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SPRING 2022 JANUARY–MAY

BUSINESS

MANUFACTURING

CDL

HEALTHCARE

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The Basics of Bookkeeping (Online)

The Basics of Bookkeeping online course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that meet your needs. 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 learn the bookkeeping terminology, as well as what it means to keep track of the numbers. At the end of the cycle, what do the numbers mean? The Basics of Bookkeeping will show you how to keep track of the numbers and why! Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail a few days before class start date. Registration closes on the class start date.

CRN24852 Sec 200 OFFC504 60 Hrs $649
2/14-4/27 MW 6:00p-9:00p Southridge Rm 28

Certification 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 Nonfinancial 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.

CRN24778 Sec 200 SFTUSI7 48 Hrs $495 2/7-4/29
CRN24779 Sec 201 SFTUSI7 48 Hrs $495 4/4-7/1

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.

CRN24761 Sec 200 SFTUSI9 32 Hrs $245 2/7-4/1
CRN24762 Sec 201 SFTUSI9 32 Hrs $245 4/4-5/27

WordPress Certificate (Online)

WordPress is the most popular content management system (CMS) for websites and blog design. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN24854 Sec 200 SFTUSI8 48 Hrs $495 2/7-4/29
CRN24855 Sec 201 SFTUSI8 48 Hrs $495 4/4-7/1

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. 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, handout and exercise files that will be used during class.

CRN26761 Sec 200 DATAP77 3 Hrs $69
4/5 T 9:00a-12:00p Off Campus Bldg ZOOM Rm 20

Power BI

Power BI 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.

CRN25115 Sec 201 DATAP79 7 Hrs $999
2/25 W 8:00a-5:00p Ankeny Bldg 20 Rm 6
CRN25114 Sec 202 DATAP79 7 Hrs $999
4/5 T 8:00a-5:00p 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
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 start date.

Digital Marketing Media

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 non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics. 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.

Podcasting (Online)

Businesses are turning to podcasting to grow their brand and connect with customers. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Please watch for your invitation email from teacher@ugotclass.org a few days before the class start date.

Integrated Marketing Certificate (Online)

Discover advanced and new best practices in Integrated Marketing, the growing field that integrates traditional print marketing with digital marketing for even greater marketing success. Find out the keys to success in the almost-forgotten but still remarkably effective area of print, including catalogs, direct mail letters and post cards. Acquire the understanding of how digital marketing and print complement and enhance each other, and how to integrate both kinds of marketing for even greater overall effectiveness. You will receive log-in information from teacher@ugotclass.org a few days before class start date.

Certificate in Basic Game Design (Online)

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. In the first course, you will discover resources for developing game design, identify the mechanics and verbs used in different games. You will come away with knowing the different activities that are part of game design, being able to flesh out a game idea in order to increase the chances of having a successful game design experience, and have a basic understanding of how to work with game developers. In the second course, you will learn the basics of the video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail a few days before enrolling. Registration closes on class start date.
### Entrepreneurship

#### SimpleSTEPS

The SimpleSTEPS program will give you a practical overview of the fundamentals required to start or expand a small business. You will learn how to define and evaluate your idea, develop a marketing strategy, identify ways to fund your startup and how to turn your business idea into action using tools and templates. Plus, you’ll connect with other entrepreneurs and learn from SCORE counselors who can help you implement proven business practices. No class on March 15.

CRN25126 Sect 200 ENTR905 12 Hrs $95 3/1-3/29 T 6:00p-9:00p Ankeny Bldg FFA Rm 212

#### Entrepreneurship Certificate (Online)

Discover how to boost your chances of success for your small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. You will learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. Then take home a step-by-step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. This certificate includes the Entrepreneur Boot Camp, The Business Plan, and Entrepreneurial Marketing courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN24785 Sect 200 SFTU523 48 Hrs $495 2/7-4/29
CRN24786 Sect 201 SFTU523 48 Hrs $495 4/4-7/1

### 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. Each webinar 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.

CRN24675 Sect 200 SFTU522 35 Hrs $1,295 2/5-3/3  R 6:30p-9:00p

### 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.

CRN24833 Sect 200 SFTU563 48 Hrs $395 2/7-4/29
CRN24834 Sect 201 SFTU563 48 Hrs $395 4/4-7/1

#### Supervisory/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.

CRN24776 Sect 200 SFTU516 32 Hrs $395 2/7-4/1
CRN24777 Sect 201 SFTU516 32 Hrs $395 4/4-5/27

### NonProfit Administration Certificate (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.

CRN24794 Sect 200 SFTU527 48 Hrs $595 2/7-4/29
CRN24795 Sect 201 SFTU527 48 Hrs $595 4/4-7/1

### Management

#### 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.

CRN24800 Sect 200 SFTU530 48 Hrs $595 2/7-4/29
CRN24801 Sect 201 SFTU530 48 Hrs $595 4/4-7/1

### 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 one, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, this course provides you both 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.

