



COMMUNITY COLLEGE
**WORKFORCE
ALLIANCE**

A PARTNERSHIP OF JOHN TYLER AND REYNOLDS COMMUNITY COLLEGES



FIND YOUR PATH THIS SUMMER

For more information, visit UnlockYourNext.com

AFFORDABLE | FLEXIBLE | CAREER SUPPORT

MAY – AUGUST 2021



CCWATRaining.ORG

Contents

MAY — AUGUST 2021

**CLASSES
EXPANDED!
ONLINE
TRAINING**
Register today!

CCWA has expanded its online training opportunities. Many Summer 2021 courses will be offered in a virtual format. Join us online to upskill or prepare for a new career. For updated listings visit ccwatraining.org/online-classes.

4 TECHNOLOGY

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

8 BUSINESS ADMINISTRATION AND MANAGEMENT

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

11 HEALTH CARE

Certifications 11
Medical Office 11
Pharmacy Tech 11

14 MANUFACTURING AND TRADES

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

18 SPECIALIZED TRAINING

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

21 ONLINE CLASSES

23 INFORMATION

Health and Safety Agreement

The health and well being of CCWA's participants, instructors and staff are a top priority. We continue to monitor COVID-19 restrictions. Training may be comprised of in-person teaching and testing, and/or online or virtual teaching and testing, with adjustments in teaching modalities made as required by college leadership in response to public health directives.

Community College Workforce Alliance (CCWA) works in partnership with Reynolds and John Tyler Community Colleges to provide fast track training and credentialing programs in four cities and 12 counties throughout Central Virginia. CCWA delivers non-credit training, custom-designed instruction, consulting, skills assessments and job training and career development programs. CCWA is the bridge that assists job seekers and companies to achieve their professional or strategic business goals.



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



UNLOCK YOUR **NEXT**

UNLOCK YOUR NEXT OPPORTUNITY ONLINE

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

Browse our offerings and get started today!
UNLOCKYOURNEXT.COM

NETWORK2WORK | RVA

Build Your Workforce Today

Network2Work is a program connecting employers to job seekers who have the skills and resources needed to fill vital roles within your company. The benefits of joining are many, and they come at no cost.



Visit Network2WorkRVA.com today to learn more.

Technology

CLASS LOCATIONS details on page 23



COMPUTER USE

Introduction to Basic Computing and the Internet

May 18	T 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$199

Windows and File Management

May 24	M 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$199

MS Office Quick Start

Jun 9	W 9:00 AM - 4:00 PM	WDCC
Aug 3	T 9:00 AM - 4:00 PM	MIDLO

Fee: \$249

BUSINESS APPLICATIONS

Access - Level 1

May 26	W 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$249

Access - Level 2

Jun 23	W 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$249

Excel - Level 1

May 20	T 9:00 AM - 4:00 PM	WDCC
Jun 17	R 9:00 AM - 4:00 PM	MIDLO
Aug 18	W 9:00 AM - 4:00 PM	WDCC

Fee: \$199

Excel - Level 2

Jul 15	R 9:00 AM - 4:00 PM	MIDLO
--------	---------------------	-------

Fee: \$199

Excel - Level 3

Aug 31	T 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$199

Excel Pivot Tables & PowerPivot Tools

May 17	M 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$199

Excel Tips and Tricks

May 20	R 9:00 AM - 4:00 PM	MIDLO
--------	---------------------	-------

Fee: \$199

Excel Charts

Jun 10	R 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$199

Excel Macros & Forms

Jul 13	T 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$199

Excel Formulas

Jul 16 F 9:00 AM - 4:00 PM MIDLO

Fee: \$199

Excel Data Management

Jul 27 T 9:00 AM - 4:00 PM WDCC

Fee: \$199

Excel Power View Reports & Data Models

Aug 25 W 9:00 AM - 4:00 PM MIDLO

Fee: \$199

Introduction to Visio

May 17 M 9:00 AM - 4:00 PM MIDLO

Fee: \$279

OneNote Essentials

Jul 30 F 9:00 AM - 1:00 PM WDCC

Fee: \$129

Outlook Tips & Tricks

Jun 15 T 9:00 AM - 4:00 PM MIDLO

Fee: \$199

Power BI Desktop Essentials

Jun 2 W 9:00 AM - 4:00 PM MIDLO

Fee: \$199

Power BI Desktop Advanced

Aug 4 W 9:00 AM - 4:00 PM MIDLO

Fee: \$199

QuickBooks

Jun 15 & 16 TW 9:00 AM - 4:00 PM MIDLO

Fee: \$449

Advanced QuickBooks

Aug 23 & 24 MT 9:00 AM - 4:00 PM MIDLO

Fee: \$449

SharePoint Essentials - Level 1

Jun 22 T 9:00 AM - 4:00 PM MIDLO

Fee: \$279

SharePoint Essentials - Level 2

Aug 5 R 9:00 AM - 4:00 PM MIDLO

Fee: \$279

Information Technology Certifications

with Tuition Assistance through our FastForward Program

Earn an industry credential in less than two months!

