

COMMUNITY COLLEGE
**WORKFORCE
ALLIANCE**

A partnership between
John Tyler & Reynolds Community Colleges

JUNE - AUGUST 2018

TRANSFORM



SCHEDULE OF CLASSES & SERVICES

QUALITY CURRICULUM

PROFESSIONAL INSTRUCTORS

FLEXIBLE SCHEDULES

INDIVIDUAL
FINANCIAL
ASSISTANCE
AVAILABLE



CCWATRaining.org

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The **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



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FastForward
CREDENTIALS FOR A CAREER THAT MATTERS

See page 21

Can't afford training to help you reach your career goals?

CCWA has funding options that may help pay for training that supports your attainment of industry credentials.

If you have limited income, but need industry credentials to assist you in gaining employment or qualifying for a new job, please contact us and find out how we might be able to help you.

CCWA can help.



Contact us today to inquire about our non-credit program financial aid.

804-523-2292 | help@ccwa.vccs.edu

ABOUT CCWA

TRAINING FOR INDIVIDUALS

Learn it today. Use it tomorrow.

In today's competitive business world, developing new job skills is a critical component of success.

Many of the classes listed in this schedule are short-term courses, certification programs or online webinars that allow you to acquire the new abilities employers are looking for in a matter of weeks, days or even hours.

Whether your goal is to land a new job or to increase the value you offer your current employer, CCWA can help you get there.

FOR MORE INFORMATION

Please call 804-523-CCWA (2292)
or visit ccwatraining.org.

ONLINE TRAINING

Anytime. Anywhere.

CCWA offers online education for individuals or companies. Some training is provided by our partners — LERN UGotClass and Protrain Online.

Please note our refund policies and requirements for online courses when registering. All online classes in this schedule offer Continuing Education Units (CEUs) and Continuing Professional Education (CPE).

FOR MORE INFORMATION

To view a sampling of current offerings, see pages 24 and 25.

To explore the diversity of offerings available through our online partners, visit ccwatraining.org/online.

**Need a class and
don't see it listed?**

We can help.

Ask us about our custom-designed
training and consulting tailored
for your organization.

Visit ccwatraining.org/contact-ccwa
or call us at 804-523-2292.

CUSTOM-DESIGNED TRAINING FOR BUSINESS

Our place or yours?

Your company is only as strong – and smart – as the employees who work there. That's why CCWA offers custom-designed workforce training to equip your staff with the knowledge, skills and abilities they need to perform their jobs at the highest level.

Our customized training solutions begin with a thorough assessment of your organization's needs, followed by the development of a unique, tailor-made program that can fill knowledge gaps, develop new capabilities, and allow your company to reach its full potential.

Training programs can take place at your location or at CCWA facilities, and can cover a wide variety of workplace skills, including:

- Leadership/Supervisory Training
- Customer Service Skills
- Project Management
- Business Writing and Communications
- Workplace Technology
- And much more!

FOR MORE INFORMATION

Please call 804-523-CCWA (2292)
or visit ccwatraining.org.

CONSULTING SERVICES

We can provide:

- Curriculum Design
- Strategic Planning
- Productivity/Efficiency Enhancement
- Sales/Customer Service Improvement
- Project Management
- Organizational Assessment and Development
- Human Resource Systems Design
- Leadership Development

Perspective — brought to you by CCWA

CCWA's experienced consultants can provide you with a fresh, unbiased evaluation of your organization, helping you achieve business objectives, uncover new opportunities for efficiency, and overcome workplace challenges. We work directly with management teams to help identify their strategic focus, locate gaps between desired and actual organizational performance, recognize and resolve complex issues, and implement solutions.

An important part of any company evaluation is assessing its staff. CCWA can perform both skills assessments and behavioral assessments.

Information: 804-523-CCWA (2292) | ccwatraining.org

GIVE YOUR BIG IDEAS



MORE ROOM TO GROW

When your organization holds an event, retreat, or training session, you expect big things from your attendees — and from your meeting space. CCWA offers flexible meeting space and event services at three convenient locations in the Greater Richmond area.

