ELEVATE
YOUR
SKILLS

JANUARY – APRIL 2020

CLASSES . CREDENTIALS . WEBINARS
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
Are you between 18 and 24?

Looking for a good job with a solid future?

With CareerStart you can train for an in-demand job in just weeks.

This program is funded with resources from the federal Workforce Investment and Opportunities Act.

CCWA and regional workforce partners have launched FREE job training programs that provide entry into these job areas:

HEALTH CARE
CONSTRUCTION / TRADES
MANUFACTURING
WAREHOUSING / DISTRIBUTION

Courses offered in Richmond & Petersburg

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

FOR INFO SESSION REGISTRATION:
careercoach@ccwa.vccs.edu | ccwatraining.org/careerstart

This program is funded with resources from the federal Workforce Investment and Opportunities Act.
Technology

CLASS LOCATIONS — details on page 19

COMPUTER USE

Introduction to Basic Computing and the Internet
Jan 14  T 9:00 AM - 4:00 PM  CH
Fee: $199

Windows and File Management
Jan 17  F 9:00 AM - 4:00 PM  MIDLO
Fee: $199

BUSINESS APPLICATIONS

Access 2016 - Level 1
Feb 18  T 9:00 AM - 4:00 PM  MIDLO
Fee: $249

Access 2016 - Level 2
Mar 18  W 9:00 AM - 4:00 PM  WDCC
Fee: $249

Excel 2016 - Level 1
Jan 16  R 9:00 AM - 4:00 PM  WDCC
Feb 4  T 9:00 AM - 4:00 PM  CH
Fee: $199

Excel 2016 - Level 2
Feb 20  R 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2016 - Level 3
Mar 2  M 9:00 AM - 4:00 PM  WDCC
Fee: $199

Excel 2016 Pivot Tables & PowerPivot Tools
Apr 15  W 9:00 AM - 4:00 PM  WDCC
Fee: $199

Excel 2016 Power View Reports & Data Models
Apr 28  T 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2016 Tips and Tricks
Jan 29  W 9:00 AM - 4:00 PM  MIDLO
Apr 10  F 9:00 AM - 4:00 PM  WDCC
Fee: $199

Excel 2016 Formulas
Mar 25  W 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Outlook 2016 Tips & Tricks
Jan 28  T 9:00 AM - 4:00 PM  MIDLO
Fee: $199

Excel 2016 Macros & Forms
Apr 3  F 9:00 AM - 4:00 PM  WDCC
Fee: $199

Excel 2016 Charts
Feb 25  T 9:00 AM - 4:00 PM  CH
Fee: $199

Excel 2016 Data Management
Mar 4  W 9:00 AM - 4:00 PM  WDCC
Fee: $199

Microsoft Project 2016 Level 1
Jan 27  M 9:00 AM - 4:00 PM  MIDLO
Fee: $279

Microsoft Project Level 2
Mar 9  M 9:00 AM - 4:00 PM  MIDLO
Fee: $279

MS Office 2016 Quick Start
Jan 22  W 9:00 AM - 4:00 PM  WDCC
Apr 22  W 9:00 AM - 4:00 PM  CH
Fee: $249

OneNote Essentials
Feb 20  R 9:00 AM - 1:00 PM  WDCC
Fee: $129
### Excel 2013 - Level 1
- Jan 27: M 9:00 AM - 4:00 PM  CH  Fee: $199
- Feb 28: F 9:00 AM - 4:00 PM  WDCC  Fee: $199

### Excel 2013 - Level 2
- Mar 11: W 9:00 AM - 4:00 PM  CH  Fee: $199

### SharePoint Essentials - Level 1
- Feb 28: F 9:00 AM - 4:00 PM  MIDLO  Fee: $279

### SharePoint Essentials - Level 2
- Apr 21: T 9:00 AM - 4:00 PM  MIDLO  Fee: $279

### QuickBooks
- Feb 27 & 28: RF 9:00 AM - 4:00 PM  MIDLO  Fee: $449

### Advanced QuickBooks
- Apr 29 & 30: WR 9:00 AM - 4:00 PM  MIDLO  Fee: $449

### Introduction to Visio
- Jan 31: F 9:00 AM - 4:00 PM  MIDLO  Fee: $279

### Enhancing Your Presentations: An Introduction to Prezi
- Jan 29: W 9:00 AM - 12:00 PM  CH  Fee: $119

### Easy Web Design Tools for Businesses
- Feb 27: R 9:00 AM - 12:00 PM  CH  Fee: $129

### Power BI Desktop Essentials
- Feb 4: T 9:00 AM - 4:00 PM  MIDLO  Fee: $249
- Apr 7: T 9:00 AM - 4:00 PM  MIDLO  Fee: $249

