Looking for a new career, but don’t think you have the time or money to go to college?

DMACC’s Workforce Training Academy (WTA) may be your answer! We provide FREE tuition, along with academic and personal support to qualified individuals.

Our short-term certificate training programs are employer-driven, so you’ll leave the classroom with great opportunities to start a career!

Start the online qualification process NOW at DMACC.edu/CareerTraining

Questions? 515-697-7713 or 800-362-2127 Ext. 7713
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If you have any questions, contact us at ce@dmacc.edu or 515-256-4912.

Des Moines Area Community College (DMACC) shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, hiring practices or the provision of services. The full DMACC Non-discrimination policy is available online at nd.dmacc.edu. 15930-F-21-P1-M
Business & Professional Development

BUSINESS SKILLS

Administrative Support Professional

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. Prerequisites: mouse skills and basic knowledge/use of Word and Excel applications. No class on September 6, 20 and 22.

CRN14668 Sect 100 OFFESC 60 Hrs $699 8/30-11/15 MW 6:00p-9:00p Southridge Center  Rm 28

Bookkeeping Certificate (Online)

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you’re an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. All of the money you spend, and all of the money you earn, have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do I label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14803 Sect 100 SFTV561 48 Hrs $495 9/7-11/26 Online

Certificate in Accounting & Finance for Nonfinancial Managers (Online)

Every successful person in the workplace utilizes financial information to aid effective decision-making. This course explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness. 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. This certificate includes the Accounting and Finance for Non-financial Managers, Cash is King, and Financial Analysis and Planning for Non-financial Managers courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14750 Sect 100 SFTU507 48 Hrs $495 9/7-11/26 Online

Certificate in Customer Service (Online)

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. This certificate includes the Keys to Customer Service and Extraordinary Customer Service courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14742 Sect 100 SFTU509 32 Hrs $245 9/7-10/29 Online

DATA ANALYSIS

Data Analysis and Visualization Using Excel

Analyzing data to find issues, insights and opportunities is now a critical part of many job roles. Beyond the analysis, data analysts in all job roles must also be able to effectively present and communicate their findings in visually compelling ways. In this course, you will analyze and visualize data using Microsoft Excel and associated tools. You will perform data analysis fundamentals, visualize data, analyze data with formulas and functions and PivotTables, present insights with dashboards, create geospatial visualization, get and transform data, model and analyze data with Power Pivot, and present insights with reports. Textbook included. Prerequisite: foundational knowledge and skills in Excel, particularly in creating workbooks with formulas and functions. Class meets two consecutive days.

CRN15969 Sect 100 DATAS86 12 Hrs $249 10/27-10/28 WIR 9:00a-4:00p Ankeny Campus Bldg 20 Rm 6

NEW Create Dashboards Using Formulas

Learn the powerful aspects of Excel to create dashboards to display key business performance indicators that are relevant to a business process. A dashboard is a visual interface that shows data at a glance, and often includes conclusions that alleviate the need for the viewer to analyze the data. You will create advanced formulas using range names and specialized functions, automate workbook functionality by applying Data Validation and working with Forms and Controls, and apply conditional logic using Lookup functions and combining functions. Book is included. Prerequisite: Excel Intermediate course or equivalent experience. A day or two before the course start date, you will receive an email with the Zoom link and exercise files that will be used during class.

CRN15970 Sect 100 DATAS67 3 Hrs $69 11/5 W 9:00a-12:00p ZOOM

NEW Create Dashboards with Pivot Tables

Learn the powerful aspects of Excel to create dashboards to display key business performance indicators that are relevant to a business process. A dashboard is a visual interface that shows data at a glance, and often includes conclusions that alleviate the need for the viewer to analyze the data being presented. In this course, you will visualize data with basic charts, use advanced charting techniques and create Sparkline’s, and analyze data with PivotTables, Slicers and PivotCharts. Book is included. Prerequisite: create Dashboards Using Formulas and Excel Intermediate courses or equivalent knowledge. A day or two before the course start date, you will receive an email with the Zoom link, handout and exercise files that will be used during class.

CRN15971 Sect 100 DATAS57 3 Hrs $69 11/8 R 9:00a-12:00p ZOOM

Power BI

Power Business Intelligence was built to connect to a wide range of data sources, and allows you to quickly create visualizations of connected data to gain insights, show trends and create reports. Its data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing you to create compelling and interactive worksheets, dashboards and stories that bring data to life. In this course you will analyze data with self-service BI, connect to data sources, perform advanced data modeling and shaping, visualize data, enhance data analysis, model data with calculations and create interactive visualizations. Tuition includes book. Prerequisite: intermediate to advanced Excel skills.

CRN14861 Sect 100 DATAS79 7 Hrs $399 9/21 T 8:30a-4:30p Ankeny Campus Bldg 20 Rm 6

SQL Essentials

In this hands-on course, you’ll discover the basics of Structured Query Language (SQL) for interacting with relational databases. After an overview of relational databases, you’ll learn about SQL Server and the main learning tool used for this course, SQL Server Management Studio. You’ll learn to retrieve data from tables using simple queries, sort and filter results, and gather and combine data from multiple tables at once. Then, you’ll use queries to summarize and order data, explore the rich array of data types supported by SQL and be introduced to the built-in T-SQL functions. Finally you’ll use SQL queries to modify the database by inserting, updating and deleting data, and understanding the best practices for database design.

CRN14842 Sect 100 COMS521 24 Hrs $399 9/14-11/2 T 6:00p-9:00p Ankeny Campus Bldg 20 Rm 6

Certificate in Data Analysis (Online)

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. This certificate includes the Introduction to Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14734 Sect 100 SFTU509 48 Hrs $495 9/7-11/26 Online

Power BI Certificate (Online)

Power Business Intelligence (BI) is a widely used business analytics service offered by Microsoft. With it you gain insights into your organization’s data and can make more informed decisions. Discover the process of creating interactive reports. Integrate financial, marketing or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using relationships and DAX (Data Analysis Expressions). Utilize Time Intelligence functions to view YoY or YTD reports. You will install the free Power BI Desktop software to complete the course. Watch for your invitation email from teacher@ugotclass.org a few days before the class start date.

CRN14819 Sect 100 SFTU567 48 Hrs $495 9/7-11/26 Online
This course will focus on developing applications using the Python programming language. The student will write programs that demonstrate the use of variables, selection and loop structures, functions, collections, input, exception handling, object-oriented principles and testing.

**CRN5042** Sect 100 COMAST71 45 Hrs $550  Online 8/25-12/16  Meets with credit 14052

**CRN5531** Sect 101 COMAST71 45 Hrs $550  Online 8/25-12/16  Meets with credit 12278. Meets on Tuesday nights from 6:00p - 8:00p via Blackboard Collaborate.

**DIGITAL MARKETING**

**Facebook & Digital Marketing Essentials (LiveOnline)**

Are you new to using digital marketing to gain or maintain a competitive edge for your business? This course will help you increase your knowledge as you discover the foundational concepts, strategies, tools and professional best practices employed to implement a digital marketing program. With emphasis on Facebook and Instagram, you'll explore social media in an integrated digital marketing context which includes the use of the Internet, mobile devices, search engines, analytics software and digital media tools. Mini projects provide hands-on experience as you establish a digital foundation and social media presence for your own business or a local small business or startup. Course articulates to MKT 121 (3-credit course).

