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? 515-697-7700 or 800-362-2127 Ext. 7700
In-Person Classes Return
DMACC is resuming in-person classes this fall, in addition to offering online and hybrid learning formats, such as LiveOnline using Zoom, Microsoft Teams, etc. We’re looking forward to seeing you! For classes held at a DMACC Campus or Center, please know that DMACC has implemented the following safety precautions and policies:

- All students and instructors must bring and wear a face covering at all times.
- Classrooms and labs will be set up to provide 6-feet social distancing. Please maintain this distance in hallways, restrooms, etc.
- Hand sanitizer and disinfecting wipes will be provided in classrooms.
- Food and drinks are allowed in classrooms and labs at the discretion of the instructor and must be kept under your control at all times to reduce exposure to others.
- Drinking fountains and vending machines will not be available.
- Custodial staff will conduct a “deep clean” prior to your class and perform cleaning protocols using authorized equipment and techniques.
- Do not attend the class if you are not feeling well or have a fever.
- If you test positive for COVID-19 after attending a class, immediately report this to DMACC Continuing Education at ce@dmacc.edu or 515-256-4912.
- Since circumstances can change quickly, please check ce.dmacc.edu for the most up-to-date class information.

DMACC reserves the right to adjust guidelines/schedule if circumstances warrant (Ex: PPE available, space considerations/availability, health conditions, Governor/IDPH guidelines).

If you have any questions, contact us at ce@dmacc.edu or 515-256-4912.
### Business and Professional

#### BUSINESS SKILLS

**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 your 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.

**CRN1461** Sect 100 SFTU57 48 Hrs $495 9/8-11/27 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.

**CRN14615** Sect 100 SFTU509 32 Hrs $245 9/8-10/30 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 Nonfinancial Managers, Cash is King, and Financial Analysis and Planning for Nonfinancial Managers courses. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

**CRN14621** Sect 100 SFTU57 48 Hrs $495 9/8-11/27 Online

**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.

**CRN14615** Sect 100 SFTU509 32 Hrs $245 9/8-10/30 Online

### DIGITAL MARKETING

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

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 will explore social media in an integrated digital marketing context that 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 that will be done through the Blackboard virtual learning environment. After enrolling, you will receive your DMACC username and password in two separate mailings.

**CRN14730** Sect 100 BSMN531 45 Hrs $99 9/8-11/6 Blackboard and Zoom

**Email Marketing Certificate (Online)**

As consumers increasingly spend time on social media platforms, it has become more important than ever for businesses to know how to effectively use paid campaigns to reach targeted audiences. In this intermediate-level course, you will discover the role of advertising campaigns as part of your overall social media marketing program. You will also identify the differences in voice and audience across various social media channels. Then, you will create a Facebook ad campaign from completing a campaign outline to posting the ad through Facebook Manager and analyzing the results. This is an online course that will be done through the Blackboard virtual learning environment. After enrolling, you will receive your DMACC username and password in two separate mailings.

**CRN14737** Sect 100 BSMN531 45 Hrs $99 9/8-11/6 Blackboard and Zoom

### Additional Courses

**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?

Then look no further. DMACC has a Nurse Aide Refresher Course waiting for you. 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!

For more information: ce.dmacc.edu or contact Tammy at tjsteinwondt@dmacc.edu or 515-256-4906.

Prerequisite: Participants must have previously completed a 75-hour nurse aide course or be a nursing student who has completed a nursing fundamentals course.
**ENTREPRENEURSHIP**

**SimpleSTEPS for Starting Your Business**
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 start-up 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.

CRN14762 Sect 100 ENTR905 12 Hrs $95 9/29-10/20 T 6:00p-9:00p Ankeny Bdg FFA Ec 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.

CRN14625 Sect 100 SFTU529 48 Hrs $495 9/8-11/27 Online

**HUMAN RESOURCES**

**Applying Lean Sigma Practices to HR Functions**
Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them. After taking this online course, you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization. You will receive login information from teacher@ugotclass.org a few days before the class start date.

CRN14674 Sect 100 SFTU595 16 Hrs $245 10/5-10/30

**Business Coaching Certificate (Online)**

Montoring and coaching are now used more frequently in organizations to improve leadership competencies. It has benefits for the employer and employee. The knowledge you gather will change the way you see yourself in the workplace. Through this knowledge, you can find helpful strategies to navigate through work and life. You will take a further in-depth look at variables involved in employee support. Additionally, in this online course you will develop skills in the development, implementation and support of coaching and mentoring programs in your workplace. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14675 Sect 100 SFTU596 32 Hrs $395 9/8-10/30 Online

**Key Essentials for Conducting Workplace Investigations (Online)**
This course covers key elements for effectively conducting a workplace investigation related to harassment, sexual harassment, discrimination, employee retaliation & management misconduct. You will receive login information from teacher@ugotclass.org a few days before the class start date.