### Introduction to Cloud & Serverless Computing with Amazon Web Services
- Mar 16: M 9:00 AM - 4:00 PM  MIDLO  Fee: $279

### Introduction Server-Side JavaScript (NodeJS) & Serverless Computing
- Mar 30: M 9:00 AM - 4:00 PM  MIDLO  Fee: $279

### Full Stack, Cloud-Based, Web Development - Crash Course
- Apr 8: W 9:00 AM - 4:00 PM  MIDLO  Fee: $279

### CERTIFICATIONS

**CompTIA A+**
- Mar 7 – Apr 4: S 8:30 AM - 5:00 PM  WDCC  Fee: $2,300

**CompTIA Security+**
- Apr 2 – 28: TR 6:00 PM - 10:00 PM  WDCC  Fee: $1,500

**Certified Information System Security Professional (CISSP)**
- Apr 25: S 9:00 AM - 5:00 PM  WDCC  Fee: $2,995

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**CCWA meeting spaces and event services offer:**
- Conference and Meeting Rooms for Groups of All Sizes
- Planning, Registration, and Event Staffing Services
- Complimentary On-Site IT and AV Support
- Free Parking

**NEW**
**at JTCC CHESTER CAMPUS**

**NEW OPEN**
For events, retreats, training sessions and much more!

**LOCATIONS**
- Reynolds Community College Workforce Development & Conference Center
- Parham Road & Downtown Campuses
- John Tyler Community College Chester & Midlothian Campuses

**ccwatraining.org/locations**
- 804-523-2292
### CREATIVe SOFTWARE

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Introduction to Adobe InDesign</td>
<td>Mar 17</td>
<td>T</td>
<td>9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
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<tr>
<td>Intermediate Adobe InDesign</td>
<td>Apr 1</td>
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<td>Adobe Acrobat</td>
<td>Apr 16 &amp; 17</td>
<td>RF</td>
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<td>MIDLO</td>
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<td>ADA Compliance Essentials for MS Documents</td>
<td>Feb 13</td>
<td>R</td>
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**Fee:** $279

### IT FOUNDATIONS

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<td>Introduction to SQL</td>
<td>Apr 20 &amp; 22</td>
<td>MW</td>
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<td>MIDLO</td>
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<tr>
<td>Introduction to Artificial Intelligence</td>
<td>Feb 12</td>
<td>W</td>
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<td>CH</td>
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**Fee:** $279

### WEB, SOCIAL & MOBILE

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<td>Build a (Powerful) Website, Quickly, in WordPress</td>
<td>Mar 5</td>
<td>R</td>
<td>9:00 AM - 4:00 PM</td>
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<td>Advanced WordPress</td>
<td>Apr 21</td>
<td>T</td>
<td>9:00 AM - 4:00 PM</td>
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**Fee:** $279

### PROGRAMMING

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<td>Beginning Python</td>
<td>Feb 5</td>
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<td>9:00 AM - 4:00 PM</td>
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</table>

**Fee:** $279

### AMAZON WEB SERVICES (AWS)

Who could be better than the creators of Amazon Web Services (AWS) — the leader in cloud computing — to teach the subject to you? No one. Amazon will be teaching eight cloud computing bootcamps for CCWA this Spring and each one prepares you for a certification that expands your expertise by role or specialty.

