A PARTNERSHIP OF JOHN TYLER AND REYNOLDS COMMUNITY COLLEGES

JANUARY — JUNE 2019

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page 19

Career Starter Programs
page 22
Community College Workforce Alliance (CCWA) is a workforce development partnership between Reynolds Community College and John Tyler Community College. CCWA has helped thousands of businesses and individuals in the region take their companies and careers to new heights. Whether you want to acquire new job skills for yourself, increase employee productivity at your business, or improve the economic vitality of the Greater Richmond region, you’ve come to the right place.

For more information:
804-523-CCWA (2292)
ccwatraining.org
When your goals include increasing productivity, improving employee performance and engagement, streamlining work flow and maximizing profits, CCWA can help you achieve big results.

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

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.
# Technology

**WDCC Workforce Center | CH Chester | MIDLO Midlothian**

## COMPUTER USE

### Introduction to Basic Computing and the Internet

Want to be computer literate and more familiar with digital technology? If so, the Microsoft Office 2010 Suite class is for you. This class focuses on basic computer concepts, the Windows 7 operating system, Internet Explorer, and the basic components of Microsoft applications. This course can be taken by anyone - a computer novice or computer professional who want to improve their skills on various software applications.

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### Windows and File Management

Whether you are a novice or a more experienced user, this class covers basic to advanced skill levels and will increase your comfort level and knowledge of computers and the Windows 7 environment. There is a strong focus on file management in this class, and students will learn to better understand and manage the files they create and use.

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## BUSINESS APPLICATIONS

### QuickBooks

QuickBooks is a small business financial management class that is tailored for different industries to make business more profitable. In this class, participants will use all the features of QuickBooks to learn how to set up a company, work with chart of accounts, work with lists, inventory, services, bill customers, enter bills, pay bills and work with bank accounts.

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### Advanced QuickBooks

In this course, participants will dive into QuickBooks advanced features including customizing forms, custom fields, memorized transactions and reporting, tracking inventory, job tracking and costing, class tracking, setting up sub items and services, creating budgets and forecasting, developing user accounts and trouble-shooting reconciling discrepancies.

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SharePoint Essentials - Level 1
This course is designed as a comprehensive introduction to SharePoint for the management, aggregation and centralization of enterprise content. Through an intensive case-study, you learn how to create and deploy SharePoint, customize SharePoint sites, and create business workflows to automate organizational processes. Upon completion, students will have a deeper understanding of Document Libraries, Lists, and many other impressive SharePoint features.
Feb 11  M 9:00 AM - 4:00 PM MIDLO
Fee: $279

SharePoint Essentials - Level 2
This class builds upon the lessons learned in SharePoint Level 1. Just to name a few, this class will have students work with slide libraries, PowerPoint integration tools, built-in filtered lists, and permissions. Upon completion, students will have a deeper understanding of Document Libraries, Lists, and many other impressive SharePoint features.
May 11  S 9:00 AM - 4:00 PM MIDLO
Fee: $279

Easy Web Design Tools for Businesses
No website can mean no business. Your website provides information and opportunities for customers to determine if they want to buy from you. Besides, unlike you, your website can work 24-7. Easier said than done, right? Wrong. Even the non-technical and creatively challenged business owner can build a powerful Internet presence. If you don’t have a website or have a bad one - we can help remedy it.
Feb 22  F 9:00 AM - 12:00 PM MIDLO
Fee: $129

Introduction to Visio
Participants will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, students will create network and brainstorming diagrams, set shape properties, and create reports.
Jan 18  F 9:00 AM - 4:00 PM MIDLO
Fee: $269

Microsoft Office 2016

Excel 2016 - Level 1
In this course, participants will learn the basic concepts and skills to be productive with Microsoft Office Excel 2016. Learn how to create, save, share and print worksheets that contain various kinds of calculations and formatting. This course will help you accomplish basic workplace tasks in Excel 2016 and build a solid foundation for continuing your knowledge in Excel.
Jan 29  T 9:00 AM - 4:00 PM WDCC
Mar 6  W 9:00 AM - 4:00 PM MIDLO
Jun 18  T 9:00 AM - 4:00 PM WDCC
Fee: $199

Excel 2016 - Level 2
In this course, participants will discover techniques and tools designed to enhance their formula writing experience, dig more deeply into the Quick Analysis tool, create and edit basic Charts, examine data integration techniques, discover various methods to protect workbook structure and data, work with Grouped Worksheets and Named Ranges, create basic Data Validation rules, and so much more! This course is the next step to mastering Excel!
Mar 20  W 9:00 AM - 4:00 PM WDCC
Fee: $199

Excel 2016 - Level 3
This course is designed for experienced Excel 2016 users featuring advanced Excel features. Topics will include linking and consolidating data across worksheets and workbooks, using lookup functions and auditing formulas, sharing and protecting workbooks, validating and forecasting data, and creating macros.
Apr 18  R 9:00 AM - 4:00 PM MIDLO
Fee: $199

Enhancing Your Presentations: An Introduction to Prezi
This course will provide an introduction to the digital storytelling tool called Prezi. Learning to use Prezi enhances the power of presentations and persuasive storytelling leading to deeper learning outcomes and buy-in. Prezi will change how your presentations are created and delivered. Students will explore the features and potential uses of Prezi and create one in the classroom. Students will also explore the pros and cons of Prezi versus PowerPoint.
Jan 22  T 9:00 AM - 12:00 PM MIDLO
Fee: $119
Excel 2016 Tips and Tricks
Improve spreadsheet skills immediately with this Excel tips, tricks and techniques workshop. Learn the experts’ secrets for using Excel more powerfully and efficiently! Learn keyboard, navigation, and formatting shortcuts.