CRN14702 Sect 100 SFTV542 16 Hrs $995 10/5-10/30 Online

**Strategic Project Management Skills for HR Professionals (Online)**
Project management skills and processes are critical tools in meeting the organization’s strategic talent and management objectives. Successful human resource professionals need to develop and demonstrate skills in leadership, organization, planning and understanding of the essential aspects of project management. This course is designed to broaden your understanding of project management principles, develop skills needed to successfully facilitate projects, as well as develop an understanding of potential risks that often prevent successful project implementation. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14678 Sect 100 SFTU599 16 Hrs $245 10/5-10/30 Online

**Your Workplace, Your Employees and the Law (Online)**
Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment. You will receive login information from teacher@ugotclass.org a few days before the class start date.

CRN14654 Sect 100 SFTU562 16 Hrs $995 10/5-10/30 Online

**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.

CRN14655 Sect 100 SFTU663 48 Hrs $395 9/8-11/27 Online

**Supervisory and Leadership Certificate (Online)**
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. In this online course, get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. You will receive login information from teacher@ugotclass.org a few days before the class start date.

CRN14662 Sect 100 SFTU562 32 Hrs $395 9/8-10/30 Online

**MANAGEMENT**

**Certificate in NonProfit Administration (Online)**

Non-profits 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.

CRN14629 Sect 100 SFTU527 48 Hrs $595 9/8-11/27 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, learn 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 2015 or newer MS Word, Excel and Adobe Reader. You will receive log-in information from teacher@ugotclass.org a few days before class starts.

CRN14616 Sect 100 SFTU532 48 Hrs $495 9/8-11/27 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.

CRN14632 Sect 100 SFTU530 48 Hrs $595 9/8-11/27 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.

CRN14694 Sect 100 SFTU533 48 Hrs $495 9/8-11/27 Online
**WORKPLACE COMMUNICATION**

Certificate in Business Writing (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.

CRN14636  Sect 100  SFTU534  48 Hrs  $495  9/8-11/27  Online

What are You Saying? What Your body Language is Really Communicating (LiveOnline)

Did you know that communication is 55% visual and only 7% of the actual words spoken? Body language is the management of time, space, appearance, posture, gesture, touch, expression, eye contact and vocal prosody. Learn what messages you could unknowingly be sending, how to become a more effective communicator and how to better read those around you. A day or two before the course start date you will receive an email Calendar Invitation with the Zoom link.

CRN15851  Sect 100  BSMN535  3 Hrs  $149  10/21  9:00a-12:00p  LiveOnline

**Computer Applications**

**ACCOUNTING**

QuickBooks-Desktop Version

This hands-on QuickBooks course covers small-business-related accounting needs. You are introduced to QuickBooks and basic file-management tasks necessary for mastering the essentials, including setting up a company file, working with customers and vendors, using banking tasks in QuickBooks, understanding how QuickBooks deals with inventory, working with balance sheets and accounts, and working with estimates and time tracking. Basic computer experience and knowledge required. Textbook and Trial software are included and are intended for use with PCs only. The Mac version of QuickBooks and QuickBooks Online are not the same and screenshots will not always match the software. For this reason, the course is not recommended for those who use these versions.

CRN14721  Sect 100  BKK4501  30 Hrs  $449  9/10-11/12  R  6:00p-9:00p  Ankeny Bldg 20  Rm 6

**GRAPHIC DESIGN**

Adobe Illustrator

In this course you will become familiar with the mechanics of Adobe Illustrator, its tools and operating environment and understand the differences in use between vector and bitmap graphics. You will create and edit vector graphic images for preparation in use for production print, web and presentation environments. This course is a hands-on, in-lab interactive course and is presented as platform-independent for Adobe Illustrator versions in both the Windows and Apple workstation environments.

CRN14765  Sect 100  GRPH503  21 Hrs  $299  10/5-11/9  M  9:00a-11:30a  Southridge  Rm 28

**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 proficiency in Microsoft Windows, Word, Excel, PowerPoint and Outlook. Tuition includes all textbooks and materials. Prerequisite: must be able to type fluently.

CRN14734  Sect 100  DAT541  24 Hrs  $399  9/14-11/2  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 or experience in 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 will learn how to take advantage of what it has to offer. While course is based on Windows 10, information on other versions will be provided as needed. Textbook is included.

CRN14737  Sect 100  DAT550  15 Hrs  $170  9/9-10/4  W  6:00p-8:30p  Ankeny Bldg 20  Rm 6

CRN14736  Sect 100  DAT550  15 Hrs  $170  10/5-11/9  M  9:00a-11:30a  Ankeny Bldg 20  Rm 6

Microsoft Office for Seniors

Looking for a fun and easy way to learn how to use Office 2016? 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. No class on October 25.

CRN14761  Sect 100  DAT576  15 Hrs  $199  11/9-11/16  F  9:00a-11:30a  Ankeny Bldg 20  Rm 6

Graphic Design Software Essentials Certificate (Online)

The Adobe software tools are the leading software for graphic design. 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. 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. 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 login information from teacher@ugotclass.org a few days before the class start date.