CRN24844 Sect 200 SFTU578 48 Hrs $495 2/7-4/29
CRN24845 Sect 201 SFTU578 48 Hrs $495 4/4-7/1
Waste & Environmental Technology Program

Advanced Live Online-ZOOM Instructor Train (Online)

Take your Live Online teaching to the next level for greater student satisfaction, learning, completion and retention. Come away with practical, how-to tips and techniques, plus the pedagogy of Live Online teaching. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN26790  Sect 200  SFTV590  16 Hrs  $195 2/27-3/4
CRN26800  Sect 201  SFTV590  16 Hrs  $195 4/4-4/29

Certificate in Effective Grammar (Online)

Good grammar doesn’t make good writing, but good writing demands good grammar. Whether you’re a student or a professional, a career changer or a job seeker, Effective Grammar will equip you to write more effectively from day one. You’ll learn it all from grammar basics to more advanced concepts like parallelism and agreement to the finer points of capitalization and punctuation. After completing this certificate, you’ll be a master of commas, complete sentences, common sense writing and more. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN26791  Sect 200  SFTV591  32 Hrs  $295 2/27-4/1
CRN26792  Sect 201  SFTV591  32 Hrs  $295 4/4-5/27

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.

CRN24807  Sect 200  SFTU534  48 Hrs  $495 3/7-5/2  M  6:00p-9:00p  Ankeny Bldg 20  Rm 6
CRN24808  Sect 201  SFTU534  48 Hrs  $495 4/4-7/1

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 fluently. No class March 14.

CRN24734  Sect 200  DATA541  24 Hrs  $399 3/7-5/6  F  9:00a-11:30a  Southridge Rm 28
CRN25110  Sect 201  DATA550  15 Hrs  $175 3/23-4/27  W  6:00p-8:30p  Ankeny 20  Rm 6

Microsoft Office for Seniors

Looking for a fun and easy way to learn how to use Microsoft Office? Then, check out this hands-on class. You’ll learn the basic concepts of Microsoft Word, Excel and PowerPoint to create a holiday letter, budget, retirement or anniversary slideshow, plus more. There are no tests or quizzes, just plenty of hands-on projects and exercises to practice the concepts. Tuition includes a textbook and other handouts.

CRN26809  Sect 200  DATA541  15 Hrs  $175 4/1-5/6  F  9:00a-11:30a  Ankeny Bldg 20  Rm 6

DMACC Water, Wastewater & Onsite Training

The DMACC Water Environmental Technology Program offers comprehensive training for water & wastewater operators, and onsite wastewater professionals. A full list of courses can be found at wet.dmacc.edu or contact Aimee Devereaux at 515-964-6818.
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.

CRN 25116 Sect 200 DATA581 7 Hrs $159
2/2 W 8:30a-4:30p Ankeny Bldg 20 Rm 6
CRN 25117 Sect 201 DATA581 7 Hrs $159
3/8 T 8:30a-4:30p Southridge Rm 28
CRN 25118 Sect 202 DATA581 7 Hrs $159
4/6 W 8:30a-4:30p Ankeny Bldg 20 Rm 6

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.

CRN 25119 Sect 200 DATA582 7 Hrs $159
2/15 T 8:30a-4:30p Ankeny Bldg 20 Rm 6
CRN 25120 Sect 201 DATA582 7 Hrs $159
3/30 W 8:30a-4:30p Zoom
A day or two before the course start date you will receive an email with the ZOOM link and digital textbook information.

CRN 25121 Sect 202 DATA582 7 Hrs $159
4/14 R 8:30a-4:30p Ankeny Bldg 20 Rm 6

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.

CRN 25122 Sect 200 DATA583 7 Hrs $159
3/7 T 8:30a-4:30p Zoom
A day or two before the course start date you will receive an email with the ZOOM link and digital textbook information.

CRN 25123 Sect 201 DATA583 7 Hrs $159
4/4 W 8:30a-4:30p Ankeny Bldg 20 Rm 6

Data Analysis & Visualization
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.

CRN 25124 Sect 200 DATA507 7 Hrs $159
4/5 T 9:00a-12:00p ZOOM

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, create Sparklines, 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.

CRN 25125 Sect 201 DATA586 12 Hrs $249
3/23-3/24 W 9:00a-4:00p Ankeny Bldg 20 Rm 6

Intro to Excel Formulas (LiveOnline)
This course will give you the fundamentals for creating formulas in Excel and will include many shortcuts for building formulas. You will discover how to create basic formulas, build a formula using functions, use the AutoSum feature, calculate data on another worksheet or workbook, use autofill, use absolute and relative cell references, and create a multiple sheet formula. Book included.

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.