This is an online course with a once/week virtual class meeting. After enrolling you will receive your DMACC username and password through regular mail so you can access Blackboard Learning Management System.

**CRN4838** Sect 100 SFTVS66 48 Hrs $955  9/7-11/26  Online

**Google Analytics Certificate (Online)**

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This online course, aimed at nontechnical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. This certificate includes the Google Analytics and Advanced Google Analytics courses. Please watch for your invitation email from teacher@ugotclass.org a few days before the class start date.

**CRN4825** Sect 100 SFTVS73 32 Hrs $345  9/7-10/29  Online

**Mastering Video Marketing Certificate (Online)**

Sight, sound and motion are much more compelling than static words or a page. In this online certificate course, you will discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. This certificate includes the Video Marketing and YouTube for Business courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

**CRN4773** Sect 100 SFTUS54 32 Hrs $395  9/7-10/1  Online
HUMAN RESOURCES

SHRM Certification Test Prep (Online)
Become a SHRM-CP or SHRM-SCP and prove your knowledge, competency and value to colleagues and employers. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader. During this webinar you’ll interact with an experienced, SHRM-certified instructor through an easy-to-navigate web-based interface. The course includes a pre-test to determine the content you need to focus on. SHRM Learning System modules, real-time discussion, assignments, practice tests and a post-test to gauge your preparedness for the exam. As an added bonus, all webinars are recorded so they can be reviewed at a time that works best for you. Tuition includes SHRM Learning System. Course offered in partnership with North Iowa Area Community College. Enroll by August 19 to ensure course materials arrive in time.

CRN15982 Sect 100 BSMN536 3.5 Hrs $1,295 8/26-12/2 R 6:30p-9:00p Webinar

LEADERSHIP

Certificate in Leadership Development (Online)
Especially geared for future leaders in the Gen Y generation (born 1980-1999), this online certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. At the end of completing the three-course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear. This certificate includes the Leadership Principles, Developing Your Leadership Skills, and Developing Your Professional Career courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14779 Sect 100 SFTU563 48 Hrs $395 9/7-11/26 Online Supervisory and Leadership Certificate (Online)
Your employees are your most valuable resource and ensuring the efficiency of your team is the key to your success and is your most important responsibility. In this online course, you will learn about effective delegation, performance management and writing performance reviews. You’ll discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14749 Sect 100 SFTU516 32 Hrs $395 9/7-10/29 Online

MANAGEMENT

Certificate in Nonprofit Administration (Online)
Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. In this online certificate, you will discover the latest information on revenue generation and program evaluation for nonprofits. This online certificate includes the courses Revenue Generation for Nonprofits and Program Evaluation for Nonprofit Professionals. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14758 Sect 100 SFTU527 48 Hrs $995 9/7-11/26 Online Certificate in Project Management (Online)
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. In this online course, gain the skills, tools and templates to confidently develop and maintain a project. This certificate includes the Introduction to Project Management, Project Management Processes, and Project Management Knowledge Areas courses. Software requirements: access to 2003 or newer MS Word, Excel and Adobe Reader. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14745 Sect 100 SFTU512 48 Hrs $495 9/7-11/26 Online Management Certificate (Online)
Enhance your management skills through this online program for supervisors, managers and emerging leaders. Discover how to create clear expectations, engage and motivate employees, and increase your effectiveness. Explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. Finally, get the keys to manage different generations in your workplace. This certificate includes the Management Boot Camp, Collaborative Management, and Managing Generations in the Workplace courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14761 Sect 100 SFTU530 48 Hrs $595 9/7-11/26 Online Six Sigma Green Belt Certificate (Online)
Six Sigma professionals are in strong demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. You will learn problem-solving skills using the DMAIC (Define, Measure, Analyze, Improve and Control) model. 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. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14796 Sect 100 SFTU533 48 Hrs $495 9/7-11/26 Online

TRAINING AND EDUCATION

Certificate in Online Teaching (Online)
For those new to teaching online, or those already teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this course provides you the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. This certificate includes the Advanced Teaching Online, Designing Online Instruction, and Fostering Online Discussion courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN15936 Sect 100 SFTU578 48 Hrs $495 9/7-11/26 Online

WORKPLACE COMMUNICATION

Business Writing Certificate (Online)
Through this online course, discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. This certificate includes the Business Writing, Effective Copywriting, and Writing News and Press Releases courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14764 Sect 100 SFTU534 48 Hrs $495 9/7-11/26 Online Grammar Refresher Certificate (Online)
Good grammar doesn’t make good writing, but good writing demands good grammar. The first course covers the basics of grammar at the word level, including parts of speech and commonly confused words. In the second course, you’ll learn about grammar at the sentence level, from fragments to run-ons. In the third course, you’ll focus on the finer points of capitalization and punctuation, as well as advanced concepts like parallelism and agreement. Please watch for your invitation email from teacher@ugotclass.org a few days before the class start date.

CRN14821 Sect 100 SFTU569 48 Hrs $295 9/7-11/26 Online

Computer Applications

COMPUTER BASICS

Basic Workplace Computer Skills
Almost every job in today’s workplace requires basic computer skills. Through hands-on instructor-led training, you will gain basic-level computer proficiencies in Microsoft Windows, Word, Excel, PowerPoint and Outlook. Tuition includes all textbooks and materials. Prerequisite: must be able to type well.

CRN14845 Sect 100 DATAS41 24 Hrs $399 9/27-11/5 M 6:00p-9:00p Ankeny Bldg 20 Rm 6

Intro to Computers
Learning about Windows and the Internet has never been easier! This hands-on, computer course is for those who have limited or no knowledge of computers and who want to learn how to use them. There are no tests or quizzes. You’ll learn how and where to save files, create folders, work with the Start menu and control panel, and use the task bar. You will also be introduced to the Internet and...
Tuition includes a textbook.

**Multiple worksheets, using functions in formulas, and creating charts.**

**Performing worksheet calculations, formatting cell contents, managing introductory Excel course, topics include entering and editing data, much easier for you to accomplish, and in much less time. In this present data to aid in decision-making. It also makes these tasks Excel can help you organize, calculate, analyze, revise, update and Excel Basics 2019

Excel can help you organize, calculate, analyze, revise, update and as needed. Textbook is included.

**Computers-Spreadsheets**

Excel Basics 2019

Excel can help you organize, calculate, analyze, revise, update and present data to aid in decision-making. It also makes these tasks much easier for you to accomplish, and in much less time. In this introductory Excel course, topics include entering and editing data, performing worksheet calculations, formatting cell contents, managing multiple worksheets, using functions in formulas, and creating charts. Tuition includes a textbook.

Excel Advanced 2019

Are you an experienced Excel user who wants to learn about Excel’s advanced features? This course will help you develop the necessary skills by building on the skills learned in Excel Basic and Excel Intermediate. Topics include: working with tables and special table features; PivotTables and PivotCharts and macros. Tuition includes a textbook. The Excel Intermediate course or equivalent knowledge is recommended.

Excel Intermediate 2019

This course will take your Excel skills to the next level by building on the foundational skills learned in Excel Basic. Topics include advanced workbook formatting; date functions and conditional formatting; financial functions and What-If analysis; conditional functions using IF criteria, nested functions, 3-D cell references and LOOKUP functions. Tuition includes a textbook. The Excel Basic course or equivalent knowledge is recommended.