Awarded by CompTIA:

- CompTIA Security+
- CompTIA Network+
- CompTIA Linux+
- CompTIA A+

Awarded by aws.amazon.com:

- AWS Cloud Practitioner
- AWS Certified Solutions Architect (Associate)
- AWS Security Specialist

Awarded by The Python Institute:

- Python Programming

Additional benefits are available for unemployed Virginians.

For more information visit
ccwatraining.org/tech



CERTIFICATIONS

CompTIA A+

Jun 7 – Aug 14 MTWRF 9:00 AM - 10:00 AM
Online

Aug 23 – Oct 30 MTWRF 6:00 PM - 7:00 PM
Online

Fee: \$2,502*

CompTIA Security+

May 17 – Jun 30 MWF 9:00 AM - 11:00 AM Online

Jul 26 – Sep 9 MTWRF 6:00 PM - 7:00 PM
Online

Fee: \$1,611*

CompTIA IT Fundamentals+

Jul 16 – Aug 20 F 6:30 PM - 9:30 PM Online

Fee: \$999

Certified Information System Security Professional (CISSP)

Jul 24 – Aug 21 S 9:00 AM - 5:00 PM Online

Fee: \$2,995

AWS Certified Cloud Practitioner

May 3 – Jun 16 MTWR 9:00 AM - 10:30 AM TB

Jul 15 – Aug 31 MTWR 9:00 AM - 10:30 AM TB

Aug 9 – Sep 8 MWF 5:30 PM - 8:30 PM MIDLO

Fee: \$1,650*

CREATIVE SOFTWARE

Introduction to Adobe InDesign

Jun 24 R 9:00 AM - 4:00 PM MIDLO

Fee: \$279

Adobe Acrobat

Jul 22 & 23 RF 9:00 AM - 4:00 PM MIDLO

Fee: \$249

Intermediate Adobe InDesign

Aug 17 T 9:00 AM - 4:00 PM MIDLO

Fee: \$279

ADA Compliance Essentials for MS Documents

Jun 24 R 9:00 AM - 4:00 PM MIDLO

Fee: \$129

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

ONLINE TECHNOLOGY SERIES

All courses meet virtually.

