CCWA 2024

January – April

DISCOVER YOUR PATH THIS SPRING

CCWATRAINING.ORG

CCWA is the Workforce Development 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)
ccwatraining.org
Combining skills training with coaching and confidence-building, CCWA supports your needs, from enrollment to employment.

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

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

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

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

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

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

For more information about CCWA career coaching and Network2WorkRVA, email careercoach@ccwa.vccs.edu
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:

- Customer Service & Sales Certification
- Project Management Prep (PMP)
- CompTIA Fundamentals+
- CompTIA Security+
- CompTIA Network+
- CompTIA Linux+
- CompTIA A+
- Python Programming
- AWS Cloud Practitioner
- AWS Certified Solutions Architect (Associate)
- AWS Security Specialist

INFORMATION TECHNOLOGY

BUSINESS AND LEADERSHIP TRAINING

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.
NOW AVAILABLE:
Online and Hybrid* Class Formats for most FastForward Certification Courses
*combination of online classes and small in-person classroom groups

TUITION ASSISTANCE
FastForward tuition grants, available to all Virginia residents, pay two-thirds of the tuition costs; students qualifying for financial aid may be eligible for additional funding. Businesses interested in a certified workforce may also benefit from FastForward funds.

TRADES AND MANUFACTURING
- Apartment Maintenance Technician
- 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
- Pharmaceutical Manufacturing Triple credential with Manufacturing Specialist (MS) and Chemical Manufacturing (ChemMT)

HEALTH CARE
- Clinical Medical Assistant
- Nurse Aide
- Certified Professional Biller
- Certified Professional Coder
- Electrocardiograph (EKG) Technician
- Pharmacy Technician
- Phlebotomy Technician
- Emergency Medical Technician (EMT)
- Emergency Telecommunicator (9-1-1 Operator)

Schedule your orientation today!
Go to ccwatraining.org/certifications
Credential Programs

TECHNOLOGY

CompTIA A+
Jan 29 – May 20  MTR 6:00 PM – 8:00 PM  Online
Mar 4 – Jun 17  MWR 6:00 PM – 8:00 PM  Online
Apr 29 – Aug 19  MTR 6:00 PM – 8:00 PM  Online
Fee: $2,802

CompTIA Network+
Feb 19 – Apr 15  MTR 6:00 PM – 8:00 PM  Online
May 13 – Jul 15  MWR 6:00 PM – 8:00 PM  Online
Fee: $1,995

CompTIA Security+
Feb 5 – Apr 1  MTR 6:00 PM – 8:00 PM  Online
Apr 22 – Jun 17  MWR 6:00 PM – 8:00 PM  Online
Fee: $1,995

CompTIA IT Fundamentals+
Jan 17 – Feb 28  See website for schedule details.
Feb 13 – Apr 9  TR 6:00 PM – 8:00 PM  Online
Apr 18 – May 30  See website for schedule details.
Fee: $1,299

AWS Certified Cloud Practitioner
Jan 22 – Mar 18  MWR 5:30 PM – 7:30 PM  Online
Apr 15 – Jun 10  MWR 5:30 PM – 7:30 PM  Online
Fee: $1,800

AWS Certified Solutions Architect-Associate
Apr 8 – Jul 15  MWR 5:30 PM – 7:30 PM  Online
Fee: $2,313

Python Programming - Certified Associate (PCAP)
Mar 4 – Jul 1  MWR 6:00 PM – 8:00 PM  Online
Fee: $2,250

BUSINESS ADMINISTRATION AND MANAGEMENT

National Retail Certification in Customer Service & Sales
Jan 24 – Mar 6  MW 6:00 PM – 9:00 PM  Online
Feb 1 – Mar 7  R 9:00 AM – 4:00 PM  TB
Mar 12 – Apr 18  TR 6:30 PM – 9:30 PM  Online
Mar 20 – Apr 24  W 9:00 AM – 4:00 PM  TB
Fee: $840

Project Management (PMP) Prep Course
Feb 28 – May 8  W 6:00 PM – 9:30 PM  Online
Apr 16 – Jun 18  T 6:00 PM – 9:30 PM  Online
Fee: $2,400