<table>
<thead>
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<tr>
<td>Architecting on AWS</td>
<td>Feb 17 - 20</td>
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<td>Advanced Architecting on AWS</td>
<td>Mar 2 - 4</td>
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<tr>
<td>Developing on AWS</td>
<td>Mar 16 - 19</td>
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<tr>
<td>DevOps Engineering on AWS</td>
<td>Mar 30 - Apr 1</td>
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<tr>
<td>Systems Operations on AWS</td>
<td>Apr 13 - 16</td>
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<tr>
<td>Security Operations on AWS</td>
<td>Apr 27 - 29</td>
</tr>
<tr>
<td>Big Data on AWS</td>
<td>May 11 - 14</td>
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<tr>
<td>Data Warehousing on AWS</td>
<td>May 18 - 21</td>
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</table>

Learn more at ccwatraining.org/AWS
Business Administration and Management

CLASS LOCATIONS — details on page 19

10 Building Blocks for Excellent Customer Service

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

CUSTOMER SERVICE

Block 1
A Winning Attitude
Jan 22  W 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 2
Commitment to the Customer
Jan 22  W 1:00 PM - 4:00 PM  WDCC
Fee: $99

Block 3
Grammar and Enunciation
Feb 12  W 9:00 AM - 12:00 PM  MIDLO
Fee: $99

Block 4
Oral Communication
Feb 12  W 1:00 PM - 4:00 PM  MIDLO
Fee: $99

Block 5
Phone Power
Mar 3  T 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 6
Active Listening Skills
Mar 3  T 1:00 PM - 4:00 PM  WDCC
Fee: $99

Block 7
Problem-Solving Techniques
Mar 31  T 9:00 AM - 12:00 PM  MIDLO
Fee: $99

Block 8
Confidence with Difficult Customers
Mar 31  T 1:00 PM - 4:00 PM  MIDLO
Fee: $99

Block 9
Managing Job Stress
Apr 22  W 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 10
Exceeding Customer Expectations
Apr 22  W 1:00 PM - 4:00 PM  WDCC
Fee: $99
An Educational Course for Business Owners

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

**SPRING COURSES:**
- Feb 13 & 20 / Thursdays
- Mar 18 & 25 / Wednesdays
- April 14 & 21 / Tuesdays

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

For more information visit ccwatraining.org/businessu

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**CERTIFICATIONS**

- **National Retail Certification in Customer Service & Sales**
  - Feb 3 – Mar 9  M 9:00 AM - 4:00 PM CH
  - Mar 5 – Apr 9  R 9:00 AM - 4:00 PM WDCC
  - Apr 14 – May 19  T 9:00 AM - 4:00 PM CH
  - Fee: $840

- **Associate Professional in Human Resources Prep Course**
  - Jan 9 – Feb 11  TR 6:00 PM - 9:00 PM WDCC
  - Apr 21 – May 14  TR 6:00 PM - 9:00 PM CH
  - Fee: $900

**COMMUNICATIONS**

- **Business Writing for Professionals**
  - Mar 11  W 9:00 AM - 4:00 PM CH
  - Fee: $249

- **Grammar Workshop**
  - Mar 20  F 9:00 AM - 1:00 PM CH
  - Fee: $199

**LEADERSHIP AND MANAGEMENT SKILLS**

- **Change Management**
  - Jan 28  T 9:00 AM - 4:00 PM WDCC
  - Fee: $249

- **Maximizing Employee Engagement**
  - Apr 8  W 9:00 AM - 4:00 PM MIDLO
  - Fee: $249

- **Teambuilding Strategies**
  - Feb 28  F 9:00 AM - 4:00 PM MIDLO
  - Apr 3  F 9:00 AM - 4:00 PM WDCC
  - Fee: $249

- **Time Management & Balancing Today's Priorities**
  - Jan 16  R 9:00 AM - 4:00 PM MIDLO
  - Mar 24  T 9:00 AM - 4:00 PM CH
  - Fee: $249

- **Understanding Yourself and Others: An Introduction to the MBTI**
  - Feb 18  T 1:00 PM - 4:00 PM CH
  - Apr 16  R 1:00 PM - 4:00 PM WDCC
  - Fee: $199

- **Managing Millennials**
  - Feb 18  T 9:00 AM - 12:00 PM CH
  - Apr 16  R 9:00 AM - 12:00 PM WDCC
  - Fee: $129

---

**Administrative Professionals’ SPRING 2020 CONFERENCE**

Whether you are new in your career or a seasoned administrative professional, your front line role has a great impact on your organization’s performance. Join us for a day full of engaging sessions and exchanging best practices with fellow attendees.