**Data Analysis and Visualization Using Excel**

Analyzing data to find issues, insights, and opportunities is now a critical part of many job roles. Beyond the analysis data analysts in all job roles must also be able to effectively present and communicate their findings in visually compelling ways. In this course, you will analyze and visualize data using Microsoft Excel and associated tools. You will perform data analysis fundamentals, visualize data, analyze data with formulas and functions and PivotTables, present visual insights with dashboards, create geospatial visualization, get and transform data, model and analyze data with Power Pivot, and present insights with reports. Textbook included. Prerequisite: foundational knowledge and skills in Excel, particularly in creating workbooks with formulas and functions. Class meets two consecutive days.

**DMACC Water and Wastewater Training**

The DMACC Water Environmental Technology Program offers comprehensive training for water, wastewater and onsite wastewater management. Many fall DNR-approved classes to choose from. Visit wet.dmacc.edu to find the right class for you.

**Questions?**

Contact Aimee at adevereaux@dmacc.edu or 515-964-6818.

515-964-6800 / 800-342-0033

**Visit ce.dmacctraining.com for Fall Classes**

Fall 2021  Continuing Education  /  DMACC
Excel Dashboards—Comprehensive
Learn the powerful aspects of Excel to create dashboards to display key business performance indicators that are relevant to a business process. A dashboard is a visual interface that shows data at a glance, and often includes conclusions that alleviate the need for the viewer to analyze the data being presented. In this course you will create advanced formulas using range names and specialized functions, automate workbook functionality by applying Data Validation and working with Forms and Controls, apply conditional logic using Lookup functions and combining functions, visualize data with basic charts, use advanced charting techniques and create Sparklines, and analyze data with PivotTables, Slicers and PivotCharts. Book is included. Prerequisite: Excel Intermediate course or equivalent experience.
CRN14859 Sect 100 DATA577 6 Hrs $85 9/28 T 8:30a-3:30p Ankeny Bldg 20 Rm 6

Create Dashboards with Pivot Tables (LiveOnline)
Learn the powerful aspects of Excel to create dashboards to display key business performance indicators that are relevant to a business process. A dashboard is a visual interface that shows data at a glance, and often includes conclusions that alleviate the need for the viewer to analyze the data being presented. In this course, you will visualize data with basic charts, use advanced charting techniques and create Sparkline’s, and analyze data with PivotTables, Slicers and PivotCharts. Book is included. Prerequisite: create Dashboards Using Formulas and Excel Intermediate courses or equivalent knowledge. A day or two before the course start date, you will receive an email with the Zoom link, handout and exercise files that will be used during class.
CRN15970 Sect 100 DATA567 3 Hrs $69 11/3 W 9:00a-12:00p ZOOM

NEW Create Dashboards Using Formulas (LiveOnline)
Learn the powerful aspects of Excel to create dashboards to display key business performance indicators that are relevant to a business process. A dashboard is a visual interface that shows data at a glance, and often includes conclusions that alleviate the need for the viewer to analyze the data. You will create advanced formulas using range names and specialized functions, automate workbook functionality by applying Data Validation and working with Forms and Controls, and apply conditional logic using Lookup functions and combining functions. Book is included. Prerequisite: Excel Intermediate course or equivalent experience. A day or two before the course start date, you will receive an email Calendar Invitation with the Zoom link and exercise files that will be used during class.
CRN14859 Sect 100 DATA577 6 Hrs $85 9/28 T 8:30a-3:30p Ankeny Bldg 20 Rm 6

ExcelPivotTables—Comprehensive
Discover how you can use PivotTable reports to view and organize your Excel data quickly and easily. You will have several opportunities to practice each concept for maximum understanding and learning. Topics include building, sorting and filtering lists of information; working with the Excel table feature; using the database functions dsum and daverage; creating Pivot Tables using the Pivot Table and Pivot Chart Wizard; formatting Pivot Tables and set options; grouping Pivot Table levels; performing calculations on a Pivot Table; and creating and modifying Pivot Charts. Book is included. Prerequisite: Excel Intermediate course or equivalent experience.
CRN14856 Sect 100 DATA568 6 Hrs $135 9/16 R 8:30a-3:30p Ankeny Bldg 20 Rm 6

NEW Intro to Excel PivotTables (LiveOnline)
Discover the powerful aspects of working with a database in Excel by using the Tables and PivotTables features. Learn how to clean up your data by using the Text to Columns, Flash Fill, Remove Duplicates and Data validation features. Use the Tables feature to quickly organize data and the PivotTables feature to look at your data as the big picture. Book included. Prerequisite: Intermediate Excel course or equivalent knowledge. A day or two before the course start date, you will receive an email with the Zoom link, handout and exercise files that will be used during class.
CRN15970 Sect 100 DATA577 3 Hrs $69 10/15 W 1:00p-4:00p ZOOM

NEW Intermediate Excel PivotTables (LiveOnline)
If you already know how to create PivotTables to analyze your data, this class will increase your knowledge of PivotTables and teach you more advanced skills. Discover how to create a PivotTable using Recommended PivotTables command, set number formats, create a PivotTable from multiple local data sources, create relationships between tables, create a PivotTable from an external data source, work with Slicers and Timelines to filter data, group and ungroup items, and create formulas and use functions with a PivotTable. Book included. Prerequisites: Intro to PivotTables and Intermediate Excel courses or equivalent knowledge. A day or two before the course start date, you will receive an email with the Zoom link, handout and exercise files that will be used during class.
CRN15974 Sect 100 DATA590 3 Hrs $69 10/19 T 9:00a-12:00p ZOOM

NEW Intro to Excel Macros (LiveOnline)
Many repetitive tasks can be simplified by creating a macro. This course will introduce you to macro creation and give you the tools to automate repetitive tasks. You will discover how to display the Developer Ribbon and customize the Quick Access Toolbar, create and use personal macros, create a Relative macro and an Absolute macro, create and use workbook macros, use the Visual Basic Editor to declare variables, add remarks and prompt for user input, and create an If...then...else statement in the Visual Basic Editor. Book included. Prerequisite: Intermediate Excel course or equivalent knowledge. A day or two before the course start date you will receive an email with the Zoom link, handout and exercise files that will be used during class.
CRN15975 Sect 100 DATA591 3 Hrs $69 10/19 T 9:00a-12:00p ZOOM

Certificate in Mastering Excel (Online)
A must-have skill to succeed in business is the ability to create, edit and manage spreadsheets with Microsoft Office Excel. You will begin with learning how an Excel worksheet is constructed, populated with content and edited for delivery. Then, you’ll 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
Power BI Certificate (Online)

Power Business Intelligence (BI) is a widely used business analytics service offered by Microsoft. With it, you gain insights into your organization's data and can make more informed decisions. Discover the process of creating interactive reports, Integrate financial, marketing or any other source data in your accounting system, Excel or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps and other visuals to see your data in real time. Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using relationships and DAX (Data Analysis Expressions), Utilize Time Intelligence functions to view YoY or YTD reports. You will install the free Power BI Desktop software to complete the course. Watch for your invitation email from teacher@ugotclass.org a few days before the class start date.