Introduction to G (Google) Suite Training

Jun 4 F 9:00 AM - 12:00 PM

Jul 16 F 9:00 AM - 12:00 PM

Fee: \$129

Excel Overview Workshop

Jun 11 F 9:00 AM - 12:00 PM

Jul 23 F 9:00 AM - 12:00 PM

Fee: \$129

Word-Power Formatting and Automating Tasks Workshop

Jun 18 F 9:00 AM - 12:00 PM

Aug 20 F 9:00 AM - 12:00 PM

Fee: \$129

Microsoft Office Tips Workshop

Jun 25 F 9:00 AM - 12:00 PM

Aug 27 F 9:00 AM - 12:00 PM

Fee: \$129

Collaborating with Microsoft Teams

May 28 F 9:00 AM - 12:00 PM

Jul 13 T 9:00 AM - 12:00 PM

Aug 26 R 9:00 AM - 12:00 PM

Fee: \$129

PROGRAMMING

18 Week Bootcamp: Back End Software Developer

May 20 – Sep 16 R 7:00 PM - 8:30 PM Online

Fee: \$3,945

WEB, SOCIAL & MOBILE

Build a (Powerful) Website, Quickly, in WordPress

Jun 9 W 9:00 AM - 4:00 PM MIDLO

Fee: \$279

Advanced WordPress

Jul 29 R 9:00 AM - 4:00 PM MIDLO

Fee: \$279



OUR TRAINING HELPS TO UNLOCK YOUR TEAM'S POTENTIAL

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

Training Services and Capabilities

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

To learn more, visit ccwatraining.org/customtraining

Business Administration and Management

CLASS LOCATIONS details on page 23



CUSTOMER SERVICE

Block 1

A Winning Attitude

May 19 W 9:00 AM - 12:00 PM WDCC

Fee: \$99

Block 2

Commitment to the Customer

May 19 W 1:00 PM - 4:00 PM WDCC

Fee: \$99

Block 3

Grammar and Enunciation

Jun 3 R 9:00 AM - 12:00 PM MIDLO

Fee: \$99

Block 4

Oral Communication

Jun 3 R 1:00 PM - 4:00 PM MIDLO

Fee: \$99

Block 5

Phone Power

Jun 22 T 9:00 AM - 12:00 PM WDCC

Fee: \$99

Block 6

Active Listening Skills

Jun 22 T 1:00 PM - 4:00 PM WDCC

Fee: \$99

Block 7

Problem-Solving Techniques

Jul 27 T 9:00 AM - 12:00 PM WDCC

Fee: \$99

Block 8

Confidence with Difficult Customers

Jul 27 T 1:00 PM - 4:00 PM WDCC

Fee: \$99

Block 9

Managing Job Stress

Aug 19 R 9:00 AM - 12:00 PM MIDLO

Fee: \$99

Block 10

Exceeding Customer Expectations

Aug 19 R 1:00 PM - 4:00 PM MIDLO

Fee: \$99



CERTIFICATIONS

National Retail Certification in Customer Service & Sales

May 19 – Jun 9	MWF 1:00 PM - 5:00 PM	Online
Jun 7 – Jul 12	M 9:00 AM - 4:00 PM	WDCC
Jun 23 – Jul 14	MWF 5:30 PM - 9:30 PM	Online
Jul 28 – Aug 16	MWF 1:00 PM - 5:00 PM	Online

Fee: \$840*

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

COMMUNICATIONS

Business Writing for Professionals

Jun 11	F 9:00 AM - 4:00 PM	Online
--------	---------------------	--------

Fee: \$249

Grammar Workshop

May 14	F 9:00 AM - 1:00 PM	Online
--------	---------------------	--------

Fee: \$199

LEADERSHIP AND MANAGEMENT SKILLS

Change Management

May 11	T 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$249

Maximizing Employee Engagement

Jun 10	R 9:00 AM - 4:00 PM	WDCC
--------	---------------------	------

Fee: \$249

ONLINE MANAGEMENT COURSES

Inspiring Leadership with Emotional Intelligence

Jun 4	F 9:00 AM - 4:00 PM
-------	---------------------

Fee: \$249

Effective Decision Making

Jul 16	F 9:00 AM - 4:00 PM
--------	---------------------

Fee: \$249

Making the Move to Supervisor

Jun 9	W 9:00 AM - 4:00 PM
-------	---------------------

Fee: \$249

Constructive Conflict Resolution

May 18	T 9:00 AM - 4:00 PM
--------	---------------------

Aug 9	M 9:00 AM - 4:00 PM
-------	---------------------

Fee: \$249

5 Things Managers of Newly Remote Teams Must Do

May 10	M 9:00 AM - 12:00 PM
--------	----------------------

Fee: \$129

What It Takes to Run Great Virtual Meetings

Jul 26	M 9:00 AM - 12:00 PM
--------	----------------------

Fee: \$129

Time Management & Balancing Today's Priorities

Jun 24	R 9:00 AM - 4:00 PM
--------	---------------------

Fee: \$249

Business Workplace Ethics

May 13	R 9:00 AM - 12:00 PM
--------	----------------------

Fee: \$129

The 4 Disciplines of Execution (4DX)

Jun 10	R 1:30 PM - 4:30 PM
--------	---------------------

Aug 2	T 1:30 PM - 4:30 PM
-------	---------------------

Fee: \$129

Managing a Multi-Cultural Team through Cultural Intelligence

June 25	F 9:00 AM - 4:00 PM
---------	---------------------

Fee: \$249



Teambuilding Strategies

May 20 R 9:00 AM - 4:00 PM WDCC

Fee: \$249

Time Management & Balancing Today's Priorities

Jun 24 R 9:00 AM - 4:00 PM Online
Aug 24 T 9:00 AM - 4:00 PM MIDLO

Fee: \$249

BUSINESS U

An Educational Course for Business Owners

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

SPRING COURSES:

- **May 20 & 27**
T 9:00 AM - 12:15 PM
- **July 13 & 20**
R 6:00 PM - 9:15 PM

LOCATION:

CCWA Midlothian (see page 19)

For more information visit
ccwatraining.org/businessu

Understanding Yourself and Others: An Introduction to the MBTI

Jun 15 T 1:00 PM - 4:00 PM WDCC
Aug 10 T 1:00 PM - 4:00 PM Online

Fee: \$129

Managing Millennials

Jun 30 W 9:00 AM - 12:00 PM WDCC
Aug 10 T 9:00 AM - 12:00 PM Online

Fee: \$129

Think Again: Critical Thinking Skills

May 27 R 9:00 AM - 4:00 PM Online
Jul 29 R 9:00 AM - 4:00 PM MIDLO

Fee: \$249

Business Workplace Ethics

May 13 R 9:00 AM - 12:00 PM Online
Aug 12 R 9:00 AM - 12:00 PM MIDLO

Fee: \$129

PROJECT MANAGEMENT

Project Management (PMP) Prep Course

May 19 - Jul 21 W 6:00 PM - 9:30 PM Online
Jun 14 - Jul 19 M 8:30 AM - 4:30 PM MIDLO

