The skills you want are just a click away.

Visit UnlockYourNext.com today.

Classes . Credentials . Webinars

September – December 2020
CCWA has expanded its online training opportunities. Many Fall 2020 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-courses.

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### INFORMATION

**Health and Safety Agreement**

The health and well being of CCWA's participants, instructors and staff are a top priority. With the current and uncertain future of the COVID 19 pandemic, training may be comprised of in-person teaching and testing, and/or online, virtual, or remote teaching and testing – as needed at the direction of the college officials or the Commonwealth. At such direction, adjusted teaching delivery may be required during the course of a training program.
Gain the foundation for an in-demand job in a matter of weeks with CareerStart.

If you are a PARENT who is starting out or starting again, we can help.

Through FREE job training classes, parents with dependent children, TANF recipients and working parents can get connected to training programs for jobs in the region’s top industries.

We can help you get started:
• Free Tuition, Fees, and Supplies
• GED Instruction (if needed)
• Skills for Online Learning
• Career Coaching
• Certification Preparation and Training
• Employability Skills Training
• Job Search Assistance

Your children are learning online. Now you can too.

We now have online solutions for job training and GED preparation.

Gain the foundation for an in-demand job in a matter of weeks with CareerStart.

FOR MORE INFORMATION:
804-523-5345 | careerstart@ccwa.vccs.edu | ccwatraining.org/careerstart

This program is funded by Temporary Assistance for Needy Families (TANF) - US Department of Health and Human Services.
**COMPUTER USE**

### Introduction to Basic Computing and the Internet
- **Sep 9**: W 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Windows and File Management
- **Sep 16**: W 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### MS Office 2016 Quick Start
- **Sep 10**: R 9:00 AM - 4:00 PM WDCC
- **Nov 4**: W 9:00 AM - 4:00 PM MIDLO
- Fee: $249

**BUSINESS APPLICATIONS**

### Access 2016 - Level 1
- **Sep 22**: T 9:00 AM - 4:00 PM WDCC
- Fee: $249

### Access 2016 - Level 2
- **Oct 27**: T 9:00 AM - 4:00 PM WDCC
- Fee: $249

### Excel 2016 - Level 1
- **Sep 24**: R 9:00 AM - 4:00 PM WDCC
- Fee: $199

### Excel 2016 - Level 2
- **Oct 22**: R 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Excel 2016 - Level 3
- **Dec 1**: T 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Excel 2016 Charts
- **Oct 29**: R 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Excel 2016 Data Management
- **Nov 17**: T 9:00 AM - 4:00 PM WDCC
- Fee: $199

### Excel 2016 Formulas
- **Oct 7**: W 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Excel 2016 Macros & Forms
- **Dec 1**: T 9:00 AM - 4:00 PM WDCC
- Fee: $199

### Excel 2016 Pivot Tables & PowerPivot Tools
- **Nov 5**: R 9:00 AM - 4:00 PM WDCC
- Fee: $199

### Excel 2016 Power View Reports & Data Models
- **Oct 15**: R 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Excel 2016 Tips and Tricks
- **Oct 1**: R 9:00 AM - 4:00 PM WDCC
- Fee: $199

### Outlook 2016 Tips & Tricks
- **Sep 17**: R 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### Power BI Desktop Essentials
- **Oct 21**: W 9:00 AM - 4:00 PM MIDLO
- Fee: $199

### QuickBooks
- **Nov 17 & 18**: TW 9:00 AM - 4:00 PM MIDLO
- Fee: $449

### Advanced QuickBooks
- **Sep 9 & 10**: Wr 9:00 AM - 4:00 PM MIDLO
- Fee: $449

### SharePoint Essentials - Level 1
- **Oct 26**: M 9:00 AM - 4:00 PM MIDLO
- Fee: $279

### SharePoint Essentials - Level 2
- **Nov 18**: W 9:00 AM - 4:00 PM MIDLO
- Fee: $279
CERTIFICATIONS

CompTIA A+
Oct 3 – 31  S 9:00 AM - 5:00 PM  Online
Fee: $2,300

CompTIA Security+
Nov 13 – Dec 12  F 6:00 PM - 9:00 PM & S 9:00 AM - 2:00 PM  Online
Fee: $1,500

CompTIA IT Fundamentals+
Sep 12 – 26  S 9:00 AM - 5:00 PM  Online
Fee: $1,200

CREATIVE SOFTWARE

Introduction to Adobe InDesign
Sep 30  W 9:00 AM - 4:00 PM  MIDLO
Fee: $279

Intermediate Adobe InDesign
Nov 12  R 9:00 AM - 4:00 PM  MIDLO
Fee: $279

ADA Compliance Essentials for MS Documents
Sep 15  T 9:00 AM - 4:00 PM  MIDLO
Fee: $129

