



**SPRING 2024**

# **Workforce Solutions**

**Accelerated  
Skills  
Training  
Courses**

**GRANTS AND  
SCHOLARSHIPS  
AVAILABLE**

**VIRGINIA  
WESTERN**

# Welcome to Workforce Solutions

VIRGINIA  
WESTERN

## Spring 2024

Advanced Manufacturing & Skilled Trades	4
Business & Hospitality	7
Computer & Information Technology	12
Custom Training	10
Funding	14
Healthcare	3
How to Register	17
Logistics & Transportation	15
Mechatronics Certificate	11
Personal Enrichment	15



## HEALTHCARE

### CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT

#### FF - Certified Medical Administrative Assistant

Get started in your healthcare career as a medical administrative assistant. As a professional assisting a medical office, you will be on the front lines as a patient service representative utilizing computer software, medical record systems, telephone etiquette, email and written correspondence, and interpersonal communication with diverse audiences. This program covers the professional soft skills and hands-on technical skills to work as a patient service representative, medical secretary, medical administrative assistant, or medical records clerk. This program is ideal for students who have never worked in healthcare or are looking for an introduction to the healthcare field.

\$2,166 ▶ FastForward-Eligible: \$722

Please call 540.857.6076 for updated schedule.

### PHLEBOTOMY

#### FF - Phlebotomy

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

<a href="#">5782</a>	Mon 6:00 pm – 8:00 pm	Jan 29	HLTH
	Mon 6:00 pm – 8:00 pm	Feb 5 – Apr 1	HLTH
	Tue 6:00 pm – 8:00 pm	Feb 6 – Apr 2	HLTH
	Mon 6:00 pm – 8:00 pm	Apr 8	HLTH
	Wed 6:00 pm – 8:00 pm	Apr 10	HLTH
	(No class on 3/11, 03/12)		

### EKG

#### 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 8 weeks. According to NHA, the need for qualified EKG technicians continues to rise as the aging population in America grows (and with it, the prevalence of heart-related conditions).

\$1,800 ▶ FastForward-Eligible: \$600

Please call 540.857.6076 for updated schedule.

### CERTIFIED MEDICAL ASSISTANT

#### FF - Certified Medical Assistant - HMCA Hybrid Day with optional Life Support



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! This course includes one day of life support education.

\$3,267 ▶ FastForward-Eligible: \$1,089

<a href="#">6012</a>	Tue 8:00 am – 12:00 pm	Jan 23	HLTH
	Tue 8:30 am – 11:30 am	Jan 30	HLTH
	Wed 8:30 am – 11:30 am	Jan 31 – Mar 13	
	Tue 8:30 am – 11:30 am	Feb 6 – May 7	DUNC
	Wed, Thu 8:30 am – 11:30 am	Mar 20 – May 9	HLTH
	Tue 8:30 am – 11:30 am	May 14	HLTH
	Thu 8:30 am – 11:30 am	May 16	HLTH
	(No class on 3/26, 3/27, 03/28)		

FF - Certified Medical Assistant - HMCA Hybrid Night with optional Life Support class 

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! This course includes one day of life support education.

\$3,267 ▶ FastForward-Eligible: \$1,089

<a href="#">5780</a>	Tue 5:00 pm – 9:00 pm	Jan 23	HLTH
	Tue 6:00 pm – 9:00 pm	Jan 30	HLTH
	Wed 6:00 pm – 9:00 pm	Jan 31 – Mar 13	
	Tue 6:00 pm – 9:00 pm	Feb 6 – May 7	HLTH
	Wed, Thu 6:00 pm – 9:00 pm	Mar 20 – May 9	HLTH
	Tue 6:00 pm – 9:00 pm	May 14	HLTH
	Thu 6:00 pm – 9:00 pm	May 16	HLTH
(No class on 3/26, 3/27 ,03/28, 3/29)			

PHARMACY

FF - Pharmacy Technician - Hybrid Day 

Pharmacy Technicians play a vital role in hospitals, health systems, and community pharmacies. 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.

\$6,000 ▶ FastForward-Eligible: \$2,000

<a href="#">5789</a>	Online 24/7	Jan 10 – May 3	ONL
	Wed 9:00 am – 12:00 pm	Jan 10 – May 1	THOM



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

<a href="#">5781</a>	Online 24/7	Jan 27 – Mar 23	ONL
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ADVANCED MANUFACTURING & SKILLED TRADES

CONSTRUCTION

FF - Construction Core Skills 

Get started in a career in construction in the prerequisite course to Heavy Equipment Operator. 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

<a href="#">6010</a>	Thu 5:30 pm – 9:30 pm	Jan 18	GREE
		Jan 29	ONL
	Mon 5:30 pm – 9:30 pm	Feb 5	
	Thu 5:30 pm – 9:30 pm	Feb 15	GREE
	Mon 5:30 pm – 9:30 pm	Feb 19	
	Mon 5:30 pm – 9:30 pm	Feb 19 – 26	
	Thu 5:30 pm – 9:30 pm	Mar 7	GREE
	Mon 5:30 pm – 9:30 pm	Mar 11 – 18	
(No class on 1/22)			

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

<a href="#">5753</a>	Sat 8:00 am – 5:00 pm	Jan 13	THOM
<a href="#">5754</a>	Sat 8:00 am – 5:00 pm	Feb 10	THOM
<a href="#">5755</a>	Sat 8:00 am – 5:00 pm	Mar 9	THOM
<a href="#">5756</a>	Sat 8:00 am – 5:00 pm	Apr 13	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!

\$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 imbedded 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

<a href="#">5790</a>	Mon 5:30 pm – 9:30 pm	Feb 5 – Mar 18	PATR
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FF - Machining Fundamentals II MNJ1 

Description is same as previous description.

\$900 ▶ FastForward-Eligible: \$300

<a href="#">5791</a>	Wed 5:30 pm – 9:30 pm	Jan 31 – Mar 13	PATR
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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

Please call 540.857.6076 for updated schedule.

FF - Machining Turning: Operator CTOP 

Continue your advancement into the in-demand Machining industry by taking this Turning course. 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! Complete both Turning and Milling as prerequisites for Machining - Advanced.

\$1,995 ▶ FastForward-Eligible: \$665

<a href="#">5793</a>	Tue, Thu 5:30 pm – 9:30 pm	Apr 9 – Jun 11	PATR
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### FF - Machining - Advanced MPL1

Become more versatile in a machining career - take 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 2 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

[5792](#) Tue, Thu 5:30 pm – 9:30 pm Jan 16 – Mar 21 PATR

### 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

5749 Online 24/7 ONL

#### 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

[5750](#) 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

[5752](#) 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

[5751](#) Online 24/7 ONL

### WATER & WASTEWATER

#### Using the ABC Water Treatment Formula Table

Virginia Western Community College will offer “Using the ABC Water Treatment Formula”, a math course for water treatment operators. The course is intended to familiarize operators with the ABC formula table used for the closed-book state certification examinations and the treatment processes associated with each formula. The course will be offered online only, by real time webcast on Monday evenings from 6-9 pm. Webcasts will be recorded for student access at other times. Course requires completion of weekly Practice Assignments and one proctored Practice Exam at the conclusion of the course, taken at your place of employment or at a nearby community college testing center. The course is 18 hours, 6 weeks, and 18 CPEs will be provided upon successful completion - based on Practice Assignment submissions and Practice Exam grade. All resource materials required for the course are provided online at no additional cost.

\$85

[5794](#) Mar 11 – Apr 15 ONL



### 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

Please call 540.857.6076 for updated schedule.

### 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

Please call 540.857.6076 for updated schedule.

## 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

[5841](#) Online 24/7 Feb 5 – Apr 26 ONL

[5842](#) Online 24/7 Apr 1 – Jun 28 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. LERN's 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.

\$495

[5915](#) Online 24/7 Feb 5 – Apr 26 ONL

[5916](#) Online 24/7 Apr 1 – Jun 28 ONL

### ENTREPRENEURSHIP



#### Entrepreneurship Certificate

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

\$495

[5847](#) Online 24/7 Feb 5 – Apr 26 ONL

[5848](#) Online 24/7 Apr 1 – Jun 28 ONL

FINANCE & ACCOUNTING

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			
5884	Online 24/7	Feb 5 – Apr 26	ONL
5885	Online 24/7	Apr 1 – Jun 28	ONL

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			
5935	Online 24/7	Feb 5 – Apr 26	ONL
5936	Online 24/7	Apr 1 – Jun 28	ONL

HUMAN RESOURCES

FF - SHRM CP Certification Prep Class



SHRM CP 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 in Human Resource Management.

\$2,415 ▶ FastForward-Eligible: \$805

5772	Mon 6:00 pm – 9:00 pm	Jan 29 – Apr 22	ONL
(No class on 3/25)			

FF - SHRM SCP Certification Prep Class



SHRM-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 Senior Certified Professional in Human Resource Management.

\$2,415 ▶ FastForward-Eligible: \$805

5773		Jan 29 – Apr 22	ONL
(No class on 3/25)			

LEADERSHIP & MANAGEMENT

Certificate in Leadership Development

This 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 not's; what to say, what not to say; what to do, what not to do. After 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			
5820	Online 24/7	Feb 5 – Apr 26	ONL
5821	Online 24/7	Apr 1 – Jun 28	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			
5833	Online 24/7	Feb 5 – Apr 26	ONL
5834	Online 24/7	Apr 1 – Jun 28	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			
5838	Online 24/7	Feb 5 – Mar 29	ONL
5839	Online 24/7	Apr 1 – May 31	ONL



Certificate in Project Management

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Finally, learn the 10 Project management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three one-month courses.

\$495			
5898	Online 24/7	Feb 5 – Apr 26	ONL
5899	Online 24/7	Apr 1 – Jun 28	ONL

MARKETING

Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, nonprofits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one-month courses.

\$495			
5867	Online 24/7	Feb 5 – Apr 26	ONL
5868	Online 24/7	Apr 1 – Jun 28	ONL

ONLINE PROFESSIONAL DEVELOPMENT

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. Three one-month courses.

\$495

<a href="#">5807</a>	Online 24/7	Feb 5 – Apr 26	ONL
<a href="#">5808</a>	Online 24/7	Apr 1 – Jun 28	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

<a href="#">5778</a>	Wed 6:00 pm – 9:30 pm	Feb 28 – May 8	ONL
(No class on 3/13)			

FF - Certified Associate in Project Management Exam Prep Online 

Strengthen your project management skills today! Master the skills to become a successful project management professional and get ready for the test! This 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 Project Management 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!

\$1,950 ▶ FastForward-Eligible: \$650

<a href="#">5800</a>	Mon 6:00 pm – 8:30 pm	Feb 5 – Apr 8	ONL
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# 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**

workforce@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

MECHATRONICS CERTIFICATE

This program offers a series of courses to prepare workers for an advanced manufacturing environment in entry level jobs such as Electromechanical Technician, Production Technician or Industrial Maintenance Technician.

ELECTRICITY - AC, DC & MULTIMETERS

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!

\$1,497 ▶ FastForward-Eligible: \$499

<a href="#">6020</a>	Tue, Thu 5:30 pm – 8:30 pm	Jan 16 – Feb 27	STEM
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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!

\$1,497 ▶ FastForward-Eligible: \$499

<a href="#">6022</a>	Tue, Thu 5:30 pm – 8:30 pm	Apr 23 – Jun 4	STEM
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PROGRAMMABLE LOGIC CONTROLLERS & 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 are the eyes, ears, touch, and feel for those systems, relaying signals to the PLCs to direct the workings of all of 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

<a href="#">6021</a>	Tue, Thu 5:30 pm – 8:30 pm	Mar 12 – Apr 4	STEM
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PRECISION MEASURING

FF - Precision Measuring 

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!

\$1,497 ▶ FastForward-Eligible: \$499

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.

\$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!

\$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!

\$999 ▶ FastForward-Eligible: \$333

Please call 540.857.6076 for updated schedule.



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

<a href="#">5937</a>	Online 24/7	Feb 5 – Mar 1	ONL
<a href="#">5938</a>	Online 24/7	Apr 1 – 26	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

<a href="#">5939</a>	Online 24/7	Apr 1 – 26	ONL
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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

<a href="#">5940</a>	Online 24/7	Mar 4 – 29	ONL
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COMPTIA A+

FF - CompTIA A+ Certification: IT Support Technician ITAC 

A+ is the entry point for a career in IT and is the preferred credential for technical support and IT operations positions. Learn to troubleshoot and resolve computer issues, as well as understand a wide variety of issues including hardware, software, networking, operating systems, mobile devices and security. This course will give you the foundations needed for the CompTIA A+ Certification.

\$2,490 ▶ FastForward-Eligible: \$830

<a href="#">5797</a>	Online 24/7 Fri 6:00 pm – 9:00 pm Sat 9:00 am – 12:00 pm	Jan 16 – May 7 May 17 – 24 May 18	ONL BUS BUS
<a href="#">5798</a>	Fri 6:00 pm – 9:00 pm Sat 9:00 am – 12:00 pm	Jan 16 – May 7 May 17 – 24 May 18	ONL BUS BUS

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

<a href="#">5902</a>	Online 24/7	Apr 1 – 26	ONL
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QUICKBOOKS

Certificate in QuickBooks Online

Save time, track money, and get important insights with Quickbooks Online. Quickbooks Online is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced Quickbooks Online topics.

\$395

<a href="#">5985</a>	Online 24/7	Feb 5 – Mar 29	ONL
<a href="#">5986</a>	Online 24/7	Apr 1 – May 31	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 affects 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

<a href="#">5907</a>	Online 24/7	Feb 5 – Apr 26	ONL
<a href="#">5908</a>	Online 24/7	Apr 1 – Jun 28	ONL

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

<a href="#">5913</a>	Online 24/7	Mar 4 – 29	ONL
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# 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@viriniawestern.edu](mailto:careernavigators@viriniawestern.edu)  
[540-857-6076](tel:540-857-6076)



The FastForward Grant is a state-funded grant that aims to increase the number of Virginians who have an in-demand 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.

## PERSONAL ENRICHMENT & PROFESSIONAL DEVELOPMENT

### 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

<a href="#">5942</a>	Online 24/7	Feb 5 – Mar 29	ONL
<a href="#">5943</a>	Online 24/7	Apr 1 – May 31	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.

\$290

<a href="#">5805</a>	Online 24/7	Feb 5 – Mar 29	ONL
<a href="#">5806</a>	Online 24/7	Apr 1 – May 31	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 Workforce Solutions 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.

\$6,000 ▶ FastForward-Eligible: \$2,000

<a href="#">5759</a>	Mon – Fri 8:00 am – 5:00 pm	Jan 8 – 12	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Jan 15 – Feb 2	CDS
<a href="#">5760</a>	Mon – Fri 8:00 am – 5:00 pm	Jan 22 – 26	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Jan 29 – Feb 16	CDS
<a href="#">5761</a>	Mon – Fri 8:00 am – 5:00 pm	Feb 5 – 9	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Feb 12 – Mar 1	CDS
<a href="#">5762</a>	Mon – Fri 8:00 am – 5:00 pm	Feb 19 – 23	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Feb 26 – Mar 15	CDS
<a href="#">5763</a>	Mon – Fri 8:00 am – 5:00 pm	Mar 4 – 8	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Mar 11 – 29	CDS
<a href="#">5764</a>	Mon – Fri 8:00 am – 5:00 pm	Mar 18 – 22	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Mar 25 – Apr 12	CDS
<a href="#">5765</a>	Mon – Fri 8:00 am – 5:00 pm	Apr 1 – 5	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Apr 8 – 26	CDS
<a href="#">5766</a>	Mon – Fri 8:00 am – 5:00 pm	Apr 15 – 19	HUMA
	Mon – Fri 8:00 am – 5:00 pm	Apr 22 – May 10	CDS
<a href="#">5767</a>	Mon – Fri 8:00 am – 5:00 pm	Apr 29 – May 3	HUMA
	Mon – Fri 8:00 am – 5:00 pm	May 6 – 24	CDS



=Funding Available, see page 14 for eligibility and details

register online @ <https://viriniawestern.augusoft.net/>

FF - Commercial Driver's License Weekend  
TCLA 

Description is same as previous description.

\$6,000 ▶ FastForward-Eligible: \$2,000

6013	Sat, Sun	8:00 am – 5:00 pm	Jan 6 – 20	HUMA
	Sun, Sat	8:00 am – 5:00 pm	Jan 21 – Mar 10	CDS
5769	Sat, Sun	8:00 am – 5:00 pm	Feb 10 – 24	HUMA
	Sun, Sat	8:00 am – 5:00 pm (No class on 3/30, 3/31)	Feb 25 – Apr 21	CDS
5770	Sat, Sun	8:00 am – 5:00 pm	Mar 16 – Apr 6	HUMA
	Sun, Sat	8:00 am – 5:00 pm (No class on 3/30, 3/31)	Apr 7 – Jun 2	CDS
5771	Sat, Sun	8:00 am – 5:00 pm	Apr 27 – May 11	HUMA
	Sun, Sat	8:00 am – 5:00 pm (No class on 5/25, 5/26)	May 12 – Jul 7	CDS



## ONLINE CLASSES

Facilitated by Ed2Go

### Why learn online?

• SELF-PACED

Learn at the speed that's right for you.

• FLEXIBLE & CONVENIENT

When you need it, where you want it.  
Take your classes at home or at work.

• AFFORDABLE

And without hidden costs for travel!

• UP TO DATE

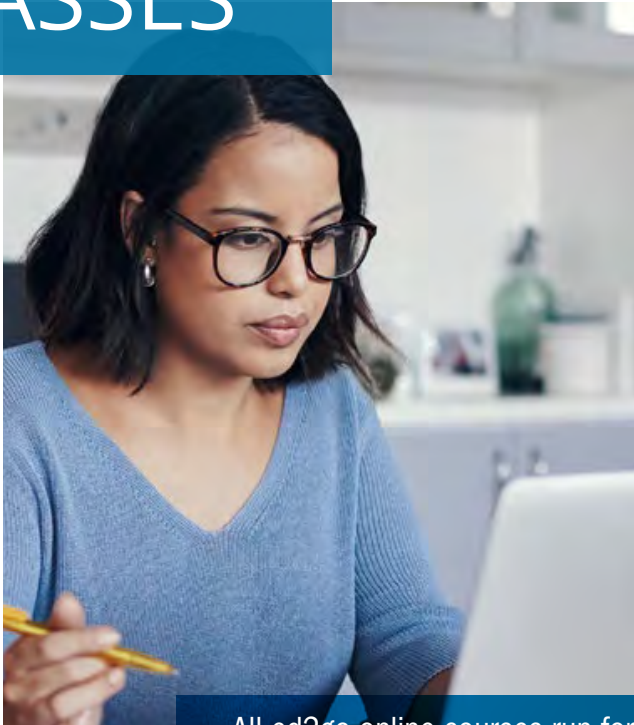
Current topics that apply immediately  
to your work or personal development.

• OUTSTANDING SELECTION

Hundreds of excellent skill development and  
personal enrichment classes.

• INSTRUCTOR-FACILITATED

Interactive, fun and informative!



All ed2go online courses run for  
six weeks (with a two-week grace  
period at the end).

Classes are project oriented and include  
lessons, quizzes, hands-on assignments,  
discussion areas, supplementary links and  
more.

REQUIREMENTS

All classes require internet access, email and Mozilla Firefox or Google Chrome. Some classes may have additional requirements. Please visit the website for more information.



To view our full list of offerings, visit [www.ed2go.com/vawestern](http://www.ed2go.com/vawestern)



# GETTING STARTED

## HOW TO REGISTER

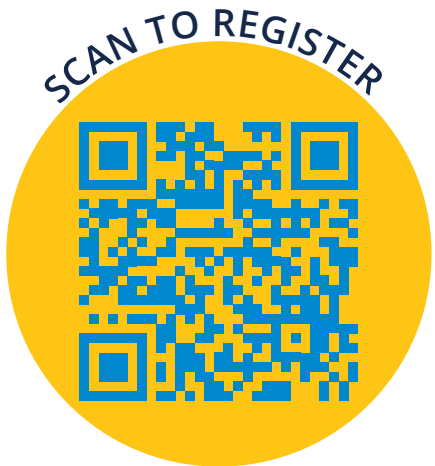
- 1 Go to <https://virginiawestern.augusoft.net>
- 2 Create a new profile or log in if you already have a profile.  
Note: This is a different registration website than myVWCC.
- 3 Find your class online in the relevant category  
or search by Class ID, Class Name or Dates.  
Note: Review any class pre-screening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

Workforce Solutions  
Hours: Monday – Friday 8:00 am – 5:00 pm  
540-857-6076  
[careernavigators@virginiawestern.edu](mailto:careernavigators@virginiawestern.edu)  
[www.virginiawestern.edu/cct](http://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



**Machinist (p. 4)**

**Median Salary in  
Roanoke Area: \$47,300\***

*\*Statistic provided by EMSI - 2023*

SCAN TO REGISTER



[viriniawestern.augusoft.net](http://viriniawestern.augusoft.net)