

May – August

# CCWA 2024

EXPLORE  
NEW  
HORIZONS



[CCWATRaining.org](https://www.ccwatraining.org)



CCWA is the Workforce Development Division of Brightpoint and Reynolds Community Colleges

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MAY – AUGUST 2024

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### NEW CCWA SPACES!

CCWA is expanding programs in two newly renovated locations. See details on page 13.

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

# Coaching Connects



**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](mailto:careercoach@ccwa.vccs.edu)



# Open Doors to In-Demand Jobs with Industry Credentials

**FASTFORWARD PROGRAMS** with TUITION ASSISTANCE include:



## BUSINESS AND LEADERSHIP TRAINING

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

## EDUCATION

- Teacher Licensure  
*Through EducateVA*



## INFORMATION TECHNOLOGY

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

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

The Greater Richmond job market is active and credentials are becoming more critical. FastForward credentials open doors to in-demand jobs.

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

## TUITION ASSISTANCE

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

## NOW AVAILABLE: Online and Hybrid\* Class Formats

for most FastForward  
Certification Courses

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



## TRADES AND MANUFACTURING

- Apartment Maintenance Technician
- Commercial Driver's License (CDL)
- Manufacturing Technician 1 (MT1)  
*Dual credential w/ Manufacturing Specialist (MS)*
- Lean Practitioner
- Certified Logistics Technician  
*Dual credential w/ Certified Logistics Associate*
- VDOT Construction Inspector Series
- NCCER Core Construction
- NCCER Electrician Level 1
- NCCER HVAC Level 1
- NCCER Heavy Equipment Operator Level 1
- NCCER Plumbing Level 1
- 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
- Phlebotomy Technician
- Emergency Telecommunicator (9-1-1 Operator)



**FastForward**  
CREDENTIALS FOR A CAREER THAT MATTERS

**Schedule your orientation today!**

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

# Credential Programs

CLASS LOCATIONS — details on page 19

## TECHNOLOGY

### CompTIA IT Fundamentals+

Jun 3 – Aug 1 MR 6:00 PM – 8:00 PM Online  
Aug 7 – Sep 18 WR 6:00 PM – 8:00 PM  
& S 9:00 AM – 11:00 AM Online

Fee: \$1,299 >>

### CompTIA A+

May 1 – Aug 14 WR 6:00 PM – 8:00 PM  
& S 9:00 AM – 11:00 AM Online  
Jul 8 – Oct 21 MTR 5:30 PM – 7:30 PM Online  
Aug 19 – Dec 9 MWR 6:00 PM – 8:00 PM Online

Fee: \$2,802 >>

### CompTIA Network+

May 13 – Jul 15 MWR 6:00 PM – 8:00 PM Online  
Jul 29 – Sep 23 MTR 6:00 PM – 8:00 PM Online

Fee: \$1,995 >>

### CompTIA Security+

Jul 8 – Aug 15 MWR 6:00 PM – 8:00 PM Online

Fee: \$1,995 >>

### CompTIA Linux+

Jun 10 – Aug 12 MWR 6:00 PM – 8:00 PM Online

Fee: \$1,800 >>

### Python Programming-Certified Associate (PCAP)

Jul 29 – Dec 2 MTR 6:00 PM – 8:00 PM Online

Fee: \$2,250 >>

### AWS Certified Cloud Practitioner

Jul 15 – Sep 9 MTWR 5:30 PM – 7:30 PM Online

Fee: \$1,800 >>

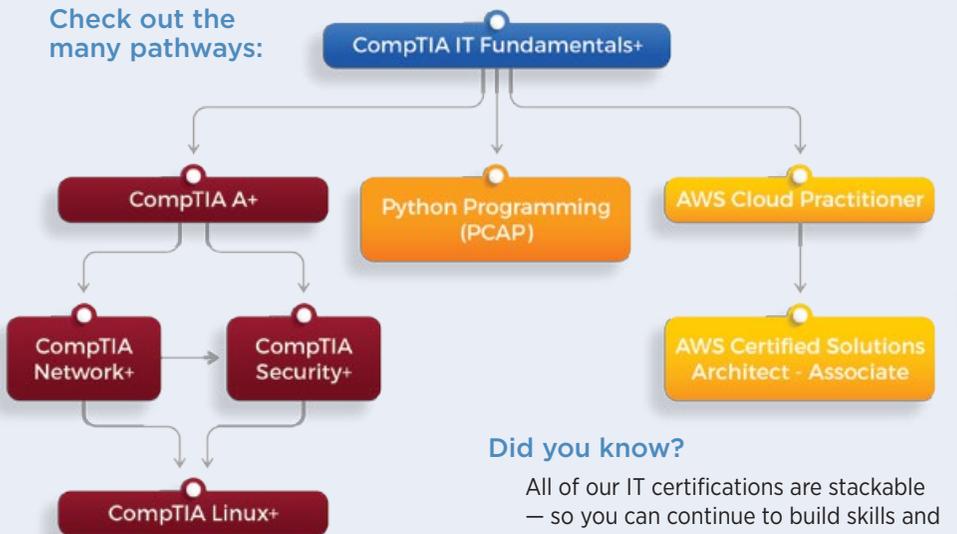
>> = *FastForward and/or G3 funding available. See pages 4, 5, and 17.*

## Choose Your Path to a Valuable Career in IT

Information technology continues to grow. This means jobs in the IT field are stable and reliable. IT can take you anywhere – healthcare, finance, government and more.

Earning an information technology certification at CCWA begins with CompTIA Fundamentals+ – and there are many opportunities available with this foundation course.

Check out the many pathways:



### Did you know?

All of our IT certifications are stackable – so you can continue to build skills and become even more valuable!

## BUSINESS ADMINISTRATION AND MANAGEMENT

### National Retail Certification in Customer Service & Sales

Jun 25 – Aug 8 TR 5:30 PM – 8:30 PM Online

Fee: \$840 >>

### Project Management Prep (PMP) Course

Jun 5 – Aug 14 W 6:00 PM – 9:30 PM Online

Fee: \$2,400 >>

## HEALTH CARE

### Nurse Aide Program

May 8 – Jun 21 MTWRF 9:00 AM – 2:30 PM OS

May 29 – Jul 12 MTWRF 9:00 AM – 2:30 PM OS

Jun 12 – Jul 26 MTWRF 9:00 AM – 2:30 PM OS

Jun 26 – Aug 9 MTWRF 9:00 AM – 2:30 PM OS

Jul 10 – Aug 23 MTWRF 9:00 AM – 2:30 PM OS

Jul 31 – Sep 13 MTWRF 9:00 AM – 2:30 PM OS

Fee: \$3,495 >>

### EKG Technician Certification Program

May 17 – Jun 29 F 6:00 PM – 10:00 PM & S 10:00 AM – 4:00 PM DTC

Aug 9 – Sep 21 F 10:00 AM – 2:00 PM & S 10:00 AM – 4:00 PM CH

Aug 9 – Sep 21 F 6:00 PM – 10:00 PM & S 10:00 AM – 4:00 PM CH

Fee: \$1,800 >>

## INSTRUCTOR SPOTLIGHT



## Kathy Godard

### ► Nurse Aide Instructor

“Success in the classroom builds confidence and pride and nurtures the care professionals who contribute to our community’s well-being. Our adult learners bring invaluable life lessons to the classroom. I focus on leveraging this experiences to empower students in acquiring new skills and knowledge.”

## Unlock Your Future in Healthcare!

### Get Started with CCWA

A healthcare certification from CCWA opens doors to employment opportunities in physician offices, clinics, chiropractor offices, hospitals, and outpatient facilities.

Orientation is mandatory for those interested in CCWA healthcare certification.

Orientation sessions allow you to explore CCWA course offerings, initiate the registration process, and apply for funding that could cover up to 100% of tuition fees.

#### ORIENTATION LOCATIONS:

- [Brightpoint Chester Campus](#)
- [Reynolds Downtown Campus](#)

*Location details: page 19*

Short-term classes are offered on a rotating basis for your convenience.

Financial aid and employment assistance is available based on eligibility.

### HEALTHCARE CERTIFICATION PROGRAMS

- Medical Assistant
- Nurse Aide
- Phlebotomy Technician
- EKG Technician
- Medical Coder
- Medical Biller
- Emergency Telecommunicator (911 Dispatcher)

Scan the QR code to register for a healthcare information session!