IT FOUNDATIONS

Introduction to Artificial Intelligence
Sep 22  T 9:00 AM - 12:00 PM  CH
Fee: $129

PROGRAMMING

18 Week Bootcamp: Back End Software Developer
Sep 14 – Feb 5  M - F 8:00 AM - 5:00 PM  Online
Fee: $3,945

WEB, SOCIAL & MOBILE

Build a (Powerful) Website, Quickly, in WordPress
Oct 8  R 9:00 AM - 4:00 PM  MIDLO
Fee: $279

Advanced WordPress
Dec 2  W 9:00 AM - 4:00 PM  MIDLO
Fee: $279

18-Week Coding Bootcamp
This Back End Software Developer program teaches students the skills needed to enter the industry as a software developer through three courses: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot.
For details visit ccwatraining.org/backend

Class starts September 15
3x less expensive than similar programs!
CUSTOMER SERVICE

Block 1
A Winning Attitude
Sep 17  R 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 2
Commitment to the Customer
Sep 17  R 1:00 PM - 4:00 PM  WDCC
Fee: $99

Block 3
Grammar and Enunciation
Oct 7  W 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 4
Oral Communication
Oct 7  W 1:00 PM - 4:00 PM  WDCC
Fee: $99

Block 5
Phone Power
Oct 21  W 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 6
Active Listening Skills
Oct 21  W 1:00 PM - 4:00 PM  WDCC
Fee: $99

Block 7
Problem-Solving Techniques
Nov 2  M 9:00 AM - 12:00 PM  MIDLO
Fee: $99

Block 8
Confidence with Difficult Customers
Nov 2  M 1:00 PM - 4:00 PM  MIDLO
Fee: $99

Block 9
Managing Job Stress
Dec 1  T 9:00 AM - 12:00 PM  MIDLO
Fee: $99

Block 10
Exceeding Customer Expectations
Dec 1  T 1:00 PM - 4:00 PM  MIDLO
Fee: $99
CERTIFICATIONS

National Retail Certification in Customer Service & Sales
Sep 16 – Oct 5  MWF 1:00 PM - 5:00 PM  Online
Oct 5 – Nov 2  M 9:00 AM - 4:00 PM  MIDLO
Sep 26 – Nov 21  S 9:00 AM - 1:00 PM  Online
Nov 5 – Dec 17  TR 6:30 PM - 9:30 PM  Online
Fee: $840*

COMMUNICATIONS

Business Writing for Professionals
Sep 18  F 9:00 AM - 4:00 PM  Online
Fee: $249

Grammar Workshop
Oct 9  F 9:00 AM - 1:00 PM  Online
Fee: $199

What It Takes to Run Great Virtual Meetings
Sep 10  R 9:00 AM - 12:00 PM  Online
Fee: $129

LEADERSHIP AND MANAGEMENT SKILLS

Change Management
Sep 16  W 9:00 AM - 4:00 PM  WDCC
Fee: $249

Maximizing Employee Engagement
Oct 13  T 9:00 AM - 4:00 PM  WDCC
Fee: $249

Teambuilding Strategies
Sep 23  W 9:00 AM - 4:00 PM  WDCC
Fee: $249

Time Management & Balancing Today’s Priorities
Sep 9  W 9:00 AM - 4:00 PM  MIDLO
Fee: $249

Understanding Yourself and Others: An Introduction to the MBTI
Oct 1  R 9:00 AM - 12:00 PM  MIDLO
Fee: $199

*Financial support is provided for these courses (above) to all Virginians, subject to availability.

Your Route to Greater Income

CERTIFICATION COURSES + FINANCIAL ASSISTANCE

CCWA is providing the region’s jobseekers with a route to better wages in just weeks or months — instead of years. Our FastForward certification programs will train you for in-demand careers.

Financial aid is available for FastForward programs (at 1/3 of the cost) to all Virginia residents, regardless of income. Classes may be free to those qualifying for financial aid.

To learn more contact us today.

ccwatraining.org/certifications  |  careercoach@ccwa.vccs.edu

MORE THAN 2,000 CREDENTIALS EARNED IN THE PAST YEAR
### BUSINESS U

Business U is an educational course designed for business owners. It helps align personal and business goals and makes important decisions about the security of the business.