FACILITY FEATURES:

Conference Rooms and Classrooms for Groups of All Sizes
Planning, Registration, and Event Staffing Services
Complimentary On-Site IT and AV Support / Free Parking

THREE LOCATIONS:

Workforce Development & Conference Center
at Reynolds Community College — Parham Road Campus
John Tyler Community College — Chester and Midlothian Campuses

Inspired ideas come from an inspiring setting. Contact us today.

CCWAMEETINGS.ORG | 804-523-2292

TECHNOLOGY

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

COMPUTER USE

Introduction to Basic Computing and the Internet **Fee: \$199**

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.

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

Windows and File Management **Fee: \$199**

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.

Jun 14 R 9:00 AM - 4:00 PM WDCC

BUSINESS APPLICATIONS

SharePoint Essentials - Level 1 **Fee: \$279**

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.

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



SharePoint Essentials - Level 2 **Fee: \$279**

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.

Aug 22 W 9:00 AM - 4:00 PM MIDLO

QuickBooks **Fee: \$449**

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.

Jun 26 & 27 TW 9:00 AM - 4:00 PM MIDLO

Advanced QuickBooks **Fee: \$449**

In this course, participants will dive into QuickBooks advanced features including customizing forms, custom fields, memo-rized 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.

Aug 21 & 22 TW 9:00 AM - 4:00 PM MIDLO

Microsoft Office 2016

Excel 2016 - Level 1

Fee: \$199

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.

Jun 29	F 9:00 AM - 4:00 PM	MIDLO
Aug 14	T 9:00 AM - 4:00 PM	MIDLO

Excel 2016 - Level 2

Fee: \$199

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!

Aug 29	W 9:00 AM - 4:00 PM	MIDLO
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Microsoft Project Level 2

Fee: \$279

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 21	R 9:00 AM - 4:00 PM	MIDLO
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Microsoft Office 2013

Excel 2013 - Level 1

Fee: \$199

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.

Jun 19	T 9:00 AM - 4:00 PM	WDCC
Jul 18	W 9:00 AM - 4:00 PM	MIDLO

Excel 2013 - Level 2

Fee: \$199

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.

Jun 13	W 9:00 AM - 4:00 PM	WDCC
Aug 1	W 9:00 AM - 4:00 PM	MIDLO

Excel 2013 Tips and Tricks

Fee: \$199

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.

Jul 25	W 9:00 AM - 4:00 PM	MIDLO
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Excel 2013 Formulas

Fee: \$199

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.

Jul 11	W 9:00 AM - 4:00 PM	MIDLO
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Excel 2013 Charts

Fee: \$199

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.

Aug 7	T 9:00 AM - 4:00 PM	MIDLO
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Excel 2013 Data Management

Fee: \$199

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.

Aug 13	M 9:00 AM - 4:00 PM	MIDLO
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Excel 2013 Power View Reports & Data Models

Fee: \$199

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

Aug 16 R 9:00 AM - 4:00 PM WDCC

Excel 2013 Macros & Forms

Fee: \$199

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.

Aug 23 R 9:00 AM - 4:00 PM WDCC

Excel 2013 Pivot Tables & PowerPivot Tools

Fee: \$199

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!

Aug 27 M 9:00 AM - 4:00 PM WDCC

Outlook 2013 Tips & Tricks

Fee: \$199

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.

Jun 20 W 9:00 AM - 4:00 PM WDCC

Word 2013 Forms and Templates

Fee: \$199

Optimize your MS Word skills and learn the experts' secrets for creating more powerful and impressive documents, forms, and templates. This class will also enhance your everyday use of Word. It is recommended that you take the Word Level 1 and Level 2, and have a comfortable level of experience using Word before taking this class.

Jun 28 R 9:00 AM - 4:00 PM MIDLO

Access 2010 - Level 1

Fee: \$249

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.

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

Excel 2010 - Level 1

Fee: \$199

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.

Jun 8 F 9:00 AM - 4:00 PM WDCC

Excel 2010 - Level 2

Fee: \$199

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.