HEALTH CARE

EKG Technician Certification Program
Jan 12 – Feb 17  F 6:00 PM – 10:00 PM
& S 10:00 AM - 4:00 PM  DTC
Mar 22 – Apr 27  F 10:00 AM – 2:00 PM
& S 10:00 AM - 4:00 PM  CH
Mar 22 – Apr 27  F 6:00 PM – 10:00 PM
& S 10:00 AM - 4:00 PM  CH
May 17 – Jun 29  F 6:00 PM – 10:00 PM
& S 10:00 AM - 4:00 PM  DTC
Fee: $1,800

Clinical Medical Assistant Program
Jan 9 – May 23  TR 10:00 AM – 2:00 PM  CH
Jan 9 – May 23  TR 10:00 AM – 2:00 PM  DTC
Jan 9 – May 23  TR 6:00 PM – 10:00 PM  CH
Feb 13 – Jun 27  TR 6:00 PM – 10:00 PM  DTC
Mar 11 – Jul 31  MW 10:00 AM – 2:00 PM  CH
Mar 11 – Jul 31  MW 10:00 AM – 2:00 PM  DTC
Mar 11 – Jul 31  MW 6:00 PM – 10:00 PM  CH
Mar 11 – Jul 31  MW 6:00 PM – 10:00 PM  DTC
Fee: $3,267

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

Tuition assistance is available.
Visit ccwatraining.org/tech
Nurse Aide Program
All sections meet M–F, 9:00 AM – 2:30 PM, OS:
Jan 10 – Feb 23   Mar 13 – Apr 26
Jan 31 – Mar 15   Mar 20 – May 3
Feb 14 – Mar 29   Apr 3 – May 17
Feb 28 – Apr 5    Apr 17 – May 31
Fee: $3,495

Emergency Telecommunicator Certification
Jan 22 - Feb 21   MW 5:30 PM – 9:30 PM  CH
Fee: $420

Medical Coding - Certified Professional Coder
Jan 8 – Apr 10    MW 6:00 PM – 9:00 PM  Online
Jan 24 – May 8    WF 8:00 AM – 11:00 AM  Online
May 20 – Sep 9    MW 6:00 PM – 9:00 PM  Online
Feb 20 – May 21   TR 6:00 PM – 9:00 PM  MIDLO
Jun 10 – Sep 18   MW 6:00 PM – 9:00 PM  Online
Fee: $3,897

Certified Phlebotomy Technician
All sections meet Saturdays 10:00 AM - 4:00 PM. Friday class times vary; see below.
Jan 12 – Mar 2*   CH  Jan 12 – Mar 2** CH
Mar 8 – Apr 27*   DTC
May 17 – Jul 20*  CH  May 17 – Jul 20** CH
*F 10:00 AM – 2:00 PM **F 6:00 PM – 10:00 PM
Fee: $2,334

Medical Biller - Certified Professional Biller-AAPC
Jan 16 – Apr 9    TR 6:00 PM – 9:00 PM  Online
Apr 16 – Jul 11   TR 6:00 PM – 9:00 PM  Online
Fee: $3,099

Manufacturing and Trades

Pharmaceutical Manufacturing Technician Certification
Jan 16 – Apr 23    TR 5:30 PM – 8:30 PM  CH
May 20 – Jul 1     MTWRF 5:30 PM – 8:30 PM  CH
Fee: $2,916

Manufacturing Technician Level 1 Certification
Jan 8 – Feb 23     MWF 5:30 PM – 8:30 PM  CH
Mar 18 – May 3     MWF 9:00 AM – 12:00 PM  CH
May 13 – Jul 1     MWF 5:30 PM – 8:30 PM  CH
May 13 – Jul 1     MWF 5:30 PM – 8:30 PM  CH
Fee: $816

= FastForward and/or G3 funding available. See pages 4, 5, and 11.