#### SPRING COURSES:
- **Sep 22 & 29 / Tuesdays**
- **Oct 22 & 29 / Thursdays**
- **Nov 10 & 17 / Tuesdays**

#### LOCATION:
CCWA Midlothian (see page 19)

#### For more information visit
ccwatraining.org/businessu

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### BUSINESS ADMINISTRATION & MANAGEMENT

#### MANAGING MILLENNIALS
- **Oct 1**
  - **R 1:00 PM - 4:00 PM**
  - **MIDLO**
- **Fee:** $129

#### THINK AGAIN: CRITICAL THINKING SKILLS
- **Oct 22**
  - **R 9:00 AM - 4:00 PM**
  - **MIDLO**
- **Fee:** $249

#### BUSINESS WORKPLACE ETHICS
- **Nov 12**
  - **R 9:00 AM - 12:00 PM**
  - **WDCC**
- **Fee:** $129

#### EFFECTIVE DECISION MAKING
- **Sep 18 & 25**
  - **F 9:00 AM - 12:00 PM**
  - **Online**
- **Fee:** $249

#### MANAGING PERFORMANCE
- **Nov 18**
  - **W 9:00 AM - 4:00 PM**
  - **MIDLO**
- **Fee:** $249

#### MAKING THE MOVE TO SUPERVISOR
- **Oct 2 & 9**
  - **F 2:00 PM - 5:00 PM**
  - **Online**
- **Fee:** $249

#### CONSTRUCTIVE CONFLICT RESOLUTION
- **Nov 6**
  - **F 9:00 AM - 4:00 PM**
  - **Online**
- **Fee:** $249

#### DEVELOP AN ARTIFICIAL INTELLIGENCE BUSINESS STRATEGY
- **Oct 22**
  - **R 9:00 AM - 12:00 PM**
  - **CH**
- **Fee:** $129

#### 5 THINGS MANAGERS OF NEWLY REMOTE TEAMS MUST DO
- **Sep 29**
  - **T 9:00 AM - 12:00 PM**
  - **Online**
- **Fee:** $129

### PROJECT MANAGEMENT

#### PROJECT MANAGEMENT (PMP) PREP COURSE
- **Sep 9 – Nov 11**
  - **W 6:00 PM - 9:30 PM**
  - **MIDLO**
- **Fee:** $1,395

#### PROJECT MANAGEMENT: BUILDING HIGH-PERFORMANCE TEAMS
- **Sep 18 & 25**
  - **F 9:00 AM - 12:00 PM**
  - **Online**
- **Fee:** $269

### SPECIALIZED TRAINING

#### EMPLOYMENT LAW
- **Dec 3**
  - **R 9:00 AM - 4:00 PM**
  - **MIDLO**
- **Fee:** $249

#### HOW TO CONDUCT AN INTERNAL INVESTIGATION
- **Dec 9**
  - **W 9:00 AM - 4:00 PM**
  - **WDCC**
- **Fee:** $249

#### WORKING IN A MULTI-GENERATIONAL TEAM
- **Oct 19**
  - **M 9:00 AM - 4:00 PM**
  - **Online**
- **Fee:** $269

#### STAYING FOCUSED WHILE WORKING FROM HOME: WHERE’S THE BALANCE?
- **Sep 10**
  - **R 2:00 PM - 5:00 PM**
  - **Online**
- **Fee:** $129

### WRITING AND GRANTS

#### GRANT PROPOSAL WRITING 101
- **Oct 23**
  - **F 9:00 AM - 4:00 PM**
  - **Online**
- **Fee:** $269

#### GRANTS MANAGEMENT 101
- **Nov 13**
  - **F 9:00 AM - 4:00 PM**
  - **Online**
- **Fee:** $269

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For more information visit ccwatraining.org/businessu
When your goals include increasing productivity, improving employee performance and engagement, streamlining work flow and maximizing profits, CCWA can help you achieve big results.

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

To learn more, call 804-523-2292 or visit ccwatraining.org/customtraining
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.

**FastForward Programs with Tuition Assistance Include:**

**Business and Career Training**
- Customer Service & Sales Certification
- Teacher Licensure Through EducateVA

**Health Care**
- Clinical Medical Assistant
- Nurse Aide Program
- Medical Coding
- Pharmacy Technician
- Emergency Medical Technician Program (EMT)

**Pay Only One-Third of the Cost for Short-Term Training That Gets You to Work**

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

TRADES AND MANUFACTURING

- Commercial Driver’s License (CDL)
- Manufacturing Technician 1 (MT1) — Dual credential w/ Manufacturing Specialist (MS)
- 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 Lean Practitioner

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

Schedule your orientation today!
Go to ccwatraining.org/certifications
CONSTRUCTION AND CONTRACTOR