CRN:4809 Sect 100 SFTV553 48 Hrs $495 9/7-11/26 Online

Intermediate Excel (Online)

This online 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 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. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN:5940 Sect 100 SFTV575 16 Hrs $195 9/7-11/26 Online

Advanced Excel (Online)

This online Advanced Excel course contains tools that can help you prepare your worksheets accurately, examine your data for authentication, and then find those answers to your most difficult questions. Discover advanced functions such as And criteria, Or criteria, as well as advanced Logical and Financial functions and If-Then statements. Apply different scenarios such as What-if, Scenario Manager and Goal Seek. Finally, you’ll delve into PivotTables and Excel Dashboards. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN:5941 Sect 100 SFTV576 16 Hrs $195 10/4-10/29 Online

Adobe InDesign

In this course you will learn the basics of production-ready page layout design techniques for print-based publications in office and commercial production print environments. Discover how to create and edit layouts for single page, multi-page, newsletter, multifold, book, magazine and special project applications. Integrate text and graphics within layouts for design aesthetics. Understand and implement techniques and tools such as style sheets for constancy and uniformity within publications. This course is a hands-on, in-lab interactive course and is presented as platform-independent for Adobe InDesign versions in both the Windows and Apple workstation environments.

CRN:4819 Sect 100 SFTV567 48 Hrs $495 9/7-11/26 Online
Graphic Design Software Essentials Certificate (Online)

Adobe software tools are the leading software for graphic design. You will discover how to use Adobe Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program and you will create simple to complex multipage documents such as brochures, flyers, books and magazines. You will learn how to use Adobe 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 for this online course. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail within a few days of enrolling. Registration closes on class start date.

Adobe Illustrator Essentials (Online)

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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail within a few days of enrolling. Registration closes on class start date.

Adobe Photoshop Essentials (Online)

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 for this online course. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail within a few days of enrolling. Registration closes on class start date.

Certificate in Web Design (Online)

Discover the basics of web design using HTML and CSS in this online certificate. No prior knowledge of HTML or web design is required. You will learn how to plan and design effective web pages and how to create effective and dynamic websites/applications, which includes taking away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. You’ll also learn about the Bootstrap framework, CMS frameworks and industry-standard technologies and frameworks. This certificate includes the Introduction to Web Design, Intermediate Web Design, and Advanced Web Design courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

Coding Certificate (Online)

Coding is becoming one of the most in-demand skills in the workplace. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step-by-step process of hand-coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language. This online certificate includes Introduction to Coding, HTML and CSS Fundamentals, and Advanced CSS courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

College Entrance Exam Prep (LiveOnline)

College Entrance Exam Prep will cover the basics of the college entrance exam process. Since the ACT is the most popular college entrance exam in Iowa, we will focus on that test. Our first session will be a review of ACT basics. Then, we will review the ACT, section by section, covering the content of the test, the best strategies for tackling each section, and completing a portion of a practice ACT. We will also review content and strategies for the SAT, Accuplacer and ALEKS tests, discuss when students might encounter each test, and explore the best processes for scheduling exams and reviewing for them before testing day. Students will take a full ACT practice test at the end of the class and will receive individualized feedback on their test results. Students will use Blackboard to access course resources, lectures and supplemental materials, and live Q&A sessions will be hosted using Blackboard Collaborate on Mondays from 7:00pm-8:00pm.

Have you been a CNA on the State of Iowa Registry in the past? Are you looking to get back to working as a CNA? Need help to refresh skills? This 8-hour course will help you refresh and practice your skills to help you retake the State Comp and Skills testing and practice as a CNA! See page 11 for dates, times and cost! Prerequisite: Participants must have previously completed a 75-hour nurse aide course or be a nursing student who has completed a nursing fundamentals course.

This class is NOT a substitute for the state testing process.

Nurse Aide Refresher

Have you been a CNA on the State of Iowa Registry in the past? Are you looking to get back to working as a CNA? Need help to refresh skills? This 8-hour course will help you refresh and practice your skills to help you retake the State Comp and Skills testing and practice as a CNA! See page 11 for dates, times and cost! Prerequisite: Participants must have previously completed a 75-hour nurse aide course or be a nursing student who has completed a nursing fundamentals course.

This class is NOT a substitute for the state testing process.

WORKPLACE LEAN

Process Mapping Basics (Online)

Online training designed for individuals or work teams who want to learn how to map work processes, analyze them for inefficiencies and design an improvement plan.

CAREER DEVELOPMENT

College Entrance Exam Prep (LiveOnline)

College Entrance Exam Prep will cover the basics of the college entrance exam process. Since the ACT is the most popular college entrance exam in Iowa, we will focus on that test. Our first session will be a review of ACT basics. Then, we will review the ACT, section by section, covering the content of the test, the best strategies for tackling each section, and completing a portion of a practice ACT. We will also review content and strategies for the SAT, Accuplacer and ALEKS tests, discuss when students might encounter each test, and explore the best processes for scheduling exams and reviewing for them before testing day. Students will take a full ACT practice test at the end of the class and will receive individualized feedback on their test results. Students will use Blackboard to access course resources, lectures and supplemental materials, and live Q&A sessions will be hosted using Blackboard Collaborate on Mondays from 7:00pm-8:00pm.
Healthcare

HEALTH RELATED

Healthcare Provider CPR

This course is designed to teach the skills of CPR and relief of foreign body-obstructed airway to victims of all ages. It also includes the use of a barrier device, and AED, a bag-valve-mask, and oxygen. It is intended for people in the healthcare field.

An Ecard will be issued upon satisfactory completion. Fee includes book.

CRN14910 Sect 100 EMRC506 5 Hrs $79
8/21  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14911 Sect 101 EMRC506 5 Hrs $79
9/11  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14912 Sect 102 EMRC506 5 Hrs $79
10/2  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14913 Sect 103 EMRC506 5 Hrs $79
10/16  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14914 Sect 104 EMRC506 5 Hrs $79
11/6  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14915 Sect 105 EMRC506 5 Hrs $79
12/4  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14916 Sect 106 EMRC506 5 Hrs $79
11/20  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

CRN14917 Sect 110 EMRC506 5 Hrs $79
12/18  S  8:00a-1:30p  Ankeny Bldg B 24 Rm 201, 203

Certified Professional Birth Doula

This training will provide hands-on education and skills to enable you to facilitate expectant parents’ mental and physical preparation for pregnancy, labor, birth and parenthood. During this course, participants will practice and demonstrate labor-enhancing comfort measures, understand the physical and emotional progression of labor, identify the impact that doulas have on the lives of families served and evaluate and identify opportunities for starting a rewarding doula business. The training promotes the concept of the birth doula as an advocate of the natural process of childbirth and the right of the expectant parent to make informed decisions based on knowledge of alternatives. Box lunches and snacks included.

CRN15073 Sect 100 HLSC500 10 Hrs $340
9/9-9/10 RF 9:00a-5:30p Southridge Center  Rm 20B

HEALTH-NURSING

Nurse Refresher (RN) Part 1 (Online)

The Nurse Refresher course is designed for nurses returning to the healthcare field and will assist in meeting the requirements for RN License Reactivation in the State of Iowa. (For other states, please consult with your Board of Nursing.) For full license reactivation, the participant will need to complete both Nurse Refresher RN Part 1 and the Nurse Refresher RN Part 2 courses successfully.