Mar 28  R 9:00 AM - 4:00 PM  WDCC
May 9  R 9:00 AM - 4:00 PM  WDCC
Fee: $199

Microsoft Project 2016 Level 1
This course is designed to familiarize the participant with the basic features and functions of MS Project 2016. Learn critical knowledge and skills that a project manager needs to create a project plan with Project 2016 during the planning phase of a project.

Mar 18  M 9:00 AM - 4:00 PM  MIDLO
Fee: $279

Microsoft Project 2016 Level 2
In this course, participants will dive into the advanced features of MS Project learning the knowledge and skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project.

Jun 3  M 9:00 AM - 4:00 PM  MIDLO
Fee: $279

OneNote Essentials
This class will introduce you to the Microsoft OneNote program. Learn to explore the window, use templates and formatting and integrate Excel and Outlook files.

Feb 15  F 9:00 AM - 1:00 PM  WDCC
Fee: $129

Microsoft Office 2013
Excel 2013 - Level 1
In this course, participants will become familiar with Microsoft® Office Excel®2013 to create spreadsheets and workbooks. In today’s fast-paced environment it is important to make accurate and timely decisions based on data. Excel is a powerful spreadsheet application tool to help in both the business world and personal use.

Jan 18  F 9:00 AM - 4:00 PM  WDCC
Apr 4  R 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2013 - Level 2
Participants will learn to work more efficiently and impressively in Excel by mastering features such as 3-D references, absolute and relative cell addressing, data tables, named ranges, sorting and filtering, restrict data entry, group worksheets, subtotal reports, and work with conditional formatting.

Feb 13  W 9:00 AM - 4:00 PM  WDCC
Fee: $199

Excel 2013 Charts
Learn how easy it is to take the text and numbers in your worksheet and make them visual. Excel charts, or what we called graphs in math class, provide a fast and easy way to create a picture that tells a story about your data. Learn how to craft your own professional charts to identify patterns or trends in your data or for comparison analysis. In this comprehensive course, you will learn the basics of charting as well as advanced charting skills.

Mar 1  F 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2013 Data Management
Learn how to manipulate data in Excel, to query data and to do calculations on databases. Perform custom sorts; use the filter feature to narrow down your list, use database functions to do calculations based on certain criteria.

Apr 30  T 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2013 Formulas
This course will help you take the mystery out of writing formulas. Students will learn how to use formulas to answer real-world data analysis questions, situations, and trouble-shooting. Skills gained also will enhance your formula writing proficiency in other software programs.

Apr 12  F 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2013 Macros & Forms
This class will cover very specific Excel macro scenarios using VBA and how to create and use Forms and Templates in Excel! It is recommended that you have a highly proficient level of experience and comfort with Excel prior to taking this class.

May 22  W 9:00 AM - 4:00 PM  MIDLO
Fee: $199
Excel 2013 Pivot Tables & PowerPivot Tools
The Excel 2013 version has enhanced the traditional Pivot Tables reporting tool by more deeply integrating the PowerPivot tools add-in. Students will learn how to construct and edit Pivot Table reports, as well as use PowerPivot tools to create Pivot Tables from Data Models, build relationships between Data Models to create relational Pivot Tables, use the new PowerPivot DAX language to integrate Calculated Fields in Pivot Tables, and much more!

May 16  R 9:00 AM - 4:00 PM  WDCC
Fee: $199

Excel 2013 Power View Reports & Data Models
This Excel 2013 reporting tool empowers the user to create impressive single-object or multiple-object dashboards, as well as relational-object interactive data and visualization report canvases. Students will also get to use several PowerPivot tools and also create and manipulate Data Models!

May 3  F 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Outlook 2013 Tips & Tricks
Optimize your Outlook skills and elevate yourself to expert status! This class will cover tips, tricks, shortcuts, and many advanced level features of Outlook. Topics covered include Email, Contacts, Calendar Navigation, Tasks and Notes.

Jan 25  F 9:00 AM - 4:00 PM  WDCC
Fee: $199

Microsoft Office 2010
Access 2010 - Level 1
Become familiar with the Access window, navigation pane, ribbon and Office button. Learn how to create, edit, and save tables and queries, as well as use filters, sort, data types, field properties, and create basic calculations and criteria in select queries, multi-table queries, and totals and parameter queries.

Feb 19  T 9:00 AM - 4:00 PM  MIDLO
Fee: $249

Excel 2010 - Level 1
Become familiar with the Excel 2010 window and learn how to open, create, edit, format, save and close Excel worksheets/workbooks. Students also will learn how to write basic formulas and use features in Microsoft Excel 2010.

Jan 10  R 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2010 - Level 2
Learn to work more efficiently and impressively in Excel by mastering features such as creating 3-D references, functions, named ranges, charts, page breaks and worksheets. Students also will learn how to customize the Quick Access Toolbar.

Feb 21  R 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2010 - Level 3
Learn to use some of Excel’s incredible database functions including creating impressive Subtotals and PivotTable reports. Students also will learn how to record Macros and how to protect their data.

Mar 26  T 9:00 AM - 4:00 PM  MIDLO
Fee: $199

PowerPoint 2010 - Level 1
Become familiar with the PowerPoint window, ribbon and Office button. Learn how to create, edit, and save presentations, work with slide themes and quick styles, use installed templates and themes, insert headers and footers, and work with some graphics tools.

Apr 2  T 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Word 2010 - Level 1
Become familiar with the Word window and learn how to open, create, edit, format, save, and close Word documents, as well as use features such as the Office button, ribbon, page layout, page setup, page breaks, spell check, thesaurus, and SmartTags.

Feb 26  T 9:00 AM - 4:00 PM  WDCC
Fee: $199
**CERTIFICATIONS**

**CompTIA A+**
CompTIA A+ is an internationally recognized certification that many employers consider a prerequisite for entry-level IT employment. A+ certification signifies that the individual is capable of performing tasks such as installation, configuration and troubleshooting of common PC systems. This practical hand-on class will prepare students with key terminology and concepts needed to pass the certification exam, all in a condensed format for rapid retention.

