CHART YOUR COURSE

SCHEDULE OF CLASSES & SERVICES

QUALITY CURRICULUM
PROFESSIONAL INSTRUCTORS
FLEXIBLE SCHEDULES

INDIVIDUAL FINANCIAL ASSISTANCE AVAILABLE

CCWATRAINING.ORG
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 help 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
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 additional industry credentials to assist you in gaining employment, please contact us and find out how we might be able to support your efforts.

CCWA can help.

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

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

CWA offers online education for individuals or companies, provided by our partners — LERN UGotClass and Protrain Online.

Please note our refund policies and system requirements for online course 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 22 and 23.
To explore the diversity of offerings available through our online partners, visit ccwatraining.org/online.

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.

About CCWA

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.

Need a class and don’t see it listed?

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Visit ccwatraining.org/contact-ccwa or call us at 804-523-2292.
We can provide:
- Curriculum Design
- Strategic Planning
- Productivity/Efficiency Enhancement
- Sales/Customer Service Improvement
- Project Management
- Organizational Assessment and Development
- Human Resource Systems Redesign
- 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 technical skills assessments (Microsoft Office, Career Readiness Certification, etc.) and behavioral assessments (Myers Briggs Type Indicator, Thomas-Kilmann Conflict Mode Instrument, etc.).

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.
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  W 9:00 AM – 4:00 PM  MIDLO

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 27  T 9:00 AM – 4:00 PM  MIDLO

SharePoint Essentials - Level 1
Fee: $269
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 process workflows to automate organizational processes. Upon completion, students will have a deeper understanding of Document Libraries, Lists, and many other impressive SharePoint features.

Jun 21  W 9:00 AM – 4:00 PM  MIDLO

SharePoint Essentials - Level 2
Fee: $269
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 24  R 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 setup a company, work with chart of accounts, work with lists, inventory, services, bill customers, enter bills, pay bills and work with bank accounts.

Jul 25 & 26  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, memoized 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 17 & 18  RF 9:00 AM – 4:00 PM  MIDLO

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

Aug 22  T 9:00 AM – 4:00 PM  CH
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 23  F 9:00 AM – 4:00 PM WDCC

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 13  T 9:00 AM – 4:00 PM WDCC
Aug 8  T 9:00 AM – 4:00 PM WDCC

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.

Aug 29  T 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.

Jun 20  T 9:00 AM – 4:00 PM MIDLO

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 12  W 9:00 AM – 4:00 PM MIDLO

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  W 9:00 AM – 4:00 PM WDCC

Excel 2013 Charts
Fee: $129
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 and/or for comparison analysis. In this comprehensive course, you will learn the basics of charting as well as advanced charting skills.

Aug 3  R 9:00 AM – 12:00 PM CH

Excel 2013 Data Management
Fee: $199
Learn how to manipulate data in Excel 2010, 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.

Jul 20  R 9:00 AM – 4:00 PM MIDLO

CCWA is now a PearsonVue® Authorized Testing Center offering more than 70 proctored educational and professional certification exams. Visit PearsonVUE.com for more information.

ccwatraining.org . TECHNOLOGY | 7
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 7 M 9:00 AM – 4:00 PM WDCC

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!  
Jul 28 F 9:00 AM – 4:00 PM MIDLO

Outlook 2013 Tips & Tricks  
Fee: $199  
Optimize your Outlook 2010 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 14 W 9:00 AM – 4:00 PM MIDLO

Microsoft Office 2010

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 R 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 28 W 9:00 AM – 4:00 PM MIDLO

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.  
Jun 1 R 9:00 AM – 4:00 PM WDCC  
Jul 18 T 9:00 AM – 4:00 PM CH

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.  
Jul 26 W 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 11 T 9:00 AM – 4:00 PM MIDLO

Project Management (PMP) Exam Prep  
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.  
Aug 7 – 11 M-F 9:00 AM – 4:00 PM / MIDLO
Word 2010 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.  
Aug 1  T 9:00 AM – 4:00 PM  MIDLO

Intermediate Adobe InDesign  
Fee: $269  
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 31  R 9:00 AM – 4:00 PM  MIDLO

