

Invest in Your Career!

DMACC Fall Classes

Located at Career Academy of Pella
410 E. 8th St., Pella

DMACC is offering a variety of public and professional development courses in conjunction with the Career Academy of Pella! Whether you are looking to expand your own skills or you're a business who needs to increase the skills of your employees, DMACC is here to help.

Browse the non-credit course offerings and register online at:

ce.dmacctraining.com

Does your business have other skill building needs? Contact Kelly Mitchell at 641.780.3446.

Basic Workplace Computer Skills 9/15-11/10 6:00-9:00 p.m.

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. Textbooks included. \$449 CRN: 19103

Social Media Marketing Strategy 10/6-10/20 6:00-8:30 p.m.

This strategic social media course provides an overview of all the top social networks and how to select the best for your business or event; how social media is integrated into the overall marketing plan; the best educational resources and events for marketing using social media, and a treasure chest of very cool tools to use for social media research, measuring, monitoring, reporting, engagement, amplifying, content development, sharing, planning, organizing, event promotion and community building. Bring a flash drive or \$8 material fee. Laptop optional. \$115 CRN: 19077

Minimum number of students needed to run all classes or class will cancel. DMACC will notify all students if this happens and issue a refund.



Upcoming Events

September 15

Basic Workplace Computer Skills

October 6

Social Media Marketing Strategy

October 13

Creation Leadership Series: Front Line Supervision

October 26

OSHA General Industry Safety

October 28

Forklift Certification

November 16

Excel Basic 2013

November 30

Manufacturing MIG Welding

Career Academy of Pella

Dedication & Open House

Monday, Aug. 17th

4:30-6:30 p.m.

See the new building and visit with DMACC staff!

Creation Leadership Series: Front Line Supervision

10/13, 11/5, 12/1 5:15-8:30 p.m.

Frontline leaders have often been promoted because they were great employees, they did solid work and they seemed ready for more responsibility. Yet they are rarely equipped with the basics to lead others effectively. This course has been specially developed with that reality in mind. It's designed to make the most of each participant's time by optimizing their learning in a fast-paced environment, giving them the ability to make an impact with their team. Key learning concepts include:

- Setting Yourself and Your Team Up for Success
- Getting "Stuff" Done Through Others: The Manager's Role
- Coaching Your Team to the Top

In each session, participants will be exposed to hard-hitting, impactful principles and practices followed by case studies and live application to their own real-life challenges. \$850 CRN: 19125

OSHA General Industry Safety 10/26-10/28 5:00-8:30 p.m.

Topics include shop safety, electrical safety, machine guarding and health programs. \$200 CRN: 19105

Forklift Certification 10/28 12:00-4:00 p.m.

Hands-on training and testing in a specific lift-truck operation and inspection. Participants will receive certification meeting OSHA requirements upon successful completion. \$200 CRN: 19111

Excel Basic 2013 11/17-12/8 6:00-8:30 p.m.

In this introductory Excel computer class you will learn to use Microsoft's powerful spreadsheet application that is an essential tool for today's workplace. You will learn the basic concepts of Excel 2013: the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; and charts. Textbook is included. \$159 CRN: 19104

Manufacturing MIG Welding 11/30-2/17 M/W 5-9:00, Sat 7-1:00

This course will prepare you for flat and horizontal position MIG Welding used by most manufacturers in Central Iowa. Successful completion will earn an American Welding Society (AWS) qualification in the flat position. Learn flat and horizontal position MIG (GMAW) using pulse, spray, and short arc transfer. \$3300 CRN:19206



DMACC Celebrates 50 Years!

Des Moines Area Community College is celebrating its Golden Anniversary, 50 years of serving students, businesses and Central Iowa communities. DMACC's legacy is one of constant evolution to meet the changing needs of the workplace.

From its founding in 1966 as a vocational learning center in metro Des Moines, DMACC has become Iowa's largest, most diverse community college, serving more than 70,000 credit and noncredit students annually throughout Iowa. Today, DMACC has campuses in Ankeny, Boone, Carroll, Des Moines Urban, Newton and West Des Moines, six learning centers and a growing catalog of online courses.

During the past half-century, courses, locations, technologies and facilities have all changed, yet DMACC has remained true to its founding purpose. The College connects students of all ages, backgrounds and interests with the life-improving power of education.