Mar 2 – 30  S 9:00 AM - 5:00 PM  WDCC  
Fee: $2,300

**CompTIA Security+**
This course is intended for students wishing to prepare for the CompTIA Security+ Certification Exam. The qualification is aimed primarily at networking professionals, but because security is vital to all levels and job roles within an organization, it will also benefit PC support analysts, application developers and senior managers in accounting, sales, product development and marketing. This practical hand-on class will prepare students with key terminology and concepts needed to pass the certification exam, all in a condensed format for rapid retention.

Apr 30 – May 23  TR 6:00 PM - 10:00 PM  WDCC  
Fee: $1,500

**Certified Information System Security Professional (CISSP)**
This course will provide a framework to prepare for the CISSP certification while offering a work-related methodology to the security process. This course is intended for experienced IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals, who are pursuing CISSP training and certification to acquire the credibility and mobility to advance within their current computer security careers or to migrate to a related career.

Apr 27 – May 25  S 9:00 AM - 5:00 PM  WDCC  
Fee: $2,995

**CREATIVE SOFTWARE**

**Introduction to Adobe InDesign**
This program is designed for participants who want to use the basic tools and features of Adobe® InDesign for creating professional page layout and designs. Gain the practical skills needed to give documents a well-designed professional look, whether it be in print or on the web.

Mar 19  T 9:00 AM - 4:00 PM  MIDLO  
Fee: $279

**Intermediate Adobe InDesign**
This follow-up to the introductory course is designed for participants who want to become more proficient with text editing, document setup, and using color. Participants will learn how to import and edit text, add special characters, setup alternative layouts and templates, use object libraries and snippets, create tints, gradient swatches, and vector paths, create tables and much more!

May 1  W 9:00 AM - 4:00 PM  MIDLO  
Fee: $279
WEB, SOCIAL & MOBILE

Build a (Powerful) Website, Quickly, in WordPress

WordPress is one of the easiest and most powerful blogging and website content management systems in existence today. In this class, students will learn to navigate and customize the WordPress work environment (dashboard). Participants will create and format both posts and static pages, learning a little HTML along the way. Participants will incorporate media on pages and posts, and add tags to help readers find posts. The class concludes with basic customization of a site by modifying themes and menus, and installation of plug-ins and widgets to further extend the power of WordPress.

Feb 13  W 9:00 AM - 4:00 PM  MIDLO
Jun 20  R 9:00 AM - 4:00 PM  MIDLO

Fee: $279

Advanced WordPress

This course includes an in-depth look at how to format your WordPress site using Cascading Style Sheets (CSS). Different types of styles are discussed as well as how to incorporate Google fonts into the theme for a uniform look across platforms. Participants will then modify their theme to include the custom styles. Learners will also tackle Search Engine Optimization (SEO) techniques, custom navigation menus and how to modify the site's header and footer. Popular widgets and plug-ins will also be covered.

Apr 9  T 9:00 AM - 4:00 PM  MIDLO

Fee: $279

Introduction to HTML and Website Building

Learn the basics of the Hypertext Markup Language (HTML) to create simple XHTML-compliant web pages.

Fee: $279
## COMMUNICATIONS

### Business Writing for Professionals
Learn to write effectively and professionally where the emphasis is on correct, clear, concise, and conversational communication. Improve your ability to write and edit emails and other types of professional communication.

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Fee: $249

### Grammar Workshop
This workshop explores grammar and punctuation rules as they apply to business correspondence. You’ll review the parts of speech, subject-verb agreement, verbs and their tenses, and good sentence structure. You’ll learn rules you’ve forgotten, rules you never learned, and rules that have changed. This workshop is an absolute MUST for anyone who writes or proofs letters, memos, emails, and other business communications.

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Fee: $199

## CUSTOMER SERVICE

### 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.

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Fee: $99

### 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.

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Fee: $99
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.  
Feb 14  R 9:00 AM - 12:00 PM  WDCC  
Fee: $99  

Block 4  
Oral Communication  
Examine your communication skills to better understand how customers and co-workers communicate. Discover how to improve courtesy with better word selection and gather information by asking the right questions.  
Feb 14  R 12:00 PM - 4:00 PM  WDCC  
Jun 27  R 1:00 PM - 4:00 PM  WDCC  
Fee: $99  

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.  
Mar 19  T 9:00 AM - 12:00 PM  MIDLO  
Fee: $99  

Block 6  
Active Listening Skills  
Become an active listener! Take a look at the communication between you and your customers. Learn to listen to your customers and make them feel valued. Enhance your personal skills and leave a lasting impression.  
Mar 19  T 1:00 PM - 4:00 PM  MIDLO  
Fee: $99  

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.  
Apr 11  R 9:00 AM - 12:00 PM  WDCC  
Fee: $99  

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.  
Apr 11  R 1:00 PM - 4:00 PM  WDCC  
Fee: $99  

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.  
May 23  R 9:00 AM - 12:00 PM  WDCC  
Fee: $99  

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.  
May 23  R 1:00 PM - 4:00 PM  WDCC  
Fee: $99
CERTIFICATIONS

National Retail Certification in Customer Service & Sales
This course is designed to capture the core customer service duties for a broad range of entry-level through first-line supervisory positions across sales and service industries. This certification is industry driven helping employers recognize qualified customer service professionals, and define career advancement opportunities.
Feb 25 – Apr 1  M 9:00 AM - 4:00 PM  WDCC
May 1 – Jun 5  W 9:00 AM - 4:00 PM  WDCC
Fee: $840  Financial support is provided for this course to all Virginians, subject to availability.