Jul 24 T 9:00 AM - 4:00 PM MIDLO

PowerPoint 2010 - Level 1

Fee: \$199

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.

Aug 2 R 9:00 AM - 4:00 PM MIDLO

Word 2010 - Level 1

Fee: \$199

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.

Jul 12 R 9:00 AM - 4:00 PM MIDLO



CERTIFICATIONS

CompTIA Security+ **Fee: \$1,500**

The CompTIA Security Support Associate program fulfills the requirements of the official CompTIA training curriculum. This practical hands-on class will prepare students to become CompTIA certified. This course covers the key terminology and concepts needed to pass the exam, all in a condensed format for rapid retention. Pricing does not include test vouchers and exams.

Jun 2 – Jun 30 S 9:00 AM – 5:00 PM WDCC

CompTIA A+ **Fee: \$2,300**

The CompTIA A+ Computer Repair Technician program fulfills the requirements of the official CompTIA training curriculum. This practical hands-on class will prepare participants to become CompTIA-certified, representing industry acknowledgement of technical skills and competencies related to computer repair and computer information technologies. This course covers the key terminology and concepts needed to pass the exam, all in a condensed format for rapid retention.

Jul 21 – Aug 25 S 9:00 AM – 5:00 PM WDCC

CREATIVE SOFTWARE

Introduction to Adobe InDesign **Fee: \$279**

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.

Jul 13 F 9:00 AM – 4:00 PM MIDLO

Intermediate Adobe InDesign **Fee: \$279**

This follow-up to the introductory course is designed for students who want to become more proficient with text editing, document setup, and using color. Students will learn how to import and edit text, add special characters, setup alternate layouts and templates, use object libraries and snippets, create tints, gradient swatches, and vector paths, and create tables. In this training you will learn paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily custom design both text and graphics.

Aug 16 R 9:00 AM – 4:00 PM MIDLO

WEB, SOCIAL & MOBILE

Build a (Powerful) Website, Quickly, in WordPress **Fee: \$279**

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.

Jul 26 R 9:00 AM – 4:00 PM MIDLO

Advanced WordPress **Fee: \$279**

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.

Aug 24 F 9:00 AM – 4:00 PM MIDLO

BUSINESS ADMINISTRATION AND MANAGEMENT

WDCC Workforce Center | CH Chester | MIDLO Midlothian

CUSTOMER SERVICE

Block 1 A Winning Attitude Fee: \$99

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.

Jun 14 R 9:00 AM - 12:00 PM WDCC

Block 2 Commitment to the Customer Fee: \$99

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

Jun 14 R 1:00 PM - 4:00 PM WDCC

Block 3 Grammar and Enunciation Fee: \$99

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.

Jun 27 W 9:00 AM - 12:00 PM MIDLO

Block 4 Oral Communication Fee: \$99

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

Jun 27 W 1:00 PM - 4:00 PM MIDLO

Block 5 Phone Power Fee: \$99

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.

Jul 10 T 9:00 AM - 12:00 PM WDCC

Block 6 Active Listening Skills Fee: \$99

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.

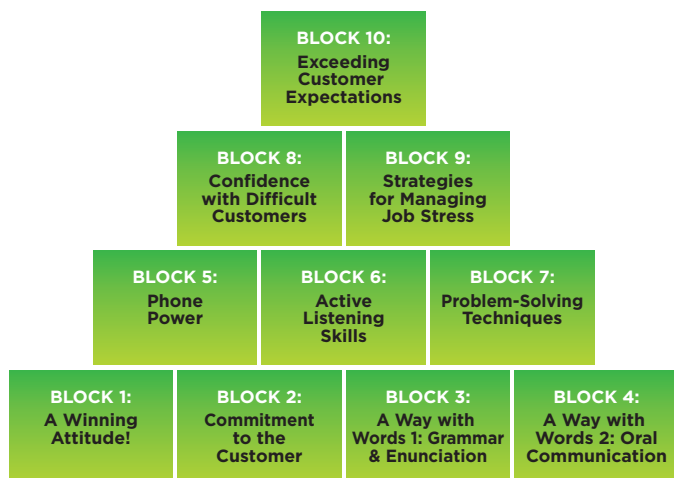
Jul 10 T 1:00 PM - 4:00 PM WDCC

Block 7 Problem-Solving Technique Fee: \$99

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.

