



## DMACC Workforce Training Academy Vocational Training Programs

Are you looking for a rewarding career but need additional training? DMACC's Workforce Training Academy can help. Certificate classes provide key skills for new and rewarding employment opportunities in targeted career areas.



### Business

**Administrative Support Professional**  
Tuition: \$649

**60 contact hours + 24 hour Career Readiness Class**  
**Offered: Fall/Spring/Summer Semester**

Administrative professionals are key in the smooth day-to-day operation of most companies. In this course, you will learn effective written and verbal communication skills, techniques for working in teams, skills to deliver excellent customer service, telephone etiquette, techniques to support multiple people, and build on your skills in Windows, Microsoft Outlook, Word, Excel and PowerPoint. All books and materials included.

**Pre-Requisite: 35WPM plus you must be able to pass additional assessments in Word and Excel**

**Possible Job Titles:** Administration Assistant, Clerk, Receptionist, Secretary, Office Assistant, Office Manager, Office Coordinator, Sales Assistant, Marketing Assistant, Human Resources Assistant



## HealthCare

### **Basic Nursing Assistant**

Tuition: \$471 + other varied costs such as books, supplies, State testing, immunizations, etc.

Approximate total program cost is \$906

90 hours + 16 hour Career Readiness Class

Offered: Fall/Spring/Summer Semester

This course prepares the student to work in a nursing home, home health care agency, or group home and/or hospital. The first 60 hours of the course are classroom/lab and the remaining 30 hours of clinical will be in a nursing home. You will give patient care under the supervision of your instructor. At the end of this course, you must take the Direct Care Worker registry written and skills exam to be eligible for employment.

**WTA Students are required to complete the Career Readiness Class at the end of the Basic CNA course and BEFORE enrolling in the Advanced CNA course.**

### **Advanced Nurse Aide**

Tuition: \$471 + Other varied costs such as books, supplies, State testing,

Approximate total program cost is \$1166

75 hours + 16 hour Career Readiness Class

(Career Readiness IF ONLY TAKING ADVANCED CNA)

Offered: Fall/Spring/Summer Semester

This course is designed for CNA's who have completed the 90 hour state approved course. The course provides an opportunity to gain the additional competencies and clinical experiences needed to seek employment in a hospital. The first 45 hours of the course are held in a classroom/lab and the remaining 30 hours of clinical will be in a hospital. Job opportunities include, but are not limited to, EKG tech, Emergency Tech, Scope Tech, Surgery Tech, and OB Tech. The agency or hospital will provide additional training in these specialized areas. The student must provide proof they have successfully completed a 75 hour state approved CNA course

**Pre-Requisite: Students must be able to pass a criminal background check prior to acceptance into class.**

**You must complete a DMACC application for admission.** On the application, Section 2, question 12 is where you list your "Program of Interest". If you are taking *CNA classes only* list: "CNA only".

If you are taking CNA and *plan to go on to Nursing* list: Practical Nursing (to be an L.P.N.) or

Associate Degree Nursing (to be an R.N.)

**Possible Job Titles:** Provide basic patient care under direction of nursing staff. Includes Nursing Care Attendants, Nursing Aides, Nursing Attendants, Direct care Workers and Patient Advocate

**CNA is a bundled certificate  
WTA funding will cover both Basic and Advanced  
certificates for qualified candidates**

### **Patient Intake & Billing**

114 contact hours + 24 hour Career Readiness Class

**Tuition: \$1259**

**Offered: Fall/Spring/Summer Semester**

This certificate program will give an introduction to the role of Patient Access/Registration AND Coding and Billing in a healthcare setting. Topics of discussion will include but are not limited to: medical terminology, basic computer skills, insurance and funding regulations, how to recognize and utilize medical coding, healthcare safety, HIPAA, workplace skills and proper communication. Class will consist of 90 hours lecture and a 24 hour clinical experience.

**Pre-Requisite: Students must be able to pass a criminal background check prior to acceptance into class.**  
**: Must be able to type 40 WPM**

**Possible Job Titles:** Receptionist, Clerk Specialist, Office Assistant, Registration Clerk, Medical Secretary, Unit Support Representative, Patient Relations Rep, Billing Assistant, Accounting Assistant, Medical Records clerk/Technician

## **Phlebotomy**

**One Semester + 12 Career Readiness Class**

**Tuition: \$837.50 + Other varied costs such as books, supplies, immunizations etc.**

**Offered: Fall/Spring Semester**

**Approximate total program cost is \$\$938-\$1133, not including program entry requirements**

This certificate course is designed to provide an overall review of the current phlebotomy practices and procedures with an emphasis on the most important competencies in this field. This course will provide a variety of lecture, discussion, lab exercises and exams to provide the student with the opportunity to become skilled and gain confidence to work as a phlebotomist. Phlebotomists play an important role in the health care system and career opportunities are available. Phlebotomists may find employment in laboratories, hospitals, insurance companies, outreach services, patient service centers, research facilities, donor centers and physician's offices.