LEADERSHIP AND MANAGEMENT SKILLS

Change Management
From vision to reality - effective change management is essential for any business leader today. Successful managers must know how to influence multiple stakeholders, enlist team support, align organizational resources, and work through a planned process.
Jan 30  W 9:00 AM - 4:00 PM  WDCC
Jun 18  T 9:00 AM - 4:00 PM  MIDLO
Fee: $249

ADMINISTRATIVE PROFESSIONALS’ SPRING 2019 CONFERENCE

As an Empowered Administrative Professional, join CCWA for this dynamic day of sharing best practices and learning techniques that boost your career and your personal goals.
With development activities led by an exciting lineup of speakers, the event will engage you with new interactive tools and sessions that will equip you with skills and confidence to enhance your professional value — from daily tasks and big projects.
Plan to network with new and seasoned peers, and get ideas and inspiration that give you an edge in your career as an administrative professional.

SAVE THE DATE:

THURSDAY APRIL 25 OR FRIDAY APRIL 26

Visit ccwatraining.org/adminpro for updates.

Register today! Space limited. ccwatraining.org/adminpro
Maximizing Employee Engagement
Top-performing organizations understand that employee engagement drives business outcomes and success to a company’s bottom line. Research shows that engaged employees are more productive, more customer-focused, and more likely to stay with an organization. This workshop will aid participants in understanding the value of employee engagement and the importance of taking ownership in engaging their staff.

Apr 3  W 9:00 AM - 4:00 PM MIDLO
Fee: $249

Teambuilding Strategies
Building a team is an ongoing, adaptive process that is constantly challenged by the forces of change. This workshop provides insights, experiences and materials that enable team leaders to assess needs and determine strategies for promoting progress toward the goal of high performance for the team and its individual members.

Feb 26  T 9:00 AM - 4:00 PM MIDLO
Fee: $249

Time Management & Balancing Today’s Priorities
Gain an understanding of time management techniques to improve your productivity and reduce stress in the workplace. Learn to meet deadlines and prioritize so that nothing slips through the cracks.

Jan 16  W 9:00 AM - 4:00 PM MIDLO
Jun 6  R 9:00 AM - 4:00 PM MIDLO
Fee: $249

Understanding Yourself and Others: An Introduction to the MBTI
Why is it that we find people we click with on the job or in our personal lives? Why do some others seem to annoy us? These are universal questions that have been asked by each generation. The MBTI enables you to identify and understand your tendencies in four areas: where/how you direct your energy (inward or outward); how you collect and communicate data; how you make decisions; and how you live life (flexible or structured). The workshop features fun, focused activities that let you experience Type in action. Understanding others will enable you to utilize and appreciate their tendencies while understanding your tendencies will enable you to use them effectively and avoid interpersonal land mines.

Feb 15  F 9:00 AM - 12:00 PM MIDLO
Fee: $199

Managing Millennials
Who are the Millennials and how do we manage their expectations while maintaining high performing organizations? Next year (2020), Millennials are expected to make up more than half of the workforce. They are the newest generation to enter the labor market, arriving with their distinct ideas about what they expect from their jobs. They are our future leaders and our next generation of revenue- generators. Learn how to engage and maximize this generation’s strengths and contributions to your organization.

Feb 15  F 1:00 PM - 4:00 PM MIDLO
May 16  R 9:00 AM - 12:00 PM WDCC
Fee: $129
Think Again: Critical Thinking Skills
Feeling overwhelmed? What if you could learn a process for thinking to make better decisions and create better solutions? Learn hands-on techniques to generate breakthrough ideas and solve your most pressing problems. In this course, you’ll discover how to ask the right questions, challenge assumptions, and see others’ viewpoints with clarity.

Mar 1  F 9:00 AM - 4:00 PM  WDCC
Jun 19  W 9:00 AM - 4:00 PM  MIDLO

Fee: $249

Business Workplace Ethics
Today’s managers must be aware of ethical issues in order to better prepare for situations that may arise where tough decisions have to be made. Having the appropriate training in business ethics can help instill trust in the organization, its employees and influence public opinion toward the company. Organizations that understand and practice proper ethical behaviors attract talent who are actively seeking employers with high morals and values.

Feb 6  W 9:00 AM - 12:00 PM  WDCC
Jun 27  R 9:00 AM - 12:00 PM  MIDLO

Fee: $129

Sensitivity in the Workplace
As the workforce continues to diversify, many organizations identify sensitivity and respect as core competencies for success. In this class you will focus on how to be more sensitive when addressing differences with co-workers and enhance respectful behavior competencies within your organization.

Feb 13  W 9:00 AM - 1:00 PM  WDCC

Fee: $129

Making the Move to Supervisor
This workshop serves to establish a shared belief system for what constitutes supervisory responsibilities. For experienced managers, this class allows participants to identify missed opportunities in establishing their supervisory relationships, so that the more experienced supervisors can build onto what they already have accomplished. For new supervisors, this session allows participants to start their management assignments with a realistic preview of what is to come and what they need to immediately start doing as supervisors.

Apr 8  M 9:00 AM - 4:00 PM  WDCC

Fee: $249
Constructive Conflict Resolution
Conflict is part of our daily lives; however, it can be a growth opportunity. With the right tools and frame of mind, you can resolve conflicts in a way that benefits everyone involved. Once people understand conflict and how to more effectively manage it, fear and avoidance can disappear, while personal growth and productivity expand. This workshop covers more productive conflict resolution techniques, starting with how to identify your own conflict reaction style through creating conflict solutions that all parties can support. The approach calls for conflict to be viewed as a unique problem solving opportunity, in which a variety of tools can help maintain that focus.

Apr 5  F 9:00 AM - 4:00 PM  MIDLO
Fee: $249

PRESENTATION SKILLS
Effective Presentations
In this 2-day workshop, participants will learn techniques for creating effective professional presentations. Day 1 includes analyzing your audience, clarifying your ideas and information, providing structure, and creating visual aids. Day 2 focuses on using techniques to make your message clear and engage your audience, tips for working effectively with visual aids, and multiple opportunities to practice your delivery.