CRN 25126 Sect 200 DATA588 3 Hrs $69
3/5 R 9:00a-12:00p Zoom

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.

CRN 25127 Sect 200 DATA577 6 Hrs $135
3/9 W 8:30a-3:30p Zoom
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.

CRN 25128 Sect 201 DATA577 6 Hrs $135
3/9 W 8:30a-3:30p Ankeny Bldg 20 Rm 6

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.

CRN 25129 Sect 200 DATA591 3 Hrs $69
3/5 R 10:00p-4:00p 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 certificate includes the Mastering Microsoft Excel, Intermediate Excel, and Advanced Excel courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN 25130 Sect 200 SFTV533 48 Hrs $495 2/17-4/29
ONLINE Certificate in Mastering Excel (Online)
This online Advanced Excel 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.

CRN24881 Sect 201 SFTV553 48 Hrs $495 4/4-7/1

ONLINE Mastering Microsoft Excel (Online)
In this online introductory Excel course, you will learn how an Excel worksheet is constructed, populated with content, and edited for delivery. You’ll discover how to format and merge cells, create formulas, filter and sort tables, create charts and more. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN26772 Sect 200 SFTV535 2/7-3/4
CRN26776 Sect 201 SFTV535 4/4-4/29

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.

CRN26775 Sect 200 SFTV536 3/7-4/1

ONLINE Advanced Excel (Online)
This online Advanced Excel 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.

CRN26774 Sect 200 SFTV537 2/7-4/29

ONLINE Microsoft Office Power BI
Power BI
Power BI 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. 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.

CRN25113 Sect 201 DATA579 7 Hrs $999
2/23 W 8:00a-5:00p ZOOM
A day or two before the course start date you will receive an email with the Zoom link and digital textbook information.

CRN25114 Sect 202 DATA579 7 Hrs $999
4/5 T 8:00a-5:00p Ankeny Bldg 20 Rm 6

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.

CRN24899 Sect 200 SFTV567 48 Hrs $495 2/7-4/29
CRN24900 Sect 201 SFTV567 48 Hrs $495 4/4-7/1

ONLINE Graphic Design
InDesign
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. Access to the Adobe software tools required for this online certificate. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN24871 Sect 200 SFTV549 48 Hrs $545 2/7-4/29
CRN24872 Sect 201 SFTV549 48 Hrs $545 4/4-7/1

ONLINE 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.

CRN24874 Sect 200 SFTV550 16 Hrs $225 2/7-3/4
CRN24875 Sect 201 SFTV550 16 Hrs $225 4/4-4/29
HEALTHCARE

BLS

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. A certification card will be issued upon satisfactory completion. Fee includes book.

CRN25259 Sect 200 EMRC506 5 Hrs $75
1/8 S 8:00a-1:30p Ankeny Bldg 24 Rm 203

CRN25261 Sect 202 EMRC506 5 Hrs $75
1/22 S 8:00a-1:30p Ankeny Bldg 24 Rm 203

CRN25263 Sect 204 EMRC506 5 Hrs $75
2/5 S 8:00a-1:30p Ankeny Bldg 24 Rm 203

CRN25262 Sect 203 EMRC506 5 Hrs $75
3/5 S 8:00a-1:30p Ankeny Bldg 24 Rm 203

Managing Food Sanitation (Online)

This approved ANFP (Association of Nutrition and Foodservice Professionals) course prepares students for the National Certifying Board for Dietary Managers (CBDM) Credentialing Exam. This portion of the course will enhance knowledge and skill sets to be a Dietary Manager, responsible for the management of food operations in a dietary department. This includes the management of food service personnel, food/kitchen supplies and the routine nutritional aspects of food service. The Dietary Manager also works closely with a consultant dietitian. The Dietary Manager position assists in providing quality nutritional care services in areas such as food service departments in hospitals, assisted living and healthcare facilities. After successful completion of all needed courses and field experiences, the student can register to take the CBDM exam.

CRN26748 Sect 200 HCEA591 151 Hrs $219 1/6-3/16

Foodservice Operations, Personnel and Communications (Online)

This approved ANFP (Association of Nutrition and Foodservice Professionals) course prepares students for the National Certifying Board for Dietary Managers (CBDM) Credentialing Exam. This portion of the course will enhance knowledge and skill sets to be a Dietary Manager responsible for the management of food operations in a dietary department. This includes the management of food service personnel, food/kitchen supplies and the routine nutritional aspects of food service. The Dietary Manager also works closely with a consultant dietitian. The Dietary Manager position assists in providing quality nutritional care services in areas such as food service departments in hospitals, assisted living and healthcare facilities. After successful completion of all needed courses and field experiences, the student can register to take the CBDM exam.