Fee: \$1,395

Project Management: Building High-Performance Teams

Jul 16 F 9:00 AM - 4:00 PM Online

Fee: \$269

Project Risk Management: A Scalable Approach

Aug 13 F 9:00 AM - 4:00 PM Online

Fee: \$269

WRITING AND GRANTS

Grant Proposal Writing 101

Jul 16 F 9:00 AM - 4:00 PM Online

Fee: \$269

Grants Management 101

Aug 13 F 9:00 AM - 4:00 PM Online

Fee: \$269

CONNECT WITH US



CCWATRaining

Health Care

CLASS LOCATIONS details on page 23



CERTIFICATIONS

Clinical Medical Assistant Program

May 31 – Sep 27	MW 6:00 PM - 10:00 PM	CH
Jun 8 – Sep 30	TR 10:00 AM - 2:00 PM	CH
Aug 9 – Dec 13	MW 10:00 AM - 2:00 PM	CH
Aug 31 – Dec 21	TR 6:00 PM - 10:00 PM	CH

Fee: \$3,267*

Nurse Aide Program

May 3 – Jun 10	M-F 8:00 AM - 2:00 PM	Online
Jun 14 – Jul 23	M-F 8:00 AM - 2:00 PM	Online
Jul 12 – Aug 20	M-F 8:00 AM - 2:00 PM	Online

Fee: \$2,337*

MEDICAL OFFICE

Medical Coding - Certified Professional Coder

May 31 – Sep 8	MW 1:00 PM - 4:00 PM	Online
Jul 13 – Oct 21	TR 12:00 PM - 3:00 PM	Online
Jul 13 – Oct 21	TR 3:00 PM - 6:00 PM	Online

Fee: \$2,850*

PHARMACY

Pharmacy Technician Program

May 3 – Jul 9	M-F 8:00 AM - 5:00 PM	Online
Jun 7 – Aug 13	M-F 8:00 AM - 5:00 PM	Online
Jul 19 – Sep 24	M-F 8:00 AM - 5:00 PM	Online

Fee: \$1,599*



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

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

All classes are presented online.

May 11 – Jun 3	TR 1:00 PM - 5:00 PM
Jun 15 – Jul 15	TR 1:00 PM - 4:00 PM
Aug 3 – Sep 2	TR 1:00 PM - 4:00 PM

Fee: \$360*

More Information: 804-706-5180

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

Open Doors to In-Demand Jobs with Industry Credentials

FASTFORWARD PROGRAMS with TUITION ASSISTANCE include:



BUSINESS AND CAREER TRAINING

- Customer Service & Sales Certification
- Teacher Licensure
Through EducateVA



INFORMATION TECHNOLOGY

- CompTIA Security+ *awarded by CompTIA*
- CompTIA Network+ *awarded by CompTIA*
- CompTIA Linux+ *awarded by CompTIA*
- CompTIA A+ *awarded by CompTIA*
- Python Programming
awarded by The Python Institute
- AWS Cloud Practitioner
awarded by aws.amazon.com
- AWS Certified Solutions Architect (Associate) *awarded by aws.amazon.com*
- AWS Security Specialist
awarded by aws.amazon.com

**PAY ONLY ONE-THIRD OF THE COST FOR
SHORT-TERM TRAINING THAT GETS YOU TO WORK**

The Greater Richmond job market is active and credentials are becoming more critical. Virginia's Community Colleges have a goal to triple the number of industry credentials earned by Virginians in order to meet business and employment demands. FastForward credentials open doors to in-demand jobs.

Additional \$1,000 cash award is available through the Virginia Ready initiative for many FastForward course completers.

TUITION ASSISTANCE

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

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

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



TRADES AND MANUFACTURING

- Commercial Driver's License (CDL)
- Manufacturing Technician 1 (MT1)
Dual credential w/ Manufacturing Specialist (MS)
- Lean Practitioner
- Certified Logistics Technician
Dual credential w/ Certified Logistics Associate
- VDOT Construction Inspector Series
- NCCER Core Construction
- NCCER Electrician Level 1
- NCCER HVAC Level 1
- NCCER Heavy Equipment Operator
- NCCER Plumbing



HEALTH CARE

- Clinical Medical Assistant
- Nurse Aide Program
- Medical Coding
- Pharmacy Technician
- Emergency Medical Technician Program (EMT)
- Emergency Telecommunicator



FastForward
CREDENTIALS FOR A CAREER THAT MATTERS

Schedule your orientation today!