INSTRUCTOR SPOTLIGHT
Michael Wilson

Pharma Manufacturing
I deliver real-world examples to our students and relate it to my work experience with a local pharmaceutical manufacturing company. While mastering the basics is important, I encourage my classes to learn FDA regulations, and understand them, in order to succeed in roles in this industry.

Certified Logistics Technician (CLT)
Feb 19 – Mar 13    MWF 9:00 AM – 12:00 PM  CH
Mar 18 – Apr 10    MWF 5:30 PM – 8:30 PM  OS
Apr 17 – May 13    MWF 5:30 PM – 8:30 PM  CH
Jun 4 – 24         MTWRF 9:00 AM – 12:00 PM  CH
Fee: $1,200

Certified Logistics Associate (CLA)
Jan 22 – Feb 16    MWF 9:00 AM – 12:00 PM  CH
Feb 19 – Mar 15    MWF 5:30 PM – 8:30 PM  OS
Mar 18 – Apr 15    MWF 5:30 PM – 8:30 PM  CH
May 13 – Jun 3     MTWRF 9:00 AM – 12:00 PM  CH
Fee: $900

Manufacturing Specialist Certification
Jan 8 – Feb 23     MWF 5:30 PM – 8:30 PM  CH
Jan 16 – Apr 23    TR 5:30 PM – 8:30 PM  CH
Mar 18 – May 3     MWF 9:00 AM – 12:00 PM  CH
May 13 – Jul 1     MWF 5:30 PM – 8:30 PM  CH
May 20 – Jul 1     MTWRF 5:30 PM – 8:30 PM  CH
Fee: $1,584
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!

January 16 – April 23 (Chester)
TR 5:30 PM - 8:30 PM

May 20 – July 1 (Chester)
MTWRF 5:30 PM - 8:30 PM

Low-to-no cost with FastForward and G3 tuition assistance. See pages 4 and 5 for more information.

BRIGHTPOINT.EDU/PHARMA

This program was funded in part by GO Virginia, a state-funded initiative administered by the Virginia Department of Housing and Community Development that strengthens and diversifies Virginia’s economy and fostering the creation of higher wage jobs in strategic industries.
Lean Practitioner Certification
Jan 9 – Feb 20  TR 9:00 AM – 12:00 PM  CH
Jan 22 – Feb 14  MW 5:30 PM – 8:30 PM  OS
May 7 – Jun 18  TR 5:30 PM – 8:30 PM  CH
Fee: $1,200

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

Leads to Electrical Level 1:
Feb 27 – Mar 28  TWR 5:30 PM – 9:00 PM  DTC

Leads to Plumbing 1
Mar 12 – Apr 10  TWR 5:30 PM – 9:00 PM  DTC

Leads to HVAC 1
Mar 12 – Apr 10  TWR 5:30 PM – 9:30 PM  DTC

Leads to Heavy Equipment Operator
Mar 26 – Apr 24  TWR 5:30 PM – 9:30 PM  CH
Fee for each program: $1,098

NCCER: HVAC Level 1
Apr 11 – Jun 4  TWR 5:30 PM – 9:30 PM  DTC
Fee: $1,698

NCCER: Electrical Level 1
Apr 2 – May 16  TWR 5:30 PM – 9:00 PM  DTC
Fee: $1,500

NCCER: Heavy Equipment Operator Level 1
Apr 25 – Jun 11  TWR 5:30 PM – 9:30 PM  CH
Fee: $2,748

NCCER: Plumbing Level 1
Apr 11 – Jun 4  TWR 5:30 PM – 9:30 PM  DTC
Fee: $1,599

NCCER  National Center for Construction Education and Research

Spark Your Career as an ELECTRICAL APPRENTICE
CCWA and Independent Electrical Contractors Chesapeake (IECC) offer this unique career-building opportunity* as a combination of classroom and on-the-job training over a course of four years.

• Hands-on instruction
• Work full-time and attend classes two nights per week
• Newly-renovated labs at the Downtown Campus of Reynolds Community College
• Leads to a Journeyworkers License and careers as project managers, foremen, estimators and business owners

MORE INFORMATION:
ccwatraining.org/iecc

*Open to IECC members and non-members

= FastForward and/or G3 funding available. See pages 4, 5, and 11.