CRN26749 Sect 200 HCEA592 60 Hrs $219 3/17-4/20

CRN26750 Sect 200 HCEA593 59 Hrs $219 4/21-5/6

Health Care Patient Services

This is a noncredit certificate program that gives a foundational introduction to the role of a person serving in a patient services, patient scheduling and beginning billing role. This certificate course incorporates registration, scheduling of health services and will also include beginning coding and billing in a healthcare setting. Other areas of focus are medical terminology, basic computer skills, insurance and billing, beginning medical coding, HIPAA, workplace expectations, communication skills and general office values.

Course Prerequisites:

- Must be able to type 40 wpm
- Complete the NorthStar Digital Literacy Assessment (Word and Excel) with a minimum score of 75%
- Pass criminal background check and abuse registry check

CRN 26893 Sect 200 HLTE 590 98 Hrs $1,259
2/7-4/14 MTR 6:00p-9:00p Ankeny Bldg 25 Room 110

CLASSES ARE SUBJECT TO CHANGE. Please check ce.dmacc.edu for the most current information.
Medication Aide

This is a 60-hour course consisting of 48 classroom hours and 12 clinical hours. This course also includes the CORE Training of the Prepare to Care curriculum. The purpose of the course is to prepare people to safely administer nonparenteral medications in facilities licensed by DIA. The emphasis is on safe administration and students are provided with classroom, laboratory and clinical experiences. Prerequisites: In order to take this course, the student must be drug-free, and working in an agency/facility licensed by DIA. If employed in a certified nursing facility, all students must be employed for at least 6 months in their current sponsoring facility. The facility sponsors the student by allowing them to complete the clinical experience and must fill out a facility sponsor form. If a student is employed in a residential or related type of agency licensed by the DIA all students must still fill out and complete the Facility sponsorship/recommendation form. Agencies/facilities licensed by DIA are: Long Term Care (LTC), Assisted Living Programs (ALP), Residential Care Facilities (RCF), Intermediate Care Facilities (ICF), Intermediate Care Facilities for the Intellectually Disabled (ICF-11) Psychiatric Medical Institutions for Children (PMIC), Psychiatric Medical Institutions (PMI).

- Class runs Jan 13 thru Mar 8. Review day is April 5. Final Exam April 7.
- This class meets face-to-face Ankeny Campus, Building 24, Room 201
- Class Days are Tuesday and Thursday, 5:30-8:30 p.m.
- No absence is allowed during CORE training on the first two days of class.
- Clinical hours will be at sponsoring facility
- Facility sponsorship form must be turned in on the first day of class

CRN24543 Sect 200  NRBQ630 $495 1/13-4/07 TR 5:30p-8:30p Ankeny Bldg 24 Room 201

IV Therapy for the LPN and RN

IBON #22 Prepares the LPN/RN to perform procedures related to expanded scope of intravenous therapy in a licensed skilled nursing facility, end-stage renal dialysis unit or hospital. WHO MAY TAKE THE COURSE: 1. Registered nurses meeting the prerequisites 2. Licensed practical nurses meeting the prerequisites

- To be eligible to enroll in the course, the licensed practical nurse shall hold a current unrestricted Iowa license to practice as a licensed practical nurse and 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.

CRN 26872 Sect 200 NURS560 $490 2/8-4/26 T 6:00p-9:00p Ankeny Bldg 23 Room 207

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 artwork. 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.

CRN24877 Sect 200 SFTV551 16 Hrs $225 3/7-4/1
CRN24878 Sect 201 SFTV551 16 Hrs $225 5/2-5/27

Adobe InDesign Essentials (Online)

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

CRN24879 Sect 200 SFTV552 16 Hrs $225 4/4-4/29

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.

CRN24858 Sect 200 SFTV528 48 Hrs $595 2/7-4/29
CRN24859 Sect 201 SFTV528 48 Hrs $595 4/4-7/1

Online Coding Certificate (Online)

Coding is becoming one of the most in-demand skills in the workplace today. 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.

CRN24867 Sect 200 SFTV535 48 Hrs $595 2/7-4/29
CRN24868 Sect 201 SFTV535 48 Hrs $595 5/5-7/1

WordPress Certificate

WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing the WordPress Certificate, you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN24854 Sect 200 SFTV508 48 Hrs $495 2/7-4/29
CRN24855 Sect 201 SFTV508 48 Hrs $495 4/4-7/1

WORKPLACE LEAN

Lean Overview (Online)

Introductory Lean course for anyone new or has limited knowledge about Lean/continuous improvement concepts. Learn how to identify common work wastes and types of tools used to improve processes.

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.

CRN26022 Sect 100 WKPL605 1.50 Hrs $25 1/1-5/1

Process Mapping Basic (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.

CRN26024 Sect 100 WKPL633 2.50 Hrs $50 1/1-5/1
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-acetylene and plasma cutting. Necessary personal protective equipment responsibility of each student.