The primary goal of the two-part Nurse Refresher-RN course is to assist inactive Registered Nurses to review and update their nursing knowledge and skills, and gain confidence returning to practice. A practicing or currently Registered Nurse who is NOT inactive and desires to update their nursing knowledge and earn Nursing Contact Hours may also take this course and may only choose to take the Part 1 course. Please check with the IBON as to your status and requirements.

The Nurse Refresher RN Part 1 Course and the Part 2 Course have each been approved for 40 Nursing Contact Hours, through DMACC IBON Provider #22. The Nurse Refresher-RN Part 1 is a 16-week online learning web-based course.

Course Requirements include:

• You will need to have regular and reliable internet.
• You will need a computer and access to it in order to complete this course.
• The course is taught through the Blackboard web-based learning platform.
• Assignments and learning will be completed through weekly reading, discussion boards, quizzes and other methods as assigned.
• You will receive an E-Book Registration Code once class begins for your textbook access. The cost for this E-Book access is covered in your course cost.
• Once enrolled, you will receive two letters from DMACC giving you your DMACC Student ID number and access to your DMACC Email address. You will use these DMACC credentials to log into the MY DMACC Web-based Learning system.
• Must have graduated from an accredited school of nursing.
• This course is not a substitute for taking the IBON Licensing Exam.

CRN15351 Sect 100 NURS550 80 Hrs $899 8/25-12/10 Online

TEAS Prep (Online)

This course prepares students to succeed when completing the TEAS assessment.

CRN5057 Sect 100 NRS5901 32 Hrs $55
09/07-10/28 TR 12:50p-2:50p Urban Bldg Web-Blended

Sterile Processing

Documentation of 1040 hours of practice as a licensed practical nurse; be practicing in a licensed hospital, a nursing facility or a certified end-stage renal dialysis unit whose policies allow the licensed practical nurse to perform procedures related to the expanded scope of intravenous therapy. Registered Nurse: Must hold a current unrestricted Iowa license to practice as a registered nurse. Completion of this course will be awarded 45 contact hours, Iowa approved providers will award contact hours for attendance at this course.

CRN 15353 Sect 100 SUR501 60 hrs $749
9/24-12/10 F 10:30:00 am-2:30pm  Bldg Urban Bldg 2  Rm

Patient Intake and Billing

This noncredit 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. The student will participate in a community learning experience.

• Students will also be involved with a simulated experience using the EHR GO learning platform.
• If the current COVID situation allows we will participate in a Community Learning Experience.
• Participants must pass criminal background and abuse registry checks.
• Participants must complete a health physical and provide proof of required immunizations.

CRN5343 Sect 100 HLTE 98 $1,259
9/7-11/22 MFTh 6p-9pm Southridge Rm 20B
Information Technology

AGILE

Certified Scrum Master (CSM)
This intensive two-day course will prepare you to take on the Scrum Master role and is taught by a Scrum Alliance Endorsed Scrum Trainer. It will cover pragmatic, time-tested practices for managing product backlogs, long- and short-range planning, project execution and progress reporting. Many facets of Scrum will be examined, including the project lifecycle, roles, ceremonies and artifacts.

CRN15037 Sect 100 COMA568 14 Hrs $899
10/14-10/15 RF 8:30a-5:00p Southridge Center Rm 20D

Certified Scrum Master (CSM)
CRN15038 Sect 101 COMA568 14 Hrs $899
12/16-12/17 TW 8:30a-5:00p Southridge Center Rm 20D

Certified Scrum Project Owner (CSPO)
This intensive two-day course will prepare you to take on the Product Owner role and is taught by a Scrum Alliance Endorsed Scrum Trainer. It will cover the Scrum framework, but more important, what it means to function as the Product Owner, or Customer, for a Scrum team. You will learn about managing stakeholders, creating and grooming the Product Backlog, emerging detail with Product Backlog Items and User Stories including Acceptance Criteria and the Definition of Done.

CRN15040 Sect 100 COMA569 14 Hrs $899
10/12-10/13 TW 8:30a-5:00p Southridge Center Rm 20D

CRN15041 Sect 101 COMA569 14 Hrs $899
12/14-12/15 TW 8:30a-5:00p Southridge Center Rm 20D

Advanced Cert Scrum Product Owner (A-CSPO)
This intensive two-day course for current CSPOs will focus on learning objectives related to:

• Manage multiple business initiatives from competing stakeholders
• Clearly order and express Product Backlog items
• Define a clear product vision that ensures your product remains focused on the features your customers and end users will actually use
• Communicate effectively with various stakeholder groups to achieve alignment
• Identify the crucial opportunities and avoid wasting time
• Define and validate business value
• Increase your credibility as a product expert and become recognized as a person who delivers real business results.

PARTICIPANTS ARE RECOMMENDED TO BE A CSPO WITH 1+ YEARS OF EXPERIENCE AND A CERTIFIED SCRUM PRACTITIONER.

CRN15043 Sect 101 COMA576 14 Hrs $1,199
11/4-11/5 RF 8:30a-5:00p Southridge Center Rm 20D

Advanced Certified Scrum Mstr (A-CSM)
(LiveOnline)
This intensive two-day course for current CSMs will focus on learning objectives related to:

• Lean, Agile and Scrum
• Agile Facilitation
• Agile Coaching
• Service to the Development Team
• Service to the Product Owner
• Service to the Organization
• Scrum Mastery Participants are recommended to be a CSM with 1+ years of experience and a Certified Scrum Practitioner.

• Please note that 100% attendance is mandatory for this class.

CRN15034 Sect 100 COMA505 14 Hrs $1,199
8/26-8/27 RF 8:30a-5:00p Southridge Center ZOOM

CRN15035 Sect 101 COMA505 14 Hrs $1,199
11/2-11/3 TW 8:30a-5:00p Southridge Center Rm 20D

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7. Introduction to Quick Books Online
8. Grammar Refresher
9. Computer Skills for the Workplace
10. Accounting Fundamentals II
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September 15   October 13
November 17    December 15

FOR INFORMATION
515-256-4999 or 800-362-2127, ext. 4999
For course description and online registration, visit ed2go.com/dmacc.online

ed2go.com/dmacc.online
Noncredit Online Courses

Want to enhance your skills or learn something new from the comfort of your home?

Consider taking an online class with the option of a traditional online format or LiveOnline. For course details, go to ce.dmacc.edu.

**Traditional Online**
- Accounting & Finance for Nonfinancial Managers
- Athletic Coaching
- Data Analysis
- Iowa Cosmetology Law/Sanitation
- Project Management Test Prep
- RN Refresher
- Speed Spanish

**LiveOnline**
- Course meets on a specific date and time using Zoom. You’ll be able to see and interact with others.
  - Agile Scrum
  - Digital Marketing Essentials
  - SHRM Certification Test Prep
  - Excel Formulas
  - Excel Dashboards
  - Excel Pivot Tables
  - Excel Macros

515-964-6800 / 800-342-0033
Certified Scrum Professional (CSP-SM) (LiveOnline)

Certified Scrum Professionals - ScrumMaster (CSP-SM) challenge their teams to improve the way Scrum and Agile principles are applied. If you are ready for a practitioner-level program that validates your knowledge and skill set in your role as Scrum Master, you may be a candidate for the CSP-SM certification. Requirements:

- A valid Advanced-CSM with the Scrum Alliance is required for those taking this course
- At least 24 months of work experience specific to the role of Scrum Master within the past 5 years validated via candidate’s Scrum Alliance profile
- Completion of the 2-Day CSP-SM
- Completion of post-course work

CRN15036 Sect 100 COMAS46 14 Hrs $1,550 9/20-9/21 MT 8:30a-5:00p ZOOM

SQL Essentials

In this hands-on course you’ll discover the basics of Structured Query Language (SQL), for interacting with relational databases. After an overview of relational databases, you’ll learn about SQL Server and the main learning tool used for this course, SQL Server Management Studio. You’ll learn to retrieve data from tables using simple queries, sort and filter results, and gather and combine data from multiple tables at once. Then, you’ll use queries to summarize and order data, explore the rich array of data types supported by SQL and be introduced to the built-in T-SQL functions. Finally you’ll use SQL queries to modify the database by inserting, updating and deleting data, and understanding the best practices for database design.

