

TRANSPORTATION

CDL CLASS A TRUCK DRIVING



Commercial Vehicle Operator Training - Class A CDL Tuition: \$4900 15 hour online class 3 weeks BTW	Possible Job Titles: Driver Route Driver Driver Associate Over the Road Driver Delivery Driver
Offered: Year-round Pre-Requisites: See below	<i>Average Starting Wage in Iowa:</i> \$24.00/Hour *ONET 2023

This program offers a comprehensive course for Class A CDL that will prepare individuals for jobs in the transportation industry. Students will gain a solid foundation of knowledge with online classroom work followed by intensive hands-on driving training. Students will complete behind the wheel driving training in real world situations, and graduate with the Class A CDL (Commercial Driver's License) with endorsements.

Pre-Requisite:

CDL Program Requirements:

- ◆ Read the "Information Packet" on the CDL program website at CDL.DMACC.EDU, click Entry Requirements. Call them at 515-965-7450 if you have questions *after* reading this.
- ◆ Application to the CDL program. This is Step 2 on their Entry Requirements.
- ◆ Commercial Learner's Permit (CLP). More information is in the Information Packet, or at www.iowadot.gov.
- ◆ DOT physical; cost covered by WTA once funding is approved.
- ◆ Upload 3 documents to their student portal. A link provided after you apply.
Note documents and portal are separate from WTA document requirements
 - Iowa driver's license
 - Certified Iowa Driving record
 - Iowa Commercial Learner's Permit
- ◆ Plan to have \$50-100 available for permit/license fees. Endorsements are extra and not included in the program cost.
- ◆ Drug screen; must pass this prior to starting the program. You will be notified when approved for this step. You are subject to random drug screens throughout the program and in this career.

WTA Specific Requirements:

- A CDL Pre-Enrollment Interview with our Pathway Navigator is required to review potential barriers to employment. WTA funding is connected to employability in industry of training.
 - Follow the steps on the "CDL Student Checklist" provided on the last day of the Navigating Your Journey class to set this up.
 - Based on interview, additional steps may be required to ensure satisfactory career outcomes.

Visit www.TruckingTruth.com for additional information about Truck Driving Careers

If you have questions or need additional information about qualifying for enrollment in the CDL program

Contact Lori Card—DMACC Navigator Transportation

Office: 515 965-7160

Email: lcard@dmacc.edu

BUSINESS/INFORMATION TECHNOLOGY

ADMINISTRATIVE SUPPORT PROFESSIONAL



**Administrative Support Professional Tuition:
\$1400**

70 contact hours

**Offered: Fall/Spring/Summer Semester Pre-
Requisite: 40 WPM plus you must be able to
pass additional Word and Excel assessments**

*(Assessments will be scheduled at a later date- use
resources on page 21 to practice NOW)*

Possible Job Titles:

Administrative Assistant

Office Manager

Office Coordinator

Receptionist

Secretary

Human Resource Assistant

Average starting wage in Iowa:

\$19.71/Hour *ONET

2022

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.

Course pre-requisites:

You must be able to type 40 WPM and pass the Word and Excel assessment BEFORE we can enroll you in the class.

Use your time NOW to practice!

WORD	EXCEL
<ol style="list-style-type: none"> 1. Create a new document 2. Save and close a document 3. Open existing document 4. Identify ribbon and toolbars 5. Demonstrate knowledge of the difference between "Save" and "Save As" functions. 6. Use Save As to save to a particular folder or file location and name the document. 7. Use undo and redo arrows 8. Cut, copy and paste 9. Use spell check and grammar check 10. Format the size, color and type of font 11. Align text: left, center and right justify 12. Set single or double spacing 13. Use bullets and automatic numbering 14. Use print preview and print. 15. Set margins 16. Select portrait or landscape 17. Identify file extensions, corresponding document types and associated programs used to open them: pdf, xls, doc, docx, rtf, pub, ppt, pptx 	<ol style="list-style-type: none"> 1. Open a workbook. 2. Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, and row number. 3. Identify sheet tabs, create a new tab, and rearrange tabs. 4. Name worksheets. 5. Locate a cell. 6. Create headings and freeze them. 7. Format cells: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.). 8. Adjust rows and columns. 9. Insert and delete rows and columns. 10. Enter data in a cell. 11. Select a range. 12. Sort data (least to greatest, alphabetically, etc.). 13. Use AutoSum (Sum, average, etc.). 14. Write a formula in the formula bar (-, +, *, /). 15. Use Auto Fill. 16. Copy and move cell entries. 17. Choose page orientation. 18. Create a graph using data. 19. Save and name workbook. 20. Select a print area and print. Save and close workbook using the ribbon.