[healthcare@ccwa.vccs.edu](mailto:healthcare@ccwa.vccs.edu) | 804-706-5177 | [ccwatraining.org/healthcare](http://ccwatraining.org/healthcare)

## HEALTH CARE — continued

### Medical Coding - Certified Professional Coder

May 20 – Sep 9 MW 6:00 PM – 9:00 PM Online  
Jun 10 – Sep 18 MW 6:00 PM – 9:00 PM Online

Fee: \$3,897 >>>

### Certified Phlebotomy Technician

May 17 – Jul 20 F 10:00 AM – 2:00 PM  
S 10:00 AM – 4:00 PM CH  
May 17 – Jul 20 F 6:00 PM – 10:00 PM  
& S 10:00 AM – 4:00 PM CH  
Aug 2 – Sep 28 F 10:00 AM – 2:00 PM  
& S 10:00 AM – 4:00 PM DTC

Fee: \$2,334 >>>

### Clinical Medical Assistant Program

Jun 11 – Oct 31 TR 10:00 AM – 2:00 PM CH  
Jun 11 – Oct 31 TR 10:00 AM – 2:00 PM DTC  
Jun 11 – Oct 31 TR 6:00 PM – 10:00 PM CH  
Jul 9 – Nov 26 TR 6:00 PM – 10:00 PM DTC  
Aug 12 – Jan 15 MW 10:00 AM – 2:00 PM CH  
Aug 12 – Jan 15 MW 10:00 AM – 2:00 PM DTC  
Aug 12 – Jan 15 MW 6:00 PM – 10:00 PM CH  
Aug 12 – Jan 15 MW 6:00 PM – 10:00 PM DTC

Fee: \$3,267 >>>

### Medical Biller - Certified Professional Biller-AAPC

Aug 1 – Oct 29 TR 6:00 PM – 9:00 PM Online

Fee: \$3,099 >>>



## 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!

>>> **May 20 – July 1 (CH)**  
MTWRF 5:30 PM - 8:30 PM

>>> **July 15 – Sept 20 (CH)**  
MWF 5:30 PM - 8:30 PM

>>> Fee: \$2,916 — Low-to-no cost with FastForward and G3 tuition assistance. For more information see pages 4, 5, and 17.

REGISTER

[Brightpoint.edu/PHARMA](https://Brightpoint.edu/PHARMA)



**NEW!**

## APARTMENT MAINTENANCE TECHNICIAN

### Become a Master of Maintenance!

The Certificate for Apartment Maintenance Technicians (CAMT) course will help you earn the valuable CAMT credential.

Learn the basics of electrical, appliance maintenance and repair, HVAC and plumbing, as well as the maintenance and repair of property interiors and exteriors.

**August 8 – September 18**  
 TWR 1:00 PM – 4:30 PM (DTC)  
 Fee: \$2,700 >> *Funding details: pages 4, 5, 17*

- Processing work orders efficiently and satisfactorily
- Electrical, plumbing, HVAC, mechanical, appliance, construction, and lock-related services and repairs
- Painting services
- Minimizing personal and property damage
- Maintenance safety
- Fair housing regulatory compliance
- Environmental responsibility and regulatory compliance

**MORE INFORMATION EMAIL [emcgarry@ccwa.vccs.edu](mailto:emcgarry@ccwa.vccs.edu)**

*The CAMT course is accredited by the American National Standards Institute (ANSI).*

## MANUFACTURING AND TRADES

### NCCER: Introductory Craft Skills - Leads to Apartment Maintenance

Jul 9 – Aug 7 TWR 1:00 PM – 4:30 PM DTC  
 Fee: \$1,098 >>

**NCCER** National Center for Construction Education and Research

### Manufacturing Technician Level 1 Certification

Jul 15 – Aug 28 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 >>

### Certified Logistics Technician (CLT)

Jun 4 – 24 MTWR 9:00 AM – 12:00 PM CH  
 Fee: \$1,200 >>

### Certified Logistics Associate (CLA)

May 13 – Jun 3 MTWR 9:00 AM – 12:00 PM CH  
 Jul 9 – Aug 28 TWR 5:30 PM – 8:30 PM CH  
 Jul 30 – Sep 18 TWF 5:30 PM – 8:30 PM OS  
 Fee: \$900 >>

### Manufacturing Specialist Certification

May 13 – Jul 1 MWF 5:30 PM – 8:30 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 >>

>> = *FastForward and/or G3 funding available. See pages 4, 5, and 17.*

## INSTRUCTOR SPOTLIGHT

# Lawrence Brewton

► **Manufacturing & Trades Outreach Specialist**



“ I work to engage with adult learners by actively listening and focusing on identifying experiences that will lead to a certification. My goal is to share credentials which have the potential to be transformational while developing connections with the communities I serve. ”



Lawrence Brewton with the CCWA Mobile Flex Lab.

To reserve the Mobile Flex Lab, call CCWA outreach specialist Lawrence Brewton at 807-706-5180.