CRN25361 Sect 200 WELD509 30 Hrs $375
2/5-3/12 S 8:00a-10:00p Ankeny Bldg 10 Rm 7 and 11

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.

CRN25362 Sect 200 WELD510 30 Hrs $375
2/5-3/12 S 8:00a-10:00p Ankeny Bldg 10 Rm 7 and 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. Necessary personal protective equipment responsibility of each student.

CRN25363 Sect 201 WELD511 30 Hrs $375
2/5-3/12 S 8:00a-10:00p Ankeny Bldg 10 Rm 11

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 1 Module 3: Drawing and Welding Symbol Interpretation, Key Indicators 1 and 2.

CRN25365 Sect 200 WELD525 45 Hrs $500
2/1-2/21 MTWR 5:00p-9:00p Southridge Rm 21

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. No class on March 14-17.

CRN25367 Sect 200 WELD527 120 Hrs $3,850
2/22-4/27 MTWR 5:00p-9:00p Southridge Rm 21 & 7

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.

CRN25292 Sect 200 COMA568 14 Hrs $899
2/7-2/16 TW 8:30a-5:00p Southridge Rm 200

Certified Scrum Project Owner
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.

CRN25294 Sect 200 COMA569 14 Hrs $899
2/7-2/18 RF 8:30a-5:00p Southridge Rm 200

Advanced Certified Scrum Master (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.

Advanced Certified Scrum Product Owner (LiveOnline)
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 CSM with 1+ years of experience and a Certified Scrum Practitioner.

CRN25733 Sect 200 COMA565 14 Hrs $1,099
4/21-4/22 RF 8:30a-5:00p ZOOM

Information Technology

AGILE

Certified Scrum Master (CSM)

Certified Scrum Project Owner

Advanced Certified Scrum Master (A-CSM) (LiveOnline)

Advanced Certified Scrum Product Owner (LiveOnline)
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.
MOPED/MOTORCYCLE

MOPED

Moped Rider

Learn how to operate and care for your moped and your rights and responsibilities as a moped operator.

When registering for the moped class, you must use the student’s legal name, birthdate and social security number.

- Class includes a final examination.
- Students should bring a sack lunch with change for the vending machines, if allowed.
- Students should wear comfortable clothing for a classroom setting.
- Students must be 13 years or older to take this course.

CRN25852 Sect 200 SAF754 6 Hrs $65
3/2 S 8:00a-2:00p Ankeny Bldg 14 Rm 05A

CRN25853 Sect 201 SAF754 6 Hrs $65
3/6 S 8:00a-2:00p Ankeny Bldg 14 Rm 05A

CRN25854 Sect 202 SAF754 6 Hrs $65
4/9 S 8:00a-2:00p Ankeny Bldg 14 Rm 05A

CRN25855 Sect 203 SAF754 6 Hrs $65
4/23 S 8:00a-2:00p Ankeny Bldg 14 Rm 05A

Advanced Rider Course

Motorcycle safety training for experienced motorcycle riders emphasizing riding strategies and advanced skill development, including improved braking, cornering and traction management. Range exercises enhance both basic skills and crash avoidance skills. Includes fast-paced classroom discussion and on-range riding exercises. The course is beneficial for riders on any type of street motorcycle. The Advanced Rider Course is for the experienced rider (minimum of 1 year and 1000 miles of riding).

Advanced Rider Course. For experienced riders. Participants must have a valid motorcycle license and proof of insurance. All riders must wear proper riding gear: long sleeves, long pants and sturdy soled shoes that cover the ankles.

CRN25857 Sect 200 SAF756 8 Hrs $165
4/24 U 8:00a-5:00p Ankeny Bldg 14 Rm 05A

MSF Basic Rider E-Course

The MSF Basic E-Course serves as a resource for anyone interested in riding a motorcycle. You must use a personal computer to take the E-Course. The E-Course must be completed prior to registering for a Basic Rider Course. Following registration for the E-Course, you will be emailed your receipt that includes an attachment with your direct link, link expiration, and instructions detailing how to access the E-Course. Any questions, please call the Motorcycle Office at 515-964-6676 or email motorcyclesafety@dmacc.edu. Prerequisite for SAFE748. Fee is Nonrefundable.

CRN25861 Sect 200 SAF765 3 Hrs $20 1/4-5/19 T

Python (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. Meeting with Credit CRN #22520.

CRN25296 Sect 200 COMA571 60 Hrs $550 1/10-5/5

Online Python II (Online)

In this course, students will get the opportunity to build on their existing Python knowledge and explore some more advanced concepts that demonstrate the power of this popular development language. Prerequisite: CIS 189/Python I.

CRN26816 Sect 200 COMA577 60 Hrs $550 1/10-5/5

Coding Certificate (Online)

Online Coding Certificate: 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.