**SAVE THE DATE! April 23 or 24**

Register today! Space limited. ccwatraining.org/adminpro

**SPRING COURSES:**
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- April 14 & 21 / Tuesdays

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**CERTIFICATIONS**

- **National Retail Certification in Customer Service & Sales**
  - Feb 3 – Mar 9  M 9:00 AM - 4:00 PM CH
  - Mar 5 – Apr 9  R 9:00 AM - 4:00 PM WDCC
  - Apr 14 – May 19  T 9:00 AM - 4:00 PM CH
  - Fee: $840

- **Associate Professional in Human Resources Prep Course**
  - Jan 9 – Feb 11  TR 6:00 PM - 9:00 PM WDCC
  - Apr 21 – May 14  TR 6:00 PM - 9:00 PM CH
  - Fee: $900

**COMMUNICATIONS**

- **Business Writing for Professionals**
  - Mar 11  W 9:00 AM - 4:00 PM CH
  - Fee: $249

- **Grammar Workshop**
  - Mar 20  F 9:00 AM - 1:00 PM CH
  - Fee: $199

**LEADERSHIP AND MANAGEMENT SKILLS**

- **Change Management**
  - Jan 28  T 9:00 AM - 4:00 PM WDCC
  - Fee: $249

- **Maximizing Employee Engagement**
  - Apr 8  W 9:00 AM - 4:00 PM MIDLO
  - Fee: $249

- **Teambuilding Strategies**
  - Feb 28  F 9:00 AM - 4:00 PM MIDLO
  - Apr 3  F 9:00 AM - 4:00 PM WDCC
  - Fee: $249

- **Time Management & Balancing Today's Priorities**
  - Jan 16  R 9:00 AM - 4:00 PM MIDLO
  - Mar 24  T 9:00 AM - 4:00 PM CH
  - Fee: $249

- **Understanding Yourself and Others: An Introduction to the MBTI**
  - Feb 18  T 1:00 PM - 4:00 PM CH
  - Apr 16  R 1:00 PM - 4:00 PM WDCC
  - Fee: $199

- **Managing Millennials**
  - Feb 18  T 9:00 AM - 12:00 PM CH
  - Apr 16  R 9:00 AM - 12:00 PM WDCC
  - Fee: $129

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**SAVE THE DATE! April 23 or 24**

Register today! Space limited. ccwatraining.org/adminpro

---
Think Again: Critical Thinking Skills  
Mar 4  W 9:00 AM - 4:00 PM  CH  
Apr 14  T 9:00 AM - 4:00 PM  MIDLO  
Fee: $249

Business Workplace Ethics  
Jan 23  R 9:00 AM - 12:00 PM  CH  
Mar 25  W 9:00 AM - 12:00 PM  WDCC  
Fee: $129

Making the Move to Supervisor  
Apr 6  M 9:00 AM - 4:00 PM  WDCC  
Fee: $249

Constructive Conflict Resolution  
Mar 13  F 9:00 AM - 4:00 PM  WDCC  
Fee: $249

Develop an Artificial Intelligence Business Strategy  
Jan 28  T 9:00 AM - 12:00 PM  CH  
Fee: $129

Effective Presentations  
Apr 29 & 30  WR 9:00 AM - 4:00 PM  CH  
Fee: $449

Project Management (PMP) Prep Course  
Mar 2 – 30  M 8:30 AM - 4:30 PM  WDCC  
Fee: $1,395

Project Management: Building High-Performance Teams  
Jan 31  F 9:00 AM - 4:00 PM  WDCC  
Fee: $269

Project Risk Management: A Scalable Approach  
Mar 6  F 9:00 AM - 4:00 PM  CH  
Fee: $269

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
Open Doors to In-Demand Jobs with Industry Credentials

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.