Jul 31 T 9:00 AM - 12:00 PM WDCC

Ten Building Blocks for Excellent Customer Service



Block 8

Confidence with Difficult Customers Fee: \$99

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.

Jul 31 T 1:00 PM - 4:00 PM WDCC

Block 9

Managing Job Stress Fee: \$99

Focus on managing your own stress level before taking on the stress of your customers. 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.

Aug 23 R 9:00 AM - 12:00 PM MIDLO

Block 10

Exceeding Customer Expectations Fee: \$99

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.

Aug 23 R 1:00 PM - 4:00 PM MIDLO

CERTIFICATIONS

National Retail Certification in Customer Service & Sales Fee: \$1,098

This course is designed to capture the core customer service duties for a broad range of entry-level through first-line supervisory positions across the sales and service industries. This certification is industry-driven and an endorsed credential that helps employers distinguish and recognize qualified customer service professionals, and helps define career advancement opportunities.

Jun 4 - Jul 2 M 9:00 AM - 4:00 PM WDCC
Jul 30 - Aug 27 M 9:00 AM - 4:00 PM WDCC

COMMUNICATIONS

Grammar Workshop Fee: \$199

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.

Jul 11 W 9:00 AM - 1:00 PM MIDLO

Business Writing for Professionals
Fee: \$249

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.

Jul 26 R 9:00 AM - 4:00 PM MIDLO

Proofreading and Punctuation Pitfalls
Fee: \$199

Learn to proofread with a sharper eye! This workshop will introduce participants to tips and techniques for recognizing typographical, format, grammatical, spelling, punctuation, and content errors when proofreading. Students will assess their current proofreading abilities and work on new habits to build their skills that need strengthening.

Aug 13 M 9:00 AM - 1:00 PM MIDLO

PROJECT MANAGEMENT

Project Management (PMP)
Prep Course
Fee: \$1,395

The Project Management Prep course consists of instructor-led reviews, practice exams, and realistic hands-on exercises. Participants will focus on key concepts, terms, tools and techniques, and principles required to pass the PMP exam. This course focuses on PMBOK® Guide — Sixth Edition.

Jul 23 – Aug 20 M 9:00 AM - 5:00 PM MIDLO

Project Management:
Building High-Performance Teams
Fee: \$269

This course focuses on leveraging project leadership best practices to gain the knowledge and skills to motivate a diverse team 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 competencies of a successful project manager. The project manager's role is to optimize efficiency for successful customer delivery.

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

LEADERSHIP AND
MANAGEMENT SKILLS

Change Management
Fee: \$249

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.

Jun 13 W 9:00 AM - 4:00 PM WDCC

Maximizing Employee Engagement
Fee: \$249

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.

Jul 26 R 9:00 AM - 4:00 PM WDCC

Teambuilding Strategies
Fee: \$249

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.

Jun 28 R 9:00 AM - 4:00 PM MIDLO

Understanding Yourself and Others:
An Introduction to the MBTI
Fee: \$199

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.

Aug 1 W 9:00 AM - 12:00 PM WDCC

**Competition
is global.**

**Fortunately,
our experts
are local.**



**From small local businesses to the world's largest corporations,
every company strives to progress and stay competitive.**

Whether your organization's goals include increasing productivity, improving employee performance and engagement, streamlining work flow, maximizing profits or more, one quick call to the Community College Workforce Alliance (CCWA) can help you achieve big results.

For information on custom training solutions, contact us today.

CCWATRaining.org | 804-523-2292

**Time Management
& Balancing Today's Priorities
Fee: \$249**

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.

Aug 16 R 9:00 AM - 4:00 PM MIDLO

**Managing Millennials
Fee: \$129**

In a mere four years (2020), Millennials (or Gen Y) 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. One of the biggest challenges for businesses today is integrating the Millennials into a Baby Boomer culture. So, who are the Millennials and how do we manage their expectations while maintaining high performing organizations?

