CULINARY WORKSHOPS
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Excel Dashboards—Page 11
Foundations of Digital Photography—Page 17
Vascular Access Device Workshop—Page 14
Are you tired of dead-end jobs, 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!

Call Today to Learn More!
515-697-7700 or 800-362-2127 Ext. 7700
DMACC.edu/CareerTraining
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**EMERGENCY CLOSING INFORMATION**

In the event of inclement weather, check local radio and TV stations or visit dmacc.edu for campus closing information.

Des Moines Area Community College (DMACC) shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, hiring practices or the provision of services. The full DMACC Nondiscrimination policy is available online at nd.dmacc.edu.
BUSINESS SKILLS

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 to 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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

CRN24526 Sect 200 SFTU531 48 Hrs $495 2/5-3/2
CRN24525 Sect 201 SFTU531 48 Hrs $495 3/5-4/2

Administrative Support Professional

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

CRN24887 Sect 200 OFFCS34 60 Hrs $495 2/10-4/22
MW 5:30p-8:30p Urban Bldg 1 Rm 255/252
Class meets at Urban Campus Bldg 1 Room 224 on Mondays; on Wednesday it meets in Room 215. No class on March 16 or March 18.

CRN26269 Sector 201 OFFCS14 60 Hrs $649 2/4-4/16
TR 5:30p-8:30p Boone Bldg Rm 218
No class on March 17 and 19.

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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

CRN24404 Sect 201 SFTU509 32 Hrs $245 4/6-5/29

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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

CRN24404 Sect 201 SFTU509 32 Hrs $245 4/6-5/29

Productivity Certificate (Online)

Maximizing productivity and the use of time is the primary way to increase profitability and organizational success for a growing number of people and their organizations. Successful businesses and work organizations are moving from counting hours sitting in a chair to outcomes and results. Through this online course, learn how to boost your productivity by managing your time better. This certificate includes the New 21st Century Strategies for Productivity & Time Management, Productivity e-books and Managing Productivity courses. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail a few days before the class start date. Registration closes on the class start date.

CRN24511 Sect 200 SFTU587 48 Hrs $595 2/5-3/5
CRN24512 Sect 201 SFTU587 48 Hrs $595 3/5-4/5
Productivity e-books held March 2-27. “New 21st Century Strategies for Productivity & Time Management” and “Managing Productivity” classes are both held April 6-May 1.

Digital Marketing Essentials (Online)

Facebook & Digital Marketing

Are you new to using digital marketing to gain or maintain a competitive edge for your business? This course will help you increase your knowledge as you discover the foundational concepts, strategies, tools and professional best practices employed to implement a digital marketing program. With emphasis on Facebook and Instagram, you’ll explore social media in an integrated digital marketing context which includes the use of the Internet, mobile devices, search engines, analytics software and digital media tools. Mini projects provide hands-on experience as you establish a digital foundation and social media presence for your own business or a local small business or startup. Course articulates to MGT 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 and emails. No class March 16-20.

CRN24854 Sect 200 BSMN531 45 Hrs $491 2/17-4/3
CRN24856 Sect 202 BSMN531 45 Hrs $491 2/17-4/3

Facebook Advertising 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. Prerequisites: Intermediate level of experience in using social media marketing and/or completion of Facebook and Digital Marketing course. An understanding of Google Suite applications will be helpful.

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!

See page 13 for dates, times and cost!

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

CRN24854 Sect 200 BSMN531 45 Hrs $491 2/17-4/3
CRN24856 Sect 202 BSMN531 45 Hrs $491 2/17-4/3

Facebook Advertising 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. Prerequisites: Intermediate level of experience in using social media marketing and/or completion of Facebook and Digital Marketing course. An understanding of Google Suite applications will be helpful.
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 to be able to access Blackboard. No class March 16-20.

**Email Marketing Certificate (Online)**

Email is an essential component of most digital marketing programs and offers the digital marketer a channel to reach customers directly in a personalized way. Email marketing is effective at customer acquisition and retention and is a way to maintain your relationship with customers and interested parties. You will learn how to best to employ email marketing in your campaigns, best practices of when to use email, how to organize your campaign, and how to analyze and optimize campaigns to increase future effectiveness.

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 to be able to access Blackboard. No class March 16-20.

**HUMAN RESOURCES**

**Business Coaching Certificate (Online)**

Mentoring and coaching are now used more frequently in organizations to improve leadership competencies. As an employee, the knowledge you gather will change the way you see yourself in the workplace and you will find helpful strategies to navigate through work and life. From an employer perspective, this course offers the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail a few days before the class start date. Registration closes on the class start date.

**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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

**Beekeeping Class**

**Intro to Bees and Beekeeping**

CRN 25069 LRST 709:201
2/8 from 8:00am-1:00pm
Southridge Center, Room 21
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. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, and techniques and proven strategies for successfully managing employees and for complying with state and federal workplace laws. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail a few days before the class start date. Registration closes on the class start date.