**You must complete a DMACC application and apply to the Phlebotomy program. You will receive a letter from admissions regarding a required information session with the Phlebotomy department.**

**Call 515-965-7145 or go to the website for more information.**

**<https://www.dmacc.edu/programs/phlebotomy/Pages/welcome.aspx>**

**Pre-Requisite: Students must be able to pass a criminal background check prior to acceptance into class.**  
**Attend an information/registration session.**

**Possible Job Titles:** Phlebotomist, Mobile Phlebotomist, Phlebotomy Technician

## **Sterile Processing Supply Tech**

**60 contact hours + 24 Career Readiness Class**

**Tuition: \$729 + Other varied costs such as books, supplies, immunizations etc.**

**Offered: Fall Semester ONLY**

This course will give an introduction to the field of the central service/sterile processing department within the healthcare system. Instruction will include communication skills between hospital departments, ethical and moral issues, and safety rules and regulations. The course will review a base knowledge of basic microbiology, disease transmission, asepsis, decontamination, instrumentation, preparation and packaging for sterilization in the central services/sterile processing department. This course will include 20 hours of clinical at Methodist Hospital as well as 40 hours of classroom instruction.

**Pre-Requisite: Students must be able to pass a criminal background check prior to acceptance into class.**

**Possible Job Titles:** Sterile Processing Technician, Central Sterile Supply Technician (CSS Technician), Central Service Technician (CST), Instrument Technician, Sterilization Technician, Central Processing Technician (CPT), Sterile Preparation Technician, Sterile Processing and Distribution Technician (SPD Technician), Equipment Technician



## Hospitality

### **Fundamentals of Culinary Cooking**

**Tuition: \$1700**

**63 contact hours+ 24 hour Career Readiness Class**

**Offered: Fall/Spring Semester**

The Fundamentals of Culinary Cooking is for individuals interested in preparing food, setting up allocated stations for menu, preparing, arranging and breaking down buffet and food displays while maintaining the uppermost hygienic standards. This individual will be introduced to scientific principles used in food preparation procedures and techniques. Students will learn to prepare small servings of salads, starch, eggs, meat, poultry and fish products using learned techniques.

**Possible Job Titles:** Line Cook, Food Preparer, Cooks-institution and Cafeteria, Food Service Specialist

**This certificate is currently on  
hold pending review**



## Skilled Trades

### **Building Maintenance**

**Tuition: \$1925**

**This is a two-semester program**

**205 contact hours + 16 hour Career Readiness Class**

**Offered: Fall/Spring Semester**

The Building Maintenance certificate is a series of job-related courses that will provide you with an understanding of how to keep a commercial or industrial type of building operating efficiently and effectively. Skill training enables a maintenance specialist to do the job from the first day of employment. Certificate courses include: Principles of Electricity, Basic Plumbing, Boiler Room Maintenance, Steam Plant Operations, Principles of HVAC and 10 hour OSHA Safety.

**Possible Job Titles:** Property Manager, Apartment Manager, Building Maintenance, Restaurant Service and Repair – Coolers/Chillers/Ice Machines/Refrigerators, Transportation Service and Repair – Refrigerated Trailers

### **Core Construction/Basic Equipment Operator**

**Tuition: \$3998**

**66 contact hours + 12 hour Career Readiness Class**

**Offered: Spring Semester ONLY**

The Core Construction/Basic Equipment Operator Certificate curriculum is designed as an introduction to the construction industry. Topics detailed include: Construction Math, Blueprint Basics, Basic Construction Theory, Common Building Materials, Material Handling, Tool Usage and Safety, and Job-Site Safety. Students will also develop work-site skills using skid steer, mini excavator and forklift as well as learn to navigate and complete basic operational prestart and inspection checks to ensure equipment functionality and safety. Upon completion of the certificate program participants will also earn first aid, CPR, OSHA certifications. Once completed, participants will be skilled for entry-level positions in the local or regional construction industry.

**Possible Job Titles:** Construction Worker/Construction Laborer/Construction Assistant, forklift Driver, Basic Equipment Operator

### **Network Cable Installer**

**Tuition: \$1660**

**78 contact hours + 16 hour Career Readiness Class**

**Offered: Fall/Spring/Summer Semester**

Network Cable Installers are in demand. Network cabling and infrastructure are all around you. From apartment buildings to retail environments, factories to large data centers, hospitals to schools, all of these locations are dependent on reliable networks to successfully operate. The demand for Internet services and the speed of access to information continues to grow, and as technology continues to improve, the need to upgrade networks persists. The network installer will be trained in copper and fiber optic technologies, installation and testing, and safe practices. Candidates must be willing to work in a variety of climates, work a lot on ladders or lifts, and lift 75 pounds.

