUARY – APRIL 2023

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

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

Visit Network2WorkRVA.com today to learn more.

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

Building your career in high-demand industries throughout the region?
Visit ccwatraining.org/careercoach so that we can connect with you.
The Greater Richmond job market is active and credentials are becoming more critical. FastForward credentials open doors to in-demand jobs.

**FASTFORWARD PROGRAMS** with **TUITION ASSISTANCE** include:

**BUSINESS AND LEADERSHIP TRAINING**
- Customer Service & Sales Certification
- Project Management Prep (PMP)

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

**INSTRUCTIONAL EDUCATION**
- Teacher Licensure Through EducateVA

**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.

**TRADES AND MANUFACTURING**

- Commercial Driver’s License (CDL)
- Manufacturing Technician 1 (MTI)  
  *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

**NOW AVAILABLE:**

Online and Hybrid* Class Formats  
for most FastForward Certification Courses

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

**FastForward**  
CREDENTIALS FOR A CAREER THAT MATTERS

Schedule your orientation today!

Go to ccwatraining.org/certifications
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
<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Power View Reports &amp; Data Models</td>
<td>Mar 21</td>
<td>T 9:00 AM – 4:00 PM</td>
<td>WDCC</td>
<td>$249</td>
</tr>
<tr>
<td>Excel Macros &amp; Forms</td>
<td>Mar 28</td>
<td>T 9:00 AM – 4:00 PM</td>
<td>WDCC</td>
<td>$249</td>
</tr>
<tr>
<td>Excel Data Management</td>
<td>Apr 20</td>
<td>R 9:00 AM – 4:00 PM</td>
<td>MIDLO</td>
<td>$249</td>
</tr>
<tr>
<td>Word-Power Formatting and Automating Tasks Workshop</td>
<td>Jan 27</td>
<td>F 2:00 PM – 5:00 PM</td>
<td>Online</td>
<td>$149</td>
</tr>
<tr>
<td>Microsoft Office Tips Workshop Series</td>
<td>Jan 30</td>
<td>M 9:00 AM – 12:00 PM</td>
<td>Online</td>
<td>$149</td>
</tr>
<tr>
<td>SharePoint Essentials - Level 1</td>
<td>Feb 21</td>
<td>T 9:00 AM – 4:00 PM</td>
<td>MIDLO</td>
<td>$299</td>
</tr>
<tr>
<td>SharePoint Essentials - Level 2</td>
<td>Apr 12</td>
<td>W 9:00 AM – 4:00 PM</td>
<td>MIDLO</td>
<td>$299</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>Feb 1 – 2</td>
<td>WR 9:00 AM – 4:00 PM</td>
<td>MIDLO</td>
<td>$449</td>
</tr>
<tr>
<td>Advanced QuickBooks</td>
<td>Mar 16 – 17</td>
<td>RF 9:00 AM – 4:00 PM</td>
<td>MIDLO</td>
<td>$449</td>
</tr>
<tr>
<td>Power BI Desktop Essentials</td>
<td>Jan 17</td>
<td>T 9:00 AM – 4:00 PM</td>
<td>MIDLO</td>
<td>$249</td>
</tr>
<tr>
<td>Mar 7 &amp; 9</td>
<td>T 6:00 PM – 9:00 PM</td>
<td>Online</td>
<td>$249</td>
<td></td>
</tr>
<tr>
<td>Apr 5</td>
<td>W 9:00 AM – 4:00 PM</td>
<td>Online</td>
<td>$249</td>
<td></td>
</tr>
<tr>
<td>Introduction to Power BI</td>
<td>Feb 6 – Mar 3</td>
<td>Online 24/7</td>
<td></td>
<td>$195</td>
</tr>
<tr>
<td>Apr 3 – 28</td>
<td>Online 24/7</td>
<td></td>
<td></td>
<td>$195</td>
</tr>
<tr>
<td>Intermediate Power BI</td>
<td>Mar 6 – 31</td>
<td>Online 24/7</td>
<td></td>
<td>$195</td>
</tr>
<tr>
<td>Advanced Power BI</td>
<td>Apr 3 – 28</td>
<td>Online 24/7</td>
<td></td>
<td>$195</td>
</tr>
<tr>
<td>Collaborating with Microsoft Teams</td>
<td>Jan 13</td>
<td>F 1:00 PM – 4:00 PM</td>
<td>Online</td>
<td>$149</td>
</tr>
<tr>
<td>Mar 3</td>
<td>F 1:00 PM – 4:00 PM</td>
<td>Online</td>
<td>$149</td>
<td></td>
</tr>
<tr>
<td>Google Workspace</td>
<td>Jan 13</td>
<td>F 9:00 AM – 12:00 PM</td>
<td>Online</td>
<td>$249</td>
</tr>
<tr>
<td>Mar 3</td>
<td>F 9:00 AM – 12:00 PM</td>
<td>Online</td>
<td>$249</td>
<td></td>
</tr>
<tr>
<td>ADA Compliance Essentials for MS Documents</td>
<td>Feb 2</td>
<td>R 9:00 AM – 4:00 PM</td>
<td>WDCC</td>
<td>$249</td>
</tr>
<tr>
<td>Introduction to SQL</td>
<td>Jan 2 – 27</td>
<td>Online 24/7</td>
<td></td>
<td>$249</td>
</tr>
<tr>
<td>Mar 6 – 31</td>
<td>Online 24/7</td>
<td></td>
<td></td>
<td>$249</td>
</tr>
</tbody>
</table>