Go to ccwatraining.org/certifications

Manufacturing and Trades

CLASS LOCATIONS details on page 23



MANUFACTURING AND LOGISTICS

Lean Practitioner Certification

May 18 – Jun 2	TWR 5:30 PM - 8:30 PM	CH
Jul 27 – Aug 19	TR 9:00 AM - 12:00 PM	CH

Fee: \$1,200*

Manufacturing Technician Level 1 Certification

May 10 – Jul 1	MTWR 5:30 PM - 8:30 PM	CH
Jul 19 – Sep 15	MWF 9:00 AM - 12:00 PM	CH

Fee: \$2,400*

Certified Logistics Technician (CLT)

May 11 – Jun 8	MTWF 9:00 AM - 12:00 PM	CH
Jul 29 – Sep 7	TWR 5:30 PM - 8:30 PM	CH

Fee: \$1,200*

Certified Logistics Associate (CLA)

Jul 13 – 28	TWR 5:30 PM - 8:30 PM	CH
Aug 30 – Sep 13	MTWR 9:00 AM - 12:00 PM	CH

Fee: \$900*

CONSTRUCTION AND CONTRACTOR

Electrical Code Update Course

Jun 3	R 6:00 PM - 9:00 PM	WDCC
-------	---------------------	------

Fee: \$225

Fuel Gas Code Update Course

Jun 5	S 8:00 AM - 9:00 AM	WDCC
-------	---------------------	------

Fee: \$75

Basic Contractor Business Licensing Course

Jun 5	S 8:00 AM - 5:00 PM	WDCC
Aug 14	S 8:00 AM - 5:00 PM	WDCC

Fee: \$199

Plumbing Code Update Course

Jun 5	S 9:15 AM - 12:15 PM	WDCC
-------	----------------------	------

Fee: \$225

Mechanical Code Update Course

Jun 5	S 1:15 PM - 4:15 PM	WDCC
-------	---------------------	------

Fee: \$225

*FastForward funding available.
See pages 12 and 13.

BUILD A CAREER IN TRADES

Prepare for High-Demand Jobs in the Region

Begin NCCER Core with topics that include: Construction Math, Safety, Measurement, Hand Tools, Power Tools, Material Handling, and Rigging.

Follow with NCCER HVAC, Electrical and Heavy Equipment to enhance your career in the industry.

The initial NCCER CORE certification can help you get a foot-in-the-door to a helper or apprentice position at many local companies.

On-going courses are available:

- NCCER Core
- NCCER Electrical
- NCCER HVAC
- NCCER Heavy Equipment
- NCCER Plumbing

All Virginia residents eligible for FastForward tuition assistance. Some full scholarships available.

Visit ccwatraining.org/NCCER for course details.

Regional Manufacturers Seek MT1-Certified Employees

Earn an MT1 (Manufacturing Technician 1) certification and prepare for a high-paying career in less than 8 weeks.

Coursework includes:

- Quality and Lean Manufacturing Techniques
- Elements of Business Acumen
- Mechanics and Spatial Reasoning
- Math and Measurement for Industry
- Electrical and Chemical Theory and Fundamentals
- Manufacturing Processes and Controls
- Fluid Power and Thermodynamics
- Industry and Personal Safety (OSHA, CPR, First Aid)

Additional Services:

- Industry Tours
- Digital Literacy
- Business Acumen
- Resume Writing
- Interview Techniques

FREE course includes guaranteed interviews with employers upon successful completion.

For more information, visit ccwatraining.org/mt1

EMPLOYERS:
Can you identify
the skill levels
of job applicants
and employees?

CCWA offers nationally-recognized certification assessments to evaluate job readiness and technical skills.

Get fast, accurate results to determine job readiness of candidates and areas to improve for incumbent workers.

For information visit ccwatraining.org/assessments

NCCER: Introductory Craft Skills

May 25 – Jun 23	MTW 5:30 PM - 10:00 PM	CH
Jun 7 – Aug 3	MT 5:30 PM - 10:00 PM	WDCC
Jun 15 – Jul 21	TWR 5:30 PM - 10:00 PM	CH
Aug 11 – Sep 23	WR 5:30 PM - 10:00 PM	WDCC
Aug 16 – Oct 4	MW 5:30 PM - 10:00 PM	WDCC

Fee: \$1,098*

NCCER: HVAC Level 1

Jun 2 – Aug 5	WR 5:30 PM - 10:00 PM	WDCC
---------------	-----------------------	------

Fee: \$1,698*

NCCER: Electrical Level 1

Jun 15 – Aug 18	TW 5:30 PM - 9:30 PM	DTC
-----------------	----------------------	-----

Fee: \$1,500*

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

**NCCER: Heavy Equipment
Operator Level 1**

Jul 22 – Sep 15	TWR 5:30 PM - 10:00 PM	CH
-----------------	------------------------	----