May 9 & 10  RF 9:00 AM - 4:00 PM  WDCC
Fee: $449

PROJECT MANAGEMENT
Project Management (PMP) Prep Course
The Project Management Preparation (PMBOK 6th Edition) course is interactive and provides practical application of the methodology. The approach consists of instructor-led reviews, practice exams, and realistic hands-on exercises. Participants will focus on the key terms, tools and techniques, calculations and principles required to pass the PMP exam.

Mar 25 – 29  MTWRF 8:00 AM - 5:00 PM  MIDLO
Feb 13 – Apr 24  W 6:00 PM - 9:30 PM  MIDLO
Fee: $1,395

Project Management
In this course, the participants will learn how to successfully plan, manage and deliver projects with limited resources. Participants will also learn how to implement project management processes and techniques while developing practices that are aligned with internal standards and best practices.

Jun 21  F 9:00 AM - 4:00 PM  WDCC
Fee: $269

Project Management: Building High-Performance Teams
The Project Management: Building High-Performance Teams course focuses on leveraging project leadership best practices to gain the knowledge and skills needed for motivating diverse teams to work together effectively. The importance of team building is frequently underestimated or even overlooked. An ability to form an effective team is identified as one of the most important key competences of a successful project manager. The project manager’s role is to optimize efficiency for successful customer delivery.

Mar 8  F 9:00 AM - 4:00 PM  WDCC
Fee: $269

Project Risk Management: A Scalable Approach
The Project Risk Management course is intended to result in the effective management of project risks and opportunities during the entire project life cycle - from project inception to completion. In such an environment, project teams work together through each phase of project delivery to manage risks with accountability check points.

May 3  F 9:00 AM - 4:00 PM  MIDLO
Fee: $269
Medical Coding - Certified Professional Coder

This program will introduce class participants to the basic principles of coding for outpatient and physician services. Instruction will include: beginning through advanced CPT coding. It will cover information about anatomy, terminology, and various procedures, as well as demonstrations and examples on how to code each service in the CPT book. This course will prepare participants to sit for the AAPC, formerly American Academy of Professional Coders, Certified Professional Coder (CPC) exam.

Note: Class fee includes books and CPC exam. Exam must be taken within 120 days of class completion. The course fee does not include AAPC membership.

Feb 21 – May 21  TR 6:00 PM - 9:30 PM MIDLO
Fee: $2,850  Financial support is provided for this course to all Virginians, subject to availability.

Pharmacy Technician Program

This program will prepare participants to enter the pharmacy field and to pursue certification including the Pharmacy Technician Certification Board’s PTCB exam. The need for Pharmacy Technicians continues to grow with demand expected to increase substantially in the next few years. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This high demand for pharmacy technicians is the result of a multitude of factors including the constant availability of new drugs, the national shortage of registered pharmacists, the establishment of certified pharmacy technicians, and the aging population.

Mar 13 – May 1  MW 6:00 PM - 9:30 PM WDCC
Fee: $1,599  Financial support is provided for this course to all Virginians, subject to availability.

Nurse Aide Program

This program will prepare the participant for a career in the nursing field. Training will focus on the improvement and enhancement of quality of life for long-term care residents and introduce the growing need in long-term care.

See website for schedule details.

Fee: $2,298  Financial support is provided for this course to all Virginians, subject to availability.
ON THE FRONT LINES OF SAVING LIVES

The Community College Workforce Alliance has joined forces with John Tyler’s Department of EMS Education to provide nationally-recognized continuing education programs.

Recognized by the American Heart Association and the National Association of EMTs, these courses will allow healthcare practitioners to advance their careers — working in communities across the region to assist those in need of responsive medical assistance.

Visit ccvatraining.org/ems for more information.

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

JOB SEEKERS: How can you improve your personal career prospects?

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 ccvatraining.org/assessments

EMS COURSES & CERTIFICATIONS

- Prehospital Trauma Life Support
  Jan 18 | $200
- EMS Safety
  Jan 26 | $60
- Advanced Cardiac Life Support
  Feb 2 | $200
- Pediatric Advanced Life Support
  Mar 2 | $200
- Advanced Medical Life Support
  Mar 20 | $200
- Emergency Vehicle Operations Course
  Mar 21 & 22 | $100
CERTIFICATIONS

Certified Logistics Associate (CLA)
The Certified Logistics Associate (CLA) training prepares an individual for entry level logistics based positions. Upon completion of the CLA training, individuals will sit for the CLA exam. The CLA program covers a wide range of skills necessary for success in the logistics industry. Through this program, individuals will cover safety, quality control, supply chain management, receiving, storage, communication, and many other valuable skills.

Feb 12 – 27 TWR 6:00 PM - 9:00 PM MIDLO
Apr 29 – May 9 MTWR 6:00 PM - 9:00 PM MIDLO

Certified Logistics Technician (CLT)
The Certified Logistics Technician (CLT) program is designed to meet the growing employment demands of the logistics industry. Participants in this training will demonstrate mastery of the core competencies of material handling at the front-line (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CLT certification program is to raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company’s productivity and competitiveness. The CLA Certification is a pre-requisite to attend this training.

Mar 12 – Apr 3 TWR 6:00 PM - 9:00 PM MIDLO
May 20 – Jun 6 MTWR 6:00 PM - 9:00 PM MIDLO

Fee: $900 Financial support is provided for this course to all Virginians, subject to availability.

Fee: $1,200 Financial support is provided for this course to all Virginians, subject to availability.
Manufacturing Technician Level 1 (MT1) Certification
This certification program was developed to meet the growing employment demands of the manufacturing industry. The MT1 program addresses the core industry-wide skills standards required for skilled production occupations in all sectors of manufacturing. The core competency areas certified are: (1) Math and Measurement, (2) Spatial Reasoning and Manufacturing Technology, and (3) Quality and Business Acumen. The purpose of the MT1 certification program is to document individuals’ mastery of the critical competencies required for modern manufacturing production and production-related occupations.