## Lean Practitioner Certification

May 7 - 30	TR 5:30 PM - 8:30 PM	CH
Jul 9 - 24	TWR 5:30 PM - 8:30 PM	CH
Jul 16 - 31	TWR 5:30 PM - 8:30 PM	CH

Fee: \$1,200 >>>

## VDOT: Bridge Preservation for Inspectors

May 7 - 9	TWR 8:30 AM - 4:30 PM	MIDLO
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Fee: \$600 >>>

VDOT Virginia Dept. of Transportation

>>> = FastForward and/or G3 funding available. See pages 4, 5, and 17.

## INTRODUCING:

# CCWA Mobile Flex Lab

CCWA is on track to enroll a record number of FastForward workforce credential students, but there are communities within CCWA's 16 county service region with less access to workforce training and credentialing programs.

To better serve those communities, a new mobile lab has been recently purchased that will bring career coaching, academic advising, financial aid assistance, and workforce training into areas where residents may need CCWA services delivered closer to home.

Our outreach specialist, who will be driving the new mobile lab, is ready to assist residents in preparing for quality jobs in growing industry sectors.

## CERTIFICATIONS IN MOTION

### CCWA'S PARTNERSHIP with the VIRGINIA DEPARTMENT OF TRANSPORTATION

Materials and Inspector Certification Courses are available year-round with statewide offerings.

Custom dates for on-site courses are available upon request.

Inspector Courses are offered at a discounted rate (66% off) for all Virginia residents through the FastForward/Workforce Credential Grant (subject to availability).



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

# Make a Difference: Become a Teacher

**DEADLINE:**  
**MAY 15, 2024**

FOR COHORT STARTING  
**FALL 2024**

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.

## 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:

May 15 | Jun 12 | Jul 17 | Aug 21

**Become licensed in 18 weeks through a combination of online and weekend courses.**

» Offered as a FastForward credential. Participants pay 1/3 or less of the cost.



To learn more, visit the website:  
**educateva.com**

**Teaching: The most rewarding career you will ever have.**

# Truck Driver Training (CDL)



## Classes in CHESTER MANUAL AND AUTOMATIC

### WEEKDAY / Monday - Friday

Apr 1 - May 3	Jun 24 - Aug 2
Apr 15 - May 24	Jul 8 - Aug 16
Apr 29 - Jun 7	Jul 22 - Aug 30
May 13 - Jun 21	Aug 5 - Sep 13
May 28 - Jul 5	Aug 19 - Sep 27
Jun 10 - Jul 19	

### WEEKEND / Saturday & Sunday

Apr 27 - Jul 7	Jul 16 - Sep 21
Jun 8 - Aug 11	Aug 17 - Oct 27

**Chester Classes:** 8:00 AM - 5:00 PM

**NEW!**

## Classes in RICHMOND AUTOMATIC TRANSMISSION ONLY

### WEEKDAY / Monday - Thursday

Apr 1 - Apr 25	Jun 24 - Jul 18
Apr 15 - May 9	Jul 8 - Aug 1
Apr 29 - May 23	Jul 22 - Aug 15
May 13 - Jun 6	Aug 5 - Aug 29
May 28 - Jun 21	Aug 19 - Sep 12
Jun 10 - Jun 5	

**Richmond Classes:** 7:30 AM - 5:30 PM

Call 804-523-2292 for pricing.

» **FastForward available\* - see page 4**

*\*Financial support is provided for this course to all Virginians, subject to availability.*

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

# CCWA CUSTOM TRAINING and CONSULTING

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?
- Streamlining work flow?
- Improving employee engagement?
- Maximizing profits?



## INSTRUCTOR SPOTLIGHT

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. ”

Contact us at 804-523-2297 or visit [ccwatraining.org/customtraining](http://ccwatraining.org/customtraining) to discuss your talent development with our expert instructors.

# Technology

CLASS LOCATIONS — details on page 19

## BUSINESS APPLICATIONS

### Excel - Level 1

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

Fee: \$299

### Excel - Level 2

Jul 17 W 9:00 AM - 4:00 PM WDCC

Fee: \$299

### Excel - Level 3

Aug 8 R 9:00 AM - 4:00 PM WDCC

Fee: \$299



## CREDENTIAL PROGRAMS

To earn industry credentials in information technology, review our certifications programs on **page 6**.