CRN14842 Sect 100 COMLS21 24 Hrs $399 9/14-11/2 T 6:00p-9:00p Ankeny Bldg 20 Rm 6

SQL Certificate (Online)

Structured Query Language (SQL) is the industry-standard database programming language. You will create simple SQL queries that query a single table and then how to query multiple tables simultaneously. You’ll discover how to alter data in a database and how to gather significant statistics from data stored in a database. Finally, you’ll learn techniques that will enable you to write powerful queries that perform complicated searches and sorts on your data. Please watch for your invitation email from teacher@ugotclass.org a few days before the class start date.

CRN14818 Sect 100 SFTV566 48 Hrs $595 9/7-11/26 Online
CRN15935 Sect 101 SFTV566 48 Hrs $595 10/4-12/31 Online
CRN15952 Sect 102 SFTV566 48 Hrs $595 8/20-11/18 Online
CRN15953 Sect 103 SFTV566 48 Hrs $595 12/6-3/4 Online

MANUFACTURING

Forklift Certification

Hands-on training and testing in a specific lift-truck operation and inspection. Participants will receive certification meeting OSHA requirements upon successful completion.

CRN15052 Sect 100 MNFT535 4 Hrs $200 9/17 F 8:00a-12:00p Southridge Center Rm TBA
CRN15053 Sect 101 MNFT535 4 Hrs $200 11/5 F 8:00a-12:00p Southridge Center Rm TBA

Online Coaching Classes

- COACHING ETHICS, TECHNIQUES AND THEORY
  PHYE516
  CRN 15098 SECTION 101 – AUGUST 25-OCTOBER 19
  CRN 15099 SECTION 102 – OCTOBER 20-DECEMBER 16 $100

- ATHLETIC DEVELOPMENT AND HUMAN GROWTH
  PHYE517
  CRN 15100 SECTION 101 – AUGUST 25-OCTOBER 19
  CRN 15101 SECTION 102 – OCTOBER 20-DECEMBER 16 $100

- INTRO TO ANATOMY AND PHYSIOLOGY FOR COACHING
  PHYE518
  CRN 15102 SECTION 101 – AUGUST 25-OCTOBER 19
  CRN 15103 SECTION 102 – OCTOBER 20-DECEMBER 16 $100

- INTRO TO ATHLETIC TRAINING
  PHYE519
  CRN 15104 SECTION 101 – AUGUST 25-OCTOBER 19
  CRN 15105 SECTION 102 – OCTOBER 20-DECEMBER 16 $150

CALL 515-964-6800 OR GO TO CE.DMACCTRAINING.COM TO REGISTER TODAY!
REFER TO PAGE 18 FOR MORE INFORMATION.
WELDING

MIG Welding & Torch Cutting
Perfect for the DIY. Learn proper MIG machine setup including voltage settings, wire speed, shielding gas selection and machine settings. Learn to produce quality MIG welds utilizing Gas Metal Arc Welding (GMAW). Weld in multiple positions without need to change electrodes or tip selection. Learn basics of oxy-acylene and plasma cutting. Necessary personal protective equipment responsibility of each student. PPE requirements explained on first day of class.

CRN15110 Sect 100 WELD509 30 Hrs $289
9/11-10/23 S 8:00a-1:00p Ankeny Bldg 10 Rm 11
9/11-10/23 S 8:00a-1:00p Ankeny Bldg 10 Rm 7

STICK Welding (SMAW)
Intermediate for those seeking a challenge. Learn Shielded Metallic Arc Welding (SMAW) using proper techniques and procedures. This course stresses safety, electrode selection, machine settings, weld size and more. Learn arc length, electrode angle, and amperage settings to produce quality welds. Necessary personal protective equipment responsibility of each student. PPE responsibility of each student. PPE requirements explained on 1st day of class.

CRN15111 Sect 100 WELD510 30 Hrs $289
9/11-10/23 S 8:00a-1:00p Ankeny Bldg 10 Rm 7
9/11-10/23 S 8:00a-1:00p Ankeny Bldg 10 Rm 11

TIG Welding
Advanced for the experienced. Learn how to produce quality TIG welds on steel, aluminum and stainless steel. This course stresses safety, rod and tungsten selection, machine settings and more. Learn how to prepare surfaces to achieve a quality TIG weld. Prerequisite required: must know proper techniques and procedures for Oxy-Acetylene welding prior to learning TIG. PPE responsibility of each student. PPE requirements explained on first day of class.

CRN15112 Sect 100 WELD511 30 Hrs $289
9/11-10/23 S 8:00a-1:00p Ankeny Bldg 10 Rm 11
9/11-10/23 S 8:00a-1:00p Ankeny Bldg 10 Rm 7

Blueprint Reading
Provides instruction in interpreting elements of welding prints (drawings or sketches), focusing on measurement, American Welding Society welding symbols, and fabrication requirements. Students will understand how to prepare, assemble and tack welding parts according to drawings or sketches, using proper materials and tools. This course aligns to SENSE Level I Module 3: Drawing and Welding Symbol Interpretation, Key Indicators 1 and 2.

CRN15117 Sect 100 WELD526 45 Hrs $500
9/7-9/22 MTWRF 5:00p-9:00p Southridge Center Rm 8

MIG Gas Metal Arc Welding
Focuses on proper weld safety, machine setup and welding techniques of Gas Metal Arc Welding Short-Circuiting Transfer and Flux Cored Arc Welding (Gas Shielded). Students perform American Welding Society-compliant welds on carbon steel, in flat, horizontal, vertical and overhead positions. This course will prepare students to take an AWS welder certification test, which is recommended.

CRN15120 Sect 100 WELD527 120 Hrs $3,850
9/23-11/8 MTWRF 5:00p-9:00p Southridge Center Rm 8, 21

Personal Enrichment and Leisure

HOTEL/RESTAURANT MANAGEMENT

Basics of Food & Wine Pairing
Join us in learning why wines taste better with different flavors. Participants will sample a variety of flavors representing sweet, sour, bitter, salt and savory as they pair them with five different wines. Light appetizers will be included at the tasting table.

CRN14919 Sect 100 HRMT700 1.50 Hrs $59
8/31 T 6:00p-7:30p Ankeny Bldg 7 Rm 116

NEW Classic Reds 2
Do you love red wine? Do you love learning about old and new classic wines? If you answered yes, then this is the class for you! We will be tasting five classic, most loved red wines. We will learn about their taste profiles and where they grow. Join us as we sip and compare classic red wines.