Aug 1 W 1:00 PM - 4:00 PM WDCC

**Think Again: Critical Thinking Skills
Fee: \$249**

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.

Aug 10 F 9:00 AM - 4:00 PM MIDLO

**Business Workplace Ethics
Fee: \$129**

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.

Aug 21 T 9:00 AM - 12:00 PM WDCC

MANUFACTURING AND TRADES

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

CERTIFICATIONS

Manufacturing Technician Level 1 (MT1) Certification **Fee: \$2,400**

The Manufacturing Technician 1 (MT1) 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.

Jun 5 – Jul 19 MTWR 6:00 PM - 9:00 PM CH
Aug 28 – Sep 27 MTWR 6:00 PM - 9:00 PM CH

Certified Logistics Technician (CLT) **Fee: \$2,100**

The Certified Logistics Technician (CLT) certification program was developed to meet the growing employment demands of the logistics industry. The CLT program addresses core industry-wide skills standards required of skilled logistics employees in all sectors of the industry. The training begins with basic logistics knowledge and skills, followed by the foundational certification test, or the Certified Logistics Associate (CLA). The CLA training prepares an individual for entry level logistics based positions. Upon completion of the CLA portion, the individual moves on to more advanced skills preparing them for the mid-level CLT exam. The CLT 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.

Jul 9 – 13 MTWRF 9:00 AM - 4:00 PM CH



Certified Logistics Associate (CLA) **Fee: \$900**

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.

Jun 18 – 21 MTWR 9:00 AM - 4:00 PM CH

CONSTRUCTION AND CONTRACTOR

Electrical Code Update Course **Fee: \$225**

This class is a three-hour course that presents information regarding significant changes that comprise the 2011 National Electrical Code (NEC).

Jun 6 W 6:00 PM - 9:00 PM WDCC

Fuel Gas Code Update Course
Fee: \$75

This class is a one-hour course that presents essential information regarding significant changes to the 2012 International Fuel Gas Code (IFCG).

Jun 9 Sa 8:00 AM - 9:00 AM WDCC

Plumbing Code Update Course
Fee: \$225

This class is a three-hour course that presents information regarding significant changes in the 2012 International Plumbing Code (IPC) and the International Residential Code (IRC).

Jun 9 Sa 9:15 AM - 12:15 PM WDCC

Mechanical Code Update Course
Fee: \$225

This class is a three-hour course that presents essential information regarding significant changes to the 2012 International Mechanical Code (IMC).

Jun 9 Sa 1:15 PM - 4:15 PM WDCC

SAFETY

OSHA 10-Hour Training Certification for General Industry
Fee: \$249

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.

Jul 11 & 12 WR 1:00 PM - 5:00 PM WDCC

Aug 3 & 4 FSa 8:00 AM - 4:00 PM WDCC

The Community College Workforce Alliance (CCWA) in partnership with the Virginia Department of Transportation (VDOT) has trained hundreds of contractors in the past year.

The Materials and Inspector certification courses continue this summer and fall. The Inspector courses are offered at a discounted rate (66% off) for all eligible Virginia residents through the FastForward/Workforce Credential Grant (subject to availability). Custom dates for on-site courses available upon request.



Summer and Fall 2018 courses are listed at ccwatraining.org/vdot.

Online Solutions in Manufacturing

Customized Online Courses / Job-Specific Assessments

CCWA is now proud to offer a customized online solution for training frontline workers within manufacturing facilities. Using our expansive online catalog and learning management system, CCWA has the ability to profile a targeted occupation or employee group within a company and create a custom program that is 100% online. An experienced job profiler will work with company stakeholders to identify skills gaps and create professional development programs with results.

Online subjects include:

Manufacturing Processes • Lean Manufacturing • Automation Communications • Prints & Drawings • Electrical • Mechanical Fluid Power • Measurement & Gauging • Quality • Safety

To schedule an initial consultation and begin customizing your program, contact Wes Smith at 804-523-2296 or wsmith@ccwa.vccs.edu.



Forklift Operator Training Fee: \$125

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.