DOG GROOMING



Dog Grooming Tuition: \$4450

300 total contact hours

150 hours in-person lab

150 hours online

Fall, Spring Semester

Possible Job Titles:

Dog Groomer

Pet Groomer

Pet Stylist

Pet Grooming Salon Manager

Average starting wage in Iowa:

\$13-16/Hour *Indeed.com

2023

The non-credit Professional Dog Grooming certificate prepares students for a career in the grooming industry. Through a blend of hands-on and online training, students will learn the basics of safe animal handling, bathing, drying, scissor techniques, grooming skills, breed groups and industry terminology. Students will groom various breeds in the Bear Clips Salon as skills are gained and mastered. During the training students will also focus on customer service, appointment scheduling, facility sanitation and maintenance.

There is a mandatory information session prior to enrolling in the program as well as an orientation for students who have enrolled in the program. These dates will be announced when available.

IT HELPDESK FUNDAMENTALS



<p>Helpdesk Fundamentals Tuition: \$1699</p> <p>135 contact hours Fall/Spring Semester</p> <p>Pre-Requisites: You must be able to pass assessments pertaining to Basic Computer Skills and Windows</p> <p><i>(Assessments will be scheduled at a later date- use resources on page 22 to practice NOW)</i></p>	<p><u>Possible Job Titles:</u></p> <p>Help Desk Technician Technical Support Specialist IT Support Specialist Desktop Support Analyst</p> <p><i>Average starting wage in Iowa:</i> <i>\$18.00/Hour *ONET 2023</i></p>
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Helpdesk professionals are the foundation of most companies. In this course, you will participate in synchronous and asynchronous learning opportunities to aid skill development in Customer Service, Hardware, Software, Security, and Troubleshooting. Successful students will be ready to complete a PC Pro Certification and Comp TIA's A+ Certification. All books and materials included.

Course pre-requisites:

You must be able to pass the digital literacy assessment BEFORE we can enroll you in the class.

Use your time NOW to practice!

Basic Computer Skills	WINDOWS
<ol style="list-style-type: none"> 1. Distinguish between different types of devices (tablets, desktops and laptop computers) 2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen) 3. Log on to and shut down computer 4. Demonstrate knowledge of keys on keyboard (enter, shift, control, backspace, delete, etc...) 5. Identify types of mice, mouse pointer shapes and the functions they represent and mouse clicks 6. Drag and drop 7. Utilize common controls for screen interaction 8. Access and control audio output features 9. Identify icons on desktop 10. Demonstrate ability to trash and retrieve items 11. Demonstrate understanding that it is possible to customize a computer for increased accessibility 12. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility 13. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage) 14. Identify whether or not a computer is connected to the internet 15. Identify and locate camera and mic on laptops, tablets 16. Turn computer and monitor on and off 	<ol style="list-style-type: none"> 1. Identify operating system used by a computer 2. Identify the parts of the Windows 10 interface 3. Demonstrate knowledge of the Windows start menu 4. Demonstrate ability to search for a file, program, or document 5. Identify icons, functions, and any file extensions related to basic office software 6. Start and exit programs 7. Minimize and maximize windows 8. Open, close and switch between windows 9. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services 10. Move documents and files, including to and from Recycle bin 11. Shut down, restart, and log off a computer 12. Use Settings to uninstall or modify apps

NURSE AIDE-Basic



Nurse Aide
Tuition: \$614 (+ books and supplies)
75 hours

Offered: Fall/Spring/Summer Semesters
Pre-Requisite: See Below and Healthcare Provider CPR
Covid-19 vaccination

Possible Job Titles Nurse
Care Attendant Nurse
Aide
Direct Care Workers

Average starting wage in Iowa:
\$14.97/Hour *ONET 2023

This course prepares the student to work in a nursing home, home health care agency, or group home and/or hospital. The first 45 hours of the course are classroom/lab and the remaining 30 hours of clinical will be in a nursing home. You will give patient care under the supervision of your instructor.

At the end of this course, you must take the Direct Care Worker registry written and skills exam to be eligible for employment.

Students are required to successfully complete Healthcare Provider CPR before registering for Basic CNA.

****Covid vaccines are required for enrollment into CNA.**

NURSE AIDE-Advanced



Advanced Nurse Aide
Tuition: \$659 (+books and supplies)

75 hours

Offered: Fall/Spring/Summer Semesters
Pre-Requisite: See Below

****Covid vaccines are required for enrollment into CNA**

This course is designed for CNA's who have already completed the 75-hour state approved course. The Advance Nurse Aide course provides an opportunity to gain the additional competencies and clinical experiences needed to seek employment in a hospital. The first 45 hours of the course are held in a classroom/lab and the remaining 30 hours of clinical will be in a hospital. Job opportunities include, but are not limited to, EKG tech, Emergency Tech, Scope Tech, Surgery Tech, and OB Tech. The agency or hospital will provide additional training in these specialized areas. The student must provide proof they have successfully completed a 75-hour state approved CNA course.

Pre-Requisites:

- ◆ **You must complete a DMACC application for admission. On the application, Section 2, question 12 is where you list your "Program of Interest". If you are taking CNA classes only list: "CNA only". If you are taking CNA and plan to go on to Nursing list: Practical Nursing (to be an L.P.N.) or Associate Degree Nursing (to be an R.N.)**
- ◆ **Students must be able to pass a criminal background check prior to acceptance into class.**
- ◆ **Covid-19 vaccinations are required to enroll in this course.**

Direct Support Professional Behavioral and Mental Health



DSP Behavioral and Mental Health
Tuition: \$950
54 hours

Offered: Fall/Spring
Semesters

Possible Job Titles Mental
Health Technician
Psychiatric Tech/Aide

Average starting wage in Iowa:
\$16.50-17/Hour

This course is a web-blended class. Students will work online independently while attending four in-person or face to face classes held at the DMACC Urban Campus. During the class, all students will complete a 5-hour Community Learning Experience in a behavioral health unit. The purpose of this certificate program is to provide education for individuals who may be new or currently working in the Behavioral Health/Mental arena. This program is designed to help both employers and students together. Employers using this training program will help future and current employees by offering an educational experience that will help standardize the approach to training and allow more individuals to enter this career pathway through the information and knowledge gained. It also allows students/employees the opportunity for increasing knowledge and training to become more proficient in the field they are working towards. This program helps to give students enough information, support and background as they begin their career in the human services profession. Upon successful completion each student will earn a DSP Behavioral and Mental Health Certificate.

Direct Support Professional Developmental Disabilities



DSP Developmental Disabilities
Tuition: \$750
40 hours

Offered: Fall/Spring
Semesters

Possible Job Titles
Direct Support Professional
Family Peer Support Specialist

Average starting wage in Iowa:
\$16.50-17/Hour

The purpose of this Online Certificate program is to provide education for individuals who may be new or currently working in the DSP Industry. This program is designed to help both employers and students together. Employers using this training program will help future and current employees by offering an educational experience that will help standardize the approach to training and allow more individuals to enter this career pathway through the information and knowledge gained. It also allows students/employees the opportunity for increasing knowledge and training to become more proficient in the field they are working towards. This program helps to give students enough information, background to help them as they begin their career in human services. Upon successful completion each student will earn a Developmental Disabilities certificate.

Health Care Patient Services



Health Care Patient Services
Tuition: \$1279
85 contact hours
Offered: Fall/Spring Semesters
Pre-Requisite: 40 WPM

Students must be able to pass a criminal background check prior to acceptance into class.

**Receptionist, Clerk
 Specialist, Office Assistant,
 Registration Clerk, Medical
 Secretary, Unit Support
 Representative,
 Patient Relations Rep,
 Billing Assistant**

**Average starting wage in
 Iowa:**

\$16.74/Hour *ONET 2020

This certificate program will provide an introduction into 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.

Use the Digital Literacy resources on page 21 to practice

Course pre-requisites:

You must be able to type 40 WPM and pass the Word and Excel assessment BEFORE we can enroll you in the class.

Use your time NOW to practice!

WORD	EXCEL
<ol style="list-style-type: none"> 18. Create a new document 19. Save and close a document 20. Open existing document 21. Identify ribbon and toolbars 22. Demonstrate knowledge of the difference between "Save" and "Save As" functions. 23. Use Save As to save to a particular folder or file location and name the document. 24. Use undo and redo arrows 25. Cut, copy and paste 26. Use spell check and grammar check 27. Format the size, color and type of font 28. Align text: left, center and right justify 29. Set single or double spacing 30. Use bullets and automatic numbering 31. Use print preview and print. 32. Set margins 33. Select portrait or landscape 34. Identify file extensions, corresponding document types and associated programs used to open them: pdf, xls, doc, docx, rtf, pub, ppt, pptx 	<ol style="list-style-type: none"> 21. Open a workbook. 22. Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, and row number. 23. Identify sheet tabs, create a new tab, and rearrange tabs. 24. Name worksheets. 25. Locate a cell. 26. Create headings and freeze them. 27. Format cells: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.). 28. Adjust rows and columns. 29. Insert and delete rows and columns. 30. Enter data in a cell. 31. Select a range. 32. Sort data (least to greatest, alphabetically, etc.). 33. Use AutoSum (Sum, average, etc.). 34. Write a formula in the formula bar (-, +, *, /). 35. Use Auto Fill. 36. Copy and move cell entries. 37. Choose page orientation. 38. Create a graph using data. 39. Save and name workbook. 40. Select a print area and print. Save and close workbook using the ribbon.

STERILE PROCESSING SUPPLY TECH



Sterile Processing Supply Tech

Tuition: \$745

60 contact hours

Offered: Fall Semester ONLY

Pre-Requisite: Students must be able to pass a criminal background check prior to acceptance into class.

Possible Job Titles Sterile Process Technician
Central Sterile Supply Technician
Central Service Technician
Sterile Preparation Technician
Sterile Process & Distribution Equipment Technician
Medical Equipment Prepare

*Average Starting Wage in Iowa: \$16.50/Hour *ONET 2020*

This course will give an introduction to the field of the central service/sterile processing department within the healthcare system. Instruction will include communication skills between hospital departments, ethical and moral issues, and safety rules and regulations. The course will review a base knowledge of basic microbiology, disease transmission, asepsis, decontamination, instrumentation, preparation and packaging for sterilization in the central services/sterile processing department. This course will include 20 hours of clinical as well as 40 hours of classroom instruction.

****Covid-19 vaccinations are required to enroll in this course.**

PHLEBOTOMY



Phlebotomy

Tuition: \$849

Phlebotomist
Phlebotomy Technician
Mobile Phlebotomist

Offered: Fall/Spring Semesters
Pre-Requisite: See below

Average starting wage in Iowa: \$15.07/Hour *ONET 2022

This certificate program is designed to provide training in current phlebotomy practices and procedures. This program offers a variety of lecture, discussion, lab exercises and a clinical rotation to provide students with the opportunity to become skilled and gain confidence to work as a phlebotomist. Students WILL draw blood from each other AND actual patients. Phlebotomists play an important role in the health care system and career opportunities are available. Phlebotomists may find employment in laboratories, hospitals, insurance companies, outreach services, patient service centers, research facilities, donor centers and physician's offices.

Students must be able to pass a criminal background check and have required vaccines before you are assigned to a clinical rotation site.

SKILLED TRADES

PRODUCTION MIG WELDING



Production MIG Welding Tuition: \$5600 160 contact hours	<u>Possible Job Titles:</u> MIG Welder Welder Welder/Fabricator
Offered: Fall/Spring/Summer Semesters Pre-Requisites: None	<i>Average Starting Wage in Iowa: \$22.52 /Hour *ONET 2022</i>

This course will prepare you for production MIG welding used by most manufacturers in Central Iowa. This course goes beyond welding instruction and includes blueprint reading, weld symbols, measuring tools, and layout and fabrication. Gain exposure to processes, equipment and safety in the manufacturing environment. Correctly select, read and calibrate appropriate measuring instruments. Learn appropriate use of fabrication equipment and apply basic layout techniques utilizing hand tools. Heat and cut steel with oxygen/acetylene torch equipment. Learn to weld in the flat, horizontal and vertical positions with GMAW (MIG) using pulse, spray, short-arc transfer.