CRN15995 Sect 100 CULA733 1.50 Hrs $59
10/12 T 6:00p-7:30p Ankeny Bldg 7 Rm 11

CRN15996 Sect 101 CULA733 1.50 Hrs $59
10/13 W 6:00p-7:30p Ankeny Bldg 7 Rm 11

Medication Aide & Medication Manager

PLEASE VISIT CE.DMACCTRAINING.COM FOR UPCOMING CLASSES
to the United States). This little nation and its people built an empire and cultural treasures and the Portuguese who came as immigrants to the present (which includes its spectacular geography, seacoast, also deals with the people and their history in Portugal from the past offsetting the Italian trading states and the Middle East bazaars. But it South America and how they brought home the riches of these areas made it first to North America, India, China, Japan and accidentally to highlights the Portuguese as a seafaring and adventurous people who interconnected or the first global society via its empire. This course begins to the present. The instructor will use many photographs descendants, will bring this page of our history to life.

Poverty, homelessness, overcrowding and other factors among east coast cities led to the transporting of more than 250,000 children by adults who gave them loving homes, others were not as fortunate. In this class, you’ll learn the functions of your camera, the basic beautiful and special images you’d like to capture, but where do you start? In this class, you'll learn the functions of your camera, the basic ethical positions about the behavior of decision-makers in both these environments. Students will be encouraged to share their experiences and insights regarding the ethical behavior of our institutional leaders.

If you have a smartphone, you have apps. We all have our favorites and likely want to discover others. Learn how to organize your current apps and then explore apps for health, travel, photography, etc. This class will focus on iPhones, but most of the information will also be applicable to Android phones too.

This course looks at the history, culture and peoples of Portugal from its beginnings to the present. The instructor will use many photographs from his personal trips to Portugal via Point and commentary on the many issues that made Portugal the leader in building an interconnected or the first global society via its empire. This course highlights the Portuguese as a seafaring and adventurous people who made it first to North America, India, China, Japan and accidentally to South America and how they brought home the riches of these areas offsetting the Italian trading states and the Middle East bazaars. But it also deals with the people and their history in Portugal from the past to the present (which includes its spectacular geography, seacoast, and cultural treasures and the Portuguese who came as immigrants to the United States). This little nation and its people built an empire and made the obscure Portuguese language the fifth most spoken language in the world. In the end, it deals with why people travel to Portugal.

Moped Rider
Learn how to operate and care for your moped, and your rights and responsibilities as moped operator.

When registering for the moped class you must use the student’s legal name, birthdate and Social Security number. The student’s mailing address must be a physical address as PO Boxes are not accepted by the DOT.

• Students must be 13 years or older to take this course.
• Students must attend ALL 6 hours of the same class in order to receive their DOT completion certificate. Late arrival or missing a portion of class time are grounds for dismissal from the class without refund.
• Students should bring a sack lunch with change for the vending machines, if available.
• Students should wear comfortable clothing for a classroom setting.
• Class includes a final examination.

Foundations of Digital Photography
You have a digital SLR or mirrorless camera and a plethora of ideas for beautiful and special images you’d like to capture, but where do you start? In this class, you’ll learn the functions of your camera, the basic principles of photography, and lay a solid foundation on which to build your skills and begin to create those images you’ve been dreaming about. On the final night, bring some of your own images to showcase what you’ve learned for review and discussion.

RV Safety Training
This course is designed to teach you how to drive your RV safely, under varying conditions and circumstances. To learn more or start the registration process, please call the Transportation Institute at 515-965-7450.

Visit wet.dmacc.edu for more information.
Online Digital Marketing Courses

New! Search and Display Advertising Online Course
This course will give you greater insight into two major areas of paid advertising: search and display.

Facebook & Digital Marketing Essentials
Increase your knowledge as you discover the foundational concepts, strategies, tools and professional best practices employed to implement a digital marketing program. Course covers a wide range of digital marketing and social media topics, in addition to Facebook.

Questions? Contact Angie at ajneville@dmacc.edu or 515-287-8712.
• Upon completion of coursework, individuals will apply for Coaching Authorization certification through the Board of Educational Examiners. Please note, there are additional fees due to the State of Iowa that will be collected during class, $85 Application Fee and $75 Background Check Fee.

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Safety

Lead Abatement Contractor Test
Certification testing for lead abatement contractors.
CRN15071 Sect 100 SAFE601 2 Hrs $65 8/12-12/17

Lead Inspector/Risk Assessor Test
Certification testing for lead inspectors/risk assessors.
CRN15072 Sect 100 SAFE602 3 Hrs $65 8/12-12/17

OSHA General Industry Safety
Topics include shop safety, electrical safety, machine guarding and health programs.
CRN15073 Sect 100 SAFE949 10 Hrs $300 12/13-12/15 MTW 5:30p-9:00p Southridge Center

Sports & Recreation

Coaching Authorization
55-hour continuing education program designed to provide instruction as stated in the Code of Iowa, including theory, ethics, athletic training, human development and physiology. First aid and CPR competencies are included, certification is optional. Please note, there are additional fees due to the State of Iowa that will be collected during class, $85 Application Fee and $75 Background Check Fee.

• Students must be 18 years of age or older.

• Upon completion of coursework, individuals will apply for Coaching Authorization certification through the Board of Educational Examiners.

• Fee includes tape and pre-wrap supplies.

• Once you have successfully completed the Coaching Authorization Course, please allow eight weeks for the Iowa Board of Educational Examiners Office to process.

• Students must be 18 years of age or older.

Athletic Development & Human Growth (Online)
This course will demonstrate an understanding of athletic development and human growth in relationship to physical activity. The class will emphasize the area of children and adolescents.
CRN15100 Sect 101 PHYE517 15 Hrs $100 8/25-10/19 Online
CRN15101 Sect 102 PHYE517 15 Hrs $100 10/20-12/16 Online

Intro to Anatomy & Physiology – Coaching (Online)
This course is an introduction to basic anatomy and physiology. It provides a working framework for the potential coach to learn how to design and implement effective training programs for athletes on the basis of sport anatomy and physiology. It includes basic terms, energy system analysis, muscular fitness assessment and development of actual program design. Please purchase the book Sports Physiology for Coaches by Brian J. Sharkey & Steven E. Gaskill ISBN-13: 978-0-7360-5172-9 prior to class.
CRN15102 Sect 101 PHYE518 15 Hrs $100 8/25-10/19 Online
CRN15103 Sect 102 PHYE518 15 Hrs $100 10/20-12/16 Online

Intro to Athletic Training (Online)
Entry-level course designed to introduce the potential coach or athletic trainer to the field of athletic training. Basic care and prevention of athletic injuries will be dealt with in order to equip the coach or trainer with the knowledge to make intelligent decisions regarding common athletic injuries. Please purchase the book Essentials of Athletic Injury Management by William E. Prentice, 10e ISBN: 978-0-07-802275-3 prior to class.
CRN15104 Sect 101 PHYE519 30 Hrs $150 8/25-10/19 Online
CRN15105 Sect 102 PHYE519 30 Hrs $150 10/20-12/16 Online

Data Analysis Courses

Analyzing data to find issues, insights and opportunities is now a critical part of many job roles. Data analysts in all job roles must also be able to effectively present and communicate their findings in visually compelling ways. DMACC offers a variety of courses to enhance your skills in this field.