**Possible Job Titles:** Cable Installer, Commercial Data Center Construction, Union Low Voltage Apprenticeship, Inside Wire Workers, Security System Companies, Mechanical/Electrical Contractors, Network Equipment Vendors & Integrators



## Manufacturing

**Computer Numerical-Controlled Operator (CNC) Two Semesters + 16 hour Career Readiness Class (end of 2<sup>nd</sup> semester)**  
**Tuition: \$2718 (+books/supplies) Offered: Fall/Spring/Summer Semester**

CNC operators are entry-level jobs for people who interact with computer-numerical-controlled (CNC) machines that are used in the manufacturing world. This equipment is used to form, shape, and cut materials such as steel, aluminum, and plastics into precision parts used in almost every product. CNC operators are responsible for loading and unloading work pieces, downloading and editing programs, and measuring the quality of the work pieces they produce. The CNC operator certificate that DMACC offers provides an opportunity to get a credential in a short two-semester program. You could start your training and get into a good-paying job within a year.

**Possible Job Titles:** CNC Operator, Lathe/Mill Operator, Machine Operator

**You must apply for Federal Financial Aid (FAFSA) before requesting from other funding sources.  
You will also need to complete a DMACC application.**

**Industrial Painting**  
**Tuition: \$4000**

**120 contact hours + 16 hour Career Readiness Class**  
**Offered: Fall/Spring/Summer Semester**

Industrial Painting is often described more as an art than as a craft. It is a technical skill that requires talent and significant training. Candidates must be able to learn fundamentals of paint technique and learn how to read the paint to confirm adequate coverage as environmental conditions change. In addition to the technical demands of the profession, it is also a physical job that requires standing, crawling, and repetitive motion. Typical functions of an Industrial Painter include painting surfaces of manufactured parts with primer, pre-finish, and finish coats. Change out paints, primer, and catalyze as needed. Prep manufactured parts using industrial cleaners, mask parts according to prints, and dry parts with compressed air. Conduct preventive maintenance on paint guns, repair paint defects, and support 5S/Workplace organizational goals. This 120 hour certificate program will prepare you to be successful for the high demand job of an Industrial Painter.

**Possible Job Titles:** Coater Operator, Painter, Hand sprayer, Industrial Painter, Spray Painter, Coater Adjuster

**Production MIG Welding**  
**Tuition: \$3850**

**160 contact hours + 16 hour Career Readiness Class**  
**Offered: Fall/Spring/Summer Semester**

This course will prepare you for production MIG welding used by most manufacturers in Central Iowa. This course goes beyond welding instruction and includes blueprint reading, weld symbols, measuring tools, and layout and fabrication. Successful completion will earn AWS qualification in the flat position (IG). Gain exposure to processes, equipment and safety in the manufacturing environment. Correctly select, read and calibrate appropriate measuring instruments. Learn appropriate use of fabrication equipment and apply basic layout techniques utilizing hand tools. Heat and cut steel with oxygen/acetylene torch equipment. Learn to weld in the flat, horizontal and vertical positions with GMAW (MIG) using pulse, spray, short-arc transfer.

**Possible Job Titles:** MIG Welder, Welder, Welder/Fabricator



## Transportation

### **Commercial Vehicle Operator Training (Class A CDL)**

Tuition: \$4700

**240 contact hours + 12 hour Career Readiness Class**

**Offered: Every 3 weeks year round**

This program offers a comprehensive course for Class A CDL that will prepare individuals for jobs in the transportation industry. This is a 6 week program during the day (M-F) or a 12 week program in the evening (M-F). Students will gain a solid foundation of knowledge with 2 weeks of classroom work followed by 4 weeks of intensive hands-on driving training. Students will complete over 60 hours behind the wheel driving training in real world situations, and graduate with the Class A CDL (Commercial Driver's License) with endorsements.

**Pre-Requisite: Attend an information session at the Transportation Institute. These are held**

**Mondays OR Thursdays 5:00-6:00pm 2081 NE 54<sup>th</sup> Avenue**

**: DOT Physical/MVR Record/Driver's License/Social Security Card (WTA will provide a voucher for DOT physical if you do not have insurance). Please plan to have \$100 available for MVR/endorsements.**

**Possible Job Titles: Driver, Route Driver, Driver Associate**

### **Logistics Specialist:**

Tuition: \$2250

**64 contact hours + 16 hour Career Readiness Class**

**Offered: Fall/Spring/Summer Semester**

Build foundational skills needed for a successful career in manufacturing. Learn fundamentals of shop math, blueprint reading, measuring tools, and safety including both a 10hr General Industry OSHA card and OSHA forklift certification. Learn how manufacturing controls quality by learning essential tools for continuous improvement, control charts, ISO, and 5S. Successful completion will prepare you for entry level jobs in manufacturing and distribution as laborers or material handlers. Students will be assessed for two additional credentials awarded through the Manufacturing Skill Standards Council (MSSC): CLA (Certified Logistics Associate) Certificate and the CLT (Mid-Level Certified Logistics Technician) Certificate.

**Possible Job Titles: Forklift Operator, Materials Handler, Shipment Processing, production worker, assembler**

**This certificate is currently  
on hold pending review**

**\*\*Certificate offerings/times offered are subject to change based on industry demand\*\***

Updated: 6/26/18