Jun 7	R 4:00 PM - 8:00 PM	WDCC
Jul 11	W 8:30 AM - 12:30 PM	WDCC
Aug 2	R 1:00 PM - 5:00 PM	WDCC

OSHA 30-Hour Training Certification for General Industry Fee: \$595

OSHA 30-Hour General Industry course covers OSHA policies, procedures and standards as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on hazard identification, avoidance, control and prevention. This course is designed for supervisors or workers with some safety responsibility. OSHA 30 Hour General Industry card will be provided upon successful completion of this course.

Jun 13 - 15 WRF 9:00 AM - 5:00 PM WDCC

PYROTECHNICS & BLASTER

**Exams offered by CCWA
in partnership with the
Virginia Fire Marshal**

Information: 804-523-2292

HEALTH CARE

WDCC Workforce Center | CH Chester | MIDLO Midlothian



CERTIFICATIONS

Nurse Aide Program **Fee: \$2,298**

This program will prepare the student 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.

MEDICAL OFFICE

Medical Coding - **Certified Professional Coder** **Fee: \$2,850**

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, formally 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.

Aug 23 - Nov 15 TR 6:00 PM - 9:30 PM MIDLO

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
ccwatraining.org/assessments

PROFESSIONAL EDUCATION AND TRAINING

WDCC Workforce Center | CH Chester | MIDLO Midlothian



EDUCATEVA BECOME A TEACHER!

EducateVA – Alternative Teacher Licensure*

If you are a professional with a bachelor's degree and at least five years of full-time work experience, you may qualify for a Career Switcher's provisional teacher's license. 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 in just 18 weeks.

Career Focus – Becoming a Teacher Through Alternative Teacher Licensure Fee: FREE

This webinar provides information on the EducateVA Career Switcher Alternative Teacher Licensure program. Individuals with a minimum of a bachelor's degree and five years of full-time work experience who are interested in learning more about the Career Switcher program offered through Virginia's Community Colleges are encouraged to participate in an interactive webinar before applying. Emphasis is placed on understanding the program components and prerequisites, as well as workforce projections for the field of education.

Wednesday 12:00PM – 1:00PM:

June 20	Sept 19	November 14
July 18	October 17	December 12
August 15		

Learn more about becoming a teacher!



Informational webinars are held monthly. For details, visit [EducateVA.com](https://www.educateva.com) today.

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



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



CAREER GROWTH

Adult Learning Theory and Methods Fee: \$129

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.

Some Careers > Others



Teaching can be challenging, exhausting – and 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.

Because we are approved by the Virginia Department of Education, our program allows you to become a licensed teacher throughout the Commonwealth. And because we offer a combination of online and weekend classes, you can even earn your license in 18 weeks while keeping your current job.

To learn more about this convenient and affordable alternative route to teacher licensure, call 804-523-5671 today.



*A Career Switcher Program of Virginia's Community Colleges
offered by Community College Workforce Alliance. 804-523-5671*

**Small Business Startup
Workshop Series**
Fee: \$249

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.

**Practical Applications
of Property and
Casualty Insurance**

Learn the basics of the property and casualty insurance business.

Topics include:

- Types of insurance
- Functions performed by agencies and insurance carriers
- Contracts and personal and commercial products
- State laws and regulations
- Ethics in insurance

Monday 6:00 PM – 9:00 PM
August 27 – November 12
Fee: \$675 per person



SPECIALIZED TRAINING

Truck Driver Training (CDL)
Fee: \$4,500

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 at the JTCC-Chester Campus.

Weekday Training / Monday – Friday:

Jun 11 – Jul 20	July 23 – Aug 31
June 25 – Aug 3	Aug 6 – Sep 14
Jul 9 – Aug 17	Aug 20 – Sep 2

Weekend Training / Saturday & Sunday:

Jun 9 – Sep 30	Jul 21 – Nov 11
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WORKFORCE WEDNESDAYS WEBINARS

These complimentary webinars are held monthly. Join us for personal enrichment or to build your professionalism.

July 18: 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!

W 10:00 AM - 11:00 AM

Online

June 21: 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.