Fee: \$1,650*

SAFETY

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

May 26 & 27	WR 8:30 AM - 1:30 PM	WDCC
-------------	----------------------	------

Fee: \$249

Forklift Operator Training

May 7	F 4:00 PM - 8:00 PM	WDCC
May 27	R 2:00 PM - 6:00 PM	WDCC
Jun 15	T 9:00 AM - 1:00 PM	WDCC
Jul 15	R 9:00 AM - 1:00 PM	WDCC
Aug 19	R 4:00 PM - 8:00 PM	WDCC

Fee: \$125





VDOT - CERTIFICATIONS

VDOT: Central Mix Aggregate Plant with Proficiency

Jul 1 – Nov 30 Self Study Online
Fee: \$600

VDOT: Concrete Plant

Jul 1 – Nov 30 Self Study Online
Fee: \$250

VDOT: Pavement Marking

Jul 1 – Nov 30 Self Study Online
Fee: \$250

VDOT: Soils and Aggregate Compaction

May 11 – 14 TWRF 8:30 AM - 4:30 PM WDCC
Jul 1 – Nov 30 Self-Study Online
Fee: \$350

VDOT: SiteManager for Inspectors

May 24 & 25 MT 8:30 AM - 4:30 PM MIDLO
Fee: \$450

VDOT: Plan Reading for Inspectors

May 3 – 5 MTW 8:30 AM - 4:30 PM WDCC
Fee: \$600

VDOT: Roadway Construction and Drainage for Inspectors

Aug 30 – Sep 2 MTWR 8:30 AM - 4:30 PM CH
Fee: \$795*

VDOT: Intermediate Work Zone Traffic Control (WZTC) Certification

May 18 & 19 TW 8:30 AM - 4:30 PM WDCC
Aug 24 & 25 TW 8:30 AM - 4:30 PM WDCC
Fee: \$402

VDOT: New Structures and Bridges for Inspectors

Jun 1 – 4 TWRF 8:30 AM - 4:30 PM MIDLO
Fee: \$750

VDOT: Bridge Preservation for Inspectors

Jun 14 – 16 MTW 8:30 AM - 4:30 PM WDCC
Fee: \$600

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

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

Specialized Training

CLASS LOCATIONS details on page 23



Employment Law

Aug 5 R 9:00 AM - 4:00 PM MIDLO
Fee: \$249

How to Conduct an Internal Investigation

Jul 13 T 9:00 AM - 4:00 PM WDCC
Fee: \$249

Staying Focused While Working from Home: Where's the Balance?

May 10 M 2:00 PM - 5:00 PM Online
Fee: \$129

Managing a Multi-Cultural Team through Cultural Intelligence

Jun 25 F 9:00 AM - 4:00 PM Online
Fee: \$249

Cultural Awareness and Spanish Language

Jun 22 T 2:00 PM - 5:00 PM Online
Aug 26 R 6:00 PM - 9:00 PM Online
Fee: \$149

Truck Driver Training (CDL)

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

WEEKDAY TRAINING

Monday - Friday

Classes meeting in Chester:

May 3 - Jun 11	Jul 12 - Aug 20
May 17 - Jun 25	Jul 26 - Sep 3
Jun 1 - Jul 9	Aug 9 - Sep 17
June 14 - Jul 23	Aug 23 - Oct 1
Jun 28 - Aug 6	Sep 7 - Oct 15

Class meeting in Goochland:

July 19 - Aug 27

WEEKEND TRAINING

Saturday & Sunday

Classes meeting in Chester:

May 1 - Aug 15	Jul 24 - Oct 31
Jun 12 - Sep 26	Aug 28 - Dec 12

Fee: \$4,500*

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

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

NEED A CLASS?

Ask us about custom training and consulting.

804-523-2292
ccwatraining.org/customtraining

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.

MAY 12
Conflict Resolution

JUNE 9
Time Management

JULY 14
WordPress

AUGUST 11
What's New in MS 2019

Registered participants will receive login instructions by email.

Register online at ccwatraining.org

Virginia Child Care Classes (VACCC)

CCWA, in partnership with the Commonwealth of Virginia, provides classes to support the professional development of the early care and education workforce at statewide licensed child daycare centers, religiously-exempt child daycare centers, family day homes, certified preschools, Head Start programs and unregulated providers.

Virginia Child Care Classes (VACCC) for the Infant/Toddler and Pre-School endorsements are NOW AVAILABLE ONLINE.

For more information email us or visit the website.

vaccclases@ccwa.vccs.edu / ccwatraining.org/childcare



MAKE A DIFFERENCE: BECOME A TEACHER



Teaching can be the most rewarding career you will ever have.

At EducateVA, we can help turn your existing education and job experience into the skills needed to make a difference. If you are a professional with a bachelor's degree and at least three years of full-time work experience, you may qualify for the EducateVA Career Switcher Alternative Teacher License program.