Jan 14 – Feb 13  MTWR 5:30 PM - 8:30 PM CH
Mar 5 – Apr 11  TWR 6:00 PM - 9:00 PM CH
May 7 – Jun 18  TWR 5:30 PM - 8:30 PM CH

Fee: $2,400

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

CONSTRUCTION AND CONTRACTOR

Basic Contractor Business Licensing Course
This course is recognized by the Department of Professional and Occupational Regulation (DPOR) as meeting the requirements for pre-licensure or remedial education. Course material includes a manual with a sample contract, legal forms, and all the posters required by state and federal agencies. This course is intended for first-time applicants for a Class C, B or A license or changing a business type.

Feb 2  S 8:00 AM - 5:00 PM  WDCC
Apr 6  S 8:00 AM - 5:00 PM  WDCC

Fee: $199

Open Doors with Industry Credentials.
The Greater Richmond and Crater region job markets are 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.

Programs include:
• Manufacturing Technician 1 (MT1)
  Dual credential w/ Manufacturing Specialist (MS)
• Certified Logistics Technician
  Dual credential w/ Certified Logistics Associate
• Commercial Driver’s License (CDL)
• VDOT - Construction Inspector Series
• Customer Service & Sales Certification
• NCCER Core Construction
• Clinical Medical Assistant
  Triple credential w/ Phlebotomy and EKG
• Certified Nurse Aide
• Phlebotomy Technician
• EKG Technician
• Medical Coding
• Pharmacy Technician

For more information visit ccwatraining.org/certifications
Electrical Code Update Course
This class is a three-hour course that presents information regarding significant changes that comprise the 2014 National Electrical Code (NEC).
Feb 12  T 6:00 PM - 9:00 PM WDCC
Apr 16  T 6:00 PM - 9:00 PM WDCC
Fee: $225

Fuel Gas Code Update Course
This class is a one-hour course that presents essential information regarding significant changes to the 2015 International Fuel Gas Code (IFCG).
Feb 16  S 8:00 AM - 9:00 AM WDCC
Apr 20  S 8:00 AM - 9:00 AM WDCC
Fee: $75

Plumbing Code Update Course
This class is a three-hour course that presents information regarding significant changes in the 2015 International Plumbing Code (IPC) and the International Residential Code (IRC).
Feb 16  S 9:15 AM - 12:15 PM WDCC
Apr 20  S 9:15 AM - 12:15 PM WDCC
Fee: $225

Mechanical Code Update Course
This class is a three-hour course that presents essential information regarding significant changes to the 2015 International Mechanical Code (IMC).
Feb 16  S 1:15 PM - 4:15 PM WDCC
Apr 20  S 1:15 PM - 4:15 PM WDCC
Fee: $225
SAFETY

OSHA 10-Hour Training Certification for General Industry
OSHA 10-Hour General Industry training teaches safety awareness and helps each worker recognize and reduce the risks of jobsite hazards. This OSHA hazard recognition course covers general industry hazards not specific to those working construction-only jobs and is intended as an orientation to OSHA standards. Workers taking general industry OSHA courses usually have jobs related to health care, factory, warehouse, manufacturing, storage and more. OSHA recommends workplace safety training for a safe and healthful work environment.

Mar 21 & 22 RF 12:00 PM - 5:00 PM WDCC
Jun 19 & 20 WR 12:00 PM - 5:00 PM WDCC

Fee: $249

Forklift Operator Training
This certification training course applies to anyone who will operate a sit-down Powered Industrial Truck (commonly known as forklifts). This course will cover all training information required by OSHA. Upon successful completion of the course and testing, the candidate will receive a training manual, wallet size permit and wall certificate valid in Virginia.

Jan 10 R 4:00 PM - 8:00 PM WDCC
Feb 2 S 9:00 AM - 1:00 PM WDCC
Mar 15 F 4:00 PM - 8:00 PM WDCC
Apr 27 S 9:00 AM - 1:00 PM WDCC
May 22 W 4:00 PM - 8:00 PM WDCC
Jun 1 S 9:00 AM - 1:00 PM WDCC

Fee: $125

PYROTECHNICS/BLASTER
Exams offered by CCWA in partnership with the Virginia Fire Marshal
Information: 804-523-2292

Materials and Inspector Certification Courses are available year-round with statewide offerings.
Inspector Courses are offered at a discounted rate (66% off) for all Virginia residents through the FastForward/Workforce Credential Grant (subject to availability).
Custom dates for on-site courses are available upon request.

For more information, visit ccwatraining.org/VDOT or call the CCWA VDOT Hotline at 804-523-2290
Train for an in-demand job in just weeks (not years).

Beginning January 2019, CCWA and regional workforce partners will launch FREE job training programs for entry into jobs in health care, construction and trades, manufacturing, warehousing and distribution.

Each program includes:

• FREE Tuition, Fees, and Supplies
• FREE Career Coaching
• FREE GED Preparation (if needed)
• FREE Certification Preparation and Testing
• FREE Employability Skills Training
• FREE Digital Literacy Instruction
• FREE Work-Site Visits
• FREE Job Search Assistance

FOR MORE INFORMATION:
Contact CCWA’s Career Coaches at careercoach@ccwa.vccs.edu.
SPECIALIZED TRAINING

Droneology 101: Introduction to Drone Operations
Learn how to utilize unmanned aerial vehicles (UAVs) or unmanned aircraft systems (UASes), commonly known as drones. This workshop is designed for the beginner without a drone or someone who is new to unmanned aerial vehicles (UAVs) for guidance to avoid common novice mishaps.

Apr 29  M 9:00 AM - 4:00 PM  WDCC
Fee: $275

Drone Pilot License Knowledge Test Prep
This two-day program is designed to prepare participants to pass the required FAA aeronautical knowledge exam to qualify for a license to fly unmanned aerial vehicles. Participants will learn valuable information to safely operate within the law.