CRN24867 Sect 200 SFTV535 48 Hrs $595 2/4-4/29

CRN24868 Sect 201 SFTV535 48 Hrs $595 3/5-7/1

Helpdesk Fundamentals

Course provides training and guidance for individuals seeking a role as a Helpdesk professional. Topics to be covered include but are not limited to: Customer Service, Hardware, Software, Security, and Troubleshooting. Each week, students will participate in synchronous and asynchronous learning opportunities related to the content and to aid skill development. Successful students will be ready to complete a PC Pro Certification.

CRN26822 Sect 200 COMA919 135 Hrs $1,499
1/11-4/18 TR 6:00p-9:00p West Campus

Manufacturing and Industrial Technology

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.

CRN25305 Sect 201 MNFT535 4 Hrs $200
4/29-4/29 F 8:00a-12:00p Southridge Rm 20A
MINE SAFETY

New Miner Training
This course, delivered by an MSHA-approved cooperative instructor, covers MSHA Part 48 surface training for underground mines.
CRN26804 Sect 200 SAF694 24 Hrs $395
2/27-3/2 TR 8:00a-4:00p Southridge

8 Hr Mine Safety Refresh Pt 46
This 8-hour refresher training will include instruction on changes at the mine that could adversely affect the mine’s health or safety. The training will also address other health and safety subjects relevant to the mine.
CRN25322 Sect 200 SAF695 8 Hrs $150
2/4-2/6 F 8:00a-4:00p Southridge

PHOTOGRAPHY

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. Class meets on Tuesday and Thursday nights.
CRN25150 Sect 200 PHOT779 12 Hrs $85
3/22-3/28 TR 6:00p-9:00p West Rm 12E
CRN25151 Sect 201 PHOT779 12 Hrs $85
4/19-4/28 TR 6:00p-9:00p West Rm 12E

Professional Licensure and Relicensure

AUTO DEALER EDUCATION

Used Auto Dealers Prelicense (LiveOnline)
This information-packed course is designed to provide a solid foundation of current laws, rules and regulations for any person seeking to become a used motor vehicle dealer in the state of Iowa. A comprehensive resource manual and a thorough explanation of many of the common federal and state laws affecting the legal and ethical operation of an automobile dealership will be shared.
CRN25314 Sect 200 PROF501 8 Hrs $299
1/12 W 8:00a-5:00p ZOOM
CRN25315 Sect 201 PROF501 8 Hrs $299
2/9 W 8:00a-5:00p ZOOM
CRN25316 Sect 202 PROF501 8 Hrs $299
3/9 W 8:00a-5:00p ZOOM
CRN25317 Sect 203 PROF501 8 Hrs $299
4/13 W 8:00a-5:00p ZOOM

BUILDING MAINTENANCE

Principles of Electricity
This nongredit class is for beginners; theory, controlling electricity, voltage, amps, resistance, series and parallel circuits, DC and AC, batteries, generators and motors. Required book available at DMACC bookstore under “ELI 303.” Cost not included in tuition.
CRN25303 Sect 201 ELEMS8 60 Hrs $549
1/20-3/25 R 5:30p-9:30p Ankeny Rm 3W

CONTINUING ED

IA Cosmetology Law/Sanitation (Online)
This online self-study course focuses on the latest revisions to the Iowa Law as well as the most frequent concerns of licensees. This course meets the continuing education requirements of two hours of Iowa Law required by the Cosmetology Arts and Science Board. This is an online course. Once you register you will receive instructions on how to complete the online course. No materials will be mailed out.
CRN25277 Sect 200 COSM904 2 Hrs $29 1/10-4/29

Iowa Cosmetology Law & Best Business Practices
This course will help participants understand how to make a successful salon business. Topics such as building clientele, marketing strategies and tips to make your business successful will be discussed. In addition, the class will focus on the latest revisions to the Iowa Cosmetology rules as well as the most frequent concerns of licensees. This class fulfills the two hours of Iowa Law required by the Cosmetology Arts and Science Board. A box lunch will be included in your registration.
CRN26845 Sect 200 COSM955 4 Hrs $74
3/7 M 10:00a-2:30p Southridge Rm 20

Iowa Law
This course will focus on the latest revisions to the Iowa Cosmetology rules as well as the most frequent concerns of licensees. This class fulfills the two hours of Iowa Law required by the Cosmetology Arts and Science Board. T
CRN26846 Sect 201 COSM 983 2 Hrs $29
3/31 R 10:00a-12:00p Rm 20D

SAFETY

Lead Abatement Contractor Test
Certification testing for lead abatement contractors.
CRN25319 Sect 200 SAFE801 2 Hrs $65
12/21-4/29 Southridge

Lead Insp./Risk Assessor Test
Certification testing for lead inspectors/risk assessors.
CRN25320 Sect 200 SAFE802 3 Hrs $65
12/21-4/29 Southridge