**BUSINESS AND CAREER TRAINING**
- Customer Service & Sales Certification
- Teacher Licensure Through EducateVA

**HEALTH CARE**
- Clinical Medical Assistant Triple credential w/ Phlebotomy and EKG
- Certified Nurse Aide
- Phlebotomy Technician
- EKG Technician
- Medical Coding
- Pharmacy Technician
- Emergency Medical Technician Program (EMT)

**FASTFORWARD PROGRAMS WITH TUITION ASSISTANCE**

- 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

FastForward
CREDENTIALS FOR A CAREER THAT MATTERS

For more information visit ccwatraining.org/certifications
Manufacturing and Trades

CLASS LOCATIONS — details on page 19

CONSTRUCTION AND CONTRACTOR

**Electrical Code Update Course**
Jan 8 | W 6:00 PM - 9:00 PM | WDCC
Mar 11 | W 6:00 PM - 9:00 PM | WDCC
Fee: $225

**Fuel Gas Code Update Course**
Jan 18 | S 8:00 AM - 9:00 AM | WDCC
Mar 14 | S 8:00 AM - 9:00 AM | WDCC
Fee: $75

**Basic Contractor Business Licensing Course**
Feb 15 | S 8:00 AM - 5:00 PM | WDCC
Apr 4 | S 8:00 AM - 5:00 PM | WDCC
Fee: $199

**Plumbing Code Update Course**
Jan 18 | S 9:15 AM - 12:15 PM | WDCC
Mar 14 | S 9:15 AM - 12:15 PM | WDCC
Fee: $225

**Mechanical Code Update Course**
Jan 18 | S 1:15 PM - 4:15 PM | WDCC
Mar 14 | S 1:15 PM - 4:15 PM | WDCC
Fee: $225

**NCCER Core Introductory Craft Skills**
Jan 27 – Feb 13 | MR 5:30 PM - 10:00 PM | DTC
Jan 27 – Feb 13 | MR 5:30 PM - 10:00 PM | WDCC
Fee: $1,098*

**NCCER Electrical Level 1**
Mar 16 – Jun 8 | MRF 5:30 PM - 10:00 PM | DTC
*Fridays are in the last three weeks of the class
Fee: $1,500*

**NCCER HVAC Level 1**
Mar 16 – Jun 8 | MRF 5:30 PM - 10:00 PM | WDCC
*Fridays are in the last three weeks of the class
Fee: $1,698*

MANUFACTURING AND LOGISTICS

**Certified Logistics Associate (CLA)**
Jan 27 – Feb 13 | MTWR 5:30 PM - 8:30 PM | MIDLO
Apr 8 – 30 | TWR 5:30 PM - 8:30 PM | CH
Fee: $900*

**Certified Logistics Technician (CLT)**
Feb 17 – Mar 9 | MTWR 5:30 PM - 8:30 PM | MIDLO
May 5 – Jun 2 | TWR 5:30 PM - 8:30 PM | CH
Fee: $1,200*

**Manufacturing Specialist (MS)**
Jan 7 – 15, Feb 3 – 19 | MTWR 5:30 PM - 8:30 PM | CH
Mar 3 – 5, Mar 25 – Apr 9 | TWR 8:00 AM - 3:00 PM | CH
May 4 – 12, Jun 8-24 | TWR 5:30 PM - 8:30 PM | CH
Fee: $1,584*

**Manufacturing Technician 1 (MTI)**
Jan 16 – 30, Feb 20 – Mar 3 | MTWR 5:30PM - 8:30PM | CH
Mar 10 – 24 | TWR 8:00AM - 3:00PM | CH
May 13 – Jun 4 | MTWR 5:30PM - 8:30PM | CH
Fee: $816*

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

**SAFETY**

For information, please visit ccwatraining.org/VDOT or call 804-523-2290.

### Forklift Operator Training

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<tr>
<td>Feb 8</td>
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<td>WDCC</td>
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<td>Mar 20</td>
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<td>4:00 PM - 8:00 PM</td>
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<td>Apr 18</td>
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Fee: $125

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

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Fee: $249

### OSHA 30-Hour Training Certification for General Industry

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<td>Mar 18 – 23</td>
<td>MWRF</td>
<td>8:00 AM - 5:00 PM</td>
<td>CH</td>
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Fee: $595

**MORE THAN 2,000 CREDENTIALS EARNED IN THE PAST YEAR**

**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).

To learn more contact us today.

ccwatraining.org/VDOT | 804-523-2290

**New Routes 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

**SAFETY**

For information, please visit ccwatraining.org/VDOT or call 804-523-2290.

