

Accelerated Skills Training Courses



FALL 2023

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HEALTHCARE

CERTIFIED MEDICAL ASSISTANT

FF - Certified Medical Assistant - HMCA Hybrid Day 🔞

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 Healthcareer 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

5551	Mon 8:30 am – 11:30 am	Sep 18	HLTH
		Sep 19 – Oct 10	ONL
	Mon 8:30 am – 11:30 am	Sep 25 – Dec 18	DUNC
	Tue, Wed 8:30 am – 11:30 am	Oct 17 – Dec 13	HLTH
	Tue, Wed 8:30 am – 11:30 am	Dec 19 - 20	HLTH

FF - Certified Medical Assistant - HMCA Hybrid Night 💿

Description is same as previous description.

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

5552	Mon 6:00 pm - 9:00 pm	Sep 18	HLTH
		Sep 19 – Oct 10	ONL
	Mon 6:00 pm – 9:00 pm	Sep 25 – Dec 18	WEBB
	Tue, Wed 6:00 pm - 9:00 pm	Oct 17 – Dec 13	HLTH
	Tue, Wed 6:00 pm – 9:00 pm	Dec 19 - 20	HLTH

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, 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

5550	Online 24/7	Sep 25 – Nov 17	ONL
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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, problem solving 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

5553	Online 24/7	Aug 21 – Dec 8	ONL
	Thu 9:00 am – 12:00 pm	Aug 24 - Oct 12	THOM
	Thu 9:00 am – 12:00 pm	Aug 24 – Dec 7	THOM
	Wed 9:00 am – 12:00 pm	Oct 18	THOM
	Thu 9:00 am – 12:00 pm	Oct 26 – Dec 7	THOM
	(No class on 10/19.11/22)		

PHLEBOTOMY

FF - Phlebotomy (5)

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 opportunities.

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

5554	Thu 6:00 pm - 8:00 pm	Sep 14	HLTH
	Wed 6:00 pm – 8:00 pm	Sep 20 – Nov 8	WEBB
	Thu 6:00 pm - 8:00 pm	Sep 21 – Nov 9	HLTH
	Wed, Thu 6:00 pm - 8:00 pm	Nov 15 - 16	HLTH

COMING SOON

EKG Technician

Check our website for the most up-to-date class listings and scheduling information.

ADVANCED MANUFACTURING & SKILLED TRADES

CONSTRUCTION

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.

\$1,095 FastForward-Eligible: \$365

5669	Thu 5:30 pm - 9:30 pm	Aug 24	GREE
	Mon 5:30 pm – 9:30 pm	Aug 28 - Nov 6	ONL
	Thu 5:30 pm – 9:30 pm	Sep 14	GREE
	Thu 5:30 pm – 9:30 pm	Oct 5	GREE
	Thu 5:30 pm – 9:30 pm	Oct 26	GREE
	Thu 5:30 pm – 9:30 pm	Nov 16	GREE
	(No class on 9/4,09/11,10/2,10/2	3)	

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

5567	Sat 8:00 am – 5:00 pm	Sep 9	THOM
5568	Sat 8:00 am – 5:00 pm	Oct 14	THOM
5569	Sat 8:00 am – 5:00 pm	Nov 11	THOM
5570	Sat 8:00 am – 5:00 pm	Dec 9	THOM

HEAVY EQUIPMENT OPERATOR

FF - Heavy Equipment Operator Level 1

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.

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

Please call 540.857.6076 for updated schedule.

MACHINING

FF - Machining Fundamentals I MNM1

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

5575 Mon 5:30 pm – 9:30 pm Nov 6 – Dec 18 PATR

FF - Machining Fundamentals II MNJ1

Description is same as previous description.

\$900 FastForward-Eligible: \$300

5576 Wed 5:30 pm – 9:30 pm Nov 1 – Dec 20 PATR (No class on 11/22)

Tradesman License Renewals

Trades	sman License Renewal - Electrical	\$45
5562	Online 24/7	
Trades	sman License Renewal - Gas Fitting	\$25
5563	Online 24/7	
Trade	sman License Renewal - Mechanical HVAC	\$45
5564	Online 24/7	
Trade:	sman License Renewal - Plumbing	\$45
5565	Online 24/7	

FF - Machining Milling Operator CMOP (\$)

Continue your advancement into the in-demand Machining industry by taking this Milling course. Learn the needed basic manual milling skills and conversational programming to work in a manufacturing environment. Earn 3 more National Institute of Metalworking Skills (NIMS) credentials that will cover skills needed to operate Drill Presses, Manual Mills and CNC Mills. All of this can be completed in just 9 weeks. Register now! Complete both Milling and Turning as prerequisites for Machining - Advanced.

