NEW COURSES

CDL Skills Testing–Page 19
Crafting an Effective Email Marketing Strategy–Page 6
Online Data Analysis Certificate–Page 8
School Bus Driver CDL Endorsement–Page 19

EXPLORE OUR HEALTHCARE COURSES
DETAILS PAGE 15
DMACC’s Workforce Training Academy can help. Classes and materials are provided at no cost to qualified applicants. Certificate classes provide key skills for rewarding employment opportunities in targeted career areas.

**Training Programs Available:**

**Advanced Manufacturing**
- CNC (Computer Numerical-Controlled Machines)
- Industrial Painting
- MIG Production Welding

**Business/Information Technology**
- Administrative Support Professional

**Healthcare**
- Certified Nurse Assistant
- Patient Intake and Billing
- Phlebotomy
- Sterile Processing

**Hospitality**
- Fundamentals of Culinary Cooking

**Skilled Trades**
- Basic Equipment Operator
- Building Maintenance
- Core Construction/Basic Equipment Operator
- Network Cable Installer

**Transportation**
- Commercial Driver’s License (CDL)
- Logistics Specialist

**CONTACT US NOW!**

www.DMACC.edu/careertraining

515-697-7700 or 800-362-2127 ext 7700
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**EMERGENCY CLOSING INFORMATION**

In the event of inclement weather, check local radio and TV stations for campus closing information. Or, go to www.dmacc.edu.

Des Moines Area Community College (DMACC) shall not engage in or 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 https://nd.dmacc.edu
Business and Workplace Training

ACCOUNTING / FINANCE

Certificate in Accounting & Finance for Non-Financial Managers (Online)

Every successful person in the workplace utilizes financial information to aid effective decision-making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. These courses will give you a foundation to understand the seven steps in the accounting cycle and use financial information in decision-making. Come away with the knowledge to analyze resource allocation and evaluate financial performance. You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.

- CRN16373 Sect 100 SFTU517 48 Hrs $495 9/5-12/1

Accounting & Finance for Non-Financial Managers (Online)

Every successful person in the workplace utilizes financial information to aid effective decision-making. This online course explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision-making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

- CRN16425 Sect 100 SFTU518 16 Hrs $195 9/5-9/29

Cash is King (Online)

Cash is arguably the most important factor in business success. D&B reports that 90% of all small business failures are due to poor cash flow (more cash gets paid out than collected). It is the non-financial manager who really makes a difference in the day-to-day cash activities. In this online course, discover how to maximize cash flow, learn the importance of cash, and find out your role in cash flow success.

- CRN16374 Sect 100 SFTU519 16 Hrs $195 10/2-10/27

Financial Analysis & Planning for Non-Financial Managers (Online)

Designed for non-financial managers, business owners, entrepreneurs, and other decision-makers, this advanced course will take the mystery out of money matters. Throughout this online course, financial information that drives your organization, as seen on the business reports, will be assessed and analyzed to understand it. 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.

- CRN16375 Sect 100 SFTU520 16 Hrs $195 11/06-12/1

Java Application Development

This course begins Sept. 8, 2017 at Urban Campus

Get Started With Java

Information sessions being held soon!
For more information contact: Curt Buhr
515-256-4902 or ccbuhr@dmacc.edu
Business Social Media

Social Media Marketing Strategy

This strategic course provides an overview of social media in the digital marketing context while teaching how to set measurable goals and integrate social media into an overall marketing and communication plan. Participants learn about the marketing benefits of each of the top social networks, gain a list of the best educational resources for continued social media marketing learning, and take away a treasure chest of very cool tools for social media research, measuring, monitoring, reporting, engagement, amplifying, content development, sharing, planning, organizing, event promotion, community building, and more. Bring a flash drive or $8 material fee for instructor. Laptop optional.

Adding Video to Your Social Media Marketing

Whether it's Facebook, Instagram, Twitter, Snapchat, or on your own blog, video content is what people are interested in and what marketers and businesses are told to focus on. But how do you get started adding video to your social media marketing mix? This course will help you understand what types of video work best on each social network, what tools and resources you will need to get started, and how to create a well-organized video strategy. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

Blogging Fundamentals

Are you considering starting a blog for a business or an organization? Do you want to share your personal expertise? Do you have a blog you would like to get more people to read? Blogging Fundamentals outlines the things to consider when starting a blog and steps you through the content planning process. The course also provides blog-writing best practices, tools and tips for promoting a blog, and an overview of how blogging fits in an overall marketing or personal branding strategy. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

Choose from more than 300 online classes!

POPULAR ONLINE COURSES

1. Accounting Fundamentals
2. Introduction to Microsoft Excel 2016
3. Grammar Refresher
4. Introduction to SQL
5. Medical Terminology: A Word Association Approach
6. A-to-Z Grant Writing
7. Accounting Fundamentals II
8. Project Management Fundamentals
9. Speed Spanish
10. Introduction to Microsoft Excel 2013

KEY FEATURES

Expert Instructors
24-Hour Access
Online Discussion Areas
6 Weeks of Instruction

NEW COURSES BEGIN MONTHLY

| Sept. 13 | Oct. 18 |
| Nov. 5  | Dec. 13 |

 FOR INFORMATION

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

To register online and for course description, visit: ed2go.com/dmacc.online

ed2go.com/dmacc.online
Choosing the Best Social Media Platform for Your Business

Are you having a hard time deciding which social media platform to use? This strategic social media course provides an overview of all the top social networks and how to go about selecting the best ones for marketing your business, organization or event. The course reveals the one primary consideration that should influence your choice, along with several other key factors that help determine which platforms will work best for achieving your goals and objectives. Learn the advantages and disadvantages of established and emerging social media options and how the big brands are using the various platforms. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN16350 Sect 100 BSMN521 2 Hrs $59
10/3 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212
CRN16352 Sect 101 BSMN521 2 Hrs $59
10/5 R 1:00p-3:00p Southridge Rm 28

Crafting an Effective Email Marketing Strategy

Email is an essential component of most digital marketing programs. You'll discover how to leverage all that email has to offer and get the answers to common questions about email marketing platforms, growing your email list, nurturing leads, and integrating email with your social media and other digital marketing efforts. You will explore case studies and examine best practices to increase open rates and get recipients to take action. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN15953 Sect 100 BSMN514 6 Hrs $99
10/10-10/17 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212
CRN16353 Sect 101 BSMN514 6 Hrs $99
10/12 R 9:00a-4:00p Southridge Rm 28

Facebook Marketing Essentials

Facebook is one of the best avenues for businesses and organizations to reach and engage with the right people. However, between constant changes to the algorithm and frequent updates and additions, it's hard to know how to best leverage Facebook. In addition to optimizing your Facebook page and posting consistently meaningful messages, learn how you can gain an advantage over competitors through targeting on Facebook's powerful advertising platform. This course covers the essential terms, tools and best practices you need to know in order to effectively communicate, market, and advertise using Facebook. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN16394 Sect 101 BSMN523 3 Hrs $59
11/16 R 1:00p-3:00p Southridge Rm 28
CRN16393 Sect 100 BSMN523 3 Hrs $59
11/28 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212