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 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
<table>
<thead>
<tr>
<th>Introduction to Adobe InDesign</th>
<th>Jan 26</th>
<th>R 9:00 AM – 4:00 PM</th>
<th>MIDLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $249</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intermediate Adobe InDesign</th>
<th>Feb 23</th>
<th>R 9:00 AM – 4:00 PM</th>
<th>MIDLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $249</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Figma</th>
<th>Feb 4</th>
<th>S 9:00 AM – 4:00 PM</th>
<th>WDCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $395</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adobe XD for UX/UI</th>
<th>Mar 4 – 11</th>
<th>S 9:00 AM – 4:00 PM</th>
<th>WDCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $595</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Build a (Powerful) Website, Quickly, in WordPress</th>
<th>Feb 16</th>
<th>R 9:00 AM – 4:00 PM</th>
<th>MIDLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $299</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced WordPress</th>
<th>Mar 29</th>
<th>W 9:00 AM – 4:00 PM</th>
<th>MIDLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $299</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAMMING</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Introduction to Coding</th>
<th>Feb 6 – Mar 3</th>
<th>Online 24/7</th>
<th>Apr 3 – 28</th>
<th>Online 24/7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $195</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIALIZED TRAINING</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Introduction to Game Design</th>
<th>Feb 6 – Mar 3</th>
<th>Online 24/7</th>
<th>Apr 3 – 28</th>
<th>Online 24/7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $245</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intermediate Video Game Design</th>
<th>Mar 6 – 31</th>
<th>Online 24/7</th>
<th>Fee: $245</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Learn more at ccwatraining.org/g3

FULL SCHOLARSHIP NO COST TUITION*

GET SKILLED GET A JOB GET AHEAD

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

*For qualified participants
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

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*

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

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**

For registration information, contact us at 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

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

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

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

CUSTOM TRAINING and CONSULTING

ANALYZE
Learn about specific business goals and desired results

RESEARCH
Gather relevant information and data; Brainstorm solutions; Engage CCWA experts

EVALUATE
Survey participants, collect feedback, evaluate outcomes, and validate learning; Refine as needed

RECOMMEND
Provide options for customized training or consulting solutions to meet identified business needs

DEVELOP
Finalize strategy; Develop customized plan and content; Pilot as needed

DELIVER
Roll out training or consulting program; Observe and reflect

CCWA TRAINING AND CONSULTING PROCESS

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.

To learn more, call 804-523-2292 or visit ccwatraining.org/customtraining
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  MTWF 9:00 AM – 2:30 PM OS
Feb 15 – Mar 24  MTWF 9:00 AM – 2:30 PM OS
Mar 15 – Apr 21  MTWF 9:00 AM – 2:30 PM OS
Apr 12 – May 19  MTWF 9:00 AM – 2:30 PM OS
May 17 – Jun 23  MTWF 9:00 AM – 2:30 PM OS
Fee: $3,495*

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

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.

CLASS LOCATIONS — details on page 23
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*

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

CAREER PREP

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

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

**NEW PHARMACEUTICAL MANUFACTURING CERTIFICATION!**
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

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

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

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

Fee for each program: $1,098*

---

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
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

*FastForward (pages 4 and 5) and/or G3 (page 9) funding available.
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 7 – Apr 18  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 14 – 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*

SAFETY

OSHA 10-Hour Training Certification for General Industry
Mar 30 – 31  RF 8:00 AM – 1:00 PM  WDCC
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

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

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

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

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
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 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 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.
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