**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](https://ccwatraining.org/locations)

# Business Administration and Management

CLASS LOCATIONS — details on page 19

## COMMUNICATIONS

### Business Writing for Professionals

May 17 F 9:00 AM – 4:00 PM Online

Fee: \$299

### Grammar Workshop

Jun 21 F 9:00 AM – 1:00 PM Online

Fee: \$249

### Grant Proposal Writing 101

Jul 19 F 9:00 AM – 4:00 PM Online

Fee: \$299

### Grants Management 101

Aug 9 F 9:00 AM – 4:00 PM Online

Fee: \$299

## BUSINESS U

### Financial Course for Business Owners

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

#### SUMMER COURSES:

- **May 14 & 21**  
T 9:00 AM – 12:15 PM (MIDLO)
- **Jul 23 & 30**  
T 6:00 PM – 9:15 PM (MIDLO)
- **Aug 15 & 22**  
R 9:00 AM – 12:15 PM (MIDLO)

(See location information on page 19.)

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

## INSTRUCTOR SPOTLIGHT



### Luke Parker

#### ► Business Writing

“ I work to engage with adult learners through hands-on activities that connect what we do in class with real-life scenarios they may encounter in the workforce. I want prospective students to know that I have a collaborative teaching style that allows students to develop connections, discover opportunities, and share knowledge through collaborative problem-solving. ”

## CREDENTIAL PROGRAMS

To earn valuable credentials in business and project management, review programs on **page 7**.

# 10 Building Blocks FOR EXCELLENT CUSTOMER SERVICE



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

## Block 1 A Winning Attitude

Develop a new awareness of the attitude that you project to your customers both on the telephone and face-to-face. In this workshop, we'll look at models of excellent attitudes to help us become more aware of our own — from a customer's perspective.

## Block 2 Commitment to the Customer

Learn the ground rules for keeping your customers coming back and turning indifference and bad service into behaviors of the past.

## Block 3 Grammar and Enunciation

Refresh your grammar skills by tackling the most common grammar problems and discovering ways to improve them. In addition, practice better enunciation and pronunciation to develop more self-confidence when talking with your customers.

## Block 4 Oral Communication

Examine your own communication skills to help you better understand how your customers and co-workers communicate. Discover ways to practice improved customer courtesy with better word selection and to gather the information you need by choosing the best types of questions to ask.

## Block 5 Phone Power

Discover ways of improving your telephone voice and showing your customers that you care. Learn to demonstrate self-confidence on the telephone and represent your organization in a professional manner.

## Block 6 Active Listening Skills

Listening is the most valuable communication tool. Assess your individual listening skills. Learn to listen better to your customers and make them feel valued. Enhance your personal skills and leave a lasting impression.

## Block 7 Problem-Solving Techniques

Assess your current skills in dealing with customer-related problems. Identify the obstacles to solving problems and assumptions that limit problem-solving capabilities. Learn to look for more than one right answer.

## Block 8 Confidence with Difficult Customers

Identify ways to prevent and diffuse potential problems with difficult customers through communication and advanced planning. Learn to respond better in a variety of difficult customer situations.

## Block 9 Managing Job Stress

This workshop will focus on managing your own stress level before helping with others. Learn the impact that stress has on workplace productivity and effectiveness. Learn to become more aware of your stress and new strategies for handling it.

## Block 10 Exceeding Customer Expectations

Participants will bring the 10 building blocks together by utilizing techniques of well-known customer service giants to apply a vision of customer service excellence for their organizations.

# Specialized Training

CLASS LOCATIONS — details on page 19

## AVIATION

### FAA Remote Pilot Certification Part 107 Prep

Jun 4 – Jul 9 T 6:00 PM – 9:00 PM Online

Fee: \$450

### Manual Flight, Safety and Crew Resource Management

Jul 20 – 27 S 9:00 AM – 4:00 PM WDCC

Fee: \$299



## NEW!

### Elevate Your Operation to New Heights!

Unlock the doors to professional opportunities and ensure compliance with FAA regulations with CCWA's comprehensive FAA Part 107 Drone Certification Prep Course.

Whether you're looking to expand current operations, start a career in commercial drone business, or work for a non-profit organization, obtaining this certification will open doors.