Creating a Social Media Management System

Whether you're a new social media manager, an executive, an assistant, or an administrator; this course teaches you how to build and leverage your no-cost or low-cost “marketing technology stack” to create an efficient, practical social media management system. You will explore various online tools and software for creating a planning calendar and effective posting schedule, executing engaging tactics, monitoring community responses; and measuring marketing results. Also learn best practices for online community, brand, and reputation management. Gain practical, applied social media job skills or update professional marketing knowledge for today's digital market. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN15955 Sect 101 BSMN516 6 Hrs $99
10/24-10/31 T 6:00p-9:00p Southridge Rm 28
CRN16394 Sect 100 BSMN523 3 Hrs $59
11/28 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212

Instagram Strategy and Visual Storytelling

Visual storytelling is one of the most effective and fun content marketing strategies. This strategic course will help you define your specific visual marketing goals and will guide you in determining how to share what is unique about yourself or your business through visual imagery. Explore how to develop themes or story lines to accompany the images or videos you plan to share on Instagram and other visual marketing platforms. You'll also examine how brands are using Instagram and visual storytelling effectively. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN16353 Sect 100 BSMN514 6 Hrs $99
10/10-10/17 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212
CRN16354 Sect 101 BSMN514 6 Hrs $99
10/26 R 9:00a-4:00p Southridge Rm 28

Creating a Social Media Management System

Whether you’re a new social media manager, an executive, an assistant, or an administrator; this course teaches you how to build and leverage your no-cost or low-cost “marketing technology stack” to create an efficient, practical social media management system. You will explore various online tools and software for creating a planning calendar and effective posting schedule, executing engaging tactics, monitoring community responses; and measuring marketing results. Also learn best practices for online community, brand, and reputation management. Gain practical, applied social media job skills or update professional marketing knowledge for today's digital market. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN15955 Sect 101 BSMN516 6 Hrs $99
10/24-10/31 T 6:00p-9:00p Southridge Rm 28
CRN16394 Sect 100 BSMN523 3 Hrs $59
11/28 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212

Crafting an Effective Email Marketing Strategy

Email is an essential component of most digital marketing programs. You'll discover how to leverage all that email has to offer and get the answers to common questions about email marketing platforms, growing your email list, nurturing leads, and integrating email with your social media and other digital marketing efforts. You will explore case studies and examine best practices to increase open rates and get recipients to take action. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.

CRN15953 Sect 100 BSMN514 6 Hrs $99
10/10-10/17 T 6:00p-8:00p Ankeny Bldg FFA EC Rm 212
CRN16353 Sect 101 BSMN514 6 Hrs $99
10/12 R 9:00a-4:00p Southridge Rm 28
Introduction to Social Media (Online)
Get involved in the move from in-person to online communication. In this online course, learn about social networks and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment, and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. Your instructor is a nationally-known speaker, consultant, and trainer on social networks and social media.
You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16362 Sect 100 SFTU506 16 Hrs $195 9/5-9/29

Marketing Using Social Media (Online)
Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs, and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization. Your instructor is a director of marketing for a national association, and writes and speaks on the topic.
You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16363 Sect 100 SFTU607 16 Hrs $195 10/2-10/27

SEO 101: The Art and Science of Getting Your Website Found Online
How a potential customer or client finds out about your business, organization, or event has changed dramatically since the Internet gave people the ability to search for products and services using search engines like Google. SEO (Search Engine Optimization) is the art and science of getting your website found online. Discover how quality content and the right keywords affect your website's 'rank' among listings returned in response to a keyword query. This SEO class for beginners introduces terminology and basic concepts, gives an overview of Content Marketing and Google Analytics, and provides information about free keyword and other SEO tools. Social Media Strategy course recommended before taking this course. Bring a flash drive or $8 material fee for instructor. Laptop optional.
CRN16355 Sect 101 BSMN520 3 Hrs $59 11/16 R 9:00a-12:00p Southridge Rm 28
CRN15958 Sect 100 BSMN520 3 Hrs $59 12/5 T 6:00p-9:00p Ankeny Bldg FFA EC Rm 212

Social Media Business Certificate (Online)
Get in on this exciting and growing way for businesses, nonprofits, government, and other organizations to communicate, market and serve their customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. In this online class, learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business.
You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16361 Sect 100 SFTU505 48 Hrs $495 9/5-12/1
Social Media in Organizations (Online)
Take away a practical strategy and techniques for implementing social networks for your organization or business. In this online course, learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your web site to an interactive Web 2.0 site. Then your instructor will help you choose which social network tools are right for your situation, and then integrate them into your web site to develop a social networking strategy for your organization. Find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

You will receive log in information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16364 Sect 100 SFTU508 16 Hrs $195 11/06/12/1

Extraordinary Customer Service (Online)
Transform your customer service into something extraordinary and watch more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Through this online course, discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

You will receive log in information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16367 Sect 100 SFTU511 16 Hrs $145 10/2-10/27

CUSTOMER SERVICE
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. In this online class, learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

You will receive log in information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16365 Sect 100 SFTU509 32 Hrs $245 9/5-10/27

Keys to Customer Service (Online)
Learning to build your customer service skills will help you succeed in your career and in other areas of your life. Through this online course, you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

You will receive log in information via email approximately two days prior to class start date. Registration closes one week prior to class start date.
CRN16366 Sect 100 SFTU510 16 Hrs $145 9/5-9/29

DATA ANALYSIS
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. In this online course you’ll begin by getting a basic understanding of how to analyze
data in a business setting. You’ll then identify how many of your business decisions involve comparing groups for differences. You will learn the statistics behind these group differences and relationships. Finally you will discover how to perform inquiries that will be useful to your business or organization, and gain the skill necessary to communicate these results through graphs and text that your fellow employees will understand.

You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.

CRN16357  Sect 100  SFTU501  48 Hrs  $495 9/5-12/1

Intro to Data Analysis (Online)

This online course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.

CRN16358  Sect 100  SFTU502  16 Hrs  $195 9/5-9/29

Intermediate Data Analysis (Online)

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This online Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you’ll learn how to work with ratings, graphs, and user-friendly reports of statistical results.

You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.

CRN16359  Sect 100  SFTU503  16 Hrs  $195 10/2-10/27

Advanced Data Analysis (Online)

After taking this online Advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home-based or a large company, this class will take you to the next level where important decision-making is concerned.

You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.

CRN16360  Sect 100  SFTU504  16 Hrs  $195 11/06-12/1

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**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 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.

CRN15984  Sect 100  ENTR905  12 Hrs  $129 10/3-10/24  T  6:00p-9:00p Ankeny Bldg FFA EC Rm 214

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**HUMAN RESOURCES**

SHRM Certification Preparation (Webinar)

Become a SHRM-CP or SHRM-SCP and prove your knowledge, competency and value to colleagues and employers. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader. During this webinar you’ll interact with the instructor through an easy-to-navigate web-based interface. The course includes a pre-test (to determine the content you need to focus on), SHRM Learning System modules, real-time discussion, assignments, practice tests and a post-test to gauge your preparedness for the exam. As an added bonus, all webinars are recorded so they can be reviewed at a time that works best for you. Access to all course materials will be accessible online until the SHRM CP/SCP exam window expires. Don’t delay your SHRM-CP/SHRM-SCP preparations. Now is the time to distinguish yourself from your peers by enhancing your knowledge and earning your credentials.

Enroll by Sept. 7 to ensure course materials arrive in time. 2017 SHRM Lerning System included. No class on Nov. 23.

CRN16429  Sect 100  BSMN525  24 Hrs  $1,195 9/14-12/7  R  6:30p-8:30p Webinar

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**PROJECT MANAGEMENT**

Project Management Certificate (Online)

In today’s business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to your plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. In this online course, you’ll gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education, and experience requirements is provided.

CRN16368  Sect 100  SFTU512  48 Hrs  $495 9/5-12/1

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Project Management Knowledge Areas (Online)
The Project Management Professional community monitors projects through the five (5) Project Management Processes supported by the ten (10) Project Management Knowledge Areas. This online course introduces the student to the ten (10) Project management Knowledge Areas and their support role and relationships to the five (5) Project Management Processes.

You will receive login information via email approximately two days prior to class start date. Registration closes one week prior to class start date.

CRN16371  Sect 100  SFTU515  16 Hrs  $195 11/06/12/1

SUPERVISION/LEADERSHIP

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 via email approximately two days prior to class start date. Registration closes one week prior to class start date.

CRN16372  Sect 100  SFTU516  32 Hrs  $395 9/5-10/27

WORKPLACE LEAN

Six Sigma Black Belt (Office)

Take your Green Belt (GB) training to the next level by diving deeper into statistical analysis tools to achieve quantifiable process improvement results. **Must have completed the Six Sigma Green Belt class at DMACC to take this training.

CRN14491  Sect 100  WKPL630  24 Hrs  $1,800 9/19-9/21  TWR  8:00a-4:00p Southridge  Rm 20B

Workplacelean® Pillars

An introductory Lean course that teaches employees to see common types of wastes within a work process. Using an office simulation, employees practice applying basic Lean tools to reduce wastes and experience the benefits of time and cost savings possible through process improvement activities.

CRN16134  Sect 100  WKPL608  8 Hrs  $250 8/23/17  W  8:00a-4:00p Southridge  Rm 20B

Workplacelean® Process Mapping

Improve your work processes by learning how to process map. Learn a step-by-step approach to mapping a process including selection, set up, mapping, measurement, and critical success factors.

CRN16137  Sect 100  WKPL622  8 Hrs  $250 9/13/17  W  8:00a-4:00p Southridge  Rm 20B

Lean 101 with Simulation

Geared towards manufacturing, Lean 101 will explain key Lean concepts and give your team the tools to improve work process and quality. This foundation course uses an engaging simulation to teach teams to identify and eliminate inefficiencies, solve problems, and make improvements that have an impact on their work performance and the company’s bottom line.

CRN16443  Sect 100  MNFT606  8 Hrs  $250 9/29/17  F  8:00a-4:00p Southridge  Rm 20B&6

Leadership: Planning Your Lean Journey

This workshop helps leaders and staff develop a first-year plan to launch Lean within their organization. Participants are guided in developing an initial rollout plan that includes tool selection, communication methods, consistent messaging, and how to build engagement.

CRN16444  Sect 200  WKPL629  6 Hrs  $100 10/3/17  T  9:00a-3:00p Southridge  Rm 20B

5S: Organizing Your Workspace

A hands-on, results-driven program to help employees organize their physical workspace for greatest workflow efficiency and effectiveness.

CRN16445  Sect 100  MNFT609  8 Hrs  $250 10/18/17  W  8:00 - 4:00 Southridge  Rm 20B

Certificate Programs

BUSINESS

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 business math basics. You’ll also build on your skills in Windows, Microsoft Outlook, Word, Excel and PowerPoint.

CRN15989  Sect 100  OFFC514  60 Hrs  $599 9/11-11/15  MW  6:00p-9:00p Urban Bldg 1 Rm 234

CRN16487  Sect 101  OFFC514  60 Hrs  $599 9/12-11/16  TR  5:30p-8:30p Boone  Rm 218

HEALTHCARE

Patient Intake and Billing

This noncredit course 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 clinical experience.

CRN16045  Sect 100  HLTE585  114 Hrs  $1,259 9/11-11/16  MTR  6:00p-9:00p Urban Bldg DCC  Rm 202

Sterile Processing Supply Tech

This non-credit course will give an introduction to central service/sterile processing department within the healthcare system. There will be discussion of the history of the profession. The student will discuss communication skills between departments. The student will examine ethical and moral issues, safety, and rules and regulations. The student will review a base knowledge of a basic microbiology, disease transmission, asepsis, decontamination, instrumentation, preparation and packaging for sterilization in the central services/sterile processing department. This course includes 40 hours in the classroom and an additional 20 hours clinical site visits.

CRN16068  Sect 100  SLRG501  60 Hrs  $639 9/14-11/16  R  8:00a-12:00p Urban Bldg 2  Rm TBA
**HOTEL/RESTAURANT MANAGEMENT**

**Fundamentals of Culinary Cooking**

The Fundamentals of Culinary Cooking is for individuals interested in preparing food, setting up allocated stations for menu, preparing, arranging and breaking down buffet and food displays while maintaining the uppermost hygienic standards. This individual will be introduced to scientific principles used in food preparation procedures and techniques. Students will learn to prepare small servings of salads, starch, eggs, meat, poultry and fish products using learned techniques. Class will be held at Des Moines Central Campus High School, 1800 Grand Ave., Des Moines, IA.

CRN15240 Sect 100 HRMT516 63 Hrs $1,299 9/25-11/9 MTR 5:30p-8:30p DMPS Central Campus

**SPORTS & RECREATION**

**Coaching Authorization**

55 hour continuing ed program designed to provide instruction as stated in the Code of Iowa, including theory, ethics, athletic training, human development, and physiology. First aid and CPR competencies are included, certification is optional. Please note, there are additional fees due to the state of Iowa that will be collected during class. $85 Application Fee and $75 Background Check Fee. Students must be 18 years of age or older. Upon completion of coursework, individuals will apply for Coaching Authorization certification through the Iowa 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.

CRN15165 Sect 100 PHYE505 55 Hrs $349 9/15-9/24 FSU Ankeny Bldg 24 Rm 201, 203, 216
CRN15166 Sect 101 PHYE505 55 Hrs $349 12/1-12/10 FSU 5:00p-10:00p Ames Hunziker Center Rm 222, 223
Course Times: Friday, 5:00p-10:00p; Saturday, 8:00a-8:00p; Sunday, 8:00a-8:00p

**ACCOUNTING**

**QuickBooks Desktop**

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 Macs or QuickBooks Online. No class on October 18.

CRN15948 Sect 100 BKKA508 24 Hrs $399 9/20-11/15 W 6:00p-9:00p Ankeny Bldg 20 Rm 6

**Forensics & Public Safety 2017 Conference**

REGISTER EARLY TO RESERVE YOUR SPOT!

September 8, 2017 8:00am-4:30pm Ankeny, IA
PROF 981:101 CRN 15243

Designed to educate EMS, Medical Personnel, Law Enforcement Officers, and Advocates on best practices.

ce.dmacc.edu
COMPUTER AIDED DESIGN

AutoCAD - Beginning
General overview of AutoCAD. Learn basic commands to create drawings of individual components.
CRN15328  Sect 100  CADD501  21 Hrs  $249
9/11-10/23  M  6:00p-9:00p  Ankeny Bldg 3W  Rm 50

COMPUTER BASICS

Basic Workplace Computer Skills
Almost every job in today’s workplace requires basic computer skills. Through hands-on instructor-led training, you will gain basic level computer proficiencies in Microsoft Windows, the Internet, Word, Excel and PowerPoint. Textbook included.
CRN15980  Sect 101  DATA541  24 Hrs  $399
9/28-11/16  R  6:00p-9:00p  Southridge  Rm 28
CRN15979  Sect 100  DATA541  24 Hrs  $399
10/09-11/27  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 taskbar. 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.
CRN16450  Sect 100  DATA550  12 Hrs  $170
9/18-10/23  M  9:00a-11:00a  Southridge  Rm 28
CRN16451  Sect 101  DATA550  12 Hrs  $170
10/5-11/16  R  6:00p-8:00p  Ankeny Bldg 20  Rm 6
No class October 19.

GRAPHIC DESIGN

Adobe Illustrator
In this course you will become familiar with the mechanics of Adobe Illustrator, its tools and operating environment, and how to understand the differences between vector and bitmap graphics. You will create and edit vector graphic images for use in 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.
CRN15985  Sect 100  GRPH501  21 Hrs  $299
9/13-10/25  W  6:00p-9:00p  Ankeny Bldg 15  Rm 2

Adobe InDesign
In this course you will learn the basics of production-ready page layout design techniques for print-based publications in office and commercial production print environments. Discover how to create and edit layouts for single page, multi page, newsletter, multi-fold, 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.
CRN15987  Sect 100  GRPH504  21 Hrs  $299
9/12-10/24  T  6:00p-9:00p  Ankeny Bldg 15  Rm 2

Adobe Photo Shop
In this course you will become familiar with the mechanics of Adobe Photoshop, its tools and operating environment. You will understand the differences 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.

CRN15986 Sect 100 GRPH503 21 Hrs $299
10/31-11/21 TW 6:00p-9:00p Ankeny Bldg 15 Rm 2

**OFFICE 2016—DATABASE**

**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. Textbook is included. Pre-requisites: Intro to Computers course or basic computer knowledge and mouse skills.

CRN16344 Sect 100 DATA551 7 Hrs $159
9/27 W 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN16346 Sect 101 DATA551 7 Hrs $159
10/25 W 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. Pre-requisite: Access Basic course or equivalent experience.

CRN16347 Sect 100 DATA552 7 Hrs $159
10/11 W 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN16348 Sect 101 DATA552 7 Hrs $159
11/16 R 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.

CRN16349 Sect 100 DATA553 7 Hrs $159
11/30 R 8:30a-4:30p Ankeny Bldg 20 Rm 6

**OFFICE 2016—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. Textbook is included. Prerequisites: Intro to Computers course or basic computer knowledge and mouse skills.

CRN16325 Sect 100 DATA554 7 Hrs $159
9/21 R 8:30a-4:30p Ankeny Bldg 20 Rm 6

CRN16324 Sect 101 DATA554 7 Hrs $159
10/17 T 8:30a-4:30p Southridge Bldg Rm 28

CRN16323 Sect 102 DATA554 7 Hrs $159
10/24-10/31 T 5:30p-9:00p Ankeny Bldg 20 Rm 6

CRN16322 Sect 103 DATA554 7 Hrs $159
11/2 R 8:30a-4:30p Ankeny Bldg 20 Rm 6

**Nurse Aide / Orderly Competency & Skills Exams**

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

For a complete list of testing dates, visit our website at ce.dmacc.edu

Click on Direct Care Worker Registry (CNA) Testing

Registration for all campuses
1-515-964-6800 or 1-800-342-0033

IOWA COURT-MANDATED CLASSES

DMACC OFFERS THE FOLLOWING CLASSES:

- ASSAULTIVE BEHAVIOR
- DRINKING AND DRIVING
- FIRST-TIME OFFENDER
- LICENSE UNDER SUSPENSION
- REPEAT OFFENDER

Please visit ce.dmacc.edu to register and view course listings.

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**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. Tuition includes a textbook. Prerequisite: Excel Intermediate course or equivalent experience.

CRN16321 Sect 100 DATA555  7 Hrs $159
9/28 R 8:30a-4:30p Ankeny Bldg 20 Rm 6
CRN16320 Sect 101 DATA555  7 Hrs $159
10/24 T 8:30a-4:30p Southridge Rm 28
CRN16319 Sect 102 DATA555  7 Hrs $159
11/14 T 8:30a-4:30p Ankeny Bldg 20 Rm 6

**Excel Formulas and Functions**

Using formulas in Excel will save you time and increase the accuracy of your data and reports. 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, use the AutoCalculate area, and verify formulas. Commonly used mathematical functions, text functions, and date and time functions will also be covered. Book is included.

CRN16318 Sect 100 DATA516  3 Hrs $99
9/29 F 9:00a-12:00p Ankeny Bldg 20 Rm 6

**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. Tuition includes a textbook. Prerequisite: Excel Intermediate course or equivalent experience.

CRN16326 Sect 100 DATA556  7 Hrs $159
10/12 R 8:30a-4:30p Ankeny Bldg 20 Rm 6
CRN16327 Sect 101 DATA555  7 Hrs $159
11/28 T 8:30a-4:30p Ankeny Bldg 20 Rm 6

**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.

CRN16398 Sect 100 DATA515  3 Hrs $99
10/27 F 9:00a-12:00p Southridge Rm 28

**Intro to Excel Macros**

In this course you will discover the basics of automating tasks with macros that 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.

CRN16399 Sect 100 DATA519  3 Hrs $105
11/10 F 9:00a-12:00p Ankeny Bldg 20 Rm 6

**Office 2016—Word Processing**

Creating documents used to be cumbersome and time-consuming. However, Microsoft Office Word has changed all this and is now the gold standard in creating documents of all kinds. In this computer class you will begin to master basic document preparation. You'll learn how to create and edit documents, insert tables and pictures, work with shapes, use WordArt and SmartArt, set tabs, insert headers and footers, and arrange text in columns. Textbook is included. Prerequisites: Intro to Computers course or basic computer knowledge and mouse skills.

CRN16396 Sect 101 DATA557  7 Hrs $159
10/3-10/10 T 5:30p-9:00p Ankeny Bldg 20 Rm 6
CRN16395 Sect 100 DATA557  7 Hrs $159
11/7 T 8:30a-4:30p Southridge Rm 28

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Register online today for an upcoming orientation session or call for full details. Classes are limited and filling up quickly, so reserve your seat today!

DMACC and United Way of Central Iowa have teamed up to offer FREE classes that prepare you to pass the High School Equivalency Test (HiSET®, formerly called GED®).

Contact the DMACC Urban Campus or Southridge Center today for full details.

DMACC Urban Campus  515-697-7815
DMACC Southridge Center  515-256-4924

For More Information and Orientation Registration, Visit:
www.dmacc.edu/HiSET

Register online today for an upcoming orientation session or call for full details. Classes are limited and filling up quickly, so reserve your seat today!

For More Information and Orientation Registration, Visit:
www.dmacc.edu/HiSET
**Court-Ordered PARENTING**

**Children in the Middle**
Teaches parents the skills they need to avoid putting children in the middle of their conflicts.

- **CRN15221** Sect 110  CHLD704  3 Hrs  $49
  8/29 T 6:00p-9:00p  Southridge Rm 21
- **CRN15212** Sect 101  CHLD704  3 Hrs  $49
  9/7 R 6:00p-9:00p  Ankeny Bldg 17 Rm 20
- **CRN15226** Sect 115  CHLD704  3 Hrs  $49
  9/16 S 8:00a-11:00a  Southridge Rm 21
- **CRN15213** Sect 102  CHLD704  3 Hrs  $49
  10/5 R 6:00p-9:00p  Ankeny Bldg 17 Rm 20
- **CRN15218** Sect 107  CHLD704  3 Hrs  $49
  10/19 R 6:00p-9:00p  Carroll Rm 145
- **CRN15227** Sect 116  CHLD704  3 Hrs  $49
  10/21 S 8:00a-11:00a  Southridge Rm 20
- **CRN15223** Sect 112  CHLD704  3 Hrs  $49
  10/24 T 6:00p-9:00p  Southridge Rm 20
- **CRN15214** Sect 103  CHLD704  3 Hrs  $49
  11/2 R 6:00p-9:00p  Ankeny Bldg 17 Rm 20
- **CRN15219** Sect 108  CHLD704  3 Hrs  $49
  11/16 R 6:00p-9:00p  Carroll Rm 145
- **CRN15224** Sect 113  CHLD704  3 Hrs  $49
  11/18 S 8:00a-11:00a  Southridge Rm 21
- **CRN15215** Sect 104  CHLD704  3 Hrs  $49
  12/7 R 6:00p-9:00p  Ankeny Bldg 17 Rm 20
- **CRN15229** Sect 118  CHLD704  3 Hrs  $49
  12/9 S 8:00a-11:00a  Southridge Rm 21
- **CRN15220** Sect 109  CHLD704  3 Hrs  $49
  12/21 R 6:00p-9:00p  Carroll Rm 145

**Healthcare**

**EMS EDUCATION**

**Emergency Medical Tech**
The primary focus of this 164-hour EMT course is to provide basic emergency medical care and transportation for critical, emergent and non-emergent patients. Individuals will acquire the basic knowledge and skills necessary to provide patient care and transportation. EMTs perform interventions with the basic equipment typically found on an ambulance. The EMT is a link from the scene to the emergency health care system.

- **CRN15687** Sect 100  EMRC569  164 Hrs  $879
  8/29-12/14  TR 6:00p-10:00p  Southridge Rm 18
- **CRN15688** Sect 101  EMRC569  164 Hrs  $879
  8/30-12/20  MW 6:00p-10:00p  Carroll Rm TBA

**HEALTH-RELATED**

**ACLS Skills Testing**
The ACLS skills testing is designed to assess the psychomotor skills of individuals who have successfully completed the American Heart Association’s online ACLS education course. Students are required to demonstrate competency in the management of various cardiac arrest and compromise scenarios. Flexible start and end time and dates.

- **CRN15700** Sect 100  EMRC803  1 Hrs  $55
  8/21-12/22  TBA TBA Ankeny Bldg 24 Rm TBA

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**Certified Scrum Master (CSM) Course**

Course #15140
November 28-29, 2017
8:30am–5:00pm

**Certified Scrum Product Owner (CSPO) Course**

Course #15141
September 25-26, 2017
8:30am–5:00pm

Course #16376
November 30-December 1, 2017
8:30am–5:00pm

All classes held at:
DMACC Southridge Rm. 20D
1111 E. Army Post Rd.
Des Moines

For more information, contact:
Curt Buhr  515-256-4902
ccbuhr@dmacc.edu
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.

CRN15670 Sect 100 EMRC506 5 Hrs $69
9/9 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15671 Sect 101 EMRC506 5 Hrs $69
9/23 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15672 Sect 102 EMRC506 5 Hrs $69
10/7 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15673 Sect 103 EMRC506 5 Hrs $69
10/21 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15674 Sect 104 EMRC506 5 Hrs $69
11/11 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15675 Sect 105 EMRC506 5 Hrs $69
11/18 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15676 Sect 106 EMRC506 5 Hrs $69
12/9 S 8:00a-1:00p Ankeny Bldg 24 Rm 113
CRN15679 Sect 110 EMRC506 5 Hrs $69
12/17 U 8:00a-1:00p Ankeny Bldg 24 Rm 113

Mandatory Reporter Training--Dependent Adult
This course provides information on the Iowa law, probable reasons, recognition and reporting procedures. This 2-hour course is required every 5 years for all mandatory reporters of dependent adult abuse.

CRN16008 Sect 103 HCEA560 2 Hrs $35
8/29 T 10:01a-12:01p DCC Rm 202
CRN16007 Sect 102 HCEA560 2 Hrs $35
10/16 M 5:00p-7:00p Ankeny Bldg 17 Rm 20
CRN16009 Sect 104 HCEA560 2 Hrs $35
12/11 M 5:00p-7:00p Ankeny Bldg 17 Rm 20

Mandatory Reporter Training--Child Abuse
This course provides information on the Iowa law, probable reasons, recognition, and reporting procedures. This 2-hour course is required every 5 years for all mandatory reporters of child abuse.

CRN16012 Sect 103 HCEA570 2 Hrs $35
8/29 T 10:01a-12:01p DCC Rm 202
CRN16011 Sect 102 HCEA570 2 Hrs $35
10/16 M 7:01p-9:01p Ankeny Bldg 17 Rm 20
CRN16013 Sect 104 HCEA570 2 Hrs $35
12/11 M 7:01p-9:01p Ankeny Bldg 17 Rm 20

LONG-TERM CARE

Medication Aide
60-hour course consisting of 48 classroom hours and 12 clinical hours. The purpose of the course is to prepare people to safely administer non-parentral medications in facilities licensed by DIA. The emphasis is on safe administration; students are provided with classroom, laboratory and clinical experiences. Students must be employed and the student’s employer is responsible for completing a 12-hour medication administration experience supervised by a registered nurse. This course includes the Core training of the Prepare to Care curriculum.

- Facility Sponsor Form must be completed and turned in to instructor the first day of class.
- Facility Sponsor Form automatically emailed if address is provided with online registration.
- Facility Sponsor does not mean facility must pay for the class so the student may have to pay.
- Clinical hours will be at sponsoring facility.

CRN15772 Sect 101 NRA0530 60 Hrs $469
9/5-11/16 TR 4:30p-8:30p Southridge Rm 27
CRN15771 Sect 100 NRA0530 60 Hrs $469
9/5-11/16 T TH 4:30p-8:30p Ankeny Bldg 24 Rm 201
CRN16476 Sect 103 NRA0530 60 Hrs $469
10/16-12/20 MW 4:00p-8:00p Boone Rm 129
Class meets Monday and Wednesday Oct 16 thru Nov 27. Review is Dec. 18. Test is Dec. 20. No class on Nov 22.

Medication Manager
Residential Care/MR/DD - Dispense medication to persons in a facility with 15 or fewer beds. State Health Department approved. Must be currently employed and 12 clinical hours. The purpose of the course is to prepare people to safely administer non-parentral medications in facilities licensed by DIA. The emphasis is on safe administration; students are provided with classroom, laboratory and clinical experiences. Students must be employed and the student’s employer is responsible for completing a 12-hour medication administration experience supervised by a registered nurse. This course includes the Core training of the Prepare to Care curriculum.

CRN15773 Sect 100 NRA0542 10 Hrs $95
8/23-9/06 F 12:00p-5:00p Urban Bldg 1 Rm TBA
CRN15774 Sect 101 NRA0542 10 Hrs $95
9/27-10/11 F 9:00a-12:00p DCC Rm 103
Class does not meet on Friday, September 1.
CRN15775 Sect 102 NRA0542 10 Hrs $95
11/1-11/15 F 9:00a-12:00p DCC Rm 104
Class does not meet on Friday, November 10.
CRN15776 Sect 103 NRA0542 10 Hrs $95
12/06-12/20 F 9:00a-12:00p DCC Rm 104
Class does not meet on Friday, December 15.

NURSING

IV Therapy for the LPN
IB#22 Prepare the LPN to perform procedures related to expanded scope of intravenous therapy in a licensed skilled nursing facility, end-stage renal dialysis, or hospital.

CRN16060 Sect 100 NURS504 50 Hrs $425
9/11-11/27 M 6:30p-9:30p Ankeny Bldg 24 Rm 106

IV Therapy for RN
IB#22 Designed for RNs to update IV therapy skills.

CRN16061 Sect 100 NURS505 50 Hrs $425
9/11-11/27 M 6:30p-9:30p Ankeny Bldg 24 Rm 106

Information Technology

JAVA

Java App Developer Certificate
This fast-paced web-blended program will teach students the skills necessary to be successful as an entry-level Java Programmer. $5000 per student fee will be billed to students. No class on the following dates: 11/25, 12/23, 12/30/16 and 3/17/17.

CRN15139 Sect 100 COMA502 330 Hrs $5,000
9/08-4/27 F 12:00p-5:00p Urban Bldg 1 Rm TBA

AGILE

Certified Scrum Master (CSM)
This intensive two-day course will prepare you to take on the Scrum Master role and is taught by a Scrum Alliance Certified 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.

CRN15140 Sect 100 COMA568 14 Hrs $799
11/28-11/29 TW 8:30a-5:00p Southridge Rm 200
Certified Scrum Project Owner (CSPO)
This intensive two-day course will prepare you to take on the Product Owner role and is taught by a Scrum Alliance Certified Scrum Trainer. It will cover the Scrum framework and 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.

CRN15141  Sect 100  COMA569  14 Hrs  $799
9/25-9/26  MT  8:30a-5:00p Southridge  Rm 20D
CRN16376  Sect 101  COMA569  14 Hrs  $799
11/30-12/1  RF  8:30a-5:00p Southridge  Rm 20D

Manufacturing & Industrial Technology

AUTO COLLISION REPAIR

Autobody
Removing dents and rust, using plastic, priming, and painting.
CRN15116  Sect 100  AUTC501  42 Hrs  $399
9/5-10/19  TR  6:00p-9:00p Ankeny Bldg 10  Rm TBA

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 basecoat clear-coat paint systems, plus the latest repair methods for spot refinishing, panel refinishing and overall refinishing.
CRN15117  Sect 100  AUTC522  42 Hrs  $399
10/24 - 12/14  TR  6:00p-9:00p Ankeny Bldg 10  Rm TBA

Building Maintenance

Boiler Room Maintenance
Basic course to cover low-pressure boiler accessories, fittings, controls, water treatment, and fundamentals for beginners. Required book available at DMACC bookstore under “BMA 165.” Not included in tuition.
CRN15120  Sect 100  BLDM501  15 Hrs  $149
8/29-9/26  T  6:30p-9:50p Ankeny Bldg 20  Rm 12

Basic Plumbing
Plumbing, plumbing components, plumbing codes and reading blueprints. Required book available at DMACC bookstore under “BMA 175" - Not included in tuition.
CRN15122  Sect 100  BLDM503  30 Hrs  $289
9/11-11/13  M  6:00p-9:00p Ankeny Bldg 20  Rm 12

Steam Plant Operations
Basic course to cover high-pressure steam boilers, operation, controls, burning equipment instruments. Required book available at DMACC bookstore under “BMA 167.” Not included in tuition.
CRN15124  Sect 100  BLDM505  30 Hrs  $289
10/3-12/12  T  6:00p-9:00p Ankeny Bldg 20  Rm 12

Horizontal Directional Drilling Certification (HDD)

Spring 2017 Training Sessions
Dates:
Session 1–September 11-21
Session 2–October 9-19
Session 3–November 6-16
Time: 7:30 AM–4:30 PM
Location: Vermeer Corporation, Pella, IA
Tuition: $4,000

Go to ce.dmacc.edu for more details.

For more information, please contact:
Angie Neville
ajneville@dmacc.edu
515-287-8712
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 & 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.

CRN15148 Sect 100 HVAC502 60 Hrs $449 9/11-11/15 MW 6:30p-9:30p Ankeny Bldg 20 Rm 5

Sect 100 CONA910 12 Hrs $200

EPA Type I, II or III certification in testing, recycling, CFC Certification

CRN16377 Sect 100 ELEM531 60 Hrs $480 8/28-12/11 W 5:30p-9:40p Ankeny Bldg 3W Rm 40

Intro to Motor Controls
An introduction to industrial motor controls. During this course students will use ladder diagrams and control devices to implement practical control systems. This course requires the same text book as ELM131 and can be purchased at the DMACC bookstore in Ankeny. Contact Galen at 515-256-4905 with any questions.

CRN16378 Sect 100 ELEM532 60 Hrs $480 8/24-12/11 R 5:30p-9:30p Ankeny Bldg 3W Rm 40

Intro to Motor Controls
Learn fundamentals of paint technique and how to read paint to confirm adequate coverage. Discover how to adjust painting system as environmental conditions change. Paint surfaces with primer, prefinish, and finish coats. Understand how to change out paints, primer and catalysts as needed. Prep manufactured parts using industrial cleaners and mask parts according to prints. Conduct preventive maintenance on paint guns and repair paint defects. No classes on Nov. 23.

CRN15352 Sect 100 WELD539 120 Hrs $4,050 9/11-11/27 M 5:00p-8:30p Southridge Rm 10 & 11

Industrial Painting
This course covers PLC operation and programming techniques to include relay logic, timers, counters, sequencers, discrete I/O, analog I/O, networking, remote I/O, workstations, advanced programming techniques and interfacing with personal computers. This course requires the same text book as ELM123 and can be purchased at the DMACC bookstore in Ankeny. Contact Galen at 515-256-4905 with any questions.

CRN15369 Sect 100 WELD540 30 Hrs $289 9/16-10/21 S 8:00a-1:00p Ankeny Bldg 10 Rm 11

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

CRN15157 Sect 100 MNFT535 4 Hrs $200 9/22 F 8:00a-12:00p Southridge Rm 20A

CRN15158 Sect 101 MNFT535 4 Hrs $200 11/10 F 12:00p-4:00p Southridge Rm 20A

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

CRN15191 Sect 100 SAFE949 10 Hrs $300 12/16-12/20 MTW 5:30p-9:00p Southridge Rm 20A

WELDING
Oxy-Acetylene Welding
Ideal course for beginner. Learn basic Oxy-Acetylene Welding techniques. Learn needed personal protective safety gear and how to protect against fire and explosion, arc ray and harmful gases. Understand the general OAW applications and limitations, functions of such equipment as high-pressure cylinder, pressure regulator, flashback arrestor, welding torch and cutting torch, etc. Identify such welding materials as welding rods, welding flux, etc. Necessary personal protective equipment responsibility of each student. PPE responsibility of each student. PPE requirements explained on 1st day of class.

CRN15192 Sect 100 MNFT535 120 Hrs $4,050 9/11-11/27 M 5:00p-8:30p Southridge Rm 10 & 11

CRN15352 Sect 100 WELD539 120 Hrs $4,050 9/11-11/27 M 5:00p-8:30p Southridge Rm 10 & 11

CRN15369 Sect 100 WELD540 30 Hrs $289 9/16-10/21 S 8:00a-1:00p Ankeny Bldg 10 Rm 11

CRN15369 Sect 100 WELD540 30 Hrs $289 9/16-10/21 S 8:00a-1:00p Ankeny Bldg 10 Rm 11

CRN15369 Sect 100 WELD540 30 Hrs $289 9/16-10/21 S 8:00a-1:00p Ankeny Bldg 10 Rm 11
MIG Welding & Torch Cutting
Perfect for the DIY. Learn proper MIG machine set-up 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 is the responsibility of each student. PPE responsibility of each student. PPE requirements explained on 1st day of class.

CRN15371 Sect 100 WELDS09 30 Hrs $289 9/16-10/21 S 8:00a-1:00p Ankeny Bldg 10 Rm 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 is the responsibility of each student. PPE responsibility of each student. PPE requirements explained on 1st day of class.

CRN15375 Sect 100 WELD510 30 Hrs $289 9/16-10/21 S 8:00a-1:00p Ankeny Bldg 10 Rm 11

TIG Welding
Advanced for the experienced welder. 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.

CRN15377 Sect 100 WELD511 30 Hrs $289 9/16-10/21 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.

CRN15389 Sect 100 WELD526 45 Hrs $500 9/19-10/26 MTR 5:00p-9:00p Southridge Rm 7 & 17

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.

CRN15390 Sect 100 WELD527 120 Hrs $3,850 10/14-12/13 MTWR 5:00p-9:00p Southridge Rm 7 & 17

No class Nov 23 and Nov 24.

School Bus Driver CDL Endorsement
Earn money and benefits as a school bus driver.

Course is $550 and includes use of bus and full DOT Skills Testing. No further DOT testing is required.
Contact Galen at 515-256-4905 for details.

DMACC 3rd Party CDL Skills Testing
Ready to test for your CDL? Don’t wait!
Test with DMACC DOT Certified Third Party Skills Testing. These are the same tests you complete at DMV.
Contact Galen at 515-256-4905 for details.
Weld Cert Testing, 1 inch
Certification test is performed on mild steel. Test is certified to the American Welding Society (AWS) D1.1 structural welding code. Includes practice for 30 minutes prior to the test with the machine used to complete the assessment.
CRN14612  Sect 100  WELD996  4 Hrs  $265
8/17-12/20  MTWRF  TBA  Southridge  Rm 7

Welding Cert Testing, 1/2 inch
Certification test is performed on mild steel. Test is certified to the American Welding Society (AWS) D1.1 structural welding code. Includes practice for 30 minutes prior to the test with the machine used to complete the assessment.
CRN14613  Sect 100  WELD997  3 Hrs  $165
8/17-12/20  MTWRF  TBA  Southridge  Rm 7

Welding Cert Testing - 3/8 inch
Certification test performed on mild steel. Test is certified to the American Welding Society (AWS) D1.1 structural welding code. Includes practice for 30 minutes prior to test with the machine used to complete the assessment.
CRN14614  Sect 100  WELD998  2.5 Hrs  $150
8/17-12/20  MTWRF  TBA  Southridge Bldg  Rm 7

Weld Cert Testing, 1 inch
Certification test is performed on mild steel. Test is certified to the American Welding Society (AWS) D1.1 structural welding code. Includes practice for 30 minutes prior to the test with the machine used to complete the assessment.
CRN14612  Sect 100  WELD996  4 Hrs  $265
8/17-12/20  MTWRF  TBA  Southridge  Rm 7

Welding Cert Testing, 1/2 inch
Certification test is performed on mild steel. Test is certified to the American Welding Society (AWS) D1.1 structural welding code. Includes practice for 30 minutes prior to the test with the machine used to complete the assessment.
CRN14613  Sect 100  WELD997  3 Hrs  $165
8/17-12/20  MTWRF  TBA  Southridge  Rm 7

Welding Cert Testing - 3/8 inch
Certification test performed on mild steel. Test is certified to the American Welding Society (AWS) D1.1 structural welding code. Includes practice for 30 minutes prior to test with the machine used to complete the assessment.
CRN14614  Sect 100  WELD998  2.5 Hrs  $150
8/17-12/20  MTWRF  TBA  Southridge Bldg  Rm 7

Photography
Digital Photo - SLR
To capture those special images and get the most out of your digital single-lens reflex or mirrorless camera, you need to understand its features, how they can improve your photos, and the photographic process. Learn about your camera and how to take better photos with must-know tips, tricks, operations, settings, lenses, and accessories to capture and improve your images. Then take pictures on your own and bring them to the last night of class for review.
CRN15990  Sect 100  PHOT713  9 Hrs  $85
10/23-11/6  M  6:00p-9:00p  Ankeny Bldg 17  Rm 20

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. Once registered, you will receive instructions on how to complete the online course. No materials will be mailed out.
CRN15231  Sect 100  COSM904  2 Hrs  $29
8/24-12/14  Online

Professional Licensure/ 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.
CRN15169  Sect 101  PROF501  8 Hrs  $219
9/11  M  8:00a-5:00p  Southridge  Rm 20B
CRN15170  Sect 102  PROF501  8 Hrs  $219
10/9  M  8:00a-5:00p  Southridge  Rm 20B
CRN15168  Sect 100  PROF501  8 Hrs  $219
11/13  M  8:00a-5:00p  Southridge  Rm 20B
CRN15172  Sect 104  PROF501  8 Hrs  $219
12/11  M  8:00a-5:00p  Southridge  Rm 20B

Cosmetology
Continuing Education
Now Offering Online Iowa Law and Sanitation
See above for more details.

Personal Enrichment

Music
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. Concert date is Dec. 11th.
CRN15241  Sect 100  MUSI502  21 Hrs  $120
9/11-12/11  M  7:00p-8:30p  Ankeny Bldg 6  Rm 30
Iowa Law
This course will focus on the latest revisions to the Iowa Cosmetology rules as well as the most frequent concerns of licensees. This class fulfills the two hours of Iowa Law required by the Cosmetology Arts and Science Board.

CRN15233  Sect 101  COSM983  2 Hrs  $29
10/30  M  10:00a-12:00p  Ankeny Bldg 5  Rm 1240 E

New Cosmetology Trends
In this class participants will learn new upcoming trends in the cosmetology industry. Participants can expect to discuss new hair styles, cutting techniques, updos, braiding techniques, and hot color trends. This is a class you don’t want to miss!

CRN15236  Sect 101  COSM 991  4 Hrs  $59
10/30  M  1:00p-5:00p  Ankeny Bldg 5  Rm 1240 E

Cut and Color Trends
This class will focus on the most current trends in men’s and women’s cuts and colors.

CRN15234  Sect 101  COSM 986  4 Hrs  $59
11/12  U  1:00p-5:00p  Southridge  Rm 20

SAFETY

Lead Abatement Contractor Test
Certification testing for lead abatement contractors.
CRN15189  Sect 100  SAFE801  2 Hrs  $65
8/17-12/22  TBA  TBA  Ankeny Bldg 6  Rm 23

Lead Insp./Risk Assessor Test
Certification testing for lead inspectors/risk assessors.
CRN15190  Sect 100  SAFE802  3 Hrs  $65
8/17-12/22  TBA  TBA  Ankeny Bldg 6  Rm 23

Transportation

MOTORCYCLE/MOPED

Moped Rider
Learn how to operate and care for your moped, as well as 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.

CRN14357  Sect 104  SAFE754  6 Hrs  $60
10/28  S  8:00a-2:00p  Ankeny Bldg 14  Rm 5

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.

www.dmacc.edu/truckdrivingschools

Cost of the class is $4000 tuition and $700 books, fuel and fees. Total cost $4700.

TO LEARN MORE, ATTEND THE INFORMATIONAL 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)
Basic Rider Course 2—Experienced Rider
The Basic Rider Course 2 is for the experienced rider (minimum of 1 year and 1000 miles of riding) to enhance and refine their basic motorcycle life-saving skills of braking, swerving, and cornering, as well as working on low-speed maneuvering. The 5-hour course consists of riding exercises performed on the rider’s own motorcycle and is ideal for the rider who wants to refresh skills after winter or another extended break, become more familiar with a new motorcycle, or learn about safety and improving their riding skills. Riders must provide their own motorcycles, proof of insurance, and license, and must wear the following: DOT-approved helmet, long sleeves, long pants, over-the-ankle footwear, gloves and eye protection.

CRN14358 Sect 100 SAFE755 5 Hrs $75
10/15 U 12:30p-5:30p Ankeny Bldg 14 Rm 9

Advanced Rider Course
Motorcycle safety training for experienced motorcycle riders emphasizing riding strategies and advance skill development, including improved braking, cornering and traction management. Range exercises enhance both basic skills and crash avoidance skills. Includes fast-pace classroom discussion and on-range riding exercises. The course is beneficial for riders on any type of street motorcycle. The Advanced Rider Course is for the experienced rider (minimum of 1 year and 1000 miles of riding). Advanced Rider Course. For experienced riders. Participants must have a valid motorcycle license and proof of insurance. All riders must wear proper riding gear—long sleeves, long pants, and sturdy soled shoes that cover the ankles.

CRN14362 Sect 100 SAFE756 8 Hrs $230
10/1  U 8:00a-5:00p Ankeny Bldg 14 Rm 5

RV
RV Safety Training
This course is designed to teach you how to drive your RV safely, under varying conditions and circumstances.

CRN15413 Sect 100 TRAN534 8 Hrs $350
8/21-12/22 TBA TBA Ankeny Bldg Transportation Institute Rm TBA
To learn more or start the registration process, please call the Transportation Institute at 515-965-7450.

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-sleeved shirt or jacket, and hard-soled shoes that cover the ankle (no sandals). For your own comfort, it is recommended 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 ........................................... $160

For further information please contact:
motorcyclesafety@dmacc.edu
To register call:
Student must provide their MSF e-course completion code.
515-964-6800 1-800-342-0033
ce.dmacctraining.com
(Browse Classes > Transportation Box / Motorcycle / Moped)

More Motorcycle and Moped Classes on Page 21
Registration Information:

- Pre-registration 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), credit card number and expiration date.
- Enrollment confirmations are emailed for online enrollments.

Company Payment:
Call Continuing Education at 515-256-4912.

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

Class size is limited, so register today!
Some classes may be filled at time of publication. DMACC reserves the right to make day, time, location and staff changes.

How to read the schedule:
CRN stands for Course Reference Number. This is an identifying number for each course and is used in registering and other procedures.

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

Visit our website each month for updates and new classes:
ce.dmacctraining.com
DMACC POWERS
BUSINESS GROWTH
LET DMACC’S EXPERIENCED TRAINERS WORK FOR YOU

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.

Companies and organizations such as Vermeer, Cognizant, MBS Genetics, and the Des Moines Fire Department have trusted DMACC with their training needs.

Examples of DMACC Training

- Scrum Master
- Agile Methodology
- Total Quality Management
- Conflict Management
- Welding
- Lean
- Developing Business Strategies
- Leadership Tools
- Customer Service
- Effective Change Management
- Problem-Solving Techniques

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

training.dmacc.edu
515-256-4912
training@dmacc.edu

DMACC is Your Trusted Source for a Skilled Workforce