### Forklift Operator Training

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 23</td>
<td>W</td>
<td>4:00 PM - 8:00 PM</td>
<td>WDCC</td>
</tr>
<tr>
<td>Feb 8</td>
<td>S</td>
<td>9:00 AM - 1:00 PM</td>
<td>WDCC</td>
</tr>
<tr>
<td>Mar 20</td>
<td>F</td>
<td>4:00 PM - 8:00 PM</td>
<td>WDCC</td>
</tr>
<tr>
<td>Apr 18</td>
<td>S</td>
<td>9:00 AM - 1:00 PM</td>
<td>WDCC</td>
</tr>
</tbody>
</table>

Fee: $125

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 20 &amp; 21</td>
<td>RF</td>
<td>12:00 PM - 5:00 PM</td>
<td>WDCC</td>
</tr>
</tbody>
</table>

Fee: $249

### OSHA 30-Hour Training Certification for General Industry

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 18 – 23</td>
<td>MWRF</td>
<td>8:00 AM - 5:00 PM</td>
<td>CH</td>
</tr>
</tbody>
</table>

Fee: $595

**MORE THAN 2,000 CREDENTIALS EARNED IN THE PAST YEAR**

**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).

To learn more contact us today.

ccwatraining.org/VDOT | 804-523-2290
Professional Education and Training

SPECIALIZED TRAINING

**Truck Driver Training (CDL)**
All classes are held 8:00 AM – 5:00 PM.

**WEEKDAY TRAINING**
Monday – Friday

*Classes meeting in Chester:*
- Jan 6 - Feb 14
- Jan 20 - Feb 28
- Feb 3 - Mar 13
- Feb 17 - Mar 27
- Mar 2 - Apr 10
- Mar 16 - Apr 24

*Class meeting in Goochland:*
- Mar 23 - May 1

**WEEKEND TRAINING**
Saturday & Sunday

*Classes meeting in Chester:*
- Jan 4 - Apr 19
- Feb 8 - May 31

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

**Driver Education Training for Teachers**

This program will prepare current K–12 teachers to be endorsed to teach driver education.

Training will focus on rules and regulations that govern the conduct of the Driver Education programs with special emphasis on organization and administration. Includes uses in the classroom, driving range and on the street and will prepare participants so they may be eligible to take the state certification exam in driver education. Employment opportunities are available in a 10th grade classroom or commercial school, out on a driving range, or behind the wheel.

After completing this two part training program, participants can apply with the Virginia Department of Motor Vehicles to open commercial driving school, or obtain an endorsement from the Department of Education to teach driver education.

*Feb 4 – Mar 3 and Mar 10 – Apr 9  TR 5:00 PM – 8:00 PM  WDCC*
Teaching can be the most rewarding career you will ever have.

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

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

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

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

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

This program is offered as a FastForward credential and participants pay only 1/3 or less of the cost.
Employment Law
Feb 24  M 9:00 AM - 4:00 PM  WDCC
Fee: $249

How to Conduct an Internal Investigation
Mar 19  R 9:00 AM - 4:00 PM  CH
Fee: $249

Working in a Multi-Generational Team
Mar 16  M 9:00 AM - 4:00 PM  CH
Fee: $269

EDU 114 - Driver Task Analysis
Feb 4 – Mar 3  TR 5:00 PM - 8:00 PM  WDCC
Fee: $500

EDU 214 - Instructional Principles of Driver Education
Mar 10 – Apr 9  TR 5:00 PM - 8:00 PM  WDCC
Fee: $500

Grant Proposal Writing 101
Apr 3  F 9:00 AM - 4:00 PM  CH
Fee: $269

Grants Management 101
Apr 17  F 9:00 AM - 4:00 PM  MIDLO
Fee: $269

Python Programmers — for Ages 8-14
Feb 8 – 29  S 9:00 AM - 12:00 PM  WDCC
Fee: $185

WORKFORCE WEDNESDAYS WEBINARS

Complimentary webinars held online monthly on Wednesday mornings, 10:00 AM to 11:00 AM.