SPORTS & RECREATION

Coaching Authorization
55-hour continuing ed 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 8 weeks for the Iowa Board of Educational Examiners Office to process.
CRN25350 Sect 202 PHYE505 55 Hrs $350
4/2-4/10 F 5:00p-10:00p Ankeny Bldg 24 Rm 203
4/2-4/10 SU 8:00a-8:00p Bldg 24 Rm 201

CRN25351 Sect 203 PHYE505 55 Hrs $350
2/18-2/25 F 5:00p-10:00p Bldg 24 Rm 203
2/19-2/27 SU 8:00a-8:00p Bldg 24 Rm 201

Coaching Ethics, Tech & Theory (Online)
Course covers techniques and theory of coaching, sports physiology, preparation for competition and issues in coaching. This is an 8-week online course through DMACC’s Blackboard System. Please purchase the book Successful Coaching by Rainer Martens, 4th Edition ISBN-13: 978-1-4504-0051-0 prior to class.
CRN25352 Sect 201 PHYE516 15 Hrs $100 3/8-5/5

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. This is an 8-week online course through DMACC’s Blackboard System.
CRN25354 Sect 202 PHYE517 15 Hrs $100 3/8-5/5
Guided Tour of Ancient Ireland
Imagine a landscape of wolves, vast forests, ritual murals, cattle raids, treasure troves of gold, mysterious pagan tombs, Celtic stone crosses, and Viking raiders. This is the country in which you’ll arrive during your guided tour of ancient Ireland. Forget what you thought you knew about the Emerald Isle you’re about to visit a very different time and realm.
CRN26812 Sect 200 LRS7725 8 Hrs $50
3/8-3/29 T 5:30p-7:30p Ankeny Bldg FFA Rm 208

Real Colors Personalities
Colors Personalities is a fun approach to gaining insight into your personality strengths. Colors allows the four different personality types to see how their personality affects every aspect of their lives. It is a positive approach to recognizing, accepting and valuing the differences in others.
CRN26821 Sect 200 PSCH 3 Hrs $35
3/16 W 8:30a-11:30a Southridge Rm 204B

Understanding Alzheimer’s & Dementia
Learn about detection, causes, risk factors, stages and treatment of Alzheimer’s disease. Lunch will be provided to participants.
CRN26806 Sect 200 LRS7721 2.50 Hrs $35
3/23 W 10:00a-11:30a Ankeny Bldg FFA Rm 208

Healthy Living for Brain & Body
Learn about research in the areas of diet and nutrition, exercise, cognitive activity and social engagement while using hands-on tools to help incorporate these recommendations into a plan for healthy aging. Lunch will be provided to participants.
CRN26805 Sect 200 LRS7722 2.50 Hrs $35
3/23 W 10:00a-11:30a Ankeny Bldg FFA Rm 208

How Iowa Met Baseball
Over the past century, the settling for the spring passion of many Iowans has been the ballpark. This course explores the myths of baseball’s origins, the early history and evolution of the game, baseball’s journey to Iowa and the role of the Civil War in spreading its popularity. The course will introduce participants to some of Iowa’s baseball pioneers. Students will have the opportunity to view an extensive collection of baseball cards and memorabilia featuring Iowa players.
CRN26810 Sect 200 LRS7723 8 Hrs $50
3/25-4/19 T 1:30p-3:30p Southridge Rm 21

The Planets
Every Planet of our Solar System has been visited. We have actually landed probes on 6 members of our Solar System. This course reveals the discoveries made by these probes and the possibility of finding life on these bodies. Also covered is how our solar system had formed and the investigation into finding other solar systems around distant stars.
This course will be held at the Drake Municipal Observatory. The Observatory is located in the Waveland Golf course at 4898 Observatory Road, Des Moines.
CRN26811 Sect 200 LRS7724 8 Hrs $50
3/31-4/21 R 100p-3:00p

Microsoft Office for Seniors
Looking for a fun and easy way to learn how to use Microsoft Office? Then, check out this hands-on class. You’ll learn the basic concepts of Microsoft Word, Excel and PowerPoint to create a holiday letter, budget, retirement or anniversary slideshow, plus more. There are no tests or quizzes, just plenty of hands-on projects and exercises to practice the concepts. Tuition includes a textbook and other handouts.
CRN26809 Sect 200 DATA576 15 Hrs $175
4/1-5/6 F 9:00a-11:30a Ankeny Bldg 20 Rm 6

Designing Your Retirement Life
You’re set to retire but you’re lost in the—What will I do?  Who will I be?  This course is intended for anyone who is within a year or two of retirement or recently retired. It is designed to answer these questions—What will I do? Who will I do it with? How will I fill each day, each week? Where will I find meaningfulness? These questions may haunt many, if not most, who reach retirement. This course will take an enjoyable and enlightening deep dive into the social, emotional and purpose-filling aspects of retirement that help you design a life abundantly well-lived.
CRN25347 Sect 200 LRS7722 9 Hrs $179
4/4-4/11 MW 6:00p-9:00p Ankeny Bldg FFA Rm 208