CRN14707  Sect 100  SFTV549  48 Hrs  $545  9/8-11/27  Online

**Microsoft Office Spreadsheets**

Excel Basics 2016

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.

CRN14742  Sect 100  DAT554  7 Hrs  $159  9/8 T  8:30a-4:30p  Ankeny Bldg 20  Rm 6
Excel Intermediate 2016
Do you want to take your Excel skills to the next level? This course will
do just that by building on the foundational skills learned in Excel Basic.
Topics include advanced workbook formatting, date functions and
conditional formatting, creating conditional functions using IF criteria,
nested functions, 3-D cell references, and LOOKUP functions. Textbook is
included. Prerequisite: Excel Basic course or equivalent experience.

Excel Advanced 2016
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
functions, financial functions and What-If analysis, PivotTables and
PivotCharts, and macros. Textbook is included. Prerequisite: Excel
Intermediate course or equivalent experience.

Excel Dashboards
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.

Excel Formulas & Functions Fast Track
(LiveOnline)
Do you have some experience using formulas and functions or need
to brush up on your skills? Then this hands-on accelerated course is
for you. Topics include: creating formulas in cells, using the AutoSum
button; learning about the order of operations, and relative and
absolute cell references; working with functions such as IF, SUMIF, IF
AND, and IF OR statements to perform conditional calculations; using
VLOOKUP, MATCH, and INDEX for extracting information and exploring
commonly used text, date and time functions. Book is included.
Prerequisite: Excel Intermediate course or equivalent experience.
A day or two before the course start date, a Calendar Invitation will be
emailed to you with the Zoom link, course handout and exercise files
that will be used during the class.

Classes starting soon!
Register now to guarantee your spot!

Certified Scrum Master
(CSM) Course
Course #14997
August 27–August 28, 2020
8:30am-5:00pm

Course #14998
October 8–October 9, 2020
8:30am-5:00pm

Course #14999
December 10–December 11, 2020
8:30am-5:00pm

Advanced Certified Scrum
Master (A-CSM) Course
Course #14995
September 15–September 16, 2020
8:30am-5:00pm

Course #15656
December 8–December 9, 2020
8:30am-5:00pm

Certified Scrum Product
Owner (CSPO) Course
Course #15000
September 17–September 18, 2020
8:30am-5:00pm

Course #15001
November 12–November 13, 2020
8:30am-5:00pm

For more information, contact Curt Buhr  515-256-4902 | ccbuhr@dmacc.edu
**Excel Macros—Extended Course**

In this course you will discover the basics of automating tasks with macros, which will save time and increase your productivity. You will have several opportunities to practice each concept for maximum understanding and learning. Topics include: record a macro; add new commands to an existing macro; format and assign a macro to a button on a worksheet; change between absolute and relative recordings; display and add comments to document a macro; create conditional statements and control loops using Visual Basic code; and create macros that prompt for user input. Book is included.

Prerequisite: Excel Intermediate course or equivalent experience.

**Excel Pivot Tables—Extended Course**

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 sum and average; 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.

**Excel Pivot Tables—Fast Track (LiveOnline)**

Do you have some experience in using Pivot Tables or need to brush up on your skills? Then this hands-on, accelerated course is for you. It covers the same topics as the daylong course, but at a faster pace. Topics include building, sorting and filtering lists of information; working with the Excel table feature; using the database functions sum and average; 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.

**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.

**Excel Pivot Tables—Extended Course**

CRN15765
Sect 100 DATA579 8 Hrs $99
9/15 T 8:00a-5:00p Ankeny Bldg 20 Rm 6

CRN15767
Sect 102 DATA579 8 Hrs $99
11/17 T 8:00a-5:00p LiveOnline

A day or two before the course start date, you will receive a textbook via UPS and an email Calendar Invitation with the Zoom link and exercise files that will be used during class.

**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 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.

**WordPress Certificate (Online)**

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.

**Excel 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.

**TEAS Prep**

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

**NURSING**

**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 E-card will be issued for satisfactory completion.

**Web Design courses**

- **9/8-10/29** 9:00a-10:00a  Ankeny Bldg 24  Rm TBA
- **9/8-10/29** 12:50p-1:50p  Ankeny Bldg 24  Rm TBA
- **11/14 S** 8:00a-1:30p  Ankeny Bldg 24  Rm TBA

**WordPress Certificate (Online)**

- **9/8-10/29** TR 7:00p-9:00p  Ankeny Bldg 24  Rm TBA

**Healthcare Provider CPR**

- **9/8-10/29** TR 7:00p-9:00p  Ankeny Bldg 24  Rm TBA

**TEAS Prep**

- **9/8-10/29** TR 12:50p-2:50p  Web-Blended

**NURSING**

- **9/8-10/29** TR 7:00p-9:00p  Web-Blended
Certified Scrum Project Owner (CSP-O)
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.

Certified Scrum Master (A-CSM)
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.