- January 15
  Artificial Intelligence in 60 Minutes
- February 12
  WordPress
- March 11
  Conflict Resolution
- April 8
  Excel Pivot Tables

Registered participants will receive login instructions by email.

Join us for personal enrichment or to build professional skills.
Register online at ccwatraining.org

NEED A CLASS?
Ask us about custom training and consulting.
Contact us to learn more: 804-523-2292 ccwatraining.org/customtraining
## Health Care

**CLASS LOCATIONS** — details on page 19

### CERTIFICATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Aide Program</td>
<td>Feb 3 – Mar 19 MTWRF 10:00 AM - 2:00 PM</td>
<td>DTC</td>
<td>$2,337*</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician Program</td>
<td>Jan 14 – Mar 26 TR 6:00 PM - 8:30 PM</td>
<td>DTC</td>
<td>$1,599*</td>
<td></td>
</tr>
<tr>
<td>Jan 22 – Apr 6 MW 1:00 PM - 3:30 PM CH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Coding - Certified Professional Coder</td>
<td>Feb 25 – May 28 TR 6:00 PM - 9:30 PM</td>
<td>MIDLO</td>
<td>$2,850*</td>
<td></td>
</tr>
<tr>
<td>Medical Terminology and Methods for Success</td>
<td>Jan 14 – Feb 13 TR 1:00 PM - 4:00 PM</td>
<td>DTC</td>
<td>$750</td>
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</table>

### MEDICAL OFFICE

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Fee</th>
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<td>DTC</td>
<td>$750</td>
<td></td>
</tr>
</tbody>
</table>

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

### 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.

### JOB SEEKERS:

How can you improve your personal career prospects?

For information visit [ccwatraining.org/assessments](http://ccwatraining.org/assessments)
Courses run for one month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**FEBRUARY**  
Starting February 3

- Understanding Debits and Credits $195
- Accounting and Finance for Non-Financial Managers $195
- Introduction to Data Analysis $195
- Strategic Selling with Social Media $195
- Legal Office Administration $245
- Entrepreneur Boot Camp $195
- New 21st Century Strategies for Productivity & Time Management $195
- Introduction to Game Design $245
- Business Writing $195
- Keys to Customer Service $145
- Infographics $195
- Conflict Management $245
- Spanish for Medical Professionals $290
- Leadership Principles $145
- Revenue Generation for Non-Profits $495
- Introduction to Project Management $195
- Management Boot Camp $295
- Change Management Skills $195
- Introduction to Six Sigma Green Belt $195
- Conflict Management $245
- Google Analytics $195
- Improving Email Promotions $195
- Video Marketing $245
- Podcasting $245
- Instagram for Business $195
- Introduction to Social Media $195
- Mastering Microsoft Excel $195
- Introduction to Web Design $245
- Introduction to Coding $195
- Adobe Illustrator Essentials $225
- Mastering Computer Skills for the Workplace $195
- How Programming Works $195

**MARCH**  
Starting March 2

- Intermediate Data Analysis $195
- Getting Started in Sales $195
- Cyber Security for Managers $195
- The Business Plan $195
- Productivity eTools $245
- The Basics of Bookkeeping $195
- Intermediate Video Game Design $245
- Effective Copywriting $195
- Applying Lean Sigma Practices to HR Functions $245
- Developing Your Leadership Skills $145
- Beyond Raising Awareness: Strategy and Evaluation of Advocacy Efforts $195
- Project Management Processes $195
- Collaborative Management $245
- Change in the Workplace $195
- Intermediate Six Sigma Green Belt $195
- Intermediate Excel $195
- Intermediate Web Design $195
- Adobe Photoshop Essentials $245
- Basic Programming Concepts $225

**APRIL**  
Starting April 6

- Advanced Data Analysis $195
- Power Selling $195
- Managing Productivity $245
- Graphic Design for Visual Presentations $195
- Project Management Knowledge Areas $245
- Lean Six Sigma $195
- Advanced Six Sigma Green Belt $195
- Advanced Web Design $195
- Adobe InDesign Essentials $245

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

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

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

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

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

CCWA LOCATIONS

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

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

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

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

GC Reynolds Goochland Campus 1851 Dickinson Road Goochland, VA 23063

*REGISTRATION available at this location.
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