Politics and Voter Choice
Learn more about the influences of region, personal associations, and technology on voter choice. Self-examination and analysis of voting patterns may reveal some surprises about how political information is processed by voters, and give participants insights into what to expect in the upcoming elections of 2022 and 2024.
CRN26814 Sect 200 LRS7726 6 Hrs $45
4/27-5/11 W 1:00p-3:00p Urban Bldg 7 Rm Z31

DMACC Iowa Culinary Institute Lunch and Learn
Join us for a gourmet lunch and learn at the Iowa Culinary Institute Bistro. This classic bistro fare will be curated and executed by Iowa Culinary Institute students. While dining, students and staff will share their experiences within the culinary program.
CRN26926 Sect 200 LRS 900 $15
4/6 W 11:30a-1:00p Ankeny Bldg 7

Senior College classes
Look for more Senior College classes at ce.dmacc.edu
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](http://careertraining.ed2go.com/dmacc)

515-256-4999 or 800-362-2127, ext. 4999

Spring 2022  Continuing Education  /  DMACC
TRANSPORTATION INSTITUTE

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.

2022 DAY SCHEDULE
(each class is 6 weeks long)
MONDAY–FRIDAY, 7:30AM–4:30PM
START DATE
January 4
February 14
March 28
January 24
March 7
April 18

2022 EVENING SCHEDULE
(each class is 12 weeks long)
MONDAY–FRIDAY, 5:00PM–9:00PM
START DATE
January 31
April 25

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

dmacc.edu/truckdrivingschools

TO GET MORE INFORMATION AND APPLY, GO TO WWW.DMACC.EDU/TRUCKDRIVINGSCHOOLS AND CLICK “FILL OUT FORM”

Taking the Motorcycle Safety Foundation Basic E-Course is an MSF requirement and must be completed prior to registering for the DMACC motorcycle riders training class. It is easy and convenient and can be completed from your home computer or laptop.

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 14
REGISTRATION AND CAMPUS INFORMATION

3 EASY WAYS TO REGISTER

REGISTER ONLINE
with a credit card at ce.dmacc.edu.

REGISTER BY PHONE
with a credit card at 515-964-6800.

REGISTER IN-PERSON
with a credit card, check, money order or cash. Please call first to verify in-person availability.

Registration Information

• Preregistration is required for all classes. Drop-in enrollments are not accepted.

• You will be asked to provide your current personal data: name, home address, phone number, date of birth and Social Security number. You’ll also need the course title, course reference number (CRN), and your credit card number and expiration date.

• Enrollment confirmations are emailed for online enrollments.

Company Payment

Call Continuing Education at 515-256-4912.

Refund Policy

To drop or withdraw your registration and receive a full refund, you must notify Registration at least 48 hours (two business days) before the start of class. Any exceptions must be documented through the Continuing Education office to be considered for a refund. If DMACC cancels a class, you will receive an automatic refund. Please allow three weeks to receive your refund.

Class size is limited, so register today!

Some classes may be filled at time of publication. DMACC reserves the right to make day, time, location and staff changes.

How to read the schedule

CRN stands for Course Reference Number. This is an identifying number for each course and is used in registering and other procedures.

Abbreviations:
R - Thursday
U - Sunday
OFFCMP - Off-Campus

Class Locations

DMACC Southridge Center
515-256-4912   |   1111 E. Army Post Rd., Des Moines

DMACC Ankeny Campus
515-964-6200   |   2006 S. Ankeny Blvd., Ankeny

DMACC Boone Campus
515-432-7203   |   1125 Hancock Dr., Boone

DMACC Capitol Center
1300 Des Moines St., Des Moines

DMACC Carroll Campus
712-792-1755   |   906 N. Grant Street, Carroll

DMACC Ames Hunziker Center/Career Academy
515-663-6700   |   1420 S. Bell Ave., Ames

DMACC Newton Campus
641-791-3622   |   600 N. 2nd Ave. W., Newton

DMACC Perry VanKirk Career Academy
515-428-8100   |   1011 2nd Ave., Perry

DMACC Urban Campus
515-244-4226   |   1100 7th Ave., Des Moines

DMACC West Des Moines Campus
515-633-2407   |   5959 Grand Ave., West Des Moines

Evelyn K. Davis Center for Working Families
515-697-7700   |   1171 7th St., Des Moines

FFA Enrichment Center
1055 SW Prairie Trail Pkwy., Ankeny
(north of the DMACC Ankeny Campus)

Transportation Institute
515-262-1680   |   2081 NE 54th Ave., Des Moines

Visit our website often for updates and new classes:

ce.dmacc.edu
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.