Certified Scrum Professional (CSP-SM)
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 five-years validated via candidate’s Scrum Alliance profile
- Completion of the two-day CSP-SM
- Completion of post-course work

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.

Healthcare Provider CPR
Offering Classes at our DMACC Ankeny Location

- August 22, 2020, 8:00am-1:30pm
- September 19, 2020, 8:00am-1:30pm
- October 3, 2020, 8:00am-1:30pm
- October 17, 2020, 8:00am-1:30pm

For more information, please visit ce.dmacctraining.com

Certified Scrum Project Owner (CSP-O)
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.

Certified Scrum Master (A-CSM)
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.

Certified Scrum Professional (CSP-SM)
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 five-years validated via candidate’s Scrum Alliance profile
- Completion of the two-day CSP-SM
- Completion of post-course work

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.

Healthcare Provider CPR
Offering Classes at our DMACC Ankeny Location

- August 22, 2020, 8:00am-1:30pm
- September 19, 2020, 8:00am-1:30pm
- October 3, 2020, 8:00am-1:30pm
- October 17, 2020, 8:00am-1:30pm

For more information, please visit ce.dmacctraining.com
Manufacturing and Industrial Technology

BUILDING MAINTENANCE

Principles of HVAC
Principles of thermo-dynamics, electrical controls, HVAC theory and lab work in ventilating and air conditioning. Learn basic components and air conditioning equipment for commercial and residential use. Understand basic equipment troubleshooting. Receive EPA certification in testing, recycling, recovery and reclamation of refrigeration fluids upon successful completion of the EPA exam administered during class. Completion required for Building Maintenance certificate. Required book “HVAC 101” available at DMACC Bookstore. Cost not included in tuition.

CRN15018 Sect. 100  BLDG523  60 Hrs  $449
9/7-11/11  MW 6:30p-9:30p Ankeny Bldg 20  Rm 12

Principles of Electricity
This noncredit 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 “ELT 303.” Cost not included in tuition.

CRN15016 Sect. 100  ELEM518  60 Hrs  $449
8/27-12/16  R 6:00p-10:00p  Ankeny Bldg 3W  Rm 41

PRINCIPLES OF HVAC

Intro to Basic Equipment Operator
This course prepares students for the Basic Equipment Operator course (BLDG522). Students will review and learn the basic math as it applies to Construction as well as basic blueprint and construction theory. On-the-job safety will be strongly emphasized.

CRN15771 Sect. 100  BLDG523  16 Hrs  $749
9/11-9/18  MWF 8:00a-12:00p Southridge  Rm 6

CONDITIONED AIR

Conditioned Air I
Electrical controls, thermo-dynamics, theory and lab work in ventilating and air conditioning. Test included for EPA certification for type I, II and III certification in testing, recycling, recovery and reclamation of refrigeration fluids. EPA certified & approved by the IPMSR for CELS. Required book “HVAC 101” available at DMACC Bookstore. Cost not included in tuition.

CRN15008 Sect. 100  CONA501  60 Hrs  $449
9/7-11/11  MW 6:30p-9:30p Ankeny Bldg 20  Rm 12

SAFETY SCIENCE

OSHA General Industry Safety
Topics include shop safety, electrical safety, machine guarding and health programs.

CRN15030 Sect. 100  SAFE949  10 Hrs  $300
12/14-12/16  MTW  5:30p-9:00p Southridge  Rm 20A

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-acetylene and plasma cutting. Necessary personal protective equipment responsibility of each student.

CRN15203 Sect. 100  WELD509  30 Hrs  $289
9/12-10/24  S 8:00a-1:00p  Ankeny Bldg 10  Rm 7, 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 sizing and more. Learn arc length, electrode angle and amperage settings to produce quality welds. Necessary personal protective equipment responsibility of each student.

CRN15204 Sect. 100  WELD510  30 Hrs  $289
9/12-10/24  S 8:00a-1:00p  Ankeny Bldg 10  Rm 7, 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: Must know proper techniques and procedures for Oxy-Acetylene welding prior to learning TIG. Necessary personal protective equipment responsibility of each student.

CRN15205 Sect. 100  WELD509  30 Hrs  $289
9/12-10/24  S 8:00a-1:00p  Ankeny Bldg 10  Rm 7, 11

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.

CRN15203 Sect. 100  WELD509  30 Hrs  $289
9/12-10/24  S 8:00a-1:00p  Ankeny Bldg 10  Rm 7, 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 sizing and more. Learn arc length, electrode angle and amperage settings to produce quality welds. Necessary personal protective equipment responsibility of each student.

CRN15204 Sect. 100  WELD510  30 Hrs  $289
9/12-10/24  S 8:00a-1:00p  Ankeny Bldg 10  Rm 7, 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: Must know proper techniques and procedures for Oxy-Acetylene welding prior to learning TIG. Necessary personal protective equipment responsibility of each student.