This affordable and accessible fast-track program, approved by the Virginia Department of Education, provides you with the academic training and practical experience needed to make an impact in the 21st century classroom.

Classes are delivered through a combination of online and weekend courses so you can become licensed to teach in the Commonwealth of Virginia in just 18 weeks.

This program is offered as a FastForward credential and participants pay only 1/3 or less of the cost.

DEADLINE:
NOV 5, 2021
FOR COHORT STARTING
SPRING 2022

FREE WEBINAR:

Career Focus – Becoming a Teacher Through Alternative Teacher Licensure

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

Webinars are held monthly on Wednesdays 12:00 PM - 1:00 PM.

Upcoming Webinars: May 19 | Jun 16 | July 21 | August 18



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

Online Courses

Instructor-facilitated online courses are informative, fun, convenient and highly interactive. You can complete any course entirely from your home or office, any time of the day or night. Many of these courses are open throughout the term. Visit us online at ccwatraining.org for more details and additional course offerings.

Business

Accounting and Finance for Non-Financial Managers	4/5	\$195
Understanding Debits and Credits	4/5	\$195
The Basics of Bookkeeping	5/3	\$195
Accounting and Finance for Non-Financial Managers	6/7	\$195
Entrepreneur Boot Camp	6/7	\$195
Understanding Debits and Credits	6/7	\$195
Cash is King	7/6	\$195
General Ledger and Month End Procedures	7/6	\$195
The Basics of Bookkeeping	7/6	\$195
The Business Plan	7/6	\$195
Closing Procedures and Financial Statements	8/2	\$195
Entrepreneurial Marketing	8/2	\$195
Financial Analysis and Planning for Non-Financial Managers	8/2	\$195

Communications

Business Writing	4/5	\$195
Conflict Management	4/5	\$245
Keys to Customer Service	4/5	\$145
NEW! Word-Level Grammar	4/5	\$145
Effective Copywriting	5/3	\$195
Extraordinary Customer Service	5/3	\$145
Negotiation: Get What You Want	5/3	\$195
NEW! Sentence-Level Grammar	5/3	\$145
Business Writing	6/7	\$195
Conflict Management	6/7	\$245
Introduction to Game Design	6/7	\$245
Keys to Customer Service	6/7	\$145
NEW! Refining Your Writing	6/7	\$145

NEW! Word-Level Grammar	6/7	\$145
Effective Copywriting	7/6	\$195
Extraordinary Customer Service	7/6	\$145
Intermediate Video Game Design	7/6	\$245
Negotiation: Get What You Want	7/6	\$195
NEW! Sentence-Level Grammar	7/6	\$145
NEW! Refining Your Writing	8/2	\$145
Using Personality Profiles for Better Work Performance	8/2	\$295
Writing News and Press Releases	8/2	\$195

Data Science

Introduction to Data Analysis	4/5	\$195
NEW! Introduction to Power BI	4/5	\$195
Intermediate Data Analysis	5/3	\$195
Advanced Data Analysis	6/7	\$195
Introduction to Data Analysis	6/7	\$195
Introduction to SQL	6/7	\$245
Mastering Microsoft Excel	6/7	\$195
NEW! Introduction to Power BI	6/7	\$195
Intermediate Data Analysis	7/6	\$195
Intermediate Excel	7/6	\$195
Intermediate SQL	7/6	\$595
NEW! Intermediate Power BI	7/6	\$195
NEW! Intermediate Power BI	7/6	\$195
Advanced Data Analysis	8/2	\$195
Advanced Excel	8/2	\$195
Advanced SQL	8/2	\$595
NEW! Advanced Power BI	8/2	\$195

Health Care

Spanish For Medical Professionals	4/5	\$290
Spanish For Medical Professionals	6/7	\$290

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

For more details, visit ccwatraining.org/online-classes.

Online Courses, continued

Leadership & Management

Leadership Principles	4/5	\$145
Developing Your Leadership Skills	5/3	\$145
Introduction to Project Management	6/7	\$195
Introduction to Six Sigma Green Belt	6/7	\$195
Leadership Principles	6/7	\$145
Management Boot Camp	6/7	\$295
Revenue Generation for Non-Profits	6/7	\$495
Collaborative Management	7/6	\$245
Developing Your Leadership Skills	7/6	\$145
Intermediate Six Sigma Green Belt	7/6	\$195
Program Evaluation for Nonprofit Professionals	7/6	\$245
Project Management Processes	7/6	\$195
Advanced Six Sigma Green Belt	8/2	\$195
Developing Your Professional Career	8/2	\$145
Managing Generations in the Workplace	8/2	\$175
Project Management Knowledge Areas	8/2	\$195