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

5577 Mon 5:30 pm - 9:30 pm

Aug 7 - Oct 18

PATR

FF - Machining Turning Operator CTOP (\$)

Learn the needed basic manual turning and 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

Please call 540.857.6076 for updated schedule.

SEE WHAT OUR ACCELERATED SKILLS TRAINING CAN DO FOR YOU

With today's ever-changing job market, it can be overwhelming trying to find the best skills and programs to set yourself apart. With Virginia Western's accelerated skills training courses, it's never been easier to gain the skills and credentials needed to start a new and rewarding career. Whether it's healthcare, manufacturing, or trades, Virginia Western Community College is committed to allowing students of all backgrounds and skill levels to find their path.

Starting down a new career path can be daunting, but our experienced instructors are there to help students achieve their goals. "I had a great experience in the program," said Machining program graduate Jamie Garman. "If you had any kind of speed bumps, the teachers would be there to help out as best they could." "Honestly, my life was going down a pretty rocky road and I found myself in trouble with the law. After I got released from incarceration, I decided I needed to make some changes. If not, I was going to end up back in jail or worse."

With the help of our career advisors and instructors, students from all backgrounds and economic levels can achieve new success through our programs. Virginia Western can help find the path that's right for you.

"Now I've got a good job in machining," Garman said. "I'd encourage anybody to go for it - you never know if you'll find it interesting unless you pursue it. Worst-case scenario, you end up with a really cool skill."



WHETHER IT'S A NEW START OR A SECOND CHANCE, VIRGINIA WESTERN HAS THE PATH FOR YOU



WELDING

FF - Introduction to Welding - FCAW

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

5573 Tue, Thu 5:30 pm – 10:00 pm Sep 12 – 28 SHS

FF - Introduction to Welding GMAW - MGMW

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

5574 Mon, Wed 5:30 pm – 10:00 pm Oct 30 – Nov 15 SHS



MECHATRONICS

ELECTRICITY

FF - Electricity - AC, DC & Multimeters

Discover the essentials of what powers the world! Electricity! Learn about alternating current (AC) and direct current (DC) and how to read multimeters to determine the flow of electricity and if the flow 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 and examine the operating voltages and currents related to proper circuit operation. Invest in yourself and in 13 weeks earn 3 Festo/NC3 credentials!

\$999 FastForward-Eligible: \$333

5579 Mon 5:30 pm – 8:30 pm

Sep 11 - Dec 4

STFM

MECHANICAL SYSTEMS

FF - Mechanical Systems

Did you take things apart as a kid, wondering how things work? You may very well have a natural mechanical ability, a talent that manufacturers want as one of the most desirable skills. The driving forces in any machine are mechanical systems: gears, drives, bearings, pulleys, and more, all found in everything that moves! The Mechanical Systems course covers the installation, use, maintenance, 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, power generation, to name a few!

\$999 FastForward-Eligible: \$333

5580 Thu 5:30 pm – 8:30 pm (No class on 11/23)

Sep 7 – Dec 7

STEM

CHECK CLASS DATES

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

https://virginiawestern.augusoft.net/

PRECISION MEASURING

FF - Precision Measuring (5)

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 - call us today to enroll!

\$999 FastForward-Eligible: \$333

5581 Tue 5:30 pm – 8:30 pm (No class on 11/7)

Sep 5 - Nov 28

STEM

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 two Festo/NC3 credentials and build your resume to a higher-paying job!

\$999 FastForward-Eligible: \$333

Please call 540.857.6076 for updated schedule.

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.

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.



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.

Serving Current & Prospective Students, Alumni and Employers

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

DATA SCIENCE

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. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned.

\$495

5615 Online 24/7 Sep 5 – Dec 1 ONL

Six Sigma Green Belt Certificate

Six Sigma professionals are in strong demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

\$ 4	9	5

5640 Online 24/7 ONL Sep 5 - Dec 1

New Online Business Classes! Entrepreneurship Certificate \$495 ONL 5617 Online 24/7 Sep 5 – Dec 1 Digital Marketing Certificate \$495 Online 24/7 Sep 5 – Dec 1 ONL Social Media for Business Certificate \$495 Online 24/7 Sep 5 – Dec 1 ONL

FINANCE & ACCOUNTING

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

5648 Online 24/7

Sep 5 - Dec 1

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 Certificate 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 career. First, 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. Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. 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.

\$495

Online 24/7 Sep 5 - Dec 1 ONL

HUMAN RESOURCES

FF - SHRM CP/SCP Certification Prep Class (3)

SHRM CP/SCP is the premier certification in the Human Resources Field. This class is designed to prepare HR professionals to pass the Certification Exam to become a Certified Professional or Senior Certified Professional in Human Resource Management.

\$2,415 FastForward-Eligible: \$805

5555 Mon 6:00 pm – 9:00 pm

Aug 28 - Nov 20 ONL

LEADERSHIP & MANAGEMENT

Certificate in Leadership Development

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in 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 do's and do nots; what to say, what not to say; what to do, what not to do. At the end of completing the three-course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

\$395

5607 Online 24/7

Sep 5 - Dec 1

ONL

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. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value. Three one-month online courses.

\$595

5612 Online 24/7

Sep 5 – Dec 1

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 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

5614 Online 24/7

Sep 5 – Oct 27

ONL

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 on 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

5549 Wed 6:00 pm – 9:30 pm

Sep 13 - Nov 15

ONL



COMPUTER & INFORMATION TECHNOLOGY

ADOBE SUITE

Adobe Illustrator Essentials

Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this course, you will learn Adobe Illustrator fundamentals to set up a print document and use various tools to draw, type and color all kinds of shapes and illustrations. Learn how to efficiently manage layers and artboards, and create print-ready PDF documents. Access to Adobe Illustrator software required. One-month course.

\$225

Online 24/7 5649

Sep 5 - 29

ONL

Adobe InDesign Essentials

Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, create, setup, design, enhance and finalize multi-page documents. Access to Adobe InDesign software required. One-month course.

\$225

5709 Online 24/7

Nov 6 - Dec 1

ONI

Adobe Photoshop Essentials

This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. One-month course.

\$225

5710 Online 24/7 Oct 2 - 27

ONI

CHECK CLASS DATES

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

https://virginiawestern.augusoft.net/

QUICKBOOKS

Certificate in QuickBooks Online

Save time, track money, and get important insights with Quickbooks Online. Get a comprehensive understanding of QuickBooks Online, one of the most popular cloud based accounting programs and preferred choice for small business managers, owners, bookkeepers and accounting professionals. In four hands-on units you will learn how to use QuickBooks Online to enter sales, purchases, receive and make payments and add inventory. In four additional hands-on units, learn how to work with more advanced QuickBooks Online topics. Become capable with such skills as how to customize settings, banking, credit cards, foreign currencies, statements for debts collection, using tags and projects. Two one-month online courses.

\$395

5661 Online 24/7

Sep 5 - Oct 27

ONI

MICROSOFT OFFICE SUITE

Intermediate Excel

Have you ever wondered why Excel is one of the most powerful applications used today by many businesses? Excel is one of the most important applications that you can study now to take your skills to the next level! This course will help you increase your efficiency by learning how to organize, display and calculate your data into useful information. Find out how you can consolidate your data proficiently into readable rows and columns using different table designs and styles. Create a unique style for yourself to improve your spreadsheet appearance to make the content easier to understand for your target audience. Learn from the trainer on how beneficial it is to become more productive in generating different everyday business functions. Discover how easily pivot tables can be created to quickly summarize large amounts of data. Through this course, these tasks will make your work outstanding and unique in what you do.

\$195

5703 Online 24/7

Oct 2 - 27

ONL

MICROSOFT OFFICE SUITE

Advanced Excel

We are faced with different types of business decisions each day that can change the data we work with along with our financial outcomes. Have you ever wondered what type of workplace skills you can learn to make wiser decisions? Learning Advanced Excel contains these tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. This course will help you learn these required business functions along with the tools required to analyze data efficiently within the workplace. Save time for yourself by protecting your valuable data and know with assurance that the entered data is accurate without any errors. By completing the course, discover how to attractively visualize your data into meaningful information with confidence.

\$195

5700 Online 24/7

Nov 6 – Dec 1

ONL

Certificate in Mastering Excel

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how an Excel worksheet is constructed, populated with content, and edited for delivery. Discover how various menu items, commands, settings and processes affect the look of your Excel worksheets and workbooks. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. This Certificate will help you discover how to attractively visualize your data into meaningful information with confidence.

\$495

5637 Online 24/7

Sep 5 – Dec 1

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

FUNDING INFORMATION

There is funding assistance available to reduce the cost of many of our programs through grants and scholarships. Not all programs/classes are approved for all of the following. Also, not all of the funds are managed by VWCC so the following list is meant to assist you in obtaining the most assistance possible to ensure your success. You may qualify for multiple forms of funding assistance!

Our Navigators are happy to help you determine what is the best match is for you.

Contact us today! careernavigators@virginiawestern.edu 540-857-6076



The FastForward Grant is a state-funded grant that aims to increase the number of Virginians who have an indemand industry credential. FastForward provides funds for two-thirds of the cost of training upon completion of the class and related credentialing exam.



All eligible applicants will receive a one-time \$1,000 Credential Achievement Award upon completion of their course as well as access to skill-based workshops and career resources.



As a result of the COVID-19 Pandemic and various initiatives currently being deployed by the Commonwealth of Virginia, we are in a very unique and historic position to offer free funding to students beyond the typical grants, scholarships and other financial aid. This is free money to pay for college. It's not a loan, and doesn't have to be paid back.

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 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

5512	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm	Aug 21 – 25 Aug 28 – Sep 29	HUMA CDS
5537	Tue, Wed, Thu, Fri 8:00 am – 5:00 p Mon – Fri 8:00 am – 5:00 pm (No class on 9/4)	om Sep 5 – 8 Sep 11 – Oct 13	HUMA CDS
5538	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm	Sep 18 – 22 Sep 25 – Oct 27	HUMA CDS
5539	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm	Oct 2 – 6 Oct 9 – Nov 10	HUMA CDS
5540	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm (No class on 11/10,11/23,11/24)	Oct 16 – 20 Oct 23 – Dec 1	HUMA CDS
5541	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm (No class on 11/10)	Oct 30 – Nov 3 Nov 6 – Dec 15	HUMA CDS
5542	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm (No class on 11/23,11/24)	Nov 13 – 17 Nov 20 – Dec 22	HUMA CDS
5543	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm (No class on 12/25)	Nov 27 – Dec 1 Dec 4 – Jan 12	HUMA CDS
5544	Mon – Fri 8:00 am – 5:00 pm Mon – Fri 8:00 am – 5:00 pm (No class on 12/25,01/1/2024)	Dec 11 – 15 Dec 18 – Jan 26	HUMA CDS

FF - Commercial Driver's License Weekend TCLA

Description is same as previous description.

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

5545	Sat, Sun 8:00 am – 5:00 pm	Sep 30 – Oct 15	HUMA
	Sat, Sun 8:00 am – 5:00 pm	Oct 21 – Jan 14	CDS
5546	Sat, Sun 8:00 am – 5:00 pm	Nov 4 – 19	HUMA
	Sat, Sun 8:00 am – 5:00 pm	Nov 25 - Feb 25	CDS

MOTORCYCLE

Motorcycle Experienced Rider 2-Wheel

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

5534 Sat 1:00 pm – 6:00 pm

Sep 9

BUS

PERSONAL ENRICHMENT

LANGUAGES

Beginning Conversational Spanish

Designed for beginners, we will have you speaking and reading Spanish in no time. You will practice the basic building blocks of the language and common idiomatic expressions. You will know enough vocabulary and grammar for simple conversations, and you will learn how to ask and answer questions. Whether you speak some Spanish and need a refresher, or no Spanish, you will complete the course with the skills to communicate in Spanish.

\$290

5650 Online 24/7

Sep 5 – Oct 27

ONL

Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class — designed specifically for healthcare professionals — will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

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5601 Online 24/7

Sep 5 - Oct 27

ONL

GETTING STARTED

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.

CONTACT INFO

Accelerated Skills Training Hours: Monday – Friday 8:00 am – 5:00 pm 540-857-6076 careernavigators@virginiawestern.edu

www.virginiawestern.edu/cct



LOCATION CODES

BUS	Business/Science Building
CDS	CDS Driving Range*
DUNC	Duncan Hall
GREE	Greenfield Training Facility*
HLTH	Health Professions Building (Fralin Center)
HUMA	Humanities
ONL	Online Class
PATR	Patrick Henry High School
SHS	Salem High School*
STEM	STEM Building
THOM	Thomas Center
WEBB	Webber Hall
	*off campus locations