### FAA 107 Drone Certification Prep Course

June 4 – July 9

Tuesdays, 6:00 PM – 9:00 PM | Online

Instructor: Julie Young | eAviation

\$450\* per person

*\*Tuition includes materials;  
does not include exam.*



### Manual Flight Course

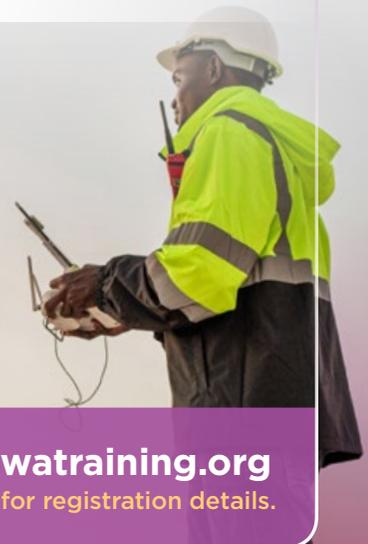
Offered on Saturdays,  
9:00 AM – 4:00 PM

July 20 & 27

Enroll today and take the first step towards unlocking the full potential of your drone operations.

Space is limited, so  
reserve your spot now!

Register online at [ccwatraining.org](https://www.ccwatraining.org)  
or call 804-523-2292 for registration details.



# Manufacturing and Trades

CLASS LOCATIONS — page 19

## SAFETY

### Forklift Operator Training

Jun 8	S 8:30 AM - 12:30 PM	WDCC
Aug 3	S 8:30 AM - 12:30 PM	WDCC

Fee: \$149



## CREDENTIAL PROGRAMS

To earn industry credentials in manufacturing, construction, and transportation trades, review our certifications programs on **pages 8–11**.



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

# 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](http://ccwatraining.org) for more details and additional course offerings.

## Starting May 6 or July 1:

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
Collaborative Management	\$245
Negotiation: Get What You Want	\$195
Intermediate Data Analysis	\$195
Intermediate Excel	\$195
Intermediate Power BI	\$195
Developing Your Leadership Skills	\$195
Project Management Processes	\$145
Collaborative Management	\$195
Intermediate Six Sigma Green Belt	\$195
Managing Remote Workers	\$195
Inclusive Communication	\$195
Marketing Using Social Media	\$195
Intermediate Web Design	\$245
HTML Fundamentals	\$245
Adobe Photoshop Essentials	\$225
Mastering Microsoft Word	\$195

## Starting June 3:

Accounting and Finance for Non-Financial Managers	\$195
Entrepreneur Boot Camp	\$195
QuickBooks Online Level 1	\$195
Business Writing	\$195
Introduction to Game Design	\$245
Conflict Management	\$245
Introduction to Data Analysis	\$195

Mastering Microsoft Excel	\$195
Introduction to Power BI	\$195
Spanish for Medical Professionals (Two Month Course)	\$290
Leadership Principles	\$145
Introduction to Project Management	\$195
Introduction to Six Sigma Green Belt	\$195
Introduction to Strategic Planning	\$195
Advanced Marketing Concepts	\$245
Beginning Conversational Spanish (Two-Month Course)	\$290
What is DEI?	\$195
Introduction to Web Design	\$245
Introduction to Coding	\$195
Mastering Microsoft Excel	\$195

## Starting June 3 or August 5:

Financial Analysis for Non-Financial Managers	\$195
Entrepreneurial Marketing	\$195
Writing News and Press Releases	\$195
Using Personality Profiles for Better Work Performance	\$295
Advanced Data Analysis	\$195
Advanced Excel	\$195
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	\$175
DEI and Organizational Success	\$195
Advanced Web Design	\$245
Adobe InDesign Essentials	\$225
Mastering Microsoft PowerPoint	\$195

Courses run for one month. Many of these courses are open throughout the term. Visit us online at [ccwatraining.org](http://ccwatraining.org) for more details and additional course offerings.

# Information

## Refunds

CCWA class participants may choose to drop their course and receive a refund, if they notify CCWA of this decision in writing. Open Enrollment, or Professional Development, students may drop a class for refund up to five 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](http://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](mailto:help@ccwa.vccs.edu) to inquire about our non-credit financial aid.

## Canceled Classes

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

## Continuing Education Options

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

## Mailing Lists

To request more information or to unsubscribe from the mailing list, please write to [help@ccwa.vccs.edu](mailto:help@ccwa.vccs.edu).

## HOW TO REGISTER

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

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

**Online:** [ccwatraining.org](http://ccwatraining.org)

**In-Person/Phone/Fax:**

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

## CCWA LOCATIONS

- 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.

**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.

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

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

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

**We can do the same for you.**



### **Locations in Richmond, Midlothian, Chester, and Henrico**

at Brightpoint and Reynolds Community College campuses — details on page 19



[CCWATRaining.org](http://CCWATRaining.org)