NCCER Core Introductory Craft Skills
Oct 20 – Dec 8  TW 5:30 PM - 10:00 PM  WDCC
Oct 20 – Dec 8  TW 5:30 PM - 10:00 PM  JS
Fee: $1,098*

NCCER HVAC Level 1
Sep 10 – Nov 18  MWF 5:30 PM - 10:00 PM  WDCC
Dec 9 – Mar 2  TW 5:30 PM - 10:00 PM  WDCC
Fee: $1,698*

NCCER Electrical Level 1
Sep 10 – Nov 18  MWF 5:30 PM - 9:00 PM  JS
Dec 9 – Mar 2  TW 5:30 PM - 9:00 PM  JS
Fee: $1,500*

NCCER Heavy Equipment Operator Level 1
Sep 22 – Dec 16  TWR 5:30 PM - 10:00 PM Hybrid
Fee: $2,748*

MANUFACTURING AND LOGISTICS

Lean Practitioner Certification
Oct 6 – 29  TR 9:00 AM - 12:00 PM  CH
Fee: $1,200*

Manufacturing Technician Level 1 Certification
Sep 14 – Nov 4  MTWR 5:30 PM - 8:30 PM  CH
Nov 16 – Dec 16  MTWR 8:00 AM - 3:00 PM  CH
Fee: $816*

Certified Logistics Associate (CLA)
Sep 15 – 29  TWR 9:00 AM - 4:00 PM  CH
Nov 2 – 13  M - F 5:30 PM - 8:30 PM  CH
Fee: $900*

Certified Logistics Technician (CLT)
Oct 1 – 20  TWR 9:00 AM - 4:00 PM  CH
Nov 16 – Dec 16  M - F 5:30 PM - 8:30 PM  CH
Fee: $1,200*

SAFETY

OSHA 10-Hour Training Certification for General Industry
Oct 19 & 20  MT 12:00 PM - 5:00 PM  WDCC
Fee: $249

Forklift Operator Training
Sep 22  T 1:30 PM - 5:30 PM  WDCC
Oct 14  W 1:30 PM - 5:30 PM  WDCC
Nov 11  W 1:30 PM - 5:30 PM  WDCC
Fee: $125

OSHA 30-Hour Training Certification for General Industry
Oct 19 & 20  MT 8:30 AM - 4:30 PM  CH
Fee: $595

*Financial support is provided for these courses (above) to all Virginians, subject to availability.

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
Earn Yours in October: Lean Practitioner Certification

- Valuable in many industries including manufacturing, logistics, healthcare and business
- Develop Lean principles, methods, and tools in the field
- Learn the practical application of Lean and process improvement
- Endorsed by the Virginia Manufacturers Association
- Online, instructor-led sessions
- FastForward (discounted) class
- Class begins October 6

For more information visit ccwatraining.org/lean

HEAVY EQUIPMENT OPERATOR

Get moving in less than three months with HEO certification

- Learn to operate excavators, loaders, bulldozers and more
- Hands-on training using simulators
- Endorsed by state and local contractors associations
- Grants and scholarships available
- Guaranteed interviews with hiring companies
- FastForward (discounted) class
- Class begins September 22

For more information visit ccwatraining.org/heo

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 or contact Dana Newcomer at dnewcomer@ccwa.vccs.edu or 804-706-5182.
HEALTH CARE

CLASS LOCATIONS — details on page 19

CAREER PREP

Medical Terminology and Back to School Brush-up
Oct 6 – Nov 17  TR 6:00 PM - 8:30 PM  Online
Fee: $750

CERTIFICATIONS

Clinical Medical Assistant
Sep 8 – Dec 8  TR 6:00 PM - 10:00 PM & S 9:00 AM - 4:30 PM  Online
Fee: $3,267*

Nurse Aide Program
Dates to be announced
Fee: $2,337*

MEDICAL OFFICE

Medical Coding - Certified Professional Coder
Sep 15 – Dec 17  TR 6:00 PM - 9:30 PM  MIDLO
Sep 9 – Dec 21  MW 1:00 PM - 4:00 PM  Online
Sep 9 – Dec 21  MW 6:00 PM - 9:00 PM  Online
Fee: $2,850*

PHARMACY

Pharmacy Technician Program
Sep 14 – Nov 13  M - F 8:00 AM - 5:00 PM  Online
Oct 2 – Dec 11  M - F 8:00 AM - 5:00 PM  Online
Fee: $1,599*

*Financial support is provided for these courses (above) to all Virginians, subject to availability.

Emergency Telecommunicator Certification

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.