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
Make a Difference: Become a Teacher

If you are a professional with a bachelor's degree and at least three years of full-time work experience, you may qualify for the EducateVA Career Switcher licensure program. This affordable, fast-track program is approved by the Virginia Department of Education, and provides the academic training and practical experience needed to make an impact in the classroom.

Teaching: The most rewarding career you will ever have.

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

Upcoming Webinars:
Jan 17 | Feb 21 | Mar 20 | Apr 17

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Upcoming Webinars:
Jan 17 | Feb 21 | Mar 20 | Apr 17

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Truck Driver Training (CDL)

Classes in CHESTER
MANUAL TRANSMISSION

**WEEKDAY /** Monday – Friday
Jan 8 – Feb 2
Jan 22 – Feb 16
Feb 5 – Mar 1
Feb 19 – Mar 15
Mar 4 – Mar 29
Mar 18 – Apr 12

**WEEKEND / ** Saturday & Sunday
Jan 6 – Mar 10
Feb 10 – Apr 21

Chester Classes: 8:00 AM – 5:00 PM
Training Provider: CDS

Classes in RICHMOND
AUTOMATIC TRANSMISSION

**WEEKDAY /** Monday – Thursday
Jan 15 – 18
Jan 29 – Feb 1
Feb 12 – Feb 15
Feb 26 – Feb 29
Mar 11 – Mar 14

**WEEKEND / ** Saturday & Sunday
Jan 8 – Feb 2
Jan 22 – Feb 16
Feb 5 – Mar 1
Feb 19 – Mar 15
Mar 4 – Mar 29
Mar 18 – Apr 12

Richmond Classes: 7:30 AM – 4:30 PM
Training Provider: Ancora

Call 804-523-2292 for pricing  
**FastForward available — see page 4**

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

FULL SCHOLARSHIP
NO COST TUITION*

GET SKILLED
GET A JOB
GET AHEAD

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

*For qualified participants

Learn more at ccwatraining.org/g3
CCWA can help you achieve BIG results.

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

What are YOUR goals?

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

Nkanta Hines, MSc., MBA

Leadership and Management

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

BUSINESS APPLICATIONS

Excel Pivot Tables & PowerPivot Tools
Mar 6       W 9:00 AM – 4:00 PM       MIDLO
Fee: $299

Excel Formulas
Feb 13     T 9:00 AM – 4:00 PM       WDCC
Fee: $299

Excel Data Management
Apr 24     W 9:00 AM – 4:00 PM       WDCC
Fee: $299

Excel - Level 1
Jan 18     R 9:00 AM – 4:00 PM       WDCC
Feb 22     R 9:00 AM – 4:00 PM       MIDLO
Apr 4      R 9:00 AM – 4:00 PM       WDCC
Fee: $299

Excel - Level 2
Mar 19     T 9:00 AM – 4:00 PM       WDCC
Fee: $299

Excel - Level 3
Apr 16     T 9:00 AM – 4:00 PM       WDCC
Fee: $299

Power BI Desktop Essentials
Jan 25     R 9:00 AM – 4:00 PM       WDCC
Fee: $299

File Storage - OneDrive vs. Teams vs. SharePoint
Feb 9      F 9:00 AM – 12:00 PM       WDCC
Fee: $199

Collaborating with Microsoft Teams
Jan 19     F 9:00 AM – 12:00 PM       Online
Fee: $199

NEW CCWA SPACES

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

We look forward to seeing you in class this spring!