CERTIFICATIONS

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.  
Jun 17 – Jul 22  S 9:00 AM – 5:00 PM  WDCC

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 20 – Jul 18  TR 6:00 PM – 10:00 PM  WDCC

WEB, SOCIAL & MOBILE

Build a (Powerful) Website, Quickly, in WordPress  
Fee: $269  
Although WordPress began as a blogging system, it has rapidly become a very popular, 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. This is a hands-on course taught in a lab environment. You will work directly with a WordPress installation to configure, add content, work with themes and more.  
Jul 21  F 9:00 AM – 4:00 PM  MIDLO

Advanced WordPress  
Fee: $269  
This course includes advanced WordPress concepts such as theming, widgets, plugins and Cascading Style Sheets (CSS). Learners will also engage with image treatments, tackle Search Engine Optimization (SEO) techniques and how to make their sites responsive to desktop and mobile users. Additionally topics such as integrating social media, eCommerce and automatic updating of WordPress will be covered.  
Aug 16  W 9:00 AM – 4:00 PM  MIDLO

CREATIVE SOFTWARE

Introduction to Adobe InDesign  
Fee: $269  
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  R 9:00 AM – 4:00 PM  MIDLO
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 8  R 9:00 AM – 12:00 PM MIDLO

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 8  R 1:00 PM – 4:00 PM MIDLO

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 29  R 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 29  R 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 13  R 9:00 AM – 12:00 PM CH

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 13  R 1:00 PM – 4:00 PM CH
Block 7
**Problem-Solving Techniques**
*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 M 9:00 AM – 12:00 PM WDCC*

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 M 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 14 M 9:00 AM – 12:00 PM WDCC*

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 14 M 1:00 PM – 4:00 PM WDCC*

**COMMUNICATIONS**

**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.
*Jun 22 R 9:00 AM – 4:00 PM WDCC*

**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, good sentence structure, etc. 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 T 9:00 AM – 1:00 PM WDCC*
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 15  R 9:00 AM – 4:00 PM  WDCC

Conflict Management
Fee: $249
Conflict is a part of our daily lives. We have all experienced conflict in unique and personal ways. However, we must be perceptive enough to understand what roles we ourselves play in managing conflict. In this workshop, participants will better understand and practice the skills and strategies of conflict management and conflict resolution.
Jun 26  M 9:00 AM – 4:00 PM  MIDLO

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  W 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. This workshop will help you to: Determine strategies to develop a team focused attitude in your work environment; identify various roles within a team; determine how to get “buy in” to the team goals; identify ways to best use team talent and strengths; and examine how teams are impacted by change.
Jul 12  W 9:00 AM – 4:00 PM  CH

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.
Jul 17  M 9:00 AM – 12:00 PM  CH
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 W 9:00 AM – 4:00 PM CH

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 10 R 9:00 AM – 12:00 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.
Jul 20 R 9:00 AM – 4:00 PM WDCC

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 M 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
Adult Learning Theory and Methods (EDUC 2089)
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.
Available online

Small Business Startup Workshop Series
Fee: $249
Starting your own business can be scary. This 13-module 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.
Available online

Exporting 101: How to Take Your Company Global
Fee: $269
According to the Institute for International Economics, U.S. companies that export grow faster and are nearly 8.5 percent less likely to go out of business than non-exporting companies. But, how do you get started? This course provides answers on how to take your company global and gives an understandable guide to access and navigate the export network. If you want to learn more about selling your products and services abroad, this class is for you.
Jun 6 – 20 T 8:30 AM – 12:30 PM CH

Effective Presentations
Fee: $449
In this 2-day workshop, participants will learn techniques for creating effective professional presentations. Day 1 includes analyzing your audience, clarifying your ideas and information, providing structure, and creating visual aids. Day 2 focuses on using techniques to make your message clear and engage your audience, tips for working effectively with visual aids, and multiple opportunities to practice your delivery. Participants will have their presentations recorded and receive individualized feedback.
Jul 26 & 27 WR 9:00 AM – 4:00 PM MIDLO

How are thousands of Virginians improving their career prospects?

They are earning a Career Readiness Certificate.
Virginia's CRC is designed to meet the needs of both employer and job seeker!

