

SKILLED TRADES

CNC OPERATOR/PORGRAMMER (Computer Numerical Controlled)



<p>CNC Tuition: \$3549 (+books/supplies)</p> <p><u>This is a two-Semester program</u> 18 credits + 16-hour Career Readiness Class at end of 2nd Semester</p> <p>Offered: Fall Semester ONLY</p> <p>Pre-Requisites: *See Below</p>	<p><u>Possible Job Titles:</u> CNC Operator Lathe/Mill Operator Machine Operator</p> <p><i>Average Starting Wage in Iowa:</i> \$19.30 *ONET 2020</p>
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CNC operators are entry-level jobs for people who interact with CNC machining equipment, loading and unloading parts with minor modifications to the machine settings or programming. This equipment is used to form, shape, and cut materials such as steel, aluminum, and plastics into precision parts used in almost every product. CNC operators are responsible for loading and unloading work pieces, downloading and editing programs, and measuring the quality of the work pieces they produce.

Pre-Requisite:

- ◆ You must apply for Federal Financial Aid (FAFSA) & submit your FAFSA award letter to WTA (Federal funding will be used before state funding can be applied)
- ◆ You must complete a DMACC application for the CNC program and attend a CNC orientation session
 Indicate that you are a FULLTIME student on the DMACC application
- ◆ **REQUIRED Assessments: Must test at Urban Test Center**
 Accuplacer Next Gen Writing-240 or higher/Reading –220 or higher/ ALEKS Math-13% or higher

SUBMIT YOUR SCORES TO WTA

- ◆ Questions: Caitlyn Zimmermann 515-964-6821 cmzimmermann@dmacc.edu

PRODUCTION MIG WELDING



<p>Production MIG Welding Tuition: \$5600</p> <p>160 contact hours + 16-hour Career Readiness Class</p>	<p><u>Possible Job Titles:</u> MIG Welder Welder Welder/Fabricator</p>
<p>Offered: Fall/Spring/Summer Semesters</p> <p>Pre-Requisites: None</p>	<p><i>Average Starting Wage in Iowa:</i> \$22.52 /Hour *ONET 2022</p>

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.

Construction Trades



Construction Trades Tuition: \$3998 66 contact hours + 12-hour Career Readiness Class Offered: Spring Semester Pre- Requisites: None	<u>Possible Job Titles</u> Construction Worker Construction Laborer Construction Assistance Construction Equipment Operator Forklift Driver Basic Equipment Operator <i>Average Starting Wage in Iowa: \$18.16/Hour *ONET 2022</i>
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The Construction Trades Certificate curriculum is designed as an introduction to the construction industry. Topics detailed include: Construction Math, Blueprint Basics, Basic Construction Theory, Common Building Materials, Material Handling, Tool Usage and Safety, and Job-Site Safety. Students will also develop work-site skills using skid steer, mini excavator and forklift as well as learn to navigate and complete basic operational prestart and inspection checks to ensure equipment functionality and safety. Upon completion of the certificate program participants will also earn first aid, CPR, OSHA certifications. Once completed, participants will be skilled for entry-level positions in the local or regional construction industry.

***Average wage information provided by O-Net*

TRANSPORTATION

CDL CLASS A TRUCK DRIVING



Commercial Vehicle Operator Training - Class A CDL Tuition: \$4900 40 hours online classroom 60 hours behind the wheel driving 12-hour Career Readiness Class*	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: \$23.79/Hour *ONET 2022</i>

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.

*All WTA CDL students are enrolled in Career Readiness classes: **Career Readiness Job Prep** takes place before CDL Behind the Wheel training begins.

Pre-Requisite:

- ◆ Visit the CDL website to understand their admission requirements
www.dmacc.edu/truckdrivingschools
Call 515-965-1680 with questions or for more information
- ◆ Attend WTA Interview upon completion of 'Navigating Your Journey' class (Step 4) and being approved for funding
- ◆ DOT Physical (WTA will provide a voucher prior to the start of class for DOT physical IF you do not have insurance).
- ◆ MVR Record ▪ Driver's License ▪ Social Security Card
- ◆ Birth Certificate or passport
- ◆ Pass drug screen test before class enrollment
- ◆ A Class A Commercial Learner's Permit (CLP) is required before beginning classes. Please review requirements on the DOT website. www.iowadot.gov
- ◆ Plan to have \$100 available for additional endorsements

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:
\$1150**

70 contact hours +

24-hour Career Readiness Class 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:

\$18.21/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.

IT HELPDESK FUNDAMENTALS



Helpdesk Fundamentals Tuition: \$1499

135 contact hours

Fall/Spring Semester

Pre-Requisites: You must be able to pass assessments pertaining to Basic Computer Skills and Windows

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

Possible Job Titles:

**Help Desk Technician
Technical Support Specialist
IT Support Specialist
Desktop Support Analyst**

***Average starting wage in Iowa:
\$15.40/Hour *ONET 2020***

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: \$549 (+ books and supplies)
90 hours +
12-hour Career Readiness Class

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:
\$14.63/Hour *ONET 2020*

This course prepares the student to work in a nursing home, home health care agency, or group home and/or hospital. The first 60 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. Students are required to complete the Career Readiness Class at the end of Basic CNA and BEFORE receiving funding for the State Registry Exams. *Covid vaccines are required for enrollment into CNA.***

NURSE AIDE-Advanced



Advanced Nurse Aide
Tuition: \$549 (+books and supplies)

75 hours +
12-hour Career Readiness Class (if only taking Advanced C.N.A.)

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 90-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.

Students are required to complete the Career Readiness Class BEFORE enrolling in the Advanced Nurse Aide 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.

Healthcare Patient Services



<p>Healthcare Patient Services Tuition: \$1279 85 contact hours + 24-hour Career Readiness Class) Offered: Fall/Spring Semesters</p> <p>Pre-Requisite: 40 WPM</p> <p>Students must be able to pass a criminal background check prior to acceptance into class.</p>	<p>Receptionist Clerk Specialist Office Assistant Registration Clerk Medical Secretary Unit Support Representative Patient Relations Rep Billing Assistant</p> <p>Average starting wage in Iowa:</p> <p>\$16.74/Hour *ONET 2020</p>
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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. Class will consist of 85 hours of lecture.

Use the Digital Literacy resources on page 21 and submit to WTA as your proof of 40 WPM.

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 +

24-hour Career Readiness Class

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 at Methodist Hospital as well as 40 hours of classroom instruction.

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

PHLEBOTOMY



Phlebotomy Tuition: \$947.50 +books/supplies 1 Semester + 12-hour Career Readiness Class	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 3-week 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.

Phlebotomy Program Note: Please be aware that the Phlebotomy program generally has a wait list. You can complete the program entry requirements while you are qualifying for funding through WTA.

Pre-Requisites:

- You must complete a DMACC application and apply to the Phlebotomy program.
- Turn in proof of high school graduation or GED/HISET to DMACC's Admissions office.
- Attend an Information session posted on the program website:
www.dmacc.edu/programs/phlebotomy/Pages/welcome.aspx
- **REQUIRED assessments: Must test at Urban Test Center:**
- **Accuplacer Next Gen Reading: 230 or higher/Writing: 244 or higher**
- **SUBMIT YOUR SCORES TO WTA**
- Call 515 965-7337 with questions regarding the Admission process
- Students must be able to pass a criminal background check and have the Covid-19 vaccine before you are assigned to a clinical rotation site.