**LEADERSHIP**

**Certificate in Leadership Development (Online)**

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. Discover what it takes to become an effective leader and determine your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail a few days before the class start date. Registration closes on the class start date.

**Supervisory and Leadership Certificate**

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

**MANAGEMENT**

**Certificate in Nonprofit Administration (Online)**

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. In this online certificate you will discover the latest information on revenue generation and program evaluation for nonprofits. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

**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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

**WORKPLACE**

**Communication**

**Essential Facilitation Skills**

How you present yourself, information and your ability to lead groups to tangible outcomes can impact your job, relationships and opportunities. This course is designed for individuals who need to develop, strengthen or refresh their facilitation skills. We will start with the basic roles of a facilitator and build through practice facilitation activities.

**DMACC / Continuing Education / Spring 2020**

CE.DMACC.EDU
Jobs requiring training in AWS cloud computing have increased by 177 percent in the past four years.

Our business partners’ needs and high demand for skilled AWS workers resulted in a partnership between DMACC and Amazon.

DMACC is excited to partner with Amazon to provide Amazon Web Services (AWS) Training.

The partnership will deliver local, face-to-face class offerings taught by Amazon-certified instructors.

View current AWS Class Offerings at aws.dmacc.edu
**Workplace Conflict Solutions Certificate (Online)**

The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Discover how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Understand a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace. Finally, find out how stress affects you. Develop skills and learn ways in which we can avoid stress and not let stressors become stress!

This certificate includes Dealing with Difficult People in the Workplace, Conflict Management, and Stress Management in the Workplace courses. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

- **CRN24540** Sect 200 SFTV514 48 Hrs $495 2/3-5/1
- **CRN24541** Sect 201 SFTV514 48 Hrs $495 4/6-7/3

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**WORKPLACE LEAN**

**Lean Manufacturing**

Learn how to improve productivity by using lean manufacturing.

- **CRN25745** Sect 100 MNFT606 8 Hrs $250 1/23
- **CRN25746** Sect 102 MNFT606 8 Hrs $250 2/17
- **CRN25750** Sect 201 MNFT663 4 Hrs $150 3/17 T 8:00a-12:30p Southridge Center Bldg Rm 208 & D

**Workplace Lean Pillars**

Simulation of office processes and information flow using structured change to identify and eliminate waste.

- **CRN25752** Sect 200 WKPL608 8 Hrs $250 4/1 W 8:00a-4:00p Southridge Center Bldg Rm 208 & D

**Workplace Lean VSM Intro**

Introduction to value stream mapping in the office environment used to develop ability to “see the flow” and design future state value streams.

- **CRN26533** Sect 100 WKPL635 8 Hrs $250 4/7 T 8:00a-4:00p Southridge Center Bldg Rm 208 & D

**Organizing Your E-Files**

Tips and techniques to keep emails and electronic files organized in windows environment.

- **CRN26351** Sect 100 WKPL620 4 Hrs $100 1/22 W 8:00a-12:00p Southridge Center Bldg Rm 28

**Lean Boot Camp**

Introduction to Lean methodology and popular lean tool applications for continuous improvement programs.

- **CRN26532** Sect 100 WKPL663 30 Hrs $1,500 2/7-2/20 MTWR 8:00a-4:00p Southridge Center Rm 200

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**WORKPLACE COMMUNICATION CLASSES**

Having strong communication skills is essential to allow others and yourself to understand information more accurately and quickly. Check out these courses designed to strengthen your skills.

- **Essential Facilitation Skills** will develop your skills to lead groups to tangible outcomes. Practice activities are included.
- **What are You Saying? What Your Body Language is Really Communicating** will help you identify messages you could unknowingly be sending and how to better read those around you.

**SEE PAGE 6 FOR COURSE DETAILS.**
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 March 18.

Microsoft Office for Seniors

 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. No class on March 16.

Adobe Illustrator

In this course, you will learn the basics of production-ready page layout design techniques for print-based publications in office and commercial production print environments. Discover how to create and edit layouts for single page, multi-page, newsletter, multifold, book, magazine and special project applications. Integrate text and graphics within layouts for design aesthetics. Understand and implement techniques and tools such as style sheets for constancy and uniformity within publications. This course is a hands-on in-lab interactive course and is presented as platform-independent for Adobe InDesign versions in both the Windows and Apple workstation environments. No class on March 18.

Adobe Photoshop

In this course, you will become familiar with the mechanics of Adobe Photoshop, its tools and operating environment. You will understand the differences in use between bitmap and vector graphics. You will edit and manage bitmap graphic images sourced from digital cameras, scanners and existing stock imagery. You will resize, color balance and correct exposure on images and understand basic image preparation for print production, web and presentation requirements for commercial and other application environments. This course is a hands-on, in-lab interactive course and is presented as platform-independent for Adobe Photoshop versions in both the Windows and Apple workstation environments.

Graphic Design Software Essentials Certificate (Online)

The Adobe software tools are the leading software for graphic design. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. 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. 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.

Kids Culinary Workshop

Coming Summer 2020

New Tasting Classes with DMACC ici® and Continuing Education

Please refer to page 17
Visit ce.dmacctraining.com
Access Basic 2016

Access is a versatile database application which can help you collect, store and manage a large amount of data. This course covers key introductory Access skills. Topics include creating database tables; sorting data records; creating basic forms; creating, saving and running select queries; creating reports, and inserting new fields. Tuition includes a textbook. Prerequisite: Intermediate to advanced Excel skills.

CRN24861 Sect 201 DATA551 7 Hrs $159 2/19
W 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN24862 Sect 201 DATA551 7 Hrs $159 3/24
T 8:30a-4:30p Ankeny Bldg 20 Rm 6

Access Intermediate 2016

Take the foundational skills you have in Access and build on them in this course. You will learn how to create and modify relationships, modify table structure, create a form that contains a subform, create queries, import a report into a database, and create a report from a subreport. Textbook is included. Prerequisite: Access Basic course or equivalent experience.

CRN24864 Sect 201 DATA552 7 Hrs $159 4/7
T 8:30a-4:30p Ankeny Bldg 20 Rm 6

Access Advanced 2016

Are you an experienced Access user who wants to learn about the advanced features in Access? This course will help you develop advanced skills by building on the intermediate-level skills you already have. You will learn how to customize the navigation pane, split a database, create switchboards and navigation forms, import and export, create macros to improve efficiency, and analyze and document databases. Textbook included. Prerequisite: Access Intermediate course or equivalent experience.

CRN24865 Sect 201 DATA553 7 Hrs $159 4/22
W 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN24866 Sect 201 DATA554 7 Hrs $159 2/4
T 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN24867 Sect 201 DATA554 7 Hrs $159 3/10
T 8:30a-4:30p Southridge Center Bldg Rm 28

CRN24868 Sect 201 DATA554 7 Hrs $159 4/16
W 8:30a-4:30p Ankeny Bldg 20 Rm 6

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 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.

CRN24866 Sect 201 DATA554 7 Hrs $159 2/4
T 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN24867 Sect 201 DATA554 7 Hrs $159 3/10
T 8:30a-4:30p Southridge Center Bldg Rm 28

CRN24868 Sect 201 DATA554 7 Hrs $159 4/16
W 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, IF-AND cell references and LOOKUP functions. Textbook is included. Prerequisite: Excel Basic course or equivalent experience.

CRN24870 Sect 200 DATA555 7 Hrs $159

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.

CRN24873 Sect 200 DATA556 7 Hrs $159
3/3 T 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN24874 Sect 200 DATA556 7 Hrs $159
4/30 R 8:30a-4:30p Ankeny Bldg 20 Rm 6

Getting the Most from Excel Formulas and Functions

Using formulas in Excel will increase the accuracy of data and reports, and save you time. In this course you’ll create formulas in cells, use the AutoSum button, learn about the order of operations, and relative and absolute cell references, and verify formulas. You will also learn how to work with functions such as IF statements, SUMIF, IF AND, and IF OR statements to perform conditional calculations, and VLOOKUP, MATCH, and INDEX for extracting information. Commonly used text functions and date and time functions will also be covered. Book is included. Prerequisite: Excel Intermediate course or equivalent experience.

CRN24877 Sect 200 DATA560 6 Hrs $135
2/27 R 8:30a-3:30p Ankeny Bldg 20 Rm 6

Getting the Most from Excel Pivot Tables

Discover how you can use PivotTable reports to view and organize your Excel data quickly and easily. You will build, sort and filter lists of information; work with the Excel table feature; use the database functions dsum and daverage; create Pivot Tables using the Pivot Table and Pivot Chart Wizard; lay out the Pivot Table; format Pivot Tables and set options; group Pivot Table levels; perform calculations on a Pivot Table; and create and modify Pivot Charts. Book is included. Prerequisite: Excel Intermediate course or equivalent experience.

CRN24878 Sect 200 DATA561 6 Hrs $135
3/26 R 8:30a-3:30p Ankeny Bldg 20 Rm 6

Getting the Most from Excel Macros

In this course, you will discover the basics of automating tasks with macros, which save time and increase your productivity. You will record a macro with the macro recorder; 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.

CRN24879 Sect 200 DATA562 6 Hrs $135
4/9 R 8:30a-3:30p Ankeny Bldg 20 Rm 6
WEB DESIGN

Certificate in Web Design (Online)

Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. After discovering the basics of web design using HTML and CSS, you will be able to plan and design effective web pages. You'll then discover how to create effective and dynamic websites/applications and will take away a functioning web application. Finally, you'll learn about responsive design process, advanced layout and design features using the Bootstrap framework. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

CRN24550  Sect 200  STV528  48 Hrs  $595  2/3-5/1
CRN24551  Sect 201  STV528  48 Hrs  $595  4/6-7/3

Coding Certificate (Online)

Coding is becoming one of the most in-demand skills in the workplace today. The highest demand is for programming languages with broad applicability. 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. This online certificate includes Introduction to Coding, HTML Fundamentals, and CSS Fundamentals courses. 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.

CRN24562  Sect 200  STV535  48 Hrs  $595  2/3-5/1
CRN24563  Sect 201  STV535  48 Hrs  $595  4/6-7/3

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. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

CRN24550  Sect 200  STV528  48 Hrs  $495  2/3-4/24
CRN24551  Sect 201  STV528  48 Hrs  $495  4/6-6/26

Healthcare

Patient Intake and Billing

This noncredit certificate program will give an introduction to the role of patient access/registration and coding and billing in a healthcare setting. Topics of discussion will include, but are not limited to: medical terminology, basic computer skills, insurance and funding regulations, how to recognize and utilize medical coding, healthcare safety, HIPAA, workplace skills and proper communication. The student will participate in a community learning experience.

CRN25220  Sect 200  HLT585  97 Hrs  $1,259  
2/10 M,T,TH  6:00-9:00p  Southridge Rm 200

EARN $$$ TEACHING OTHERS YOUR SKILLS

DMACC Continuing Education is seeking applicants for part-time instruction. Training and instructional materials provided.

Experience or training in one of the following fields desired:

> Building Trades
> Database
> Drones
> Electrical
> Plumbing/HVAC
> Programming Languages
> Healthcare
> Industrial Maintenance
> Information Technology
> Power BI

DMACC Continuing Education | 515-256-4905 or email gpbriggs@dmacc.edu

S15-964-6800 / 800-342-0033
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, which may be picked up from Building 24 Office 308 prior to class start date. Picking up the book prior to class is optional.

CRN25469 Sect 200 EMRC506 5 Hrs $69
1/11 S 8:00a-1:00p Ankeny Bldg 24 Rm 113

CRN25470 Sect 206 EMRC506 5 Hrs $69
2/15 S 8:00a-1:00p Ankeny Bldg 24 Rm 113

CRN25475

CRN25474

Sect 201 EMRC506 5 Hrs $69
CRN25479

CRN25474

Spanish for Medical Professionals (Online)

This Spanish class—designed specifically for healthcare professionals—will help you bridge the communication gap that can exist between you and your Spanish-speaking patients and their families. You will learn and practice the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Required book: McGraw-Hill Education Complete Medical Spanish, 3rd Edition: ISBN-13: 978-0071841887. The eBook version is available at Barnesandnoble.com. You can also purchase the paperback book version if you wish, available from numerous sources including Amazon. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

CRN24556 Sect 200 SFTV532 32 Hrs $290 2/3-3/27

CRN24557 Sect 201 SFTV532 32 Hrs $290 4/6-5/29

LONG-TERM CARE

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 drugfree, 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-ID), Psychiatric Medical Institutions for Children (PMIC), Psychiatric Medical Institutions (PMI).

CRN25235 Sect 201 NRA0530 60 Hrs $495
1/14-3/5 TR 4:30p-7:30p DCC Rm 101

Class dates January 14, 2020, through March 5, 2020. Review Date is April 7, 2020. Test Date is April 9, 2020.

• Facility Sponsor Form must be completed.
• Facility Sponsor does not mean facility must pay for the class. The student may pay.
• Facility Sponsor Form must be turned in to instructor first day of class.
• Clinical hours will be at sponsoring facility.
• Facility Sponsor Form automatically emailed if address is provided with online registration.
• Mandatory Attendance is required the first two days of class. If you are absent, you will be dropped from the course with NO REFUND.

CRN25234 Sect 200 NRA0530 60 Hrs $495
1/22-3/16 MW 4:30p-7:30p Ankeny Bldg 17 Rm 20


• Facility Sponsor Form must be completed.
• Facility Sponsor does not mean facility must pay for the class. The student may pay.
• Facility Sponsor Form must be turned in to instructor first day of class.
• Clinical hours will be at sponsoring facility.

Evolving Leaders Series

This series is aimed at mid-level leaders who’ve been in a leadership role for 2-5 years or have taken courses in DMACC’s Emerging Leaders program. Evolving Leaders provides a deeper dive along with applying new skills.

HOW IT WORKS:
Purchase a seat for an employee for $1,200 and send the same employee to all sessions or divide the sessions among multiple employees. Additional seats are $1,000/employee.

UPCOMING SESSION
March–June 2020
DMACC Southridge Center

Wednesday, March 11
8:30 a.m.–10:30 a.m.
Applying Generational Leadership

Thursday, April 9
8:30 a.m.–12:30 p.m.
Applying Inclusive Leadership

Tuesday, May 12
8:30 a.m.–12:30 p.m.
Applying Connective Communication

Wednesday, June 3
8:30 a.m.–12:30 p.m.
Applying Employee Coaching

For more details, go to leadershiptraining.dmacc.edu

TO ENROLL:
Contact DMACC Business Resources at dbr@dmacc.edu or 515-256-4913.
• Facility Sponsor Form automatically emailed if address is provided with online registration.
• Mandatory Attendance is required the first two days of class. If you are absent, you will be dropped from the course with NO REFUND.

**Medication Manager**

This course is designed to prepare individuals to safely administer or supervise the self-administration of nonparenteral medications in residential programs for the intellectually disabled (RCF-ID) licensed for 15 beds or less, childcare programs supported community living (SCl) or home and community-based living (HCBS). The emphasis is on the safe administration and the observation of reactions to medications. The course is approved by State of Iowa Board of Pharmacy Examiners, The Iowa Department of Inspections and Appeals, and the Iowa Department of Human Services. Requirements: Must be currently employed at a facility. Must be willing to allow completion of required clinical time at their location.

**NURSE AID**

**Nurse Aid Refresher**

The purpose of this 8-Hour course is to provide a content and skill review for individuals who has successfully completed a 75-hour nurse aide course in the past or a nursing student who has successfully completed a nursing fundamentals course. The review of content will consist of a 2-3 hour session that will focus on the Pre-Assessment instrument. Review of the skills will include both demonstration and return demonstration. Resident Scenarios will be used as a group activity to promote application of content and skills and assist with preparation for State Competency Testing. This review is to help facilitate re-entry into the long term care workforce. Prerequisite: Participants must have previously completed a 75-hour nurse aide course or be a nursing student who has completed a nursing fundamentals course.

**DMACC RN Refresher Coming Soon! Spring Semester 2020**

Call Tammy in DMACC Continuing Education 515-245-4906 for questions and details. This course will consist of 80 hours of online coursework. In addition, to complete your RN license reactivation, you will also need to complete an additional 80 hours of a clinical preceptorship under the guidance of your DMACC Instructor. More details to come!
Vascular Access Device (VAD) Best Practice Workshop

The purpose of this course is to offer a review in basic intravenous therapy as well as a comprehensive review of the proper care and maintenance of multiple vascular access devices. This course is intended for the IV Certified Licensed Practical Nurse (LPN) and Registered Nurse (RN).

CRN26478 NURS520 201 4 Hrs $50
3/25 W 1pm-5pm Ankeny Campus Bldg 24 Rm 201
CRN26477 NURS520 202 4 Hrs $50
4/1 W 9pm -9pm Boone Campus Rm 152

Information Technology

AGILE

Advanced 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.

CRN26344 Sect 200 COMA505 14 Hrs $1,199
5/5-5/6 TW 8:30a-5:00p Southridge Center Rm 20D

Certified Scrum Professional Scrum Master (CSP-SM)

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

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

CRN26342 Sect 200 COMA506 14 Hrs $1,550
2/6-2/7 RF 8:30a-5:00p Southridge Center Bldg Rm 20D

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.

CRN25133 Sect 200 COMA568 14 Hrs $899
2/4/2/5 TW 8:30a-5:00p Southridge Center Rm 20D

CRN25134 Sect 201 COMA568 14 Hrs $899
3/5-3/6 RF 8:30a-5:00p Southridge Center Rm 20D

CRN25135 Sect 202 COMA568 14 Hrs $899
5/7-5/8 RF 8:30a-5:00p Southridge Center Rm 20D

Certified Scrum Project Owner (CSPO)

This intensive two-day course will prepare you to take on the Scrum Project 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 Project 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.

CRN25137 Sect 201 COMA569 14 Hrs $899
4/2-4/5 RF 8:30a-5:00p Southridge Center Rm 20D

Online Coaching Classes

ATHLETIC DEVELOPMENT & HUMAN GROWTH

PHYE517 201
CRN 26372
1/13-3/9/20

PHYE 517 201
CRN 26375
1/13-3/9/20

INTRO TO ATHLETIC TRAINING

PHYE 519 201
CRN 26374
1/13-3/9/20

COACHING ETHICS, TECHNIQUES AND THEORY

PHYE 516 201
CRN 26376
1/13-3/9/20

INTRO TO ANATOMY & PHYSIOLOGY FOR COACHING

PHYE 518 201
CRN 26376
3/10-5/7/20

FOR MORE INFORMATION, VISIT CE.DMACCCTRAINING.COM

CE.DMACC.EDU

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CRN 26372
1/13-3/9/20

PHYE 517 201
CRN 26375
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INTRO TO ANATOMY & PHYSIOLOGY FOR COACHING

PHYE 518 201
CRN 26376
3/10-5/7/20

FOR MORE INFORMATION, VISIT CE.DMACCTRAINING.COM

CE.DMACC.EDU
concepts of programming, so you can communicate more effectively with programmers and techies. Finally, pick up the communication strategies to make your projects more successful, creating a win-win situation for both you and your programmers. Please watch for your invitation email from teacher@ugotclass.org in your regular or junk mail the Wednesday before the class start date. Registration closes on class start date.

**CRN24566** Sect 200  SFTV538  32 Hrs  $495  2/3-5/1

**CRN24567** Sect 201  SFTV538  32 Hrs  $495  4/6-7/3

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**MANUFACTURING**

**Intro to 3D Mastercam**
Create 3D geometric drawings using different construction planes, wireframe, primitives, solids and surfaces. Use different types of 3D tool paths, verify them and generate G and M code.

**CRN25159** Sect 200  TOOL529  24 Hrs  $249
1/17-2/1  F 10:00a-2:00p  Ankeny Bldg 3W  Rm TBA

Participants in this course must have Mastercam experience.

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**AUTOCOLLISION REPAIR**

**Autobody**
Removing dents and rust, using plastic, priming and painting.

**CRN26359** Sect 200  AUTC501  42 Hrs  $399
1/14-2/27  TR  6:30p-9:30p  Ankeny Bldg 10  Rm 2

**Autobody Painting Techniques**
Familiarize yourself with refinishing materials, equipment, vehicle surface preparation and proper refinishing procedures and techniques. Learn techniques for applying single-stage paints and base coat clear coat paint systems plus the latest repair methods for spot refinishing, panel refinishing and overall refinishing.

**CRN25640** Sect 200  AUTCS22  42 Hrs  $399
3/3-4/16  TR  6:30p-9:30p  Ankeny Bldg 10  Rm 2

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**BUILDING MAINTENANCE**

**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.

**CRN25444** Sect 201  ELEM516  60 Hrs  $449
1/9-4/30  R  5:30p-9:30p  Ankeny Bldg 3W  Rm 41

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**BUILDING TRADES**

**Intro to Basic Equipment Operation**
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-site safety will be strongly emphasized.

**CRN25450** Sect 200  BLDG523  16 Hrs  $749
4/28-5/7  TR  8:00a-12:00p  Southridge Center Bldg  Rm 20B

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**Online Digital Marketing Courses**

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

**Facebook Advertising**
In this intermediate-level course, you will discover the role of paid advertising campaigns as part of your overall social media marketing program. You will create a Facebook ad campaign from completing a campaign outline to posting the ad through Facebook Manager and analyzing the results.

**Email Marketing**
Email is an essential component of most digital marketing programs. Discover how best to employ email marketing in your campaigns, best practices of when to use email, how to organize your campaign, and how to analyze and optimize campaigns to increase future effectiveness.

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Questions? Contact Julie at jmbundy@dmacc.edu or 515-256-4903.
Horizontal Directional Drilling Circuit is a two-week curriculum intended to take someone with little to no drilling experience, and give them the skills and knowledge needed to work on a drill crew. This curriculum will be multifaceted to include actual equipment operation and classroom time. The overall goal of the training will be to have crews operate safely and productively on the active drilling job site.

Upon registration, students will receive a confirmation email along with additional information regarding the details of the Horizontal Directional Drilling course. Training Schedule (Central Standard Time)

First week of course will meet Monday through Friday.

CRN25513 Sect 200  WELD549  72 Hrs  $5,500
3/30-4/9  MTWRF  7:30a-4:30p  Off Campus Bldg OFFCMP  Rm TBA

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.

CRN25530 Sect 200  WELD509  30 Hrs  $325
2/1-3/7  S  8:00a-1:00p  Ankeny Bldg 10  Rm 11

STICK Welding (SMAW)
Intermediate for those seeking a challenge. Learn Shielded Metal 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.

CRN25531 Sect 200  WELD510  30 Hrs  $325
2/1-3/7  S  8:00a-1:00p  Ankeny Bldg 10  Rm 11

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

CRN25532 Sect 201  WELD511  30 Hrs  $325
2/1-3/7  S  8:00a-1:00p  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.

CRN25535 Sect 200  WELD526  45 Hrs  $500
1/24-2/3  MTWRF  5:00p-9:00p  Southridge Center Rm 2
2/5-2/10  MTWRF  5:00p-9:00p  Southridge Center Rm 21
2/4  T  5:00p-9:00p  Southridge Center Rm Z0B

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 16-19.

CRN25538 Sect 200  WELD527  120 Hrs  $3,850
2/11-4/15  MTWR  5:00p-9:00p  Southridge Center  Rm 6/7

Professional Enrichment and Leisure

CULINARY WORKSHOPS

Wine Country Food and Wine Tasting
If there is anything better than a glass of good wine, it is a glass of good wine with its perfect food partner. During this Wine Country paired tasting, we will enjoy 5-6 small plates using the region’s...
signature herbs and old-world culinary roots. Your taste buds will explode as we expertly pair these cuisines with wines to create an epicurean harmony. This unforgettable experience will lead you feeling inspired with lots of new flavors and ideas for years to come.

**Black Caviar & Wine Tasting**

We invite you to join us as for an evening learning about Black River Caviar, Graham Gaspard, the exclusive importer of Black River Caviar, will be joining us to discuss the innovative and unique process of caring for, raising and harvesting the authentic Russian sturgeon. Iowa Culinary Institute chefs will be creating 4-5 small plates pairing perfectly with the luxurious Black River Caviar. In addition, we will be pairing each small plate with a glass of wine, exclusively selected to ensure the caviar shines.

**American Regional: 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 wines that grow best in each area. Light appetizers will be included at the tasting table.

**Confluence Craft Beer and Food Tasting**

Grab a friend and two for an evening of craft beer. This flavorful adventure featuring Confluence Brewing Company craft beer and DMACC’s Iowa Culinary Institute culinary creations is a night for you to enjoy great beer, great food and good times. Our menu will consist of 4-5 classically paired dishes to complement the complexity of Confluence Brewing Company’s flagship beers as well as some of their new releases.

**Basics of Food & Wine Pairing**

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

**Japanese Food & Wine Tasting**

During this tasting class, your taste buds will be delighted with the most pristine Japanese ingredients, showing you just how special Japanese food really is. This tasting will highlight the most seasonal Japanese fish in a sashimi course, delicately pairing the beauty of the fish with the elegance of fresh ingredients directly imported from Japan. You will also have the opportunity to taste fresh wasabi, comparing it to the wasabi you see at your favorite Asian restaurants. Join us as we take you on an exciting journey sharing with you our favorite Japanese cuisine and stunning wines!

**Valentine’s Food & Wine Tasting**

Love is in the air, and in every bite and sip, at the first annual Valentine’s Food & Wine Tasting at the Iowa Culinary Institute. You will begin the evening with hors d’oeuvres followed by a four-course meal and decadent dessert. Savor each bite with an expertly paired wine. Whether you are a long-time couple or enjoying that first spark, and decadent dessert. Savor each bite with an expertly paired fine wine. Whether you are a long-time couple or enjoying that first spark, and decadent dessert. Savor each bite with an expertly paired fine wine.

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**MOTORCYCLE/MOPED**

**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-road 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). 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.

**Moped Rider**

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

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

- 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 15 years or older to take this course.

**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.

**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.

**Photography**

**Instrumental Jazz Ensemble**

This is an instrumental performing ensemble that studies and performs jazz music. It is designed for the person who has instrumental jazz performance experience, plays at or near an advanced level, and owns their own instrument other than piano, bass guitar and drums. Course activities include rehearsing under the direction of the conductor, individual practice between rehearsals and participating in at least one performance.

**MUSIC**

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New! Online SQL Certificate

We live in a data-driven world. People search through data to find insights to determine strategy, marketing, and operations, to name a few. Many businesses use large, relational databases to sort through and make sense of the data. Since SQL is a standardized query language for requesting information from a database, a basic understanding of SQL is a great employable skill.

Choose from one of four sessions.
Course cost is $595
February 2–May 1  |  CRN 26516
March 2–May 29  |  CRN 26517
April 6–June 26  |  CRN 26518
May 4–July 31  |  CRN 26519

For more details and to enroll online, go to ce.dmacctraining.com > Online Courses > Business/Professional Development > Technology (3).
Questions? Contact Julie at jmbundy@dmacc.edu or 515-256-4903

COACHING

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, $185 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.

CRN: 25074 Sect. 202 PHYE505 55 Hrs $339
4/3-4/7  M  8:00a-8:00p Ankeny Bldg 24 Rm 201, 203
4/4-4/11  S  8:00a-8:00p Ankeny Bldg 24 Rm 201, 203
4/5-4/12  U  8:00a-8:00p Ankeny Bldg 24 Rm 201, 203

CRN: 25075 Sect. 203 PHYE505 55 Hrs $339
2/21-2/28  F  5:00p-10:00p Ankeny Bldg 24 Rm 201, 203
2/22-2/29  S  8:00a-8:00p Ankeny Bldg 24 Rm 201, 203
2/23-3/1  U  8:00a-8:00p Ankeny Bldg 24 Rm 201, 203

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.

CRN: 26572 Sect. 201 PHYE517 15 Hrs $100 1/13-3/9

CRN: 26573 Sect. 202 PHYE517 15 Hrs $100 3/10-5/7

Intro to Athletic Training (Online)
Entry-level course designed to introduce the prospective 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: 978-0-07-810227-3, prior to class.

CRN: 26574 Sect. 201 PHYE519 30 Hrs $150 1/13-3/9

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: 978-1-4504-0053-6, prior to class.

CRN: 26575 Sect. 201 PHYE516 15 Hrs $100 3/10-5/7
Intro to Anatomy & Physiology—Coaching (Online)

This course is an introduction to basic anatomy and physiology. It provides a working framework for the prospective 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. Please purchase the book Sport Physiology for Coaches by Brian J. Sharkey & Steven E. Gaskill ISBN-13: 978-0-7360-5172-9, prior to class.

CRN25057 Sect 201 PHYS100 4 Hrs $59 3/16 M 9:00a-10:00p Southridge Center Rm 20

Building a Successful Business and Iowa Law

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. We will also discuss how to manage customer complaints effectively, identifying the situation and figuring out the real issue so that you can find a solution. You will learn the six-point system for handling customer complaints. Lastly, 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. This class will be held in Building 5, Room 1240D-G on the Ankeny Campus. A boxed lunch will be provided with registration.

CRN25041 Sect 200 COSM905 6 Hrs $100 3/30 M 9:00-3:30pm Ankeny Bldg 5 Rm 1240-D

COSMETOLOGY

Man Talk: Color & Fade Techniques

In this course, you will learn how to speak “Man Talk” during your consultations. From there you will learn men’s fading techniques that you can take back to your salon. Demonstrations will also focus on men’s hi-lighting and gray blending formulas. To complete the course, a discussion on what products work best for men and why.

CRN26371 Sect 201 COSM902 4 Hrs $59 3/8 U 1:00p-4:00p Southridge Center Bldg. Rm 20

Women’s Trends

This course will focus on the latest and greatest haircutting trends for women. You will learn viable scissor and razor cutting techniques, trend-based shapes and styling techniques that will build your business behind the chair.

CRN25057 Sect 201 COSM900 4 Hrs $59 3/16 M 9:00a-10:00p Southridge Center Rm 20

Women’s Trends

This course will focus on the latest and greatest haircutting trends for women. You will learn viable scissor and razor cutting techniques, trend-based shapes and styling techniques that will build your business behind the chair.

CRN25057 Sect 201 COSM900 4 Hrs $59 3/16 M 9:00a-10:00p Southridge Center Rm 20

Building a Successful Business and Iowa Law

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. We will also discuss how to manage customer complaints effectively, identifying the situation and figuring out the real issue so that you can find a solution. You will learn the six-point system for handling customer complaints. Lastly, 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. This class will be held in Building 5, Room 1240D-G on the Ankeny Campus. A boxed lunch will be provided with registration.

CRN25041 Sect 200 COSM905 6 Hrs $100 3/30 M 9:00-3:30pm Ankeny Bldg 5 Rm 1240-D

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.

CRN25058 Sect 200 COSM904 2 Hrs $29 1/6-5/1

SAFETY

Lead Abatement Contractor Test

Certification testing for lead abatement contractors.

CRN25156 Sect 200 SAFE801 2 Hrs $65 12/30-5/1 Southridge Center Rm 3

Lead Insp./Risk Assessor Test

Certification testing for lead inspectors/risk assessors.

CRN25157 Sect 200 SAFE802 3 Hrs $65 12/30-5/1 Southridge Center Rm 3

SHRM Certification Prep

HR professionals are facing new and larger challenges each day due in part to a changing workforce, shifting legislation and regulations, and so much more. Ensure you’re prepared for these changes, and anything else thrown your way, with SHRM’s global HR credentials, SHRM-CP and SHRM-SCP. SHRM Learning System included. Enroll by January 10.

CRN 24853 | Course BSMN525-200 | Thursdays, January 16–April 9
7:30–9:00 p.m. | Webinar | $1,270

Enroll at ce.dmacctraining.edu > Business and Professional Development > Human Resources. Enrollment deadline is January 10.
These 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.

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.

To enroll, learn more or see additional courses, visit or call us at:

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

2019 DAY SCHEDULE
(each class is 6 weeks long)
MONDAY–FRIDAY, 7:30AM–4:30PM

START DATE
January 6      March 2
January 21     March 2
February 10    April 13

2018 EVENING SCHEDULE
(each class is 12 weeks long)
MONDAY–FRIDAY, 5:00PM–9:00PM

START DATE
January 27 and April 20

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 for riding.
- 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 18
Are you happy to be at work? If not, maybe it’s time to invest in your own success. DMACC is the best place to start. A DMACC education can put you on track for a better-paying, more rewarding career.

DMACC is close by and very affordable. In fact, DMACC has the lowest tuition of any college or university in Iowa.

So whether you’re looking to advance in your current job or make a career change, DMACC is the place to turn your passion into a profession.

Apply today: 
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 at any of our six main campuses.

### 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.

### Class Locations

- **DMACC Southridge Center**
  1111 E. Army Post Rd., Des Moines
- **DMACC Ankeny Campus**
  2006 S. Ankeny Blvd., Ankeny
- **DMACC Boone Campus**
  1125 Hancock Dr., Boone
- **DMACC Capitol Center**
  1300 Des Moines St., Des Moines
- **DMACC Carroll Campus**
  906 N. Grant Street, Carroll
- **DMACC Ames Hunziker Center/Career Academy**
  1420 S. Bell, Ames
- **DMACC Newton Campus**
  600 N. 2nd Ave. W., Newton
- **DMACC Perry VanKirk Career Academy**
  1011 2nd Ave., Perry
- **DMACC Urban Campus**
  1100 7th Ave., Des Moines
- **DMACC West Des Moines Campus**
  5959 Grand Ave., West Des Moines
- **Evelyn K. Davis Center for Working Families**
  801 University Ave., Des Moines
- **FFA Enrichment Center**
  1055 SW Prairie Trail Pkwy., Ankeny (north of the DMACC Ankeny Campus)
- **Transportation Institute**
  2081 NE 54th Ave., Des Moines

### 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

Visit our website often for updates and new classes:
[ce.dmacc.edu](http://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.

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515-256-4912

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