R 10:00 AM - 11:00 AM

Online

August 15 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.

W 10:00 AM - 11:00 AM

Online



FastForward
CREDENTIALS FOR A CAREER THAT MATTERS

The Greater Richmond and Crater regions are full of job opportunities with great pay in the areas of **healthcare, manufacturing, power and energy, transportation and logistics, education and construction.**

Earn an industry-recognized credential in just weeks or months. CCWA can assist you with course registration, locating financial options and prepare you for your career move.

For our business partners, we can assist your recruitment and development strategies in these high-demand areas.



For more information visit ccwatraining.org/certifications

SUMMER 2018 YOUTH CAMPS

WDCC Workforce Center | MIDLO Midlothian

Visit our website for
location information.

CCWA has partnered with industry expert Black Rocket to present unique enrichment programs for youth.

We are preparing kids for tomorrow's careers. Kids just think camp is cool.



App Attack! **Fee: \$185**

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized app and game development tool, students will explore the world of web-based (HTML5) mobile apps. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App publishing functions.

Jun 25 – 29 M-F Mornings WDCC

Minecraft® Modders **Fee: \$185**

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft.

Jun 25 – 29 M-F Afternoons WDCC

Creative Design and Robotics **Fee: \$185**

The world of the future belongs to...robots! In this cutting edge class students will learn the fundamentals of motorized mechanisms, design principles, sensors, and sound activation. Separate fact from fantasy by designing and building prototypes of task oriented robots. Learn problem-solving to improve how their robots function in a series of design challenges!

Jul 9 – 13 M-F Mornings WDCC

NEW! Drone Adventures **Fee: \$185**

The Drones are here! Let the battles begin. In this hands on, interactive class you will learn how to fly and drive drone robots. Working in teams you will be able to code your drone to compete in missions that will prepare you for the ultimate team challenge at the end of the week.

Jul 9 – 13 M-F Afternoons WDCC

Make Your First Video Game! **Fee: \$185**

If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the keys to designing your first 2D platformer game. Conceptualization, play experience, level design, graphics, sounds, and simple coding are just some of the concepts that we'll explore.

Jul 16 – 20 M-F Mornings WDCC

NEW! ROBLOX® Makers-Coders-Entrepreneurs! **Fee: \$185**

Discover how to code in the Lua language while playing and designing worlds in ROBLOX®, an online universe where you can create anything you dream of. This new class combines game design concepts, coding, and fun! Young entrepreneurs will also learn how to navigate Roblox's fast growing marketplace to publish their games.

Jul 16 – 20 M-F Afternoons WDCC



**MONDAY – FRIDAY
WEEKLY SESSIONS**

**Morning Camps:
9:00 AM – 12 PM**

**Afternoon Camps:
1:00 PM – 4:00 PM**

FOR AGES 8 – 12

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

**NEW! Advanced 3D Video Game
with Unity
Fee: \$185**

Are you ready to take your game design skills to another level? With Unity, an industry grade design software, aspiring game designers will learn level editing, 3D modeling, intermediate event scripting, and the impact of game play on user experience.

Jul 23 – 27	M-F Afternoons	WDCC
Aug 6 – 10	M-F Mornings	MIDLO



**NEW! Code Your Own Adventure!
Interactive Storytelling
Fee: \$185**

Watch as the characters in your imagination come to life in this unique course that blends classic storytelling with animation techniques and coding. Start with a concept, design the characters, and choose not just one ending, but many! Learn how to create your own text-based adventure games with variables, conditional logic, images, HTML, CSS, and JavaScript.

Jul 30 – Aug 3	M-F Mornings	WDCC
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**Minecraft® Designers
Fee: \$185**

If you love the game Minecraft, and always wanted to design your own world, this class is for you! Learn how to create a custom map, the basics of creating 3D models using a new software to design your very own objects, how to build with Redstone and Command blocks, and create custom textures for you to import at home or share with friends.

Jul 30 – Aug 3	M-F Afternoons	WDCC
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**Virtual Reality: The Future is Now
Fee: \$205**

Embark on an EPIC adventure in virtual reality! In this cutting edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created.