Sep 21 – Oct 2  M - F 5:30 PM - 9:30 PM
Sep 28 – Oct 9  M - F 1:00 PM - 5:00 PM
Oct 20 – Nov 19  TR 1:00 PM - 5:00 PM
Nov 5 – Dec 8  TR 5:30 PM - 9:30 PM
Fee: $349

More Information: 804-706-5180

EMPLOYERS:
How can you identify the skill levels of job applicants and employees?
CCWA offers nationally-recognized certification assessments to demonstrate job readiness and technical skills. Get fast and accurate results to determine your skill levels and areas to improve.

For information visit ccwatraining.org/assessments

JOB SEEKERS:
How can you improve your personal career prospects?
Professional Education and Training

CLASS LOCATIONS — details on page 19

Truck Driver Training (CDL)

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

WEEKDAY TRAINING
Monday – Friday

Classes meeting in Chester:
Aug 31 - Oct 9
Sept 14 - Oct 23
Sept 28 - Nov 6
Oct 12 - Nov 20
Oct 26 - Dec 6
Nov 9 - Dec 18
Sept 14 - Oct 8, 2021
Sept 28 - Nov 6
Oct 12 - Nov 20
Dec 7 - Jan 22, 2021
Dec 28 - Feb 5, 2021

WEEKEND TRAINING
Saturday & Sunday

Classes meeting in Chester:
Aug 22 - Dec 13
Oct 3 - Jan 31, 2021
Nov 9 - Mar 7, 2021

Class meeting in Goochland:
Nov 16 – Dec 18

Fee: $4,500*

*Financial support is provided for these courses (above) to all Virginians, subject to availability.

NEED A CLASS?
Ask us about custom training and consulting.

804-523-2292
ccwatraining.org/customtraining

WORKFORCE WEDNESDAYS WEBINARS

Complimentary webinars held online on Wednesdays, 10:00 AM to 11:00 AM.

WordPress  Sep 16
Introduction G(Google) Suite Training  Oct 14
Conflict Resolution  Nov 4
Artificial Intelligence in 60 Minutes  Nov 18

Register at ccwatraining.org
Registered participants will receive login instructions by email.
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 five 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.

**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:** Sept 16 | Oct 21 | Nov 18 | Dec 16

**FREE WEBINAR:**

**DEADLINE:** NOVEMBER 6

**FOR COHORT STARTING SPRING 2021**

To learn more, visit the website today.

educateva.com
CCWA ONLINE TRAINING

Career-building certification courses and professional development are just a click away.

4-WEEK TECHNOLOGY SERIES

All courses meet Fridays, October 9 - 30

Introduction G (Google) Suite Training Workshops
F 9:00 AM - 10:00 AM / $199

Excel Overview Workshop Series
F 10:30 AM - 11:30 AM / $199

Word-Power Formatting and Automating Tasks Workshop
F 1:00 PM - 2:00 PM / $199

Microsoft Office Tips Workshop Series
F 2:30 AM - 3:30 PM / $199

MANAGEMENT COURSES

What It Takes to Run Great Virtual Meetings
Sep 10 / R 9:00 AM - 12:00 PM / $129

Staying Focused While Working from Home: Where’s the Balance?
Sep 10 / R 2:00 PM - 5:00 PM / $129

5 Things Managers of Newly Remote Teams Must Do
Sep 29 / T 9:00 AM - 12:00 PM / $129

Making the Move to Supervisor
Oct 2 & 9 / F 2:00 PM - 5:00 PM / $249

Effective Decision Making
Sep 18 & 25 / F / $249

Project Management: Building High-Performance Teams
Sep 18 & 25 / F 9:00 AM - 12:00 PM / $249

Working in a Multi-Generational Team
Oct 19 / M 9:00 AM - 4:00 PM / $269

Constructive Conflict Resolution
Nov 6 / F 9:00 AM - 4:00 PM / $249

Learn more at unlockyournext.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.

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<td>Change Management Skills 9/8 $195</td>
<td>Beginning Conversational Spanish 9/8 $290</td>
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<td>Change in the Workplace 10/5 $195</td>
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<td>Advanced Six Sigma Green Belt 11/2 $195</td>
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<td>Managing Productivity 11/2 $245</td>
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<td>The Teen Brain 9/8 $195</td>
<td>How Programming Works 9/8 $195</td>
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<td>Introduction to Coding 9/8 $195</td>
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<td>Gender in the Classroom 10/5 $145</td>
<td>Introduction to Power BI 9/8 $195</td>
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<td>Basic Programming Concepts 10/5 $195</td>
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<td>HTML and CSS Fundamentals 10/5 $245</td>
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Courses run for one month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.
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.

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

We can do the same for you.

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