A PARTNERSHIP OF JOHN TYLER AND REYNOLDS COMMUNITY COLLEGES

A PARTNERSHIP OF JOHN TYLER AND REYNOLDS COMMUNITY COLLEGES

NOW EXPANDING: ONLINE TRAINING

Get updates at: ccwatraining.org

DREAM LEARN ACHIEVE

You can do it here.

CLASSES . CREDENTIALS . WEBINARS

MAY – AUGUST 2020

CCWATRAINING.ORG
Community College Workforce Alliance (CCWA) works in partnership with Reynolds and John Tyler Community Colleges to provide fast track training and credentialing programs in four cities and 12 counties throughout Central Virginia. CCWA delivers non-credit training, custom-designed instruction, consulting, skills assessments and job training and career development programs. CCWA is the bridge that assists job seekers and companies to achieve their professional and strategic business goals.

For more information: 804-523-CCWA (2292) ccwatraining.org
Looking for a career solution?

With CareerStart, you can gain the foundation for an in-demand job in a matter of weeks.

Whether you are starting out or starting again, we can help.

Through FREE job training year-round in Richmond and Petersburg, CCWA’s CareerStart program can help prepare you for a job in the region’s top industries.

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

COMING SOON:
Online GED Prep and Job Training!

With CareerStart, you can gain the foundation for an in-demand job in a matter of weeks.

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

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

CLASS LOCATIONS — details on page 19

COMPUTER USE

Introduction to Basic Computing and the Internet
May 6       W 9:00 AM - 4:00 PM    CH
Fee: $199

Windows and File Management
May 13      W 9:00 AM - 4:00 PM    WDCC
Fee: $199

Microsoft PowerAutomate
Jul 17      F 1:00 PM - 4:00 PM    MIDLO
Fee: $129

BUSINESS APPLICATIONS

Access 2016 - Level 1
May 20      W 9:00 AM - 4:00 PM    WDCC
Fee: $249

Access 2016 - Level 2
Jun 25      R 9:00 AM - 4:00 PM    MIDLO
Fee: $249

Excel 2016 - Level 1
May 12      T 9:00 AM - 4:00 PM    WDCC
Jun 30      T 9:00 AM - 4:00 PM    MIDLO
Aug 27      R 9:00 AM - 4:00 PM    WDCC
Fee: $199

Excel 2016 - Level 2
Jul 15      W 9:00 AM - 4:00 PM    MIDLO
Fee: $199

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

Excel 2016 Pivot Tables & PowerPivot Tools
Aug 11      T 9:00 AM - 4:00 PM    WDCC
Fee: $199

Excel 2016 Power View Reports & Data Models
Aug 19      W 9:00 AM - 4:00 PM    MIDLO
Fee: $199

Excel 2016 Tips and Tricks
May 27      W 9:00 AM - 4:00 PM    WDCC
Aug 7       F 9:00 AM - 4:00 PM    MIDLO
Fee: $199

Excel 2016 Formulas
Jul 7       T 9:00 AM - 4:00 PM    MIDLO
Fee: $199

Excel 2016 Macros & Forms
Jul 14      T 9:00 AM - 4:00 PM    WDCC
Fee: $199

Excel 2016 Charts
Jun 11      R 9:00 AM - 4:00 PM    WDCC
Fee: $199

Outlook 2016 Tips & Tricks
May 7       R 9:00 AM - 4:00 PM    WDCC
Fee: $199

Microsoft Project 2016 Level 1
Jun 10      W 9:00 AM - 4:00 PM    MIDLO
Fee: $279