Jul 23 – 27	M-F Mornings	WDCC
Aug 6 – 10	M-F Afternoons	MIDLO



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

INSTRUCTOR-LED ONLINE COURSES

CCWA Workforce Solutions

Instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses run for one month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

Office Operations

Discover strategies for focusing on specific office outcomes and operating a high-functioning office. Office operations refer to the administration and management of office business practices to support the highest level of efficiency and productivity within an organization. Learn how to design, implement, evaluate, and maintain the process of work within your office.

Come away understanding how to supervise or manage a team of administrators, allocating roles, recruiting and training, and issuing assignments and projects.

JUNE 4 – 29

Accounting and Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

JUNE 4 – 29

Introduction to Project Management

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion. You will have the skills, tools and templates to confidently develop and maintain a project.

JUNE 4 – 29

Powerful Presentations & Effective Speaking Techniques

Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence.

JUNE 4 – 29

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

JULY 2 – 27

Change Management Skills

Strategically applying/utilizing the various disciplines within human resources in order to cause organizational change and add value is often referred to as “change management.” HR professionals are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. In this class participants will learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change. This class is beneficial to human resources professionals within organizations or those seeking to enter the field of Human Resource Strategy Consulting.

JULY 2 – 27

Introduction to Six Sigma Green Belt

Six Sigma methods have been successfully deployed in many industries and organizations. This challenging Introduction to Six Sigma Green Belt course teaches critical skills required for Six Sigma practitioners. This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include Lean Principles, Failure Mode Effects Analysis, Team Tools, Project Charters, and Basic Statistical Tools. The instructor uses the “flipped” classroom technique and expects participants to go beyond the classroom and use the internet and other resources to learn the material.

AUGUST 6 – 31



Creative Problem Solving

In today’s business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Using the problem-solving model in this course will enable you to be more successful. Interpersonal and business relationships fail because of poor problem solving. Find out how to recognize problems and deal with them more appropriately.

AUGUST 6 – 31

Managing Generations in the Workplace

Get an understanding of managing workers in different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Come explore the characteristics of the different generations in the workplace.

AUGUST 6 – 31

Lean Six Sigma

In today’s world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required!

AUGUST 6 – 31

INFORMATION

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

Mail:

Complete the registration form (opposite page) and mail it with your payment to:

**Community College
Workforce Alliance**
P.O. Box 677
Midlothian, VA 23113-0677

In-Person/Phone/Fax:

Registration may be completed in person or by phone at three convenient locations, Monday-Friday, 9 AM – 4 PM.

- **Chester Campus**
(at the JTCC Chester Campus)
13101 Jefferson Davis Highway
Chester, Virginia 23831
Phone: 804-706-5175
- **Midlothian Campus**
(at JTCC Midlothian Campus)
800 Charter Colony Pkwy
Eliades Hall, Room E208
Midlothian, VA 23114
Phone: 804-897-7600
Fax: 804-897-7617
- **Workforce Development
& Conference Center**
(at JSRCC Parham Road Campus)
1651 E. Parham Road, Suite 103
Richmond, VA 23228
Phone: 804-523-2292
Fax: 804-371-3414

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

As a result of a new funding program approved by Virginia's General Assembly, CCWA has funding that can help pay for training that supports attainment of industry credentials. If you have limited income but need additional industry credentials to assist you in gaining employment, 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.

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):

COURSE NUMBER

COURSE TITLE

DATE LOCATION

COST

COURSE NUMBER

COURSE TITLE

DATE LOCATION

COST

COURSE NUMBER

COURSE TITLE

DATE LOCATION

COST

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

CARD HOLDER'S NAME

CARD NUMBER

EXPIRATION MONTH / YEAR CVV

SIGNATURE

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

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



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

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

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

We can do the same for you.



TEACHING 18



TECHNOLOGY 6



LOGISTICS 14

Locations in Richmond, Midlothian, and Chester

at Reynolds Community College & John Tyler Community College campuses

details: page 26



804-523-2292 | ccwatraining.org