SKILLED TRADES / HEALTH CARE COURSES

Reynolds Community College
Downtown Campus
700 Jackson Street • Richmond

CAREER SERVICES / TRAINING COURSES

Petersburg Resource Center
22 W. Washington Street • Petersburg

Learn more at ccwatraining.org/locations
Communications

Business Writing for Professionals
Jan 26  F 9:00 AM – 4:00 PM  Online
Fee: $299

Grammar Workshop
Mar 22  F 9:00 AM – 1:00 PM  Online
Fee: $249

Leadership and Management Skills

Change Management
Jan 25  R 9:00 AM – 4:00 PM  Online
Fee: $299

Inspiring Leadership with Emotional Intelligence
Feb 15  R 9:00 AM – 4:00 PM  Online
Fee: $299

Strategic Leadership for Organizational Impact
Mar 12  T 9:00 AM – 4:00 PM  Online
Fee: $299

Teambuilding Strategies
Apr 19  F 9:00 AM – 4:00 PM  Online
Fee: $299

Critical Thinking
Apr 18  R 1:00 PM – 4:00 PM  Online
Fee: $199

Planning an event?

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

For more information, visit ccwatraining.org/meeting-space or call 804-523-2292.
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.
Business Workplace Ethics
Feb 23  F 9:00 AM – 12:00 PM  Online
Fee: $199

Effective Decision Making
Feb 2  F 9:00 AM – 4:00 PM  Online
Fee: $299

Making the Move to Supervisor
Feb 9  F 9:00 AM – 4:00 PM  Online
Fee: $299

Constructive Conflict Resolution
Mar 22  F 9:00 AM – 4:00 PM  Online
Fee: $299

How to Have Difficult Conversations
Feb 26  M 9:00 AM – 4:00 PM  Online
Fee: $299

Human Resource Management
Mar 28  R 9:00 AM – 4:00 PM  Online
Fee: $299

Grant Proposal Writing 101
Feb 23  F 9:00 AM – 4:00 PM  Online
Fee: $299

Grants Management 101
Apr 26  F 9:00 AM – 4:00 PM  Online
Fee: $299

Karen Gulliford

▶ Leadership and Management Skills

“My goal when working with adult learners is to create awareness and provide an environment of personal exploration of the content. My leadership courses are interactive, and I give participants the freedom to safely share experiences or ask questions.”

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

SUMMER COURSES:
• Feb 21 & 28
R 6:00 PM – 9:15 PM (MIDLO)
• Mar 21 & 28
T 9:00 AM – 12:15 PM (MIDLO)
• Apr 23 & 30
W 6:00 PM – 9:15 PM (MIDLO)
(See location information on page 19.)

For more information visit ccwatraining.org/businessu
SAFETY

Forklift Operator Training

Feb 3  S 8:30 AM - 12:30 PM  WDCC
Mar 23  S 8:30 AM - 12:30 PM  WDCC
Apr 20  S 8:30 AM - 12:30 PM  WDCC
Fee: $149

CREDENTIAL PROGRAMS

To earn valuable credentials in manufacturing, construction, and transportation trades, review programs on pages 7 - 11.

TALENT DEVELOPMENT: SOFT SKILLS for SUCCESS

Along with technical and industry expertise, building soft skills can elevate careers, as well as the bottom line for businesses!

Cost is $695 per person.  |  Call CCWA at (804) 523-2292 for more information.

This program is designed as an asynchronous, self-paced online learning experience to teach the essential skills required in a warehouse or industrial setting — enhancing personal interactions that lead to greater job satisfaction, retention and performance. Participants will enjoy a mix of interactive instruction including videos and scenarios to gain the skills needed for effective communication, problem solving, and teamwork.
## 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.

### February  
*Starting February 5*

- Understanding Debits and Credits $195
- QuickBooks Online Level 1 $195
- Business Writing $195
- Keys to Customer Service $145
- Introduction to Game Design $245
- Conflict Management $245
- Introduction to Data Analysis $195
- Introduction to Power BI $195
- Mastering Microsoft Excel $195
- Statistics for Decisions Using Surveys $195
- Leadership Principles $145
- Introduction to Project Management $195
- Mastering Microsoft Excel $195
- Introduction to Six Sigma Green Belt $195
- Remote Working and Communicating $245
- Improving Email Promotions $195
- Video Marketing $245
- Podcasting $245
- Introduction to Strategic Planning $195
- Advanced Marketing Concepts $195
- Introduction to Web Design $245
- Introduction to Coding $195
- Adobe Illustrator Essentials $225
- What is DEI? $195