CRN15205 Sect. 100  WELD509  30 Hrs  $289
9/12-10/24  S 8:00a-1:00p  Ankeny Bldg 10  Rm 7, 11

Nurse Aide / Orderly Competency & Skills Exams
(Resume with COVID precautions)

Exams meet OBRA & Iowa Department of Inspections/Appeals registry requirements.

For a complete list of testing dates, visit our website at
ce.dmacctraining.com
Under Direct Care Worker Registry (CNA) Testing Registration for all campuses
515-964-6800 or 800-342-0033
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.

CRN5210  Sect 100  WELD525  45 Hrs  $500
9/8-9/23  MTWRF  5:00p-9:00p  Southridge  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.

CRN5669  Sect 100  WELD527  120 Hrs  $3,850
9/24-11/19  MTWR  5:00p-9:00p  Southridge  Rm 6, 7

Personal Enrichment and Leisure

CULINARY WORKSHOPS

Wine Tasting

Cool Climate Wines
Enjoy three courses paired with five cool region wines from Iowa to New York. You will learn about what makes each of these regions unique and the grapes that grow best in each area.

CRN5707  Sect 301  CULA713  1.50 Hrs  $59
9/1  T  6:00p-7:30p  Ankeny Bldg 7  Rm 111

CRN5708  Sect 302  CULA713  1.50 Hrs  $59
9/2  W  6:00p-9:30p  Ankeny Bldg 7  Rm 111

Blind Tasting: Whites
In blind tastings, there are white grapes that consistently give students nightmares. In this tasting, you will taste six wines and use your skills to identify three different grape varieties.

CRN5777  Sect 200  CULA735  2 Hrs  $39
9/8  T  6:00p-7:30p  Ankeny Bldg 7  Rm 111

Blind Tasting: Reds
In blind tastings, there are red grapes that consistently give students nightmares. In this tasting, you will taste six wines and use your skills to identify three different grape varieties.

CRN5718  Sect 101  CULA756  1.50 Hrs  $39
9/22  T  6:00p-7:30p  Ankeny Bldg 7  Rm 111

Tasting Workshops

The End of Summer Tasting
Some say all good things must come to an end. But do they? During this tasting, we will be highlighting all ingredients that are at their prime and will soon be gone for yet another year? This dinner isn’t as much of a good-bye as it is a celebration of season and life. We will highlight what precious each season is and to always look for ingredients that belong to the season This tasting will include a five-course menu and expertly paired wines celebrating summer, incorporating the perfect tomato, the sweetest ear of corn and the juiciest melon. Tasting prepared by Chef Katie.

CRN5681  Sect 200  CULA931  2 Hrs  $100
8/29  S  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Noncredit Online Courses

Is online learning a better option for you right now? Have you always wanted to try an online course, but are unsure about it? DMACC Continuing Education has you covered! In addition to traditional online courses, some courses are being offered LiveOnline using Zoom.

To see more, go to ce.dmacc.edu.

Accounting Fundamentals
Agile/Scrum—LiveOnline
Athletic Coaching
Children in the Middle
Data Analysis
Digital Photography—LiveOnline
Facebook and Digital Marketing Essentials
Iowa Cosmetology Law & Sanitation
Microsoft Office—LiveOnline
Project Management Professional Test Prep
RN Refresher
Speed Spanish
WordPress
What Your Body Language is Saying—LiveOnline
Dinner on the Prairie

Join us for a patio dining experience! The smell of the prairie flowers in bloom, the sound of the wind blowing through the open prairie and the sight of the stunning sunset over the horizon are all moments we want to capture with you during this dinner. We will be creating a five-course dinner, focusing on the season and highlighting the stunning profiles of the hand-selected wines from around the globe. Tasting prepared by Chef Katie.

CRN15676  Sect 100  CULA954  2 Hrs  $100
9/3  R  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Australian Wine Pairings

Broaden your knowledge during this course as we prepare a five-course tasting inspired by wines chosen from the Pikes Polish Hill River Estate in Clare Valley. We will share family traditions that Pikes Wines have instilled over the centuries and the family’s vision for environmentally sustainable practices. Join us for a fun evening filled with great wine, food, company and an interactive dining experience! Please join Chef Katie Vandyke in collaboration with Abbe Davidson of Négociants USA—Winebow Imports on this interactive dining experience.

CRN15675  Sect 101  CULA937  2 Hrs  $100
9/15  T  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Sonoma Coast Wine Pairing

Sonoma and its coastline are a stunning exploration of what true natural beauty and the power of mother nature look like. Imagine yourself driving down the Pacific Coast Highway, the waves crashing against the rocks, the ocean air hitting your face, and the smell of the fresh flora as it enters the air. These very moments are what inspired this class. Please join us for this amazing tasting journey. Tasting prepared by Chef Katie, who spent nearly four years living in Northern California.

CRN15677  Sect 100  CULA956  2 Hrs  $100
9/29  T  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Celebrating Wine Harvest

Wine Harvest is an exciting time in grape-producing regions. Winemakers around the world race to pick grapes at the peak of ripeness and get them to the fermenter quickly to begin the fruit’s journey into wine! Although we won’t be stomping grapes at this dinner, we will be sharing our knowledge of how harvest looks. An innovative five-course menu will be created using local ingredients and ingredients from amazing wine-producing regions around the world. This night we will be preparing the meal in front of you, making the event more casual and all-encompassing. We look forward to seeing you! Tasting prepared by Chef Katie.

CRN15686  Sect 100  CULA938  2 Hrs  $100
10/6  T  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Izakaya: Japanese Tavern

A traditional Izakaya is an informal Japanese bar that serves tasty snacks along with cocktails of choice. The origin of Izakayas was simply a sake shop, where people would gather after work to enjoy a cocktail together. Today, the implementation of quality food along with craft cocktails is of high importance in the Japanese culture. At this dinner, a five-course menu will be created based on the concept of an Izakaya experience. A mix of wines, beers and sakes will be paired to the dinner, creating a fun and new experience for many! Tasting prepared by Chef Katie.

CRN15687  Sect 100  CULA940  2 Hrs  $100
11/5  R  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Wine Country Tasting

There is nothing like the magic of a cozy fall dinner party surrounded by a community gathered together. At this late fall dinner, you can anticipate amazing, hand-selected wines that will pair perfectly with the five dishes created for this night. The menu will be based around local ingredients that bring comfort and relaxation to the overall energy of the evening. Gather with us around the table and share in an incredible evening filled with great conversations and hopefully new friends! Tasting prepared by Chef Katie.

CRN15688  Sect 100  CULA939  2 Hrs  $100
10/12  M  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Fall Harvest

There is nothing like the magic of a cozy fall dinner party surrounded by a community gathered together. At this late fall dinner, you can anticipate amazing, hand-selected wines that will pair perfectly with the five dishes created for this night. The menu will be based around local ingredients that bring comfort and relaxation to the overall energy of the evening. Gather with us around the table and share in an incredible evening filled with great conversations and hopefully new friends! Tasting prepared by Chef Katie.

CRN15679  Sect 101  CULA922  2 Hrs  $100
10/28  W  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

CRN15680  Sect 102  CULA923  2 Hrs  $100
12/8  T  6:00p-8:00p  Ankeny Bldg 7  Rm 117, 118, 145

Choose from more than 300 online classes!

TOP 10 ONLINE COURSES

1. Discover Sign Language
2. Speed Spanish
3. Accounting Fundamentals
4. A-to-Z Grant Writing
5. Introduction to Microsoft Excel 2016
6. Grammar Refresher
7. Introduction to Interior Design
8. Drawing for Absolute Beginners
10. Effective Business Writing

KEY FEATURES

Expert Instructors
24-Hour Access
Online Discussion Areas
6-Week Instructor-Led or 3-Month Self-Paced Options

NEW COURSES BEGIN MONTHLY

September 16  October 14
November 11  December 9

FOR INFORMATION

515-256-4999 or 800-362-2127, ext. 4999
For course description and online registration, visit ed2go.com/dmacc.online
**Nibbles and Sweet Wine**  
Sure, a glass of wine is good on its own, but pair it with the right food and the flavors of each will really sing. Please join us for an evening of gourmet small bites and sweet wines. We will dive into each wine, learning what makes them each so delicious yet so different. We will illuminate your taste buds with palate-pleasing bites. Get ready for a mouthful of flavor with every bite and sip.

CRN15719  Sect 101  CULA942  2 Hrs  $100  
11/17 T 6:00p-8:00p  Ankeny Bldg 7  Rm TBA

---

**LEISURE STUDIES**

**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.

CRN15651  Sect 100  LRST712  9 Hrs  $179  
10/12-10/19  MW 6:00p-9:00p  Ankeny Bldg 5  Rm Conf Rms D-G

---

**MOPED**

Learn how to operate and care for a 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. 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 allowed.

Students should wear comfortable clothing for a classroom setting. Class includes a final examination.

CRN14911  Sect 100  SAFE754  6 Hrs  $65  
8/22  S  8:00a-2:00p  Ankeny Bldg 14  Rm 05A

CRN14912  Sect 101  SAFE754  6 Hrs  $65  
9/5  S  8:00a-2:00p  Ankeny Bldg 14  Rm 05A

CRN14913  Sect 102  SAFE754  6 Hrs  $65  
9/19  S  8:00a-2:00p  Ankeny Bldg 14  Rm 05A

CRN14914  Sect 103  SAFE754  6 Hrs  $65  
10/3  S  8:00a-2:00p  Ankeny Bldg 14  Rm 05A

CRN14915  Sect 104  SAFE754  6 Hrs  $65  
10/17  S  8:00a-2:00p  Ankeny Bldg 14  Rm 05A

---

**DMACC RN Refresher**

This Online 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.

For more information:  ce.dmacc.edu or contact Tammy at tjsteinwandt@dmacc.edu or 515-256-4906.
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.

CRN15709 Sect 101  PHOT719  9 Hrs  $85
9/22-9/29 TR 6:00p-9:00p West Bldg  Rm 121E
Class meets on Tuesday, September 22; Thursday, September 24, and Tuesday, September 29.

CRN15710 Sect 101  PHOT719  9 Hrs  $85
10/3-10/20 TR 6:00p-9:00p LiveOnline
Class meets on Tuesday, October 13, Thursday, October 15, and Tuesday, October 20 via Zoom. A day or two before the class start date, a Calendar Invitation will be emailed to you with the Zoom link.

RV

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.

CRN15004 Sect 101 PROF501  8 Hrs  $219
10/14 W 8:00a-5:00p Southridge  Rm 20B

CRN15005 Sect 102 PROF501  8 Hrs  $219
11/11 W 8:00a-5:00p Southridge  Rm 20B

CRN15006 Sect 103 PROF501  8 Hrs  $219
12/9 W 8:00a-5:00p Southridge  Rm 20B

Dealer 101 - Compliance

This course is the basic course on understanding dealer responsibilities. This class will serve as a refresher course and will teach the requirements of being an auto dealer in Iowa and how to maintain a dealers license. Updates of changes to state and federal law, rule and regulation will be provided. The trainer will discuss new laws enacted during the 2020 legislative session impacting auto dealers, as well as providing new information from federal and state agencies pertaining to the auto industry. Dealers will be encouraged to bring forth areas of concern to assist with possible solutions to these concerns. Dealers will review videos from the staff of the Iowa Department of Transportation Bureau of Investigation and Identity Protection and the Consumer Protection Division of the Iowa Attorney General’s office. An updated manual or a USB/flash drive will be provided to all attendees.

CRN15657 Sect 100 PROF501  5 Hrs  $179
8/26 W 8:00a-1:00p LiveOnline

CRN15658 Sect 101 PROF501  5 Hrs  $179
9/21 M 12:00p-5:00p LiveOnline

Professional Licensure and Relicensure

AUTO DEALER EDUCATION

Used Auto Dealers Prelicense

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.

CRN15023 Sect 100 PROF501  8 Hrs  $219
9/9 W 8:00a-5:00p LiveOnline

CRN15024 Sect 101 PROF501  8 Hrs  $219
10/14 W 8:00a-5:00p Southridge  Rm 20B

CRN15025 Sect 102 PROF501  8 Hrs  $219
11/11 W 8:00a-5:00p Southridge  Rm 20B

CRN15026 Sect 103 PROF501  8 Hrs  $219
12/9 W 8:00a-5:00p Southridge  Rm 20B

Dealer 101 - Compliance

This course is the basic course on understanding dealer responsibilities. This class will serve as a refresher course and will teach the requirements of being an auto dealer in Iowa and how to maintain a dealers license. Updates of changes to state and federal law, rule and regulation will be provided. The trainer will discuss new laws enacted during the 2020 legislative session impacting auto dealers, as well as providing new information from federal and state agencies pertaining to the auto industry. Dealers will be encouraged to bring forth areas of concern to assist with possible solutions to these concerns. Dealers will review videos from the staff of the Iowa Department of Transportation Bureau of Investigation and Identity Protection and the Consumer Protection Division of the Iowa Attorney General’s office. An updated manual or a USB/flash drive will be provided to all attendees.

CRN15657 Sect 100 PROF501  5 Hrs  $179
8/26 W 8:00a-1:00p LiveOnline

CRN15658 Sect 101 PROF501  5 Hrs  $179
9/21 M 12:00p-5:00p LiveOnline

Online Coaching Classes

COACHING ETHICS, TECHNIQUES AND THEORY

PHYE516
CRN 15086 SECTION 101 8/26-10/20
CRN 15087 SECTION 102 10/21-12/17

ATHLETIC DEVELOPMENT AND HUMAN GROWTH

PHYE517
CRN 15088 SECTION 101 8/26-10/20
CRN 15089 SECTION 102 10/21-12/17

INTRO TO ANATOMY AND PHYSIOLOGY FOR COACHING

PHYE519
CRN 15090 SECTION 101 8/26-10/20
CRN 15091 SECTION 102 10/21-12/17

INTRO TO ATHLETIC TRAINING

FOR MORE INFORMATION, VISIT CE.DMACCTRAINING.COM
COACHING

Coaching Ethics, Tech & Theory (Online) CRN15659
Sect 102 PROF536 5 Hrs $179
12/7 M 12:00p-5:00p Southridge  Rm 20A, 20B

12/7 M 12:00p-5:00p Southridge  Rm 20A, 20B

Compliance for Buy Here Pay Here
Updates of state and federal law, rule and regulation will be shared with dealers. This class will provide dealers with an overview of policies, procedures, law and regulations that must be followed by BHPH dealers in Iowa. New FTC guidelines and requirements for dealer advertising will be provided. Learn how the Consumer Financial Protection Bureau - CFPB regulates BHPH operations. The class will familiarize dealers with the forms used in BHPH operations. Information on the new Iowa DOT ELT system will be shared.

CRN15663 Sect 100 PROF976 5 Hrs $179
10/27 T 8:00a-1:00p Southridge  Rm 20B

CRN15664 Sect 101 PROF976 5 Hrs $179
11/23 M 8:00a-1:00p Southridge  Rm 20B

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.

CRN15084 Sect 100 PHYE505 55 Hrs $350
9/18-9/25 F 5:00p-10:00p Ankeny Bldg 24 Rm 201, 203
9/19-9/26 S 8:00a-8:00p Bldg 24 Rm 201, 203, 216
9/20-9/27 U 8:00a-8:00p Bldg 24 Rm 201, 203, 216

CRN15085 Sect 101 PHYE505 55 Hrs $350
12/4-12/11 F 5:00p-10:00p Ankeny Bldg 24 Rm 201, 203
12/5-12/12 S 8:00a-8:00p Bldg 24 Rm 201, 203, 216
12/6-12/13 U 8:00a-8:00p Bldg 24 Rm 201, 203, 216

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. This is an 8-week online course through DMACC’s Blackboard System.

CRN15090 Sect 101 PHYE518 15 Hrs $100 8/26-10/20 Online

CRN15091 Sect 102 PHYE518 15 Hrs $100 10/21-12/17 Online

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.

CRN15086 Sect 101 PHYE516 15 Hrs $100 8/26-10/20 Online

CRN15087 Sect 102 PHYE516 15 Hrs $100 10/21-12/17 Online

New! SQL Essentials Course
We live in a data-driven world. Many organizations use large, relational databases to sort through and make sense of all of the data they have. Since SQL is a standardized query language for requesting information from a database, an understanding of it is a great skill to have.

In this hands-on, in-person class you’ll learn the key features of SQL. This includes:

• Relational Databases, SQL, T-SQL, Intro to SQL Server, Tools for SQL Server
• Simple Queries: SELECT, AS
• Filters: WHERE, DISTINCT
• Complex Queries: JOINs, SubQueries
• Sorting and Summary Queries: AGGREGATE, SUM, ORDER BY
• Data Types, Functions
• Queries to modify the database: INSERT, UPDATE, DELETE, DROP
• Database design: Tables, columns, keys, indexes

Course Details
Tuesday, September 15–November 3
6:00–9:00 p.m.
DMACC Ankeny Campus, Bldg. 20, Rm 6
$449  CRN15821

Enroll at ce.dmacc.edu or call 515-964-6800

Fall 2020  Continuing Education / DMACC
**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. This is an 8-week online course through DMACC’s Blackboard System. Please purchase the book *Essentials of Athletic Injury Management* by William E. Prentice, 10e ISBN: 978-0-07-802275-3 prior to class.

- CRN15092 Sect 101 PHYE519 30 Hrs $150 8/26-10/20  Online
- CRN15093 Sect 102 PHYE519 30 Hrs $150 10/21-12/17  Online

**COSMETOLOGY**

**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 registered, you will receive instructions on how to complete the online course. No materials will be mailed out.

- CRN15037 Sect 100 COSM904 2 Hrs $29 8/24-12/11  Online

**SAFETY**

**Lead Abatement Contractor Test**

Certification testing for lead abatement contractors.

- CRN15028 Sect 100 SAFE801 2 Hrs $65 8/13-12/18 TBA TBA Ankeny Bldg 6 Rm 23

DMACC administers the 16-hour 3-Wheel Course at the Transportation Institute 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.

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.

For further information, please contact: rider.education@brp.com or 855-Can-AmGo

To register, please visit Can-Am BRP at: can-am.brp.com/on-road/learntoride.html

For additional motorcycle/moped classes, visit [ce.dmacctraining.com](http://ce.dmacctraining.com) (Browse Classes – Transportation Box/Motorcycle/Moped – Motorcycle Moped Information)
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
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.

dmacc.edu/truckdrivingschools

Cost of the class is $4,000 tuition and $700 books, fuel and fees. Total cost $4,700.

2020 DAY SCHEDULE
(each class is 6 weeks long)
MONDAY–FRIDAY, 7:30AM–4:30PM
START DATE
September 8
October 19
November 9
September 28
November 30

2020 EVENING SCHEDULE
(each class is 12 weeks long)
MONDAY–FRIDAY, 5:00PM–9:00PM
START DATE
September 21

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

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)

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

More Motorcycle and Moped Classes on Page 13
A GIT
REGISTRATION AND CAMPUS INFORMATION

3 EASY WAYS TO REGISTER
ONLINE BY PHONE IN PERSON
with a credit card with a credit card with a credit card, check, at ce.dmacc.edu. at 515-964-6800. money order or cash at any
Registration Information

515-964-6800 / 800-342-0033
Fall 2020
Continuing Education / DMACC

Visit our website often for updates and new classes:
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!

Schedule a free consultation to learn how DMACC can help grow your business.

training.dmacc.edu
515-256-4912