Data Analysis & Visualization Using Excel
Excel Dashboards
Power BI
Python
SQL Essentials
Certificate in Data Analysis (Online)
Power BI Certificate (Online)
SQL Certificate (Online)

DMACC Fall Wine Series
Basics of Food & Wine Pairing, September 7
Classic Reds 2, October 12
Classic Reds 2, October 13
Sherry, November 16

Please refer to page 15 for more information.
Register at: ce.dmacctraining.com

See course details on Page 4.
NONCREDIT ONLINE
Career Programs and Certificates

These self-paced online noncredit courses can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

FEATURES:
- 6-18 months, self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation and career readiness support
- Courses available in Healthcare, IT, Computer Applications, Business and more

FREIGHT BROKER/AGENT TRAINING
Become a part of the trucking, freight logistics and transportation industries as a licensed freight broker or as a freight broker agent. From licensing and operations, to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States.

PHARMACY TECHNICIAN
Pharmacy technicians have become indispensable to the healthcare industry, and it’s a great time to join this growing field. In this course, you’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification. Pharmacy technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship.

SIX SIGMA GREEN BELT
This program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production and customer satisfaction.

CPC MEDICAL BILLING AND CODING (VOUCHER INCLUDED)
CPC Medical Billing and Coding will train you in the legal, ethical and regulatory concepts central to a career in the medical billing and coding field. Upon completion of this program, you will be prepared to sit for the Certified Professional Coder (CPC) exam. The registration fee for the exam is included with the program.

THE COMPLETE PROJECT MANAGER WITH CAPM® AND PMP® PREP
This program provides you with a thorough understanding of project management from start to finish. It is based on the current Guide to the Project Management Body of Knowledge (PMBOK® Guide) and aligns with PMI’s Talent Triangle® and is also eligible for Professional Development Units (PDUs) for PMP® or other project management certifications.

JAVA PROGRAMMER
This introductory Java training course covers most Java syntax elements, concentrating on fundamental and universally useful elements. You will learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes.

careertraining.ed2go.com/dmacc
515-256-4999 or 800-362-2127, ext. 4999

Fall 2021  Continuing Education  /  DMACC
Goldman Sachs 10,000 Small Businesses is committed to supporting small businesses, providing business education, support services, and pathways to capital for growth-oriented entrepreneurs. Participants gain practical skills to take their businesses to the next level, with topics like financial statements, negotiations, and marketing.

The program is free for participants and has served over 9,700 businesses in all 50 states, Washington D.C., and Puerto Rico.

Goldman Sachs 10,000 Small Businesses is delivered in collaboration with Iowa’s community colleges and hosted at DMACC.

Apply today at 10KSBapply.com/iowa and contact Jacki Boldt (jlboldt@dmacc.edu) with questions.
COMMERCIAL VEHICLE OPERATOR (CDL CLASS A): 240 HOURS
Start a new career in as little as six weeks. Earn your Class A CDL with the DMACC Transportation Institute. Day and night courses are offered. Financial aid available. Receive up to 60 hours of behind-the-wheel experience. Program certified by PTDI (Professional Truck Drivers Institute). Job openings available throughout the U.S., with many top companies recruiting directly from our school. Daytime classes start every three weeks. Classes are held Monday through Friday at the Transportation Institute.
dmacc.edu/truckdrivingschools

Cost of the class is $4,500 tuition and $700 books, fuel and fees. Total cost $5,200.

2021 DAY SCHEDULE
(each class is 6 weeks long)
MONDAY–FRIDAY, 7:30AM–4:30PM
START DATE
September 7
October 18
November 8

2021 EVENING SCHEDULE
(each class is 12 weeks long)
MONDAY–FRIDAY, 5:00PM–9:00PM
START DATE
October 4

ADDITIONAL CLASSES:
- Defensive Driving Course (DDC): 4 & 8 Hours
- RV Safety Training: 8 Hours TBD
- CDL Refresher Training: TBD
- Entry-Level Driver Training: 8 Hours

tuition and $700 books, fuel and fees. Total cost $5,200.

TO LEARN MORE, ATTEND THE INFORMATION SESSION HELD EACH MONDAY AND THURSDAY AT 5:00 PM AT THE TRANSPORTATION INSTITUTE, 2081 N.E. 54TH AVE., DES MOINES.
CALL TODAY! 515-965-7450 or 1-800-35-DRIVE (1-800-353-7483)

E-Course Requirement for the
BRC Crse SAFE765............................................. $20

- A coupon code and instructions will be emailed at the time of registration.
- Participants must wear long pants, a long-sleeve shirt or jacket, and hard-soled shoes that cover the ankle (no sandals). It is required that you bring your own full-fingered gloves and a DOT approved helmet to the first night of class.
- DMACC administers the NEW 15-hour Basic Rider Course Updated for the State of Iowa. Upon completion of the course, students will be required to take the DOT written test at the Driver's License Station. Skill test may be waived.

Basic Rider Course
Crse SAFE748............................................. $170

For further information, please contact:
motorcyclesafety@dmacc.edu

To register, call:
515-964-6800  1-800-342-0033
Student must provide their MSF e-course completion code.

ce.dmacctraining.com
(Browse Classes > Transportation Box / Motorcycle / Moped)

More Motorcycle and Moped Classes on Page 17
Make Your Business Stronger

For more than a half-century, DMACC has contributed thousands of work-ready graduates to Iowa’s workforce. Today, DMACC helps businesses through expert consultants, customized training, professional development and workforce grants.

A variety of companies and organizations in healthcare, manufacturing, business and skilled trades have relied on DMACC for their training needs.

DMACC IS YOUR TRUSTED SOURCE FOR A SKILLED WORKFORCE!

Examples of DMACC Training:
›› Industrial Maintenance
›› Agile Methodology
›› OSHA Safety Training
›› Conflict Management
›› Welding
›› Lean
›› Forklift and Construction Equipment
›› Leadership Tools
›› CPR/First Aid
›› Microsoft Office Applications

Plus many more!

training.dmacc.edu
515-256-4912

Schedule a free consultation to learn how DMACC can help grow your business.
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ONLINE BY PHONE IN-PERSON

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REGISTRATION AND CAMPUS INFORMATION

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REGISTRATION AND CAMPUS INFORMATION

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3 EASY WAYS TO REGISTER

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WITH THE HOPES AND DREAMS OF A NEW YEAR, IT’S A GOOD TIME TO INVEST IN YOUR OWN SUCCESS.

If you have a passion for helping others or are good with technology or have a head for business or another interest altogether, now is the time to match your interests to a new career path. DMACC can help you Turn Your Passion into a Profession.

APPLY TODAY

SPRING 2022 SEMESTER: JANUARY 10.

APPLY TODAY

SUMMER 2022 SEMESTER: MAY 24.

➢ Take a FREE career assessment test.
➢ Finish your Associate degree with DMACC and then seamlessly transfer to a four-year university.
➢ Get FREE tutoring at any of our Academic Achievement Centers.
➢ Experience the most affordable tuition and fees in Iowa. With the Last-Dollar Scholarship, your education may even be covered, tuition-FREE!
➢ If you’re in a hurry, DMACC offers many short-term, “Get In, Get Out and Get to Work” solutions too!
➢ “You’re Hired!” is the response that many employers tell DMACC grads.

YOU’LL FIND SUCCESS WHEREVER YOU TURN AT DMACC.

Contact a DMACC advisor if you have questions:
www.dmacc.edu/advising

DMACC.EDU/APPLY

800-362-2127