EMPLOYERS:
Identify potential employees who have demonstrated the skills essential for a qualified workforce.
Ask for the CRC in your job postings.

JOB SEEKERS:
Distinguish yourself in the job market by earning a recognized credential beyond a high school diploma.
Schedule your CRC today!

Contact us today for more information about CRC.
ccwatraining.org/crc  |  804-706-5181  |  crc@ccwa.vccs.edu
CERTIFICATIONS

Certified Nurse Aide*
Fee: $2,298
This program will provide a quality education and prepare the student with an effective, productive and satisfying career in the nursing field. Training will focus on the improvement and enhancement of the “Quality of Life” for long-term care residents and introduce the growing need in long-term care.
Jun 15 – Aug 31  TWR 10:00 AM – 2:00 PM CH

*This class is included in the WCG Program. See Page 18 for more information.
Registration information: 804-523-2292

MEDICAL OFFICE

Medical Coding and Billing Specialist*
Fee: $2,850
This course combines the basics of medical coding, medical billing, and medical terminology to provide a comprehensive program that will prepare participants to work as Medical Coding and Billing Specialists.
Jun 13 – Aug 31  TR 6:00 PM – 10:00 PM MIDLO

*This class is included in the WCG Program. See Page 18 for more information.
Registration information: 804-523-2292

Employment of health care occupations is projected to grow 19 percent from 2014 to 2024, much faster than the average for all occupations, adding about 2.3 million new jobs.

— United States Department of Labor (Occupational Outlook)
APICS Basics of Supply Chain Management
Fee: $499* | Nonmember Rate: $575
This course covers industry fundamentals and provides a comprehensive overview of successful manufacturing strategies. Examine the basic concepts and language as well as the relationships among master planning, inventory management, forecasting, just-in-time manufacturing, material requirements planning, capacity management, distribution, production activity control, total quality management, and purchasing. Industry newcomers and those seeking to advance into management roles will benefit from this course.
Oct 13 -21  FS  8:00 AM – 5:00 PM  CH

APICS Master Planning of Resources
Fee: $375* | Nonmember Rate: $450
Identify processes used to develop sales and operations plans; evaluate internal and external demand and forecasting requirements; and gain an understanding of the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints. This course also covers developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule.
May 12 – 20  FS  8:00 AM – 5:00 PM  CH

APICS Detailed Scheduling and Planning
Fee: $375* | Nonmember Rate: $450
Explore various techniques for material and capacity scheduling, including concepts and techniques of material requirements planning, capacity requirements planning, inventory management practices, and procurement and supplier planning. New applications such as material-dominated scheduling and processor-dominated scheduling are applicable to the process industries as well as other mature production environments.

APICS Execution and Control of Operations
Fee: $375* | Nonmember Rate: $450
Develop skills to prioritize and sequence work, execute work plans, implement controls, report activity results, and create and analyze performance evaluations. Discover techniques for scheduling and controlling production and process operations. Explore the execution of quality initiatives and continuous improvement plans in addition to the control and handling of inventories.

APICS Strategic Management of Resources
Fee: $375* | Nonmember Rate: $450
Explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.
Nov 10 – 18  FS  8:00 AM – 5:00 PM  CH

*Note: If you are an APICS member, please call 804-523-2292 for the discount code.
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.

Certifications

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 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.

*This class is included in the WCG Program. See Page 18 for more information.
Registration information: 804-523-2292

Manufacturing Technician Level 1 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.

*This class is included in the WCG Program. See Page 18 for more information.
Registration information: 804-523-2292

Jun 6 – 23  TWRF 9:00 AM – 4:00 PM  CH
Aug 8 – 25  TWRFS 9:00 AM – 4:00 PM  CH
**SAFETY**

**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 8** R 4:00 PM – 8:00 PM WDCC
- **Jun 24** S 9:00 AM – 1:00 PM WDCC
- **Jul 20** R 4:00 PM – 8:00 PM WDCC
- **Aug 5** S 9:00 AM – 1:00 PM WDCC
- **Sep 7** R 4:00 PM – 8:00 PM WDCC

**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.

- **Jun 29 & 30** RF 12:00 PM – 5:00 PM WDCC
- **Aug 3 & 4** RF 12:00 PM – 5:00 PM WDCC
- **Sep 13 & 14** WR 12:00 PM – 5:00 PM WDCC

**Earn a Credential. Save 66%!**
Get an edge for your next employment search with an industry-recognized certificate.

The Greater Richmond and Crater region job markets are active and credentials are becoming more critical. That’s why Virginia’s Community Colleges has a goal to triple the number of industry credentials earned in order to meet business and employment demands.