May 17 & 18  FS 9:00 AM - 4:00 PM  WDCC
Fee: $525

Truck Driver Training (CDL)
CCWA has launched a quality 20-day Class A training program working with an industry leader in CDL training. This comprehensive program will provide the skills and opportunities needed to be successful in a truck driving career. All classes are held from 8:00 AM to 5:00 PM, and will meet in Chester.

Weekday Training / Monday – Friday:
- Jan 7 – Feb 15
- Jan 21 – Mar 1
- Feb 4 – Mar 15
- Feb 18 – Mar 29
- Mar 4 – Apr 12
- Mar 18 – Apr 26
- Apr 1 – May 10
- Apr 15 – May 24
- April 29 – June 7
- May 13 – June 21
- May 28 – July 5
- June 10 – July 19
- June 24 – Aug 2
- May 13 – June 21

Weekend Training / Saturday & Sunday:
- Jan 5 – Apr 14
- Feb 9 – May 19
- Mar 16 – June 30
- Apr 27 – Aug 4
- June 8 – Sep 1

Fee: $4,500  Financial support is provided for this course to all Virginians, subject to availability.

For more information call 804-733-2670.
ServSafe® Manager

This certification program is designed for managers and is not only nationally recognized, it is the most widely accepted food safety program in the country. As such, it has become a requirement for many local health departments within the Commonwealth of Virginia. The ServSafe® Manager program was developed by the National Restaurant Association Education Foundation to provide training and an understanding of all of the food safety risks faced by restaurant management and offers ways to reduce those risks with a view of keeping businesses, and customers safe. Certification is valid for five years from examination date.

See website for schedule details.

CAREER GROWTH

Adult Learning Theory and Methods (EDUC 2089)

Learn key principles of adult learning, steps to developing course content and materials, instructional methods, creative techniques, and much more. Emphasis will be placed on understanding how adults learn, ways to maximize learning retention, and which methods of training are most effective. You will facilitate a short training session. The target audience is for those who are responsible for delivering training or managing training delivery in the workplace.

See website for schedule details.

Fee: $129

Small Business Startup Workshop Series

Starting your own business can be scary. This 13-module online workshop provides a roadmap to assist you on successfully starting your own business and includes pitfalls to avoid. Modules include business plans, accounting, sales, cash flow, marketing, networking, and hiring. Take this course and be on your way to not only starting a successful business but doing so with peace of mind.

See website for schedule details.

Fee: $249

Grant Proposal Writing 101

This workshop explores the basics of writing proposals for government, corporate, and foundation grants. Participants will learn where to find grants and how to write WINNING proposals in order to become a useful resource in their organization. In addition, you will learn the key components of the standard proposal, as well as how to write from the perspective of a reviewer. No, this workshop is not taught by the “FREE MONEY” guy, but it is a useful resource for anyone in the public or non-profit sector who plans on using grants to further their organization’s mission.

Jun 7  F 9:00 AM - 4:00 PM WDCC

Fee: $269

Grants Management 101

This workshop explores how to plan for and steward government, corporate, and foundation grants. You will learn how to develop annual grant calendars and prospecting tools to help you plan ahead for your organization’s big projects. You will learn what to do after you get a grant, including how to communicate the award and report on its outcomes.

Feb 15  F 9:00 AM - 4:00 PM WDCC

Fee: $269

VDSS Child Care Training

The Division of Child Care and Early Childhood Development of the Virginia Department of Social Services (VDSS) partners with CCWA to offer more than 50 courses for licensed child daycare centers, religiously-exempt child daycare centers, family day homes, certified preschools, Head Start programs, and unregulated providers. All courses for the Early Childhood and School-Age Endorsements are available online.

For more information visit: ccwatraining.org/childcare

24 | PROFESSIONAL EDUCATION AND TRAINING . ccwatraining.org
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.

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

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

Upcoming Webinars:
Jan 16 | Feb 20 | Mar 20 | Apr 17 | May 15 | June 19

To learn more, visit the website today. educateva.com
January 23: WordPress
Although WordPress began as a blogging system, it has rapidly become a very popular and full content management system. Whether you are planning to use WordPress for blogging or for building a full website, you’ll discover enough basics to allow you to get started.

February 27: Excel Pivot Tables
The Excel 2013 version has enhanced the traditional Pivot Tables reporting tool by more deeply integrating the PowerPivot tools add-in. Students will learn how to construct and edit Pivot Table reports, as well as use PowerPivot tools to create Pivot Tables from Data Models, build relationships between Data Models to create relational Pivot Tables, use the new PowerPivot DAX language to integrate Calculated Fields in Pivot Tables, and much more!

March 27: Conflict Resolution
Conflict is a part of our daily lives. We have all experienced conflict in unique and personal ways. However, we must be perceptive enough to understand what roles we ourselves play in managing conflict. In this workshop, participants will better understand and practice the skills and strategies of conflict management and conflict resolution.

April 17: What’s New with MS Office 2016
Learn what’s new with Microsoft Office 2016 with features for easier collaboration and sharing. Excel gets a boost in power, Outlook streamlines everyday tasks, and most applications help you find the command you need. The latest version includes many new productivity, collaboration, and data analysis features.

May 22: Graphic Design Made Simple and Free
Learn how to use the free graphic design application Canva, to easily create beautiful graphics for print and the web.

These complimentary webinars are held online monthly on Wednesday mornings, 10:00 AM to 11:00 AM.

Join us for your personal enrichment — or to build your professionalism.

*Please register online at ccwatraining.org. You will receive login instructions by email the Friday prior and then morning of the webinar.
Summer Youth Camps

CCWA has partnered with industry expert Black Rocket to present unique enrichment programs for youth. We prepare kids for tomorrow. Kids just think it’s cool.