Media Marketing

Google Analytics	6/7	\$195
Improving Email Promotions	6/7	\$195
Podcasting	6/7	\$245
Video Marketing	6/7	\$245
Boosting Your Website Traffic	7/6	\$195
NEW! Advanced Google Analytics	7/6	\$195
YouTube for Business	7/6	\$245
Online Advertising	8/2	\$195

Online Instruction

Advanced Teaching Online	6/7	\$195
Designing Online Instruction	7/6	\$195
Fostering Online Discussion	8/2	\$195

Technology

Introduction to Coding	4/5	\$195
Mastering Computer Skills for the Workplace	4/5	\$195
Mastering Microsoft Excel	4/5	\$195
HTML Fundamentals	5/3	\$245
Intermediate Excel	5/3	\$195
Adobe Illustrator Essentials	6/7	\$225
Advanced Excel	6/7	\$195
Introduction to Coding	6/7	\$195
Introduction to Web Design	6/7	\$245
Mastering Computer Skills for the Workplace	6/7	\$195
Mastering Microsoft Excel	6/7	\$195
WordPress Certificate	6/7	\$495
Adobe Photoshop Essentials	7/6	\$225
HTML Fundamentals	7/6	\$245
Intermediate Excel	7/6	\$195
Intermediate Web Design	7/6	\$245
Adobe InDesign Essentials	8/2	\$225
Advanced Excel	8/2	\$195
Advanced Web Design	8/2	\$245
CSS Fundamentals	8/2	\$245

Teacher Training

Students with ASD (Autism Spectrum Disorder)	5/3	\$145
Gender in the Classroom	5/3	\$145
Generational Learning Styles	6/7	\$145

Personal Development

Contact Tracing	5/3	\$279
Beginning Conversational Spanish	6/7	\$290
Introduction to Fiction Writing	6/7	\$195
Learning While Black	6/7	\$145
The Teen Brain	6/7	\$145
Contact Tracing	7/6	\$279

Courses run for one month. Many of these courses are open throughout the term. Visit us online at ccwatraining.org for more details and additional course offerings.

Information

Refunds

Participants may withdraw and receive a full refund provided a written request is received at least five business days before the class is scheduled to begin. No refunds are provided after this time. Withdrawals must be completed by notifying CCWA in writing by email to trainer@ccwa.vccs.edu. Refund checks are distributed by the Virginia Department of the Treasury and may take up to six weeks for processing.

Non-Credit Financial Aid

CCWA has funding that can help pay for training that supports attainment of industry credentials. If you have limited income and want to earn an industry credential, please contact us and find out how we might be able to support your efforts. Call 804-523-2292 or email us at trainer@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 trainer@ccwa.vccs.edu.

HOW TO REGISTER

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

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

Online: ccwatraining.org

In-Person/Phone/Fax:

Registration may be completed in person or by phone at three convenient locations (*) — Mon-Fri, 9 AM – 4 PM.

CCWA LOCATIONS

CH Tyler Chester Campus*

William H. Talley III Center
for Workforce Development
13101 Jefferson Davis Highway
Chester, Virginia 23831
804-706-5175

MIDLO Tyler Midlothian Campus*

Eliades Hall (E208)
800 Charter Colony Parkway
Midlothian, VA 23114
804-897-7600 / Fax: 804-897-7617

WDCC Reynolds Parham Road Campus*

Workforce Development
& Conference Center
1651 E. Parham Road, Suite 103
Richmond, VA 23228
804-523-2292 / Fax: 804-371-3414

DTC Reynolds Downtown Campus

700 East Jackson Street
Richmond, VA 23219
804-523-5345

GC Reynolds Goochland Campus

1851 Dickinson Road
Goochland, VA 23063

*REGISTRATION available at this location.

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

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

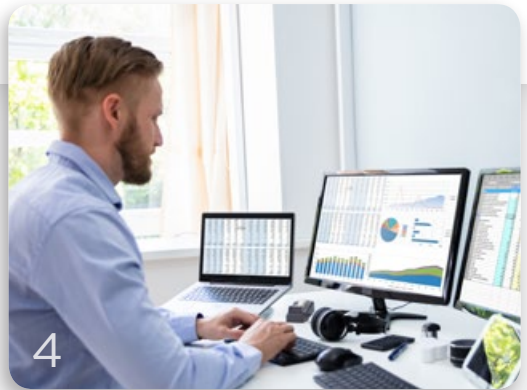


John Tyler Community College
13101 Jefferson Davis Highway
Chester, VA 23831-5616

J. Sargeant Reynolds Community College
Post Office Box 85622
Richmond, VA 23285-5622

CCWA has helped thousands of businesses and individuals take their companies and careers to new heights.

We can do the same for you.



Locations in Richmond, Midlothian, Chester, Henrico, and Goochland
at Reynolds and John Tyler Community College campuses — details on page 23



CCWATRaining.org