### March  
*Starting March 4*

- Cash is King $195
- The Business Plan $195
- QuickBooks Online Level 2 $195
- The Basics of Bookkeeping $195
- Effective Copywriting $195
- Extraordinary Customer Service $145
- Intermediate Video Game Design $245
- Negotiation: Get What You Want $195
- Intermediate Data Analysis $195
- Intermediate Power BI $195
- Intermediate Excel $195
- Developing Your Leadership Skills $145
- Project Management Processes $195
- Collaborative Management $245
- Intermediate Six Sigma Green Belt $195
- Managing Remote Workers $245
- Successful Print Marketing $195
- Intermediate Web Design $245
- Marketing Using Social Media $195
- HTML Fundamentals $245
- Adobe Photoshop Essentials $225
- Inclusive Communication $195

### April  
*Starting April 1*

- Advanced Data Analysis $195
- Advanced Excel $195
- NEW! Advanced Power BI $195
- Developing Your Professional Career $145
- Project Management Knowledge Areas $195
- Managing Generations in the Workplace $175
- Advanced Six Sigma Green Belt $195
- Online Advertising $195
- Integrated Marketing Best Practices $195
- Integrating Social Media in Your Organization $195
- Advanced Web Design $245
- CSS Fundamentals $245
- Adobe InDesign Essentials $225

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.

For more details, visit ccwatraining.org
Refunds
CCWA class participants may choose to drop their course and receive a refund, if they notify CCWA of this decision in writing. Open Enrollment, or Professional Development, students may drop a class for refund up to five working days prior to the start of course. FastForward students may drop a class up to five days after the start of course. Visit ccwatraining.org/policies for more information.

Non-Credit Financial Aid
CCWA has funding that can help you pay for industry credential training. FastForward tuition assistance is available to all residents of Virginia, regardless of income. Please contact us and find out how we might be able to support your efforts. Call 804-523-2292 or email us at help@ccwa.vccs.edu to inquire about our non-credit financial aid.

Canceled Classes
Each course is offered on the condition of adequate enrollment; CCWA reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed sufficient. Necessary changes in this schedule may be dictated by enrollment, personnel requirements, or availability of facilities.

Continuing Education Options
All classes in this schedule offer Continuing Education Units (CEUs) and Continuing Professional Education (CPE). The number of CEUs awarded depends upon successful course completion and varies according to course length. For each hour of actual instruction 0.1 CEU is awarded. For CPEs, students simply need to request them from CCWA before class.

Mailing Lists
To request more information or to unsubscribe from the mailing list, please write to help@ccwa.vccs.edu.

Photo Release: CCWA participants grant permission to staff/instructors to use photographs/video taken on the date(s) and at the location(s) for use in publications or on the web and to use such photographs/video in electronic versions of the same. With registration, participants waive any right to inspect or approve the finished photographs/video or printed or electronic matter that may be used in conjunction with them, and any right to royalties or other compensation arising from or related to the use of the photograph. Participants may address any specific questions by submitting those questions in writing prior to the course date and agree that failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

HOW TO REGISTER
Tuition must be paid at the time of registration by VISA or MasterCard, check, or money order.

Paying by Third Party: By completing a registration, you hereby agree to release information regarding your registration to the third party responsible for payment.

Online: ccwatraining.org
In-Person/Phone/Fax:
Registration may be completed in person or by phone at three convenient locations (*) — Mon-Fri, 9 AM – 4 PM.

CCWA LOCATIONS

CH  Brightpoint Chester Campus*
   William H. Talley III Center
   for Workforce Development
   13101 Route 1
   Chester, Virginia 23831
   804-706-5175

DTC  Reynolds Downtown Campus
     700 East Jackson Street
     Richmond, VA 23219
     804-523-5345

MIDLO  Brightpoint 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

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

*REGISTRATION available at this location.
CCWA has helped thousands of businesses and individuals take their companies and careers to new heights. 

We can do the same for you.

Locations in Richmond, Midlothian, Chester, and Henrico
at Brightpoint and Reynolds Community College campuses — details on page 19