FOR AGES 8 – 12
FEE: $185/WEEK

<table>
<thead>
<tr>
<th>WEEKLY CAMPS</th>
<th>MORNING</th>
<th>AFTERNOON</th>
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<tbody>
<tr>
<td>Monday – Friday</td>
<td>9:00 AM – 12:00 PM</td>
<td>1:00 PM – 4:00 PM</td>
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<tr>
<td>JUNE 24 – 28</td>
<td>App Attack!</td>
<td>Code Breakers</td>
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<td>JULY 8 – 12</td>
<td>Advanced Robotics</td>
<td>Drone Adventures</td>
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<tr>
<td>JULY 15 – 19</td>
<td>Make Your First Video Game!</td>
<td>ROBLOX® Coders &amp; Entrepreneurs!</td>
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<tr>
<td>JULY 22 – 26</td>
<td>Battle Royale: Make Your First Fortnite® Style Video Game</td>
<td>eSports Apprentice - YouTube® Streamers &amp; Gamers</td>
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<tr>
<td>JULY 29 – AUG 2</td>
<td>Minecraft® Modders</td>
<td>Minecraft® Designers</td>
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</tbody>
</table>

Students will be able to upload their work to a website where the students and their parents will have access to monitor progress and make comments. Returning students can create more advanced projects that build on previous years.

Black Rocket’s mission is to help ignite, unleash, and enhance talents through courses that emphasize self-empowerment, cognitive reasoning, and divergent thinking through hands-on learning.

For more information and course descriptions, please visit our website:
ccwatraining.org/stemcamp
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.

### FEBRUARY
*starting February 4*

- Change Management Skills: $195
- Conflict Management: $245
- Improving Email Promotions: $195
- Instagram for Business: $195
- Introduction to Coding: $195
- Introduction to Inbound Marketing: $195
- Introduction to Leading Virtual Teams: $195
- Introduction to Project Management: $195
- Introduction to Six Sigma Green Belt: $195
- Introduction to Social Media: $195
- Introduction to Web Design: $245
- Google Analytics: $195
- Management Boot Camp: $295
- Mastering Computer Skills for the Workplace: $195
- Mastering Microsoft Excel: $195
- Office Operations: $195
- Podcasting: $245

### MARCH
*starting March 4*

- Adobe Photoshop Essentials: $225
- Change in the Workplace: $195
- Collaborative Management: $245
- Customer Service Leadership: $195
- Cyber Security for Managers: $195
- Facebook for Business: $245
- Google Apps for Business: $195
- HTML and CSS Fundamentals: $245
- Intermediate Excel: $195
- Intermediate Six Sigma Green Belt: $195
- Intermediate Web Design: $245
- Leading and Mastering Virtual Meetings: $245
- Marketing Using Social Media: $195
- The Basics of Bookkeeping: $195
- The Business Plan: $195
- YouTube for Business: $245

### APRIL
*starting April 1*

- Business Writing: $195
- Change Management Skills: $195
- Communication with Programmers: $195
- Conflict Management: $245
- Creating Community & Social Change: $195
- Creating High Performance Virtual Teams: $195
- Creative Problem Solving: $195
- Graphic Design for Visual Presentations: $195
- How Programming Works: $195
- Infographics: $195
- Instagram for Business: $195
- Introduction to 3D Printing: $195
- Introduction to Data Analysis: $195
- Introduction to Game Design: $245
- Introduction to Leading Virtual Teams: $195
- Introduction to Project Management: $195
- Introduction to Six Sigma Green Belt: $195
- Introduction to Social Media: $195
- Introduction to Web Design: $245
- Keys to Customer Service: $145
- Law for Non-Lawyers: $195
- Leadership Principles: $145
- Lean Six Sigma: $245
- LinkedIn for Business: $195
- Management Boot Camp: $295
- Managing & Marketing Webinars: $195
- Managing Generations in the Workplace: $175
- Managing Productivity: $245
- Mastering Microsoft Excel: $195
- Podcasting: $245
- Power Selling: $195
- Project Management Knowledge Areas: $195
- Spanish for Medical Professionals: $290
- Strategic Selling with Social Media: $195
- Stress Management: $145
### MAY  
**starting May 6**

<table>
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<tr>
<td>Adobe Photoshop Essentials</td>
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<td>Basic Programming Concepts</td>
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<td>Developing Your Leadership Skills</td>
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<td>Negotiation: Get What You Want</td>
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<td>Photoshop for Presentations</td>
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<td>Productivity eTools</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.

### JUNE  
**starting June 3**

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

Have you ever attended or been employed by a Virginia Community College?

- [ ] No
- [ ] Yes
  VCCS ID ________

Name:

- LAST
- SUFFIX (JR/SR)
- FIRST
- MIDDLE
- MAIDEN NAME

Date of Birth:

- MONTH / DAY / YEAR (EXAMPLE: 5/19/1965)

Gender:  
- Male
- Female

Email Address:

- [ ] Send me the CCWA e-newsletter.
- [ ] Send me the CCWA brochure.

Home Phone:

Home Address:

- STREET
- CITY
- STATE
- ZIP

Business Name:

Business Phone:

Business Address:

- STREET
- CITY
- STATE
- ZIP

How did you hear about CCWA?

- [ ] Please enroll me in the following Community College Workforce Alliance class(es):
  
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<th>COURSE TITLE</th>
<th>DATE</th>
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Method of Payment:

- [ ] Cash
- [ ] Check (make payable to CCWA)
- [ ] Billing Authorization Letter or Purchase Order Number.  
  Company payment is accepted only if an EIN is supplied.  
  Attach the letter of authorization to this application.

  - [ ] MasterCard
  - [ ] VISA

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<th>EXPIRATION MONTH / YEAR</th>
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  SIGNATURE

For registration questions, please call 804-523-2292 or visit ccwatraining.org.
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 30