# **Career & Corporate Training**



- PLENTY OF FUNDING OPTIONS AVAILABLE!
- EARN A \$1,000 ACHIEVEMENT REWARD WITH VA READY!
- NEW COURSES IN MICROSOFT OFFICE AND OSHA TRAINING.

# VIRGINIA WESTERN

Spring 2023

https://www.virginiawestern.edu/cct/



# **Career & Corporate Training**



# Happy New Year!

Interested in a new career, or just want to earn a promotion? FastForward career training can help you obtain in-demand job skills, earn an industry credential, and advance your career – fast.

Run a business and need training for your team? From supervision and management topics to technical skills like torque and electrical, our custom training solutions are designed for immediate impact.

Enjoy the catalog and let us know how we can help with your career or corporate training needs. We're here to help transform lives and strengthen our communities. Please call us today at (540) 857-6076!

Yours in Service-

Milan S. Hayward, VP
Career and Corporate Training

VIRGINIA WESTERN

# **SPRING 2023**

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# **HEALTHCARE**

# **DENTAL**

# Dental Radiation Safety Certification for Dental Assistants

The Dental Radiation Safety Certification is perfect for working dental professionals and current dental hygienist students looking to enhance their skills. This course meets the requirements of the Virginia State Board of Dentistry for certification in radiography safety. A comprehensive exam will be given after the completion of the online session, emphasizing safety for the patient, operator and co-workers (including infection control and health and safety procedures). Students must pass the exam with a minimum grade of 75%. This class will not provide clinical competence in taking X-rays. Students will receive a course certification of completion, which they can provide to their employer.

\$249

5311 Online 24/7 Feb 1 – Apr 1

# MEDICAL ASSISTANT

# FF - Certified Medical Assistant - HMCA Hybrid

Kick off your new career as a medical assistant! Learn the clinical and administrative skills to work in healthcare settings, such as primary care offices, urgent care centers and specialty clinics. Get ready to pass the nationally recognized CCMA exam issued by the National Heathcareer Association (NHA) in just 14 weeks. Medical assistants are in high demand and earn an average of \$13/hour in the Roanoke area. Get on your way with our career readiness resources and networking opportunities! This is a very popular course, so act now!

\$3,210 FastForward-Eligible: \$1,070

<u>5313</u>	Mon 9:00 am – 12:00 pm	Jan 23	HLTH
		Jan 24 – Feb 14	ONL
	Mon 9:00 am – 12:00 pm	Jan 30 – May 1	HLTH
	Tue, Wed 9:00 am – 12:00 pm	Feb 21 – May 2	HLTH
	Wed 9:00 am – 12:00 pm	May 3	HLTH
	Mon 9:00 am – 2:00 pm	May 8	HLTH
	(No class on 4/3,4/5)		

# **EKG TECHNICIAN**

# FF - EKG Technician ) 🖼 🕊

Take your healthcare career to the next level as a certified EKG Tech! LPNs, RNs, MAs, CCMAs and EMTs can all benefit from an EKG Tech credential. Gain the knowledge, skills and hands-on clinical experience you need to take the nationally recognized Certified EKG Technician exam issued by the National Healthcareer Association (NHA) in just 7 weeks. According to NHA, the need for qualified EKG technicians continues to increase as the aging population in America grows (and with it, the prevalence of heart-related conditions). Call now to enroll!

\$1,800 FastForward-Eligible: \$600

Please call 540.857.6076 for updated schedule.

# **PHARMACY**

# FF - Pharmacy Technician - Hybrid Day 🔰 🖼 🥨

Pharmacy technicians play a vital role in hospitals, health systems and community pharmacies. Get ready with this American Society of Health-System Pharmacists (ASHP) accredited, 400-hour course with in-person labs and clinicals. Pharmacy technicians are comfortable communicating with diverse audiences, performing data entry with various software programs, solving problems while working in a busy environment and maintaining professionalism while providing quality patient care. At the end of the course, you will apply for the national Pharmacy Technician Certification Exam (PTCE) to become a Certified Pharmacy Technician (CPhT). This course is offered via a cooperative agreement with Mountain Empire Community College.

\$4,500 FastForward-Eligible: \$1,500

<u>5317</u>	Online 24/7	Jan 23 – May 17	ONL
	Wed 9:00 am – 12:00 pm	Jan 25 – May 10	THOM
	Wed 9:00 am – 5:00 pm	May 17	THOM





"Our region has a high demand for healthcare workers, especially entrylevel positions. Certified Medical Assistants are vital for supporting our area hospitals, doctor's offices, and clinics.

"The high-quality, accelerated training that CCT provides can help bridge the gap in our healthcare shortage by getting people to work in just 14 short weeks, and the stackable credentials that are offered create even more opportunities for individuals to grow in this in-demand career field. I am honored to be a part of the CCT faculty and am excited to help transform students into workplace-ready practitioners!"

Lauren B. Cumella, BSN, RN - Healthcare Careers Faculty

# **PHLEBOTOMY**

# FF - Phlebotomy Technician 🔰 🖼 🦇

This 35-hour course consists of on-campus instruction in the competencies of phlebotomy. The course will prepare students to be professional phlebotomy technicians dedicated to safely collecting venous and dermal blood specimens for laboratory testing. Participants will learn how to perform venipunctures and capillary blood draws and gain the knowledge and hands-on clinical experience needed to take the nationally recognized Certified Phlebotomy Technician exam issued by the National Healthcareer Association (NHA). Through engaging learning activities, hands-on experience and online adaptive learning, participants will gain understanding of the important role phlebotomy technicians have in healthcare and will also be introduced to many employment and networking

\$1,995 FastForward-Eligible: \$665

5314	Thu 9:00 am – 11:00 am	Jan 26	HLTH
	Fri 9:00 am – 11:00 am	Jan 27 – Mar 24	HLTH
	Thu 9:00 am – 11:00 am	Feb 2 – Mar 23	HLTH
	Thu 9:00 am – 12:00 pm	Mar 30	HLTH

Virginia Western Career & Corporate Training | Spring 2023

# **ADVANCED MANUFACTURING &** SKILLED TRADES

#### MACHINING

# 

Are you an essential worker? Jump start your career in an essential industry embedded in every aspect of everyday life. Machine operators and machinists make parts for pacemakers and cellphones, even planes and bridges. Take Machining Fundamentals I and II, and learn in-demand skills like shop safety, precision measuring, print reading, job planning, benchwork, metal cutting, drilling, and more. Earn 2 life-long National Institute of Metalworking Skills (NIMS) credentials at the same time. Take your first steps to move beyond just pushing a button and enter this high demand industry. Register now for both Machining Fundamentals I and II and take them during the same 7-week period!

## \$900 FastForward-Eligible: \$300

<u>5297</u>	Mon 5:30 pm – 9:30 pm	Feb 13 – Mar 27	GDWL
<u>5300</u>	Mon 5:30 pm – 9:30 pm	Apr 24 – Jun 12	GDWL
	(No class on 5/29)		

# FF - Machining Fundamentals II MNJ1 )) 🖼 🞾

Description is same as previous course listing.

#### \$900 FastForward-Eligible: \$300

<u>5298</u>	Wed 5:30 pm - 9:30 pm	Feb 15 – Mar 29	GDWL
<u>5299</u>	Wed 5:30 pm - 9:30 pm	Apr 26 – Jun 7	GDWL

Continue your advancement into the in-demand machining industry by taking this milling course. Learn the basic manual milling skills needed to work in a manufacturing environment. Earn 3 National Institute of Metalworking Skills (NIMS) credentials that cover operating drill presses, manual mills and CNC mills. All of this can be completed in just 9 weeks. Milling and Turning are prerequisites for Advanced Machining.

\$1,995 FastForward-Eligible: \$665

Please call 540.857.6076 for updated schedule.

Learn the needed basic manual turning/lathe skills and conversational programming to work in a manufacturing environment. Earn 3 more NIMS credentials that will cover skills needed to operate manual and CNC lathes. All of this can be completed in just 10 weeks. Register now! Turning and Milling are prerequisites for Advanced Machining.

\$1,995 FastForward-Eligible: \$665

Please call 540.857.6076 for updated schedule.

# FF - Machining - Advanced MPL1 )) 🖼 🕊

Become more versatile in a machining career by taking our capstone course - Machining - Advanced. Skill up as an operator with the skills to move from task to task and machine to machine, no longer limited to one position. Learn basic CNC G-code and conversational skills to work in an advanced manufacturing environment for both milling and turning. Earn 3 more NIMS credentials that will cover the programming, setup and operations of CNC mills and CNC lathes, and surface grinding. All of this can be completed in just 10 weeks. Register for this course after completing Machining Fundamentals I and II, Milling Operator, and Turning Operator.

\$2,400 FastForward-Eligible: \$800

<u>5301</u>	Tue, Thu 5:30 pm - 9:30 pm	Feb 21 – Apr 27	GDWL
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# OSHA 10 Hour General Industry

An OSHA 10 general industry card is a must-have for any entry-level general industry worker. Our OSHA 10 course promotes workplace safety and health and informs workers about their workplace safety rights. Examples include employees in healthcare, manufacturing, FF - Machining Milling: Operator CMOP )) G Warehousing, and distribution. Tuition includes course materials and OSHA card.

<u>5061</u>	Fri 5:30 pm - 8:00 pm	Jan 13	HUMA
	Sat 8:00 am - 5:00 pm	lan 14	HUMA

#### OSHA 30 Hour Construction

OSHA 30 training for construction prepares supervisors and workers to avoid workplace safety and health risks. Topics covered in OSHA 30 Hour training include general worksite safety, avoiding common hazards, understanding workers' rights, employer respon-FF - Machining Turning: Operator CTOP >> GIVE sibilities and more. Earn an official OSHA 30 card from the U.S. Department of Labor (DOL); a common requirement for employment in construction and other industries. Tuition includes course materials and OSHA card.

\$199

<u>5062</u>	Sat 8:00 am – 5:00 pm	Feb 4 - 25	HUMA

# **CONTRACTOR'S LICENSE**

#### Basic Contractor's License

This is a Virginia Department of Professional and Occupational Regulation (DPOR) approved pre-licensing class for a Class A, B, or C Contractor's license. This 8-hour course is designed to provide a basic look at the statutes and regulations that govern contractor licensing in Virginia, including a review of the different types of licenses available and the qualifications for each, including Standards of Practice, Prohibited Acts and How to Avoid Violations of the Regulations. Students will also learn about state building codes and underground utilities, employment law, worker's compensation, taxes and business structures. After successfully passing this course, students are qualified to take the PSI test for licensure. Students must schedule the PSI test directly with PSI Examination Services; information on this organization is provided in the course. After successfully passing the PSI test, students must submit the appropriate paperwork and fees to the state to receive license.

\$195

<u>5048</u>	Sat 8:00 am – 5:00 pm	Jan 14	THOM
<u>5049</u>	Sat 8:00 am – 5:00 pm	Feb 11	THOM
<u>5050</u>	Sat 8:00 am – 5:00 pm	Mar 11	THOM
<u>5051</u>	Sat 8:00 am – 5:00 pm	Apr 8	THOM
<u>5052</u>	Sat 8:00 am – 5:00 pm	May 13	THOM

= FastForward—eligible; see page 13 **G** = G3—eligible; see page 7

#### TRADESMEN'S LICENSE RENEWALS

# Tradesman License Renewal - Electrical

Tradesman License Renewal are online courses, to be taken for renewal of a license in the following trade: Electrical

\$45

5053 Online 24/7

# Tradesman License Renewal - Gas Fitting

Tradesman License Renewal are online courses, to be taken for renewal of a license in the following trade: Gasfitting

\$25

5054 Online 24/7

ONL

# Tradesman License Renewal - Plumbing

Tradesman License Renewal are online courses, to be taken for renewal of a license in the following trade: Plumbing

\$45

5056 Online 24/7

ONL

# Tradesman License Renewal - Mechanical HVAC

Tradesman License Renewal are online courses, to be taken for renewal of a license in the following trade: Mechanical HVAC

\$45

5055 Online 24/7

### **CONSTRUCTION CORE SKILLS**

# FF - Construction Core Skills >>>

Get started in a career in construction! No prior experience required. Learn basic skills such as construction safety, construction math, introduction to construction hand and power tools and their use, introduction to construction drawings, communication skills, employability skills, and introduction to material handling. Get ready to work by learning skills in critical thinking, problem solving and effective self-presentation. Call today and let's work toward new skills, an industry (NCCER) credential and a new job.

\$1,080 FastForward-Eligible: \$360

Please call 540.857.6076 for updated schedule.

### **HEAVY EQUIPMENT OPERATOR**

# 

Want to work outside? Get in the driver's seat and build your future as an in-demand heavy equipment operator! Experience what it's like to operate a bulldozer and excavator in our high-tech Caterpillar simulators! Earn the Heavy Equipment Operator Level 1 credential in just 16 weeks of online classes and 44 hours in the seat of a CAT simulator. Invest in yourself and improve your earning potential! Call us today to enroll! Core and Level 1 must be taken at the same time.

\$600 FastForward-Eligible: \$200

Please call 540.857.6076 for updated schedule.

# FF - Heavy Equipment Operator Level 1 )) 🖼 🎾

Description is same as previous course listing.

\$3,900 FastForward-Eligible: \$1,300

Please call 540.857.6076 for updated schedule.

# WELDING

# 

Explore your interest in Welding! Learn Flux-Core Arc Welding (FCAW) methods and introductory print reading for welding. FCAW processes allow for high quality welds, versatility, and out-of-position welding capability. The FCAW processes are used by industry, manufacturers, and in construction. For personal interest, career exploration, or to add FCAW methods to your resume, get ready to earn an American Welding Society Qualification in FCAW in just 4 weeks! Enroll now!

\$999 FastForward-Eligible: \$333

5321 Mon, Wed 5:30 pm – 10:00 pm

May 8 - 24

SHS



# FF - Introduction to Welding - GMAW ) 🖼 🞾

Explore your interest in Welding! Add Gas Metal Arc Welding (GMAW) methods and introductory print reading to your skill set to make yourself more well-rounded as a fabricator. Learn this fast and economical method that is used for welding thin-gauge metal and heavy plate steel. GMAW processes are used by industry, maintenance repair, and hobbyists. For personal interest, career exploration, or to add GMAW methods to your resume, get ready to earn an American Welding Society Qualification in GMAW in just 4 weeks! Enroll now!

\$999 FastForward-Eligible: \$333

NC3 credentials!

\$999 FastForward-Eligible: \$333

5320 Mon 5:30 pm – 8:30 pm

5322 Mon, Wed 5:30 pm – 10:00 pm Mar 13 – 29

**MECHATRONICS** 

**ELECTRICITY - AC, DC & MULTIMETERS** 

FF - Electricity - AC, DC & Multimeters >> G3

Discover the essentials of what powers the world! Electricity! Learn

about alternating current (AC) and direct current (DC) and how to

is right for the intended use. Understanding electricity and how

to work with it safely is foundational to manufacturing and many

other careers. You will build, test and troubleshoot AC/DC circuits

circuit operation. Invest in yourself and in 13 weeks earn 3 Festo/

and examine the operating voltages and currents related to proper

read multimeters to determine the flow of electricity and if the flow

\$999 FastForward-Eligible: \$333

5318 Wed 5:30 pm - 8:30 pm

power generation, to name a few!

**MECHANICAL SYSTEMS** 

FF - Mechanical Systems )) 🖼

Did you take things apart as a kid, wondering how things work?

forces in any machine are mechanical systems: gears, drives,

Mechanical Systems course covers the installation, use, mainte-

nance, and troubleshooting of mechanical drive components and

systems used every day in industry. Open the door to a new career

in manufacturing, or a related field such as engineering, aerospace,

You may very well have a natural mechanical ability, a talent that

manufacturers want as one of the most desirable skills. The driving

bearings, pulleys, and more, all found in everything that moves! The

Mar 1 – May 24

STEM

# PRECISION MEASURING

# FF - Precision Measuring >> G=

Do you have an eye for detail? How about a job testing and measuring for quality! Quality of products determines if those parts will work as intended. Precision measuring is the cornerstone of quality in products and services we all rely on each day. Starrett, Snap-on and NC3 combined their industrial experience and expertise to create certifications that include hands-on training with instruments that are vital to engineering, manufacturing, aerospace, power generation, and natural resources, to name a few. Start your career in manufacturing with a valuable skill set and call us today to enroll!

\$999 FastForward-Eligible: \$333

5319 Tue 5:30 pm - 8:30 pm

Mar 7 – May 23 GDWL

# Get Skilled, Get a Job, Get Ahead

Discover our IN-DEMAND and STACKABLE credentials and education programs that are eligible for more funding than ever before through the G3 Scholarship.

**Healthcare • Mechatronics Fundamentals • Manufacturing • and More!** 

# Who is eligible?

Feb 27 – May 22

- Has a total household income of less than or equal to 400% of the Federal Poverty Level (roughly an income of \$100,000 for a family of four)
- Is enrolled for a minimum of six credit hours in a Virginia community college
- Is enrolled in a designated G3 program
- · Has applied for federal and/or state financial aid programs

Be sure to look out for the G3 icon for eligible programs!





= FastForward—eligible; see page 13

**G** = G3—eligible; see page 7

**V** = VAReady—eligible; see page 15

# **TORQUE**

# FF - Torque 🔰 🖼

Like tinkering with mechanical things? When assembled parts are fastened together with bolts or other threaded fasteners, tightening the fasteners improperly could cause failure. Consider the importance of a metal medical assembly inside a human body, the wheel of a vehicle or an essential part of a manufacturing production line. Breakdowns occur when proper torque is not applied. Learn torque theory and gain experience in torque application, a fundamental requirement for any engineering, assembly, maintenance or repair job in the manufacturing, health care and automotive fields. Gain three NC3 / Snap-On credentials in just 8 weeks!

\$750 FastForward-Eligible: \$250

Please call 540.857.6076 for updated schedule.

# **FLUID POWER**

# FF - Fluid Power >> 🖼

Enroll in this class to learn how to use the principles of hydraulics and pneumatics to power up any system. Hydraulics and pneumatics are widely used methods of energy transmission used extensively on industrial, construction and agricultural machinery. Students learn the building blocks of advanced systems: air compressors, power units, filters, pressure control valves, directional control valves, speed control valves, linear and rotary actuators, and more. Excellent course to add to your skill set! In just 13 weeks students earn two Festo/NC3 credentials.

\$750 FastForward-Eligible: \$250

Please call 540.857.6076 for updated schedule.

# PROGRAMMABLE LOGIC CONTROLLERS (PLCS) & SENSORS

# FF - Programmable Logic Controllers (PLCs) & Sensors >>> 🖼

If programming is your thing, join us to learn ladder logic for Programmable Logic Controllers (PLCs). PLCs are sturdy computers used in rugged environments such as manufacturing to allow for automation of advanced manufacturing systems. Sensors relay signals to the PLCs to direct the workings of all the mechanical assemblies. You will work with high-end products from Rockwell Automation & Allen Bradley controls to discover the inner workings of industrial systems. In just 8 weeks, earn 2 Festo / NC3 credentials and build your resume to a higher-paying job!

\$999 FastForward-Eligible: \$333

Please call 540.857.6076 for updated schedule.

## **ROBOTICS**

# FF - Robotics )) 🖼

Step into the world of robotics! Robots complete repetitive tasks but also have very complex human interactions. As the world of manufacturing continues to build highly automated systems, robotics is consistently used to improve the efficiency and accuracy of these complicated systems. Add robotics to your manufacturing skill set and become a key team member, contributing significantly to solving the complex issues in industry. In just 6 weeks, you will learn the first level of robotics, building your resume for advancement in an in-demand manufacturing career!

\$498 FastForward-Eligible: \$166

Please call 540.857.6076 for updated schedule.



# CHECK CLASS DATES

Class schedules are subject to change. Visit our website for up-to-date information.

www.virginiawestern.edu/cct

# CAREER SERVICES

# Hall Associates Career Center

Our Hall Associates Career Center is committed to positively impacting the individual career development and success of students and alumni by providing:

- Career advising and coaching
- Resume and interview assistance
- Job and internship search resources
- Employer networking opportunities

The Career Center actively supports the recruitment needs of employers by offering free online job postings and on-campus recruitment opportunities to connect with a talented candidate pool of students and alumni.



The Hall Associates Career Center offers a full range of comprehensive career services, including online tools and resources that are accessible 24/7. Contact us today!

# VIRGINIA WESTERN





Monday – Thursday: 8:00 am – 5:00 pm Friday: 8:00 am – 4:00 pm In-person services are available on a firstcome, first-served basis or by appointment. Student Life Center S206 540-857-7298 / Fax: 540-857-6050 Phone and virtual services are available by appointment.

careercenter@virginiawestern.edu www.virginiawestern.edu/careercenter

# **BUSINESS &** HOSPITALITY

# **HUMAN RESOURCES**

# SHRM CP/SCP Prep

Ready to be recognized as an HR professional? Do you want to prepare for growth as a human resources professional, helping individuals and organizations hire and manage employees? The Society for Human Resources Management (SHRM) is the professional organization that certifies human resources professionals. Our course is led by a tenured human resources professional who will help every student in obtaining the knowledge necessary to prepare for the industry credential. In obtaining your SHRM certification you will demonstrate that you have the knowledge and expertise to gain traction as a contributor to any human resources department. Give yourself a competitive edge with your SHRM certification - a globally recognized credential!

\$1,399

Please call 540.857.6076 for updated schedule.

# PROJECT MANAGEMENT

# FF - Project Management Professional Exam Prep BPM Online >>>

Strengthen your project management skills today! Master the skills to become a successful project management professional and get ready for the test! The Project Management Professional certification is one of the most sought-after credentials for project managers in the country. Gain project management knowledge and begin the process of preparing for the PMP industry credential exam, learning topics such as project plans, knowledge areas, process groups, activities and outputs, and the responsibilities of a project manager. Enroll now!

\$2,400 > FastForward-Eligible: \$800

**5312** Thu 6:00 pm - 9:30 pm

lan 19 – Mar 23

ONL

Please call 540.857.6076 for updated schedule.

# MANAGEMENT AND ACCOUNTING

**Project Management Fundamentals** 

Are you an accidental project manager? You find yourself in a project management role because you know how to get stuff done?

Are you someone whose primary job is not project management,

but you find yourself managing a project? Or maybe you are con-

sidering a career path in project management and want to learn

generally accepted terms and practices, and get hands-on experi-

ence applying these practices and process. Learn the fundamen-

tals and best practices of project management through hands-on,

real-world exercises. Take a project from the initiation and delivery

of a business case, through the planning, execution and controlling,

and finish up with the processes and steps to properly close out a

project. Use the most current curriculum that combines traditional

waterfall project management and adds relevant, highly utilized

agile and hybrid tools and processes. This course will teach you

concepts that can be translated into practical exercises.

# Becoming a Supervisor: Transform Yourself

Invest in yourself! Supervisory skills are in high demand, whether you work in healthcare, manufacturing, retail, education, IT, banking or any other industry. This course is a must take for supervisors with entry to intermediate levels of experience, and for those recently thrust into the position of leading with limited formal leadership experience. Regardless of educational background, learn the skills and behaviors required to be a supervisor. Students acquire the skills to successfully transition from peer to leader and learn how to define their personal brand, align with the organizational brand, communicate effectively and facilitate teamwork in the workplace. This six-session workshop is led by a leadership expert ready to teach you the skills you need to succeed.

Please call 540.857.6076 for updated schedule.

# Bookkeeping Certificate

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. This program focuses on cash basis accounting. No one will care more about the financial health of your business than you! It's imperative that you understand how the process works and are able to complete the accounting cycle accurately and in a timely fashion. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business. Three one-month courses.

# \$495

<u>5235</u>	Online 24/7	Feb 6 – Apr 28	ONL
<u>5236</u>	Online 24/7	Apr 3 – Jun 30	ONL

# Certificate in Accounting and Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. The course in 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 advance your career. Students will learn the seven steps in the accounting cycle, how to use financial information in decision making, how to analyze resource allocation and how to evaluate financial performance. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals and assessing performance within your own area of influence. Three one-month courses.

<u>5176</u>	Online 24/7	Feb 6 – Apr 28	ONL
<u>5177</u>	Online 24/7	Apr 3 – Jun 30	ONL

# Certificate in Data Analysis

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting and then learn how to compare data groups to make educated business decisions. Finally, you will learn how to perform data inquiries that will be useful to your organization and how to effectively communicate these results through graphs and written text. This certificate will take your business decision making skills to the next level!

### \$495

<u>5125</u>	Online 24/7	Feb 6 – Apr 28	ONL
<u>5126</u>	Online 24/7	Apr 3 – Jun 30	ONL

# Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980 - 1999), the course provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the dos and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the threecourse certificate, you will come away with a new understanding, a new toolbox of leadership skills and the information to move your leadership development into high gear.

#### \$395

<u>5102</u>	Online 24/7	Feb 6 – Apr 28	ONL
<u>5103</u>	Online 24/7	Apr 3 – Jun 30	ONL

# CORPORATE TRAINING SOLUTIONS

# **CUSTOMIZED • INNOVATIVE • IMPACTFUL**



**ON-SITE & VIRTUAL TRAINING OPTIONS AVAILABLE** 

Our customized programs address the exact needs of each client and are designed to deliver transferable skills and immediate impact

# VIRGINIA WESTERN

SCHOOL OF CORPORATE TRAINING



cct@virginiawestern.edu | 540.857.6076

**IN-DEMAND COURSES:** 

Workplace Readiness - Soft Skills

Employee Engagement & Retention Strategies

Business Writing & Email Etiquette

Strategic Workforce Plan Development

Supervision & Leadership Essentials

Time Management & Productivity

Microsoft Office Suite **Inventory Management** Project Management

> = FastForward—eligible; see page 13 **G** = G3—eligible; see page 7 **V**→ = VAReady—eligible; see page 15

# Management Certificate

Enhance your management skills through this program for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won't get anywhere else for managing time and increasing productivity. You'll also learn how to engage with and manage different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Three one-month online courses.

#### \$595

<u>5116</u>	Online 24/7	Feb 6 – Apr 28	ONL
5117	Online 24/7	Apr 3 – Jun 30	ONL

# Supervisory & Leadership Certificate

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy-to-understand and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and learn strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

# \$395

<u>5121</u>	Online 24/7	Feb 6 - Mar 31	ONL
5122	Online 24/7	Apr 3 – May 26	ONL

# ONLINE LEARNING\* the solution for today's busy adult. Convenient - Affordable - Effective

Take a course on topics including A-Z Grant Writing, Photography, Web Design, and more, all from the comfort of your home or office at times that are convenient for you.

Each course comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

For more information visit our Ed2Go website!



# COMPUTER & INFORMATION TECHNOLOGY

#### MICROSOFT OFFICE SUITE

# **MOS Beginner**

Unleash the power of Microsoft Excel, Outlook, and Word, tapping into an array of features to increase efficiency in your job role. This course is rich in activities for immediate upskilling and impact for enhanced spreadsheets, documents, calendars and contacts, and more that the Microsoft Office Platform has to offer.

\$129

5304 Tue, Thu 9:00 am – 11:00 am Jan 17 – Feb 2 HLTH

# MOS Beginner - Night

Description is same as previous course listing.

\$129

5305 Tue, Thu 5:30 pm – 7:30 pm Jan 17 – Feb 2 ONL

#### MOS Intermediate

Become an intermediate level user of Microsoft Excel, Outlook, and Word building upon your basic level expertise. This course is robust in activities designed for immediate learning that will transfer back to your job role. You will harness the power of data analysis, become dynamically savvy in document and report development, and unlock tools in time management. Intermediate level learning also means learning the cross-functional options inside of the Microsoft Office Platform.

\$129

5306 Tue, Thu 9:00 am – 11:00 am Mar 7 – 23 HLTH

# MOS Intermediate - Night

Description is same as previous course listing.

\$129

<u>5307</u> Tue, Thu 5:30 pm – 7:30 pm

Mar 7 – 23

## PowerPoint & Canva

Join us for the powerful, comprehensive course that includes tools and features of Microsoft PowerPoint plus: color psychology, CARP design principles, and immersion into Canva.com - all designed to equip you to dazzle your audience with vibrant presentations that incorporate the best practices in graphic design. This course is suitable for anyone who creates and delivers presentations, sales pitches, and slide decks. No former knowledge is required.

\$129

5308 Fri 9:00 am – 12:00 pm

Mar 3 – 17

ONL

ONL

# LOGISTICS & TRANSPORTATION

# COMMERCIAL DRIVER'S LICENSE

# FF - Commercial Driver's License TCLA

With a national driver shortage of over 200,000, trucking companies are looking for hard workers like you who have earned a commercial driver's license (CDL). VWCC School of Career & Corporate Training has partnered with CDS Tractor Trailer Training Company to bring professional truck driver training to southwest Virginia. Our hands-on approach will quickly get you from the classroom to on-the-road training to earn your CDL in as few as 20 days. You'll also meet several trucking company recruiters, and most students have job offers upon completion! Applications are accepted ongoing throughout the year, with classes starting every two weeks. To qualify, drivers must pass a Department of Transportation (DOT) physical and drug screening.

\$4,500 > FastForward-Eligible: \$1,500

<u>5066</u>	Mon – Fri 8:00 am – 5:00 pm	Jan 9 – 13	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Jan 16 – Feb 17</b>	CDS
<u>5067</u>	Mon – Fri 8:00 am – 5:00 pm	Jan 23 – 27	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Jan 30 – Mar 3</b>	CDS
<u>5068</u>	Mon – Fri 8:00 am – 5:00 pm	Feb 6 – 10	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Feb 13 – Mar 17</b>	CDS
<u>5069</u>	Mon – Fri 8:00 am – 5:00 pm	Feb 20 – 24	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Feb 27 – Mar 31</b>	CDS
<u>5070</u>	Mon – Fri 8:00 am – 5:00 pm	Mar 6 – 10	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Mar 13 – Apr 14</b>	CDS
<u>5071</u>	Mon – Fri 8:00 am – 5:00 pm	Mar 20 – 24	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Mar 27 – Apr 28</b>	CDS
<u>5072</u>	Mon – Fri 8:00 am – 5:00 pm	Apr 3 – 7	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Apr 10 – May 12</b>	CDS
<u>5073</u>	Mon – Fri 8:00 am – 5:00 pm	Apr 17 – 21	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>Apr 24 – May 26</b>	CDS
<u>5074</u>	Mon – Fri 8:00 am – 5:00 pm	May 1 – 5	THOM
	Mon – Fri 8:00 am – 5:00 pm	<b>May 8 – Jun 9</b>	CDS



FastForward is a grant-funded, short-term training program that helps Virginians get the jobs they want and the salaries they need. Earn industry-recognized credentials and certifications that make you a strong job applicant for some of Virginia's most in-demand careers.

Whether you're looking for a career in healthcare, manufacturing, mechatronics, transportation, or welding, FastForward is here to help.

Look for ) in this catalog to see which programs are eligible!

STUDENTS PAY JUST ONE-THIRD OF TOTAL COURSE FEES!

SHORT-TERM TRAINING
GETS YOU TO WORK FAST!

## **CHOOSE A PATH:**

- Healthcare
- Mechatronics
- Advanced Manufacturing & Skilled Trades
- Commercial Driver's License



Questions? Contact us at careernavigators@virginiawestern.edu For more information on tuition assistance, call 540-857-6076

= FastForward—eligible; see page 13
= G3—eligible; see page 7
= VAReady—eligible; see page 15

# FF - Commercial Driver's License Weekend TCLA >>>

Description is same as previous course listing.

\$4.500 <b>F</b>	astForward-Eligible:	\$1,500
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<u>5075</u>	Sat, Sun 8:00 am – 5:00 pm Sat, Sun 8:00 am – 5:00 pm (No class on 4/8,04/9)	Jan 7 – Feb 5 <b>Feb 11 – Apr 16</b>	THOM CDS
<u>5076</u>	Sat, Sun 8:00 am – 5:00 pm Sat, Sun 8:00 am – 5:00 pm (No class on 4/8,04/9)	Feb 11 – Mar 5 <b>Mar 11 – May 21</b>	THOM CDS
<u>5077</u>	Sat, Sun 8:00 am – 5:00 pm Sat, Sun 8:00 am – 5:00 pm (No class on 4/8,04/9,05/27,05/28	Mar 18 – Apr 16 <b>Apr 22 – Jul 2</b> )	THOM CDS
5078	Sat, Sun 8:00 am – 5:00 pm Sat, Sun 8:00 am – 5:00 pm (No class on 5/27,05/28)	Apr 29 – May 28 Jun 3 – Aug 6	THOM CDS

# **MOTORCYCLE**

# Motorcycle Experienced 2 Wheel Rider

Have you recently completed a beginner 2-wheel course or need a refresher? Hone your skills to a higher level in a one-day non-credit class designed to increase your awareness and confidence on the road. For the Experienced Rider 2-Wheel, students are encouraged to use their own motorcycle or have the option of using one provided.

\$75

<u>5047</u>	Sat 1:00 pm – 6:00 pm	Mar 4	BUS
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# **AUTOMOTIVE**

# Maintenance & Light Repair 1 & 2

These entry -evel courses will provide foundational knowledge for automotive technicians, with National Institute for Automotive Service Excellence (ASE) credentials. Coming soon, call for details!

Please call 540.857.6076 for updated schedule.

# CHECK CLASS DATES

Class schedules are subject to change. Visit our website for up-to-date information.

www.virginiawestern.edu/cct

# Rotor Matching Master Technician Certification

Students who earn the Snap-on Rotor Matching Master Technician Certification will have acquired skills in the diagnosis and repair of brake related problems encountered on today's precisely engineered vehicles, and receive hands on training with the Pro-cut on-car brake lathe. This essential training will cover the capabilities required to accurately identify performance and safety related brake system malfunctions, as well as how to correct them effectively.

TBD

Please call 540.857.6076 for updated schedule.

# Snap-On Multimeter 525 Certification

Are you an automotive technician, electrician, engineering technician, or HVAC mechanic? Do you need to use a digital multimeter or digital Volt/Ohm meter at work? Productivity and safety are key to your success and this hands-on course will increase your skills with the Snap-On 525 Multimeter, which is similar to other quality meters in use today. Using the Snap-On meters and test boards provided in class, this short workshop-style course will cover the basics of multimeter use, including advanced functions, and give you the opportunity to practice troubleshooting basic circuits. Successful participants will not only increase their skills and knowledge with multimeters, but leave the class with (NC3) Snap-On Multimeter certification! For beginners, intermediate, and experienced technicians alike, register today!

Please call 540.857.6076 for updated schedule.

# Virginia State Safety Inspection

Virginia State safety inspectors are in high demand across Virginia and the Roanoke Valley. A compliant and productive inspector is a key business asset to the host inspection station and a benefit to the motoring public at large. Unfortunately, the old method of having prospective inspectors study the state inspection manual on their own is often frustrating, and it can take even motivated technicians several tries to pass the exam. There is a better way. Just send your technicians to Virginia Western Community College's Virginia State Safety Inspection course to prepare for the state inspector written and hands-on exam! The class takes four Saturday mornings - just 16 hours total and will focus on what your techs need to know to pass the exam and be ready to start inspecting vehicles. Successful participants will become familiar with the inspection manual, understand the inspection process, prepare for the written exam and be ready for the walk-through with a state trooper. An excellent local automotive educator and a current Virginia state safety inspector will teach this short course and take good care of your techs.

\$299

Please call 540.857.6076 for updated schedule.

# **HOW TO REGISTER**

- 1 Go to https://virginiawestern.augusoft.net
- 2 Create a new profile or log in if you already have a profile. Note: This is a different registration website than myVWCC.
- 3 Find your class online in the relevant category or search by Class ID, Class Name or Dates.

Note: Review any class pre-screening requirements and follow instructions to meet these criteria.

4 Add class to shopping cart.

Note: If applying for financial assistance, contact a Career Navigator: careernavigators@virginiawestern.edu.

- 5 Click "Checkout" (at top of page in blue banner).
- 6 Enter credit card information. Click "Continue" to submit. Note: You will receive confirmation by email.

# **LOCATION CODES**

Berglund Automotive Facility\*

**Build Smart Institute\*** BSI

Business/Science Building BUS

CDS Driving Range\* CDS

**DUNC** Duncan Hall

GDW Goodwill\*

Health Professions Building (Fralin Center)

**HUMN Humanities Building** 

**Natural Science Center** 

ONL Online Class

RKC Roanoke City

SHS Salem High School\*

STEM STEM Building

THOM Thomas Center

WEBB Webber Hall

\*off campus locations

# **CONTACT INFO**

Virginia Western Corporate & Career Training Hours: Monday - Friday 8:00 am - 5:00 pm 540-857-6076 / cct@virginiawestern.edu www.virginiawestern.edu/cct



# Earn a \$1,000CredentialAchievement Award

Anyone who is looking to increase their skill set by earning a credential for an in-demand job is eligible to enroll in one of our FastForward programs and earn a \$1,000 Credential Achievement Award from VA Ready.

Learn More: https://scholars.vaready.org/