The **Workforce Credential Grant** (WCG) is now available to help offset the cost of certification programs in high-demand areas. Participants pay one-third of the cost for eligible courses. Course completion is required to receive the cost offset.

**WCG-supported programs** include:
- **Manufacturing Technician 1 (MT1)**
  - Dual credential w/ Manufacturing Specialist (MS)
- **Certified Logistics Technician**
  - Dual credential w/ Certified Logistics Associate
- **Commercial Driver’s License (CDL)**
- **Customer Service & Sales Certification**
- **Clinical Medical Assistant**
  - Triple credential w/ Phlebotomy and EKG
- **Certified Nurse Aide**
- **EKG Technician**
- **Medical Billing & Coding**
- **Phlebotomy Technician**
- **Teacher Licensure and TESOL**
  - through EducateVA

*WCG is limited and subject to availability once all required documents and approvals are provided.

For more information: 804-523-2292 | ccwatraining.org/certifications
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 rigor 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.

*This class is included in the WCG Program. See Page 18 for more information.*

Registration information: 804-523-2292

**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 the Virginia Community College System, 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.

- Jul 19 W 12:00PM – 1:00PM
- Aug 16 W 12:00PM – 1:00PM
- Aug 20 W 12:00PM – 1:00PM

Learn more about becoming a teacher!

Informational webinars are held monthly. For details, visit EducateVA.com today.
First Aid, CPR, and the Use of AEDs for Educators
Fee: $25

Teachers in the Commonwealth of Virginia seeking initial teacher licensure or renewal of a teaching license are required to be trained in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED). This is a training course and is not for an American Heart Association or American Red Cross certification or renewal. This online course addresses the medical issues that teachers are most likely to face in the classroom. The course provides training in first aid for medical emergencies, injuries, and the use of CPR and AED's. Teachers taking this course will learn the steps necessary to act when a medical emergency arises. Participants are encouraged to register for a hands-on CPR/AED/First Aid course in addition to completing this online training.

Available online

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.

EducateVA
A Career Switcher Program of Virginia’s Community Colleges
offered by Community College Workforce Alliance. 804-523-5671
SPECIALIZED TRAINING

Truck Driver Training (CDL)*
Fee: $4,500
CCWA is launching a new, quality 20-day program for Class A training program working with an industry leader in CDL training. This comprehensive program will provide the skills and opportunities needed to be successful in a truck driving career. All classes are held from 8:00 AM to 5:00 PM, and will meet in Chester.

Weekday Training / Monday – Friday:
- Jun 12 – Jul 21
- Jul 24 – Sep 1
- Jun 26 – Aug 4
- Aug 7 – Sep 15
- Jul 10 – Aug 18
- Aug 21 – Sep 29

Weekend Training / Saturday & Sunday:
- Jun 10 – Oct 1
- Aug 26 – Jan 7
- Jul 22 – Nov 5

*This class is included in the WCG Program. See Page 18 for more information.
Registration information: 804-523-2292

Motor Vehicle Dealer-Operator
Fee: $375
The Commonwealth of Virginia requires that any dealer-operator of an independent car dealership successfully complete this two-day program prior to taking the dealer-operator licensing examination. Any dealer-operator prior to December 31, 2005 will not be required to complete this program. Participants should bring a standard calculator to class.

Sep 26 & 27  WR  8:30 AM – 5:00 PM  WDCC

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

WORKFORCE WEDNESDAYS WEBINARS

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

June 21:
Graphic Design Made Simple and Free
Learn how to use the free graphic design application Canva, to easily create beautiful graphics for print and the web.
W 10:00 AM – 11:00 AM  Online

July 19:
Enterpreneurship for IT Professionals: Are You a Technopreneur?
Geared toward technology professionals, this Entrepreneurship for IT Professionals class will teach you how to determine if you have a marketable technology idea, how to test and vet new and existing ideas, and next steps to take your great ideas to an actionable next level.
W 10:00 AM – 11:00 AM  Online

August 16:
Basic Coding Skills: The New Working Class
Wired magazine calls basic coding skills “The Next Big Blue-Collar Job.” Come learn what coding skills are in demand, some basic tips and tricks that you can implement using CSS, JavaScript and Word-Press today, and next steps on how to learn coding skills quickly and inexpensively. Prerequisite: a basic understanding of HTML.
W 10:00 AM – 11:00 AM  Online
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 5 – JUNE 30

Introduction to 3D Printing
3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice?) In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.
JUNE 5 – JUNE 30

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 5 – JUNE 30

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 cancelation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. You will have the skills, tools and templates to confidently develop and maintain a project.
JUNE 5 – JUNE 30

OUR ONLINE PARTNERS

LERN UGotClass: Dozens of professional online certificates and courses led by real instructors with multimedia incorporated. Discussion forum or chat room is available for extended learning and feedback.

New 21st Century Strategies for Productivity and Time Management

Time is even more valuable in this century than in the last. How effectively you manage your time and productivity can affect your business and personal life in so many ways. You’ll get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Whether you are managing your own time or others’ time, come away with proven tips to put into practice on Monday morning.

JULY 3 – JULY 28

NEW! 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. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level.

JULY 3 – JULY 28

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 7 – SEPTEMBER 1

NEW! Change Management Skills for Human Resource Professionals

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. This class is beneficial to human resources professionals within organizations or those seeking to enter the field of Human Resource Strategy Consulting.

JULY 3 – JULY 28

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 7 – SEPTEMBER 1

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. From the boardroom, to the classroom, to speaking for thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from on-stage for a large audience, and host tele-seminars or webinars online.

JUNE 5 – JUNE 30

Enrollment information:
Enroll Now: ccwatraining.org/online

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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. Student projects will be available on a password protected Black Rocket website to share with friends and family. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible.

Jun 26 – 30  M–F  Afternoons
Jul 24 – 28  M–F  Mornings
Jul 31 – Aug 4  M–F  Mornings

Code Breakers
Fee: $185
Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the high school student who just made $1 million dollars for programming in his bedroom, this course has the essentials you need to begin your journey. Projects will be available on a Black Rocket website to share with friends and family.

Jul 10 – 14  M–F  Mornings

Lego Video Games
Fee: $185
Combine your two favorite activities: LEGOs and Video Games! Students will create their own LEGO characters and adventures in an interactive 2D Video Game. Everyone is welcome in this one of a kind class. At the end of the program, every student will have a finished LEGO Video Game that can be shared with friends and family through a password protected Black Rocket website. Games are only compatible on PC computers; Mac versions can be created after the program for a $15.00 conversion fee.

Jul 10 – 14  M–F  Afternoons
MONDAY – FRIDAY
WEIGHTLY SESSIONS

Morning Camps:
9:00 AM – 12 PM

Afternoon Camps:
1:00 PM – 4:00 PM

FOR AGES 8 – 12

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 17 – 21  M–F  Afternoons

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. No prior experience necessary, just a desire to have fun. Student created games will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers, Mac versions can be created after the program for $15.00 conversion fee.

Jul 17 – 21  M–F  Mornings

Make Your First 3-D Video Game!
Fee: $185

Try this new version of a Black Rocket classic! This class allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes and create an immersive 3D world. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling flow of gameplay, and story telling. Student created games will be available on a password protected Black Rocket website to share with friends and family.

Jul 24 – 28  M–F  Afternoons

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. To access their project at home students, must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible. Parent email address is required to use 3D modeling software.

Jul 31 – Aug 4  M–F  Afternoons

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

HOW TO REGISTER

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

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
  Bird Hall, Room B123
  Chester, Virginia 23831
  Phone: 804-706-5175
  Fax: 804-796-4266

- 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

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.

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.
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.
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 Community College & John Tyler Community College campuses 

details: page 26 

804-523-2292 | ccwat raining.org