Microsoft Project Level 2
Jul 22      W 9:00 AM - 4:00 PM    MIDLO
Fee: $279

MS Office 2016 Quick Start
Jun 3       W 9:00 AM - 4:00 PM    WDCC
Aug 4       T 9:00 AM - 4:00 PM    MIDLO
Fee: $249
<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancing Your Presentations: An Introduction to Prezi</td>
<td>May 13</td>
<td>W 9:00 AM - 12:00 PM</td>
<td>CH</td>
<td>$119</td>
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<tr>
<td>SharePoint Essentials - Level 2</td>
<td>Aug 6</td>
<td>R 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$279</td>
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<tr>
<td>SharePoint Essentials - Level 1</td>
<td>Jun 17</td>
<td>W 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$279</td>
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<tr>
<td>QuickBooks</td>
<td>Aug 6 &amp; 7</td>
<td>RF 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$449</td>
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<tr>
<td>Introduction to Visio</td>
<td>May 18</td>
<td>M 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$279</td>
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<tr>
<td>OneNote Essentials</td>
<td>Jun 16</td>
<td>T 9:00 AM - 1:00 PM</td>
<td>WDCC</td>
<td>$129</td>
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<tr>
<td>Excel 2016 Data Management</td>
<td>Jul 30</td>
<td>R 9:00 AM - 4:00 PM</td>
<td>WDCC</td>
<td>$199</td>
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<tr>
<td>Excel 2013 - Level 1</td>
<td>Jun 12</td>
<td>F 9:00 AM - 4:00 PM</td>
<td>WDCC</td>
<td>$199</td>
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<tr>
<td>Excel 2013 - Level 2</td>
<td>Aug 6</td>
<td>R 9:00 AM - 4:00 PM</td>
<td>WDCC</td>
<td>$199</td>
</tr>
<tr>
<td>Easy Web Design Tools for Businesses</td>
<td>Jun 23</td>
<td>T 9:00 AM - 12:00 PM</td>
<td>CH</td>
<td>$129</td>
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<tr>
<td>Power BI Desktop Essentials</td>
<td>Jun 8</td>
<td>M 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$199</td>
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<tr>
<td>Power BI Desktop Advanced</td>
<td>Aug 17</td>
<td>M 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$199</td>
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<tr>
<td>Introduction to Cloud &amp; Serverless Computing with Amazon Web Services</td>
<td>Aug 12</td>
<td>W 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$279</td>
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<tr>
<td>Introduction G(Google) Suite Training</td>
<td>May 11</td>
<td>M 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$249</td>
</tr>
<tr>
<td>Aug 26</td>
<td>W 9:00 AM - 4:00 PM</td>
<td>MIDLO</td>
<td>$249</td>
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</table>

**CERTIFICATIONS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Fee</th>
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<tr>
<td>CompTIA A+</td>
<td>May 30 – Jun 27</td>
<td>Sa 8:30 AM - 5:00 PM</td>
<td>WDCC</td>
<td>$2,300</td>
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<td>CompTIA Security+</td>
<td>Jul 21 – Aug 13</td>
<td>TR 6:00 PM - 10:00 PM</td>
<td>WDCC</td>
<td>$1,500</td>
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</tbody>
</table>

**GIVE YOUR IDEAS ROOM TO GROW**

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

**NEW**

William H. Talley, III Center for Workforce Development at JTCC CHESTER CAMPUS

**NOW OPEN**

For events, retreats, training sessions and much more!

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

ccwatraining.org/locations
804-523-2292
<table>
<thead>
<tr>
<th>Creative Software</th>
<th>Programming</th>
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<tbody>
<tr>
<td><strong>Introduction to Adobe InDesign</strong>&lt;br&gt;Jun 24  W 9:00 AM - 4:00 PM  MIDLO</td>
<td><strong>Beginning Python</strong>&lt;br&gt;Jun 22  M 9:00 AM - 4:00 PM  MIDLO</td>
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<tr>
<td>Fee: $279</td>
<td>Fee: $279</td>
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<tr>
<td><strong>Intermediate Adobe InDesign</strong>&lt;br&gt;Aug 5  W 9:00 AM - 4:00 PM  MIDLO</td>
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<tr>
<td>Fee: $279</td>
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<tr>
<td><strong>Adobe Acrobat</strong>&lt;br&gt;Jul 22 &amp; 23  WR 9:00 AM - 4:00 PM  MIDLO</td>
<td><strong>Build a (Powerful) Website, Quickly, in WordPress</strong>&lt;br&gt;May 28  R 9:00 AM - 4:00 PM  MIDLO</td>
</tr>
<tr>
<td>Fee: $249</td>
<td>Fee: $279</td>
</tr>
<tr>
<td><strong>ADA Compliance Essentials for MS Documents</strong>&lt;br&gt;Jun 12  F 9:00 AM - 4:00 PM  MIDLO</td>
<td><strong>Advanced WordPress</strong>&lt;br&gt;Jul 21  T 9:00 AM - 4:00 PM  MIDLO</td>
</tr>
<tr>
<td>Fee: $129</td>
<td>Fee: $279</td>
</tr>
<tr>
<td><strong>IT Foundations</strong></td>
<td><strong>Designing Responsive Web Pages with HTML5, CSS3 and Bootstrap</strong>&lt;br&gt;Jul 13  M 9:00 AM - 4:00 PM  MIDLO</td>
</tr>
<tr>
<td><strong>Introduction to Artificial Intelligence</strong>&lt;br&gt;Jun 5  F 9:00 AM - 12:00 PM  CH</td>
<td>Fee: $279</td>
</tr>
<tr>
<td>Fee: $129</td>
<td><strong>Collaborating with Microsoft Teams</strong>&lt;br&gt;Jul 17  F 9:00 AM - 12:00 PM  MIDLO</td>
</tr>
<tr>
<td></td>
<td>Fee: $129</td>
</tr>
</tbody>
</table>

**Your Route to Greater Income**

**Certification Courses + Financial Assistance**

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

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

To learn more contact us today.

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

**More than 2,000 CREDENTIALS EARNED IN THE PAST YEAR**
Business Administration and Management

CUSTOMER SERVICE

Block 1
A Winning Attitude
May 6  W 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 2
Commitment to the Customer
May 6  W 1:00 PM - 4:00 PM  WDCC
Fee: $99

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

Block 4
Oral Communication
Jun 9  T 1:00 PM - 4:00 PM  MIDLO
Fee: $99

Block 5
Phone Power
Jun 19  F 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 6
Active Listening Skills
Jun 19  F 1:00 PM - 4:00 PM  CH
Fee: $99

Block 7
Problem-Solving Techniques
Jul 14  T 9:00 AM - 12:00 PM  WDCC
Fee: $99

Block 8
Confidence with Difficult Customers
Jul 14  T 1:00 PM - 4:00 PM  WDCC
Fee: $99

Block 9
Managing Job Stress
Aug 13  R 9:00 AM - 12:00 PM  MIDLO
Fee: $99

Block 10
Exceeding Customer Expectations
Aug 13  R 1:00 PM - 4:00 PM  MIDLO
Fee: $99
CERTIFICATIONS

National Retail Certification in Customer Service & Sales
May 18 – Jun 29  M 9:00 AM - 4:00 PM  CH
Jul 9 – Aug 13  MR 9:00 AM - 4:00 PM  WDCC
Fee: $840  Financial support is provided for this course to all Virginians, subject to availability.

Associate Professional in Human Resources Prep Course
Aug 6 – Sep 24  R 6:00 PM - 9:00 PM  MIDLO
Fee: $900

COMMUNICATIONS

Business Writing for Professionals
Jun 12  F 9:00 AM - 4:00 PM  CH
Aug 14  F 9:00 AM - 4:00 PM  MIDLO
Fee: $249

Grammar Workshop
Jun 19  F 9:00 AM - 4:00 PM  CH
Aug 28  F 9:00 AM - 4:00 PM  MIDLO
Fee: $199

LEADERSHIP AND MANAGEMENT SKILLS

Change Management
May 7  R 9:00 AM - 4:00 PM  WDCC
Fee: $249

Maximizing Employee Engagement
May 20  W 9:00 AM - 4:00 PM  WDCC
Fee: $249

Teambuilding Strategies
June 21  W 9:00 AM - 4:00 PM  CH
Aug 21  F 9:00 AM - 4:00 PM  WDCC
Fee: $249

Time Management & Balancing Today's Priorities
May 21  R 9:00 AM - 4:00 PM  CH
Aug 20  R 9:00 AM - 4:00 PM  MIDLO
Fee: $249

Understanding Yourself and Others: An Introduction to the MBTI
Jun 2  T 1:00 PM - 4:00 PM  CH
Aug 18  T 1:00 PM - 4:00 PM  WDCC
Fee: $199

Managing Millennials
Jun 2  T 9:00 AM - 12:00 PM  CH
Aug 18  T 9:00 AM - 12:00 PM  WDCC
Fee: $129

Think Again: Critical Thinking Skills
Jun 16  T 9:00 AM - 4:00 PM  CH
Jul 31  F 9:00 AM - 4:00 PM  MIDLO
Fee: $249

Business Workplace Ethics
May 15  F 9:00 AM - 12:00 PM  CH
Jul 21  T 9:00 AM - 12:00 PM  WDCC
Fee: $129

Effective Decision Making
Jun 29  M 9:00 AM - 4:00 PM  WDCC
Fee: $249

BUSINESS U

An Educational Course for Business Owners
Align your personal and business goals and make important decisions about the security of your business.

SPRING COURSES:
•  Aug 4 & 11 / Tuesdays
•  Aug 20 & 27 / Thursdays

LOCATION:
CCWA Midlothian (see page 19)

For more information visit cccwatraining.org/businessu
Making the Move to Supervisor  
Jun 3  W 9:00 AM - 4:00 PM  WDCC  
Fee: $249

Constructive Conflict Resolution  
May 14  R 9:00 AM - 4:00 PM  CH  
Fee: $249

Business U: Aligning Your Personal & Business Goals  
Aug 4 & 11  T 9:00 AM - 12:15 PM  MIDLO  
Aug 20 & 27  R 9:00 AM - 12:15 PM  MIDLO  
Fee: $99

Develop an Artificial Intelligence Business Strategy  
Jul 17  F 9:00 AM - 12:00 PM  CH  
Fee: $129

PROJECT MANAGEMENT

Project Management (PMP) Prep Course  
Jun 1 - 29  M 8:30 AM - 4:30 PM  MIDLO  
Fee: $1,395

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

Project Risk Management: A Scalable Approach  
Aug 21  F 9:00 AM - 4:00 PM  MIDLO  
Fee: $269

When your goals include increasing productivity, improving employee performance and engagement, streamlining work flow and maximizing profits, CCWA can help you achieve big results.

When your goals include increasing productivity, improving employee performance and engagement, streamlining work flow and maximizing profits, CCWA can help you achieve big results.

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

To learn more, call 804-523-2292 or visit ccwatraining.org/customtraining
Open Doors to In-Demand Jobs with Industry Credentials

FASTFORWARD PROGRAMS WITH TUITION ASSISTANCE

BUSINESS AND CAREER TRAINING

• Customer Service & Sales Certification
• Teacher Licensure
  Through EducateVA

HEALTH CARE

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

PAY ONLY ONE-THIRD OF THE COST FOR SHORT-TERM TRAINING THAT GETS YOU TO WORK

The Greater Richmond job market is active and credentials are becoming more critical. Virginia’s Community Colleges have a goal to triple the number of industry credentials earned by Virginians in order to meet business and employment demands. FastForward credentials open doors to in-demand jobs.

FastForward funding is limited and subject to availability.
TUITION ASSISTANCE

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

TRADES AND MANUFACTURING

• Commercial Driver’s License (CDL)
• Manufacturing Technician 1 (MT1) — Dual credential w/ Manufacturing Specialist (MS)
• Certified Logistics Technician — Dual credential w/ Certified Logistics Associate
• VDOT Construction Inspector Series
• NCCER Core Construction
• NCCER Electrician Level 1
• NCCER HVAC Level 1
• NCCER Heavy Equipment Operator

Schedule your orientation today!

Go to ccwatraining.org/certifications
## Basic Contractor Business Licensing
- **May 9**  Sa 8:00 AM - 5:00 PM  WDCC
- **Jun 6**  Sa 8:00 AM - 5:00 PM  WDCC
- **Jul 25**  Sa 8:00 AM - 5:00 PM  WDCC
- **Aug 15**  Sa 8:00 AM - 5:00 PM  WDCC
- Fee: $199

## Electrical Code Update
- **May 6**  W 6:00 PM - 9:00 PM  WDCC
- **Aug 19**  W 6:00 PM - 9:00 PM  WDCC
- Fee: $225

## Fuel Gas Code Update
- **May 9**  Sa 8:00 AM - 9:00 AM  WDCC
- **Aug 22**  Sa 8:00 AM - 9:00 AM  WDCC
- Fee: $75

## Plumbing Code Update
- **May 9**  Sa 9:15 AM - 12:15 PM  WDCC
- **Aug 22**  Sa 9:15 AM - 12:15 PM  WDCC
- Fee: $225

## Mechanical Code Update
- **May 9**  Sa 1:15 PM - 4:15 PM  WDCC
- **Aug 22**  Sa 1:15 PM - 4:15 PM  WDCC
- Fee: $225

## NCCER Electrical Level 1
- **Jul 9** – **Aug 28**  MWR 5:30 PM - 9:00 PM  DTC
- Fee: $1,500*

## NCCER HVAC Level 1
- **Jul 9** – **Aug 28**  MWR 5:30 PM - 9:00 PM  DTC
- Fee: $1,698*

## SAFETY

### OSHA 10-Hour Training Certification for General Industry
- **Jun 25 & 26**  RF 12:00 PM - 5:00 PM  WDCC
- **May 18 – Jun 11**  MWR 5:30 PM - 8:50 PM  CH
- Fee: $0

### Forklift Operator Training
- **Jun 11**  R 4:00 PM - 8:00 PM  WDCC
- **Jul 17**  F 4:00 PM - 8:00 PM  WDCC
- Fee: $125

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### CERTIFICATIONS IN MOTION

**CCWA’s Partnership with the Virginia Department of Transportation**

Materials and Inspector Certification Courses are available year-round with statewide offerings.

Custom dates for on-site courses are available upon request.

Inspector Courses are offered at a discounted rate (66% off) for all Virginia residents through the FastForward/Workforce Credential Grant (subject to availability).

---

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

Manufacturing Specialist Certification
Jul 13 – Aug 26  MTWR 9:00 AM - 12:00 PM CH
Fee: $1,584*

Manufacturing Technician Level 1 Certification
Jul 13 – Aug 26  MTWR 9:00 AM - 12:00 PM CH
Fee: $816*

Certified Logistics Associate (CLA)
Jul 6 – 21  MTWR 5:30 PM - 8:30 PM CH
Fee: $900*

Certified Logistics Technician (CLT)
May 5 – Jun 2  TWR 5:30 PM - 8:30 PM CH
Jul 22 – Aug 11  TWR 5:30 PM - 8:30 PM CH
Fee: $1,200*

Additional Services:
• Industry Tours
• Digital Literacy
• Business Acumen
• Resume Writing
• Interview Techniques

Guaranteed interviews with employers upon successful completion.

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

JOBS 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 more information visit ccwatraining.org/assessments

Regional Manufacturers Seek MT1-Certified Employees

Earn an MT1 (Manufacturing Technician 1) certification and prepare for a high-paying career in less than 8 weeks.

Coursework includes:
• Quality and Lean Manufacturing Techniques
• Elements of Business Acumen
• Mechanics and Spatial Reasoning
• Math and Measurement for Industry
• Electrical and Chemical Theory and Fundamentals
• Manufacturing Processes and Controls
• Fluid Power and Thermodynamics
• Industry and Personal Safety (OSHA, CPR, First Aid)

For more information visit ccwatraining.org/mt1 or contact Dana Newcomer at dnewcomer@ccwa.vccs.edu or 804-706-5182.
Driver Education Training for Teachers

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

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

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

Jun 16 – Jul 16 and Jul 21 – Aug 20
TR 5:00 PM – 8:00 PM WDCC

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

WEEKDAY TRAINING
Monday – Friday

Classes meeting in Chester:
May 11 – Jun 19
May 26 – Jul 3
Jun 8 – Jul 17
Jun 22 – Jul 31
Jul 6 – Aug 14

July 20 – Aug 28
Aug 3 – Sep 11
Aug 17 – Sep 25
Aug 31 – Oct 9

Classes meeting in Goochland: Jul 13 – Aug 21

WEEKEND TRAINING
Saturday & Sunday

Classes meeting in Chester:
Jun 6 – Sep 27
Jul 18 – Nov 1

Aug 22 – Dec 13

Fee: $4,500

*Financial support is provided for this course to all Virginians, subject to availability.
Teaching can be the most rewarding career you will ever have.

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

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

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

This program is offered as a FastForward credential and participants pay only 1/3 or less of the cost.

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

VDSS Child Care Training

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

For more information visit: ccwatraining.org/childcare
WRITING AND GRANTS

Grant Proposal Writing 101
May 15  F 9:00 AM - 4:00 PM  CH
Jul 10  F 9:00 AM - 4:00 PM  WDCC
Fee: $269

Grants Management 101
May 29  F 9:00 AM - 4:00 PM  CH
Jul 24  F 9:00 AM - 4:00 PM  MIDLO
Fee: $269

MEDICAL OFFICE

Medical Coding - Certified Professional Coder
May 6 – Aug 24  MW 6:00 PM - 9:00 PM  JS
Fee: $2,850*

PHARMACY

Pharmacy Technician Program
Jun 30 – Sep 3  TR 6:00 PM - 8:30 PM  JS
Fee: $1,599*

CERTIFICATIONS

Nurse Aide Program
Jun 8 – Jul 17  M–F 10:00 AM - 2:00 PM  OFF
Jul 20 – Aug 28  M–F 10:00 AM - 2:00 PM  OFF
Fee: $2,337*

Emergency Telecommunicator Certification
May 30 – Jun 27  Sa 8:30 AM - 5:00 PM  WDCC
Fee: $349

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

Train for a New Career as a 9-1-1 Dispatcher

Emergency Telecommunicator Certification
This course includes comprehensive content, multimedia presentations, and hands-on training to prepare you for roles at an emergency telecommunications center.
(See fee and class schedule above.)

More Information: 804-706-5180

WORKFORCE WEDNESDAYS WEBINARS

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

WordPress  May 13
Artificial Intelligence in 60 Minutes  June 10
Excel Pivot Tables  July 8
Conflict Resolution  Aug 12

Join us for your personal enrichment or to build professional skills.

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

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

Contact us to learn more:
804-523-2292
ccwatraining.org/customtraining

CLASS LOCATIONS: page 19

Health Care

Health Care
Instructor-facilitated online courses are informative, fun, convenient and highly interactive. You can complete any course entirely from your home or office, any time of the day or night. Many of these courses are open throughout the term. Visit us online at ccwatraining.org for more details and additional course offerings.

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<tr>
<th>MAY</th>
<th>Starting May 4</th>
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<td>Supervisory &amp; Leadership Certificate</td>
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<td>Podcasting</td>
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<td>Instagram for Business</td>
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<td>Mastering Microsoft Excel</td>
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<td>How Programming Works</td>
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<td>WordPress Certificate</td>
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Courses run for one month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. For more details, visit ccwatraining.org/online-classes.
Courses run for one month. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

### JULY
Starting in July 6

- Intermediate Data Analysis $195
- Getting Started in Sales $195
- Cyber Security for Managers $195
- The Business Plan $195
- Productivity eTools $245
- The Basics of Bookkeeping $195
- Intermediate Video Game Design $245
- Effective Copywriting $195
- Extraordinary Customer Service $145
- Photoshop for Presentations $195
- Negotiation: Get What You Want $195
- Applying Lean Sigma Practices to HR Functions $245
- Key Essentials for Conducting Workplace Investigations $195
- Strategic Project Management Skills for Human Resource Professionals $245
- Your Workplace, Your Employees & The Law $195
- Developing Your Leadership Skills $145
- Project Management Processes $195
- Collaborative Management $245
- Change in the Workplace $195
- Intermediate Six Sigma Green Belt $195
- Dealing with Difficult People in the Workplace $245
- Boosting Your Website Traffic $195
- YouTube for Business $245
- Facebook for Business $245
- Marketing Using Social Media $195
- Intermediate Excel $195
- Intermediate Web Design $245
- HTML Fundamentals $245
- Adobe Photoshop Essentials $225
- Basic Programming Concepts $195
- Designing Online Instruction $195
- Generational Learning Styles $145

### AUGUST
Starting August 3

- Closing Procedures and Financial Statements $195
- Advanced Data Analysis $195
- Power Selling $195
- Entrepreneurial Marketing $195
- Managing Productivity $245
- Writing News and Press Releases $195
- Graphic Design for Visual Presentations $195
- Using Personality Profiles for Better Work Performance $295
- Developing Your Professional Career $145
- Program Evaluation for Nonprofit Professionals $245
- Project Management Knowledge Areas $195
- Lean Six Sigma $245
- Managing Generations in the Workplace $175
- Creating Community & Social Change $195
- Advanced Six Sigma Green Belt $195
- Stress Management in the Workplace $145
- Online Advertising $195
- Integrating Social Media in Your Organization $195
- Advanced Excel $195
- Advanced Web Design $245
- CSS Fundamentals $245
- Adobe InDesign Essentials $225

Visit ccwatraining.org for more details and additional course offerings.

For more details, visit ccwatraining.org/online-classes.
Refunds
Participants may withdraw and receive a full refund provided a written request is received at least five business days before the class is scheduled to begin. No refunds are provided after this time. Withdrawals must be completed by notifying CCWA in writing by email to trainer@ccwa.vccs.edu. Refund checks are distributed by the Virginia Department of the Treasury and may take up to six weeks for processing.

Non-Credit Financial Aid
CCWA has funding that can help pay for training that supports attainment of industry credentials. If you have limited income and want to earn an industry credential, please contact us and find out how we might be able to support your efforts. Call 804-523-2292 or email us at trainer@ccwa.vccs.edu to inquire about our non-credit financial aid.

Canceled Classes
Each course is offered on the condition of adequate enrollment; CCWA reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed sufficient. Necessary changes in this schedule may be dictated by enrollment, personnel requirements, or availability of facilities.

Continuing Education Options
All classes in this schedule offer Continuing Education Units (CEUs) and Continuing Professional Education (CPE). The number of CEUs awarded depends upon successful course completion and varies according to course length. For each hour of actual instruction 0.1 CEU is awarded. For CPEs, students simply need to request them from CCWA before class.

Mailing Lists
To request more information or to unsubscribe from the mailing list, please write to trainer@ccwa.vccs.edu.

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

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

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

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

CCWA LOCATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH</td>
<td>Tyler Chester Campus*</td>
<td>William H. Talley III Center for Workforce Development 13101 Jefferson Davis Highway Chester, Virginia 23831</td>
<td>804-706-5175</td>
</tr>
<tr>
<td>MIDLO</td>
<td>Tyler Midlothian Campus*</td>
<td>Eliades Hall (E208) 800 Charter Colony Parkway Midlothian, VA 23114</td>
<td>804-897-7600 / Fax: 804-897-7617</td>
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<tr>
<td>WDCC</td>
<td>Reynolds Parham Road Campus*</td>
<td>Workforce Development &amp; Conference Center 1651 E. Parham Road, Suite 103 Richmond, VA 23228</td>
<td>804-523-2292 / Fax: 804-371-3414</td>
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<tr>
<td>DTC</td>
<td>Reynolds Downtown Campus</td>
<td>700 East Jackson Street Richmond, VA 23219</td>
<td>804-523-5345</td>
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<tr>
<td>GC</td>
<td>Reynolds Goochland Campus*</td>
<td>1851 Dickinson Road Goochland, VA 23063</td>
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*REGISTRATION available at this location.
CCWA has helped thousands of businesses and individuals take their companies and careers to new heights.

We can do the same for you.

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