

The ACT Center at Kansas State University, offers on-line training and certification and licensure testing in a variety of fields. The Center also offers on-line job skills assessments as well as on-line career guidance services. By using the ACT Center's courseware, employers can provide training to a single or multiple employees. Over 75% of our courses are web-based and can be completed at home or in the workplace. The remaining courses along with all testing are completed at the ACT Center located in Holton Hall on the K-State Campus. The courseware library focuses on seven categories of training

- Computer Basics
- English as a Second Language
- Industrial Technology/Safety Skills
- Information Technology
- Key Work Skills
- Management/Leadership
- Personal Development

Each of the above categories is further broken down into subcategories consisting of courses geared to training in specific areas of emphