



CAREER DEVELOPMENT CENTER, INC.
2353 Riverside Drive
Danville, Virginia 24540
434-792-1670
cdcdanville.com

Fall 2025 Course Schedule



The USW Local 831-Career Development Center is your union-negotiated benefit. Do you have just 2-3 hours a week to learn a new trade or skill? We have on-site classes to teach you these skills and more!

In addition to on-site classes, all hourly employees have \$2,500.00 in Tuition Assistance, per calendar year.

Call us today or come by the center and let us help you get started! It's never too late to learn!





2353 Riverside Drive
Danville, VA 24540
Phone: (434)792-1670
Fax: (434)792-1671
Website: www.cdcdanville.com
Facebook: USW Local 831 Career Development Center

The Career Development Center is *YOUR* Union Negotiated Benefit.

We offer Customized Courses at our Center that are **FREE** to active, laid off and retired employees and their spouses if class participant space is available. There may be some out of pocket expenses for personal supplies for some of the classes; a list will be supplied before the class begins. The customized courses are based on interest that is communicated to the Site Coordinators and/or our Local Governing Board (LJC).

We are now able to offer customized classes at other International Career Development Center sites referred to as "Live and Online." As the courses become available, we will post them on our Facebook page and our Website. Registration for those courses will be done through our center, but because the courses will be offered at other sites there will be registration deadlines.

The Career Development Center also offers Tuition Assistance to the active employees, laid off employees up to two years from lay off and retirees for one year from their retirement date. Tuition Assistance is \$2,500.00 per calendar year, January 1st-December 31st, to apply toward course tuition and required books. Tuition assistance is awarded on a first come first serve basis. The courses can be for credit toward a degree or certification; it can also be used for self-edification courses, such as the motorcycle safety course at Danville Community College. Classes may be taken in a classroom setting or online as long as the learning center is **ACCREDITED**. If there is any question of the learning centers' accreditation, we will be more than happy to help look into it and help with any other questions to help you reach your educational and training goals.

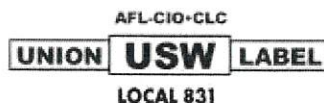
We understand that the restructuring going on at our local plant is very overwhelming and stressful, but we are committed to trying to help in exploring learning opportunities to expand your knowledge and skill base as you think about future endeavors. We look forward to helping and supporting you to reach your educational and new skills goals at the USW Local 831 Career Development Center.

Sincerely,
Kathy and Gina

Career Development Center Contact Information:

Site Coordinators:

Gina B. Fox gfox@cdcdanville.com
Kathy H. Patterson kpatterson@cdcdanville.com



Heartsaver®

First Aid CPR AED



American
Heart
Association®
Learn and Live

During this course, you will gain knowledge and skills that may help save a life. But, the most important goal of this course is to teach you to act in an emergency. Sometimes, people don't act because they are afraid of doing the wrong thing. Recognizing that something is wrong and phoning 9-1-1 for help are the most important things you can do. We'll also teach you how to keep yourself safe by assessing the scene and using personal protective equipment (PPE). And we will discuss Good Samaritan laws, which protect first aid rescuers.

During the course, you will be asked to practice and demonstrate important skills. If you complete all course requirements and demonstrate the skills correctly, you'll receive a course completion card. Your course completion card is valid for 2 years. Call us today to register for this important class!



Section 1 - Shifts A & C

8:30 a.m. - 1:30 p.m. Thursday, October 30, 2025

Section 2 - Shifts B & D

8:30 a.m. - 1:30 p.m. Thursday, October 23, 2025

Keep Your Family Safe!

This Fire Safety Workshop will highlight the top causes of residential fires and ways to prevent them.

Section 1: 3:30-6:30 pm, Tuesday, November 18, 2025

Section 2: 11:30-2:30 pm, Thursday, October 23, 2025

Home Fire Safety & Prevention

Install smoke detection systems.

Place smoke alarms strategically around the house. Run tests regularly to ensure they work.

Check heating sources and appliances.

Ensure heaters, dryers, and other appliances are installed and working properly.

Keep fire extinguishers handy.

Keep one in potentially risky areas and make sure everyone knows how to use one.

Create a fire escape plan.

Discuss the plan with everyone in the household and run fire drills twice a year to practice.

Never leave cooking food unattended.

Cooking is one of the leading causes of home fires. Stay in the kitchen when cooking.



**Know your basic
fire safety tips!**

FALL 2025

Custom Courses

Section 1: Classes are scheduled on A & C Shifts Off Days.

Section 2: Classes are scheduled on B & D Shifts Off Days.

***** Are One Day Workshops**

COMPUTER COURSES & WORKSHOPS

ENHANCE YOUR SKILLS OR LEARN NEW ONES



*****Artificial Intelligence - What is AI ?:**

Should we or shouldn't we? Is it safe? How does it work?
Let's spend some time learning the benefits as well as the hazards.

Section 1: 3:30-6:30 pm, Tuesday, October 21, 2025

Section 2: 9:30-12:30 pm, Thursday, October 23, 2025



*****Android vs iPhone:**

There is no clear winner between iPhone and Android. It's really a matter of choice but knowing the pros and cons of each phone can make the choice easier. Let's spend a little time exploring both smartphones. You might be surprised at some of the undiscovered gems waiting for you.

Section 1: 3:30-6:30 pm, Thursday, October 16, 2025

Section 2: 9:30-12:30 pm, Tuesday, September 30, 2025

*****Photo Editing Workshop:**

Learn how Photo Editing can be a beneficial and fun tool. Want to add text to a photo? Need to crop, sharpen, or enhance photos? Want to create a graphic for social media? This class will cover many aspects of photo editing as well as some of the programs (including FREE options) available to you.

Section 1: 3:30-6:30 pm, Tuesday, October 7, 2025

Section 2: 9:00-12:00 pm, Tuesday, October 28, 2025



FALL 2025

Custom Courses

Section 1: Classes are scheduled on A & C Shifts Off Days.

Section 2: Classes are scheduled on B & D Shifts Off Days.

***** Are One Day Workshops**



**Enhance Your Skills
or
Learn New Ones
in our
Computer Applications
and
Concepts Class**

Computer Applications and Concepts: All Levels

This course will go over computer concepts, internet skills, word processing, spreadsheet, database, and presentation software.

Section 1: 10:30-12:30 pm, Alternating Tuesdays and Thursdays, September 18 - November 4, 2025

Section 2: 5:30-7:30 pm, Alternating Tuesdays and Thursdays, September 25 - November 11, 2025



Unlock Your Potential with Computer Skills

Computer Skills: All Levels

**Section 1: 8:30-10:30 am, Alternating Tuesdays and Thursdays,
September 18 - November 4, 2025**

**Section 2: 3:30-5:30 pm, Alternating Tuesdays and Thursdays,
September 25 - November 11, 2025**

Fall 2025

Custom Courses

Section 1: Classes are scheduled on A & C Shifts Off Days.

Section 2: Classes are scheduled on B & D Shifts Off Days.

***** Are One Day Workshops**



Google Drive & Google Photos

Google Drive is a cloud storage service that lets you edit, organize, search and backup your memories on all of your devices. Google Drive gives you access to all of your files (not just photos) from any device.

**Section 1: 3:30-5:30 pm, Alternating Tuesdays and Thursdays,
October 30 - December 2, 2025**

**Section 2: 9:00-11:00 am, Tuesdays and Thursdays,
November 6 - December 4, 2025**

***** PHOTO ORGANIZATION WORKSHOP**

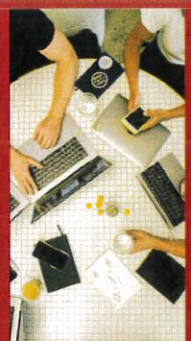


Do you have multiple memory cards and disk of photographs you have been planning on organizing? This workshop will help guide you in finally getting your precious memories in order so they are easier to save and retrieve.

Section 1: 3:30-6:30 pm, Tuesday, October 7, 2025

Section 2: 9:00-12:00 pm, Tuesday, October 28, 2025

Join our exciting
computer classes
and workshops to
enhance your skills
and unlock new
opportunities!



Learn, grow, and succeed together!

Fall 2025

Custom Courses

Section 1: Classes are scheduled on A & C Shifts Off Days.

Section 2: Classes are scheduled on B & D Shifts Off Days.

***** Are One Day Workshops**



Small Engine Repair

Bring your Mowers and other Small Engine Equipment and learn how to repair and do preventative maintenance to keep them working at their best performance. *8 per section Max

Section 1: 5:30 - 8:30 pm Alternating Mondays & Wednesdays, September 17 - November 3, 2025

Section 2: 5:30 - 8:30 pm Alternating Mondays & Wednesdays, September 24 - November 10, 2025

Section 3: 3:30 - 6:30 pm Alternating Tuesdays & Thursdays, September 30 - November 11, 2025

*** Trailer Safety

The Virginia Department of Transportation (DOT) requires a walk-around inspection before trailer use to inspect lights, axle hardware, brakes, suspension, frame, hitch and breakaway components to minimize the chances of an accident or a citation. This class will show you how to do this inspection before getting your trailer on the road.



Section 1: 3:30-6:30 pm Thursday, November 13, 2025

Section 2: 11:30-2:30 pm Tuesday, October 28, 2025

*5 Max for this Class

Fall 2025

Custom Courses

Section 1: Classes are scheduled on A & C Shifts Off Days.

Section 2: Classes are scheduled on B & D Shifts Off Days.

***** Are One Day Workshops**



Introduction to Basic Welding

In this introductory course you will learn various welding methods and techniques. The participant will learn about different types of welding equipment, basic welding safety and the use of various tools to prepare metals for welding. This course is geared for the beginner but all skill levels are welcome.

Section 1A: 8:30-10:30 am, Alternating Mondays and Wednesdays, Sept. 17 - Nov. 3, 2025

Section 1B: 10:30-12:30 pm, Alternating Mondays and Wednesdays, Sept. 17 - Nov. 3, 2025

Section 1C: 12:30-2:30 pm, Alternating Mondays and Wednesdays, Sept. 17 - Nov. 3, 2025

Section 1D: 3:30-5:30 pm, Alternating Mondays and Wednesdays, Sept. 17 - Nov. 3, 2025

Section 2A: 8:30-10:30 am, Alternating Mondays and Wednesdays, Sept. 24 - Nov. 10, 2025

Section 2B: 10:30-12:30 pm, Alternating Mondays and Wednesdays, Sept. 24 - Nov. 10, 2025

Section 2C: 12:30-2:30 pm, Alternating Mondays and Wednesdays, Sept. 24 - Nov. 10, 2025

Section 2D: 3:30-5:30 pm, Alternating Mondays and Wednesdays, Sept. 24 - Nov. 10, 2025

Fall 2025

Custom Courses

Section 1: Classes are scheduled on A & C Shifts Off Days.

Section 2: Classes are scheduled on B & D Shifts Off Days.

***** Are One Day Workshops**

Woodworking



Section 1: 8:30-11:30am, Alternating Mondays & Wednesdays, October 1 - November 17, 2025

Section 2: 3:30-6:30pm, Alternating Mondays & Wednesdays, September 29 - November 19, 2025

Section 3: 12:30-3:30pm, Alternating Mondays & Wednesdays, October 1 - November 17, 2025

live & online



Business Planning II: Fine Tuning Your Business Plan

8wks

This course allows the participant the opportunity to complete an initial draft of a business plan. The initial draft will include an operational plan, a management plan, a marketing plan, as well as a financial plan. The financial plan will include a comprehensive sales forecast, a profit and loss projection and a cash flow projection. Spouses may attend at no charge. Prerequisites: None

Thursdays–August 28 to October 16
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



Business Planning III: Finalization of a Business Plan

8wks

This course allows the participant the opportunity to complete a final draft of a business plan. The final draft will include an operational plan, a management plan, a marketing plan, as well as a financial plan. The financial plan will include a comprehensive sales forecast, a profit and loss projection and a cash flow projection. Spouses are welcome to attend at no charge. Prerequisites: None

Thursdays–October 23 to December 18
No Class: November 27
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



How to Keep Records Using QuickBooks Online

6wks

Keeping good and accurate records in a small business is a must. The business owner must know how his/her financial status is at all times. This course is designed to teach a simple method of tracking money coming in and out of a business. This information is critical in maintaining accurate tax records. This course will provide you the ability to develop a customer/vendor database, recording expenses, writing checks, creating sales receipts and invoices, as well as tracking all of your bills. Prerequisites: None

Wednesdays–October 22 to November 26
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



How to Start and Run a Small Business

6wks

Planning before starting is an important step toward operating a successful small business. This is an introductory course that teaches the basics of starting any type of small business. This course will focus on licenses/permits, location, deductible expenses, insurance, recordkeeping and legal forms of ownership. Spouses are welcome to attend at no charge. Prerequisites: None

Wednesdays–September 10 to October 15
8am-10am or 4pm-6pm or 6pm-8pm
Location: Leon Lynch
Instructor: Scott Williams



L&O Information

Students will receive traditional classroom instruction and online availability. Each live class is recorded and then uploaded and made available online within 48 hours of the live class.



ZOOM/online classes

3D Designs Using Tinkercad Tips and Tricks

2wks

This course will empower you to design and or edit your own or downloaded 3D models in a systematic way by learning the Tinkercad software. Many time saving tips and tricks will be introduced in this course. Learn how to prototype products and even create functional objects for your home, office, or even as unique gifts for friends. If you have taken the 3D printing class(es) or considering purchasing and/or taking 3D Printing classes in the future, this class will greatly benefit your 3d printing experience. This class is online, you will be emailed video links and can watch at your own pace on your computer, laptop, tablet, or cell phone. You can watch the videos as many times as you want and practice with exercises provided in each lesson. Communication with instructor will be via email. This course is a prerequisite to 3D printing classes. Prerequisites: None

Mondays, Wednesdays, and Friday–

August 18 to August 27

Location: ONLINE ONLY

Instructor: George Zahariadis

Easy Guitar

12wks

Learn everything you need to know to play your favorite tunes from award winning instructor Eric Lambert. This Zoom only course meets twice on Mondays and gives you close up demonstrations, explanations, and video to help you learn anywhere you have a computer, Ipad or phone. If you've always had a dream to play guitar this is your opportunity! Prerequisites: Own a Guitar

Mondays–August 18 to November 10

No Class: September 1

11am-12pm or 3pm-4pm

Location: ZOOM

Instructor: Eric Lambert

Learn to Play Piano/Keyboard:

10wks

Levels 1, 2, 3, 4, or 5

This class is designed for all levels of piano students. Learning and playing the piano/keyboard can open up an incredible door of creativity for you, as well as a fulfilling life of music making. Learn from an instructor with over 45 years of playing experience and over 30 years of teaching experience. The instructor will work with groups and individuals based on their piano level. This class is available on-site, or can be Zoomed with instructor online, or can be a hybrid class (on-site and/or Zoom) Prerequisites: None

Tuesdays–September 16 to December 9

No Class: September 30, October 28 & November 11

11:30am-1pm or 3:30pm-5pm (Central Time)

Location: Leon Lynch/ZOOM

Instructor: Frances Zahariadis

The Secrets of Reward Credit Cards

1wk

Earn "cash back" to help you pay your monthly bills (your electric bill, groceries, rent, mortgage, etc). Or earn airline frequent flyer miles and hotel reward points to pay for your next vacations. How to manage reward credit cards without hurting your credit score or finances. Learn a "Beginners Strategy" then graduate to more "Advanced Strategies". All reward programs are detailed. Includes a 100-page digital book (a \$39.95 value). Go to www.Gina-Henry.com for more info. Prerequisites: None

Wednesday–October 15

9am-12pm or 3pm-6pm (Central Time)

Location: ZOOM

Instructor: Gina Henry

Understanding and Optimizing Your Investment Choices

2wks

This seminar/workshop will explain very low maintenance, successful investment techniques that historically have produced average annualized returns that outperform the market. Participants will perform in-class exercises at the end of every session where they will learn how to choose the best mutual funds and stocks for their 401k's and Roth IRA. The class will be offered online twice a day through Zoom so students can ask questions and interact with the instructor. The class will also be recorded and sent by email to all students. Prerequisites: None

Tuesdays–December 2 AND December 9

Wednesdays–December 3 AND December 10

8am-11:30am or 4pm-7:30pm (Central Time)

Location: ZOOM

Instructor: Steve Williams

Call Your Local Career Development Center at (434)792-1670 to Register for Live & Online or Zoom Classes.



Tuition Assistance

Active employees, laid off and retirees up to one year of retirement date are eligible for up to \$2,500.00 per year (Jan.- Dec.) at an accredited school. The tuition assistance can be used for course tuition and required books. Tuition assistance **cannot** be used towards course equipment, supplies or testing fees. **Tuition assistance will not pay for failed, dropped, withdrawn or repeated courses.** It is the **participants responsibility** to let the Career Development Center know if they have withdrawn from a course.

College and or trades classes can be for credit or for self-edification as long as they are taken at an **accredited** learning site. If you are not sure of a sites accreditation we will help look into that information. The courses can be in person and/or online.

To apply for tuition assistance a Career Development Center Tuition Assistance Application must be completed at our site. A **printed** copy of the participants course registration from the school/learning site is required to process the application. If the participant paid for the courses or books out of pocket we will need the completed application, **printed** course registration and the **printed** receipts and we will reimburse the participant normally within two weeks.

***Tuition Assistance is limited to One active subscription-based online learning subscription per year.

***Tuition Assistance is limited to \$500.00 per year for self-edification and online learning subscriptions.

***If you have college credits from years ago, DON'T let them go!**
They can still be used to complete degrees and achieve those goals.

***Most college credits will transfer from college to college;**
Don't feel like you have to start over.

***An investment in you is an investment in your future.**

***IT'S NEVER TOO LATE!**

(888) 374-4096



Become a Home Inspector!

Jim Huebner
Inspection Certification Associates
jim@icaschool.com
www.icaschool.com

Who: Inspection Certification Associates

What: Virtual Online Home Inspection Course + Classroom & Field Training

When: Online course available with unlimited 24/7 access forever! Classroom and Field Training to Be Determined based on interest

Why: Be your own boss and run your own business, work for a local firm or do it part time to supplement your income

What this course covers:

This course teaches individuals how to inspect a residential property and provide a professional inspection report to Real Estate Agents and Mortgage professionals. The course covers Structure, Exteriors, Roofing, HVAC, Electrical, Plumbing, Insulation/Ventilation systems, Report Writing, and Business Development/Marketing.

Average inspections pay between \$300 - \$500 and take about 2-3 hours based on age and square footage of the property.

You do not have to be an expert in construction!

***This program can be utilized by the Career Development Center Tuition Assistance Benefit. The participant will pay for the course up front. Upon completion of the program bring in a printed copy of Certificate of Completion, Printed Receipt and complete a tuition assistance application in our office for Reimbursement.**



Subscription-Based Online Learning Providers Approved for TA

The following online learning providers have been approved by the ICD National Office for Tuition Assistance funding through the subscription-based online provider policy.

\$500.00 per calendar year of tuition assistance can be utilized for Subscription-Based Classes.

<u>Provider</u>	<u>Website</u>
Rosetta Stone	www.rosettastone.com
Lynda.com	www.lynda.com
aka LinkedIn Learning ITU	https://ituonline.com/icd
The Great Courses Plus	www.thegreatcoursesplus.com
ToolingU	http://www.toolingu.com/
Career Academy	www.careeracademy.com
Masterclass	https://www.masterclass.com
Universal Class	https://www.universalclass.com/index.htm
Udemy	https://www.udemy.com
Pencil Kings	https://pencilkings.com
SkillShare	https://www.skillshare.com
Coursera	https://www.coursera.org
Duolingo	https://www.duolingo.com
Babel	https://www.babbel.com/

ICD Educational Partners



L&O classes are Career Development Classes offered by the JobLink and Leon Lynch Learning Centers which are recorded and available to other sites via streaming technology. When you sign up for a class that is recorded, you can watch the class live from a remote location or access the class after the session, on demand.



**ASHWORTH
COLLEGE**

Ashworth College offers two types of programs through its ICD partnership. Participants can take advantage of online, customized type classes at a rate of \$525 each under the "Career Programs" tab. In addition, under the "Degrees" tab, Undergraduate Degree and Certificate Programs are available for \$1440 per semester, and Masters programs are available at a rate of \$2500 per semester. Contact Karen Hedge with questions or to enroll: 1.877.758.7630 ext. 2060 or kahedge@ashworthcollege.edu



**COLUMBIA
SOUTHERN
UNIVERSITY**

The United Steelworkers Institute for Career Development, as a member of the learning partner tuition discount program, can offer participants a 10% tuition discount and exclusive scholarship opportunities. Participants, along with spouses and children, are also eligible for additional services including no application fee, no evaluation fee, complimentary tutoring, flexible or structured enrollment systems, and all textbooks are provided at no cost through a CSU book grant.

DeVry 
University

ICD has a partnership with DeVry University and its Keller Graduate School of Management to bring you affordable, accredited degree programs with the flexibility you need for a work/life balance. ICD participants are eligible for a 15% reduction on any classes at DeVry University and Keller Graduate School.



We believe all students deserve every opportunity to discover their strengths and develop a growth mindset with 1:1 24/7 professional tutoring. NetTutor helps all learners confidently progress in the classroom and beyond.

ICD Educational Partners



Enroll with a school that helps 30,000+ people each year achieve their goals through affordable online education and training. Whether you're interested in building a new skill or furthering your career, Penn Foster can help by providing you access to high-quality career and college courses. Penn Foster's easy-to-use learning platform gives you access to books and study materials on the go, helping you learn when and where you want, at your own pace. Check out the **100+ accredited Career Certificate and Diploma programs** and **100+ College Courses and Degrees** available to you through Penn Foster's partnership with ICD.



Rosetta Stone® provides complete language solutions for beginner, intermediate, and advanced learners in both English and World Languages. Rosetta Stone® offers personalized, online learning experience based on a learner's proficiency and goals in 24 languages and includes live online tutoring. Partnership with ICD gives ICD participants exclusive access to the Rosetta Stone® Catalyst™ Language Solution for 12 months. Contact your ICD Coordinator for details.



SUNY EMPIRE
STATE COLLEGE

SUNY Empire State College educates 16,000 students per year in person, online, and through a blend of both, at campuses and learning hubs located in every region of New York State, across the country, and at eight international sites worldwide. Together with one of SUNY Empire's 800 faculty mentors, each student designs their own individualized pathway to a college degree that accommodates their schedule and awards credit for prior college-level learning. Associates, Bachelor's and Master's degrees are geared to adults and available in a wide variety of fields, including nursing, business, arts, and labor studies. USW-ICD participants receive a waiver of the \$50 admission fee and a one-time \$100 scholarship.



Tooling U-SME

Tooling U-SME delivers versatile, competency-based learning and development solutions to manufacturing, working with over half of all Fortune 500® manufacturing companies, plus educational institutions across the country. A division of SME, Tooling U-SME partners with customers to build high performers who help their companies drive quality, productivity, innovation, and employee satisfaction. Participants can subscribe to the entire library for 3 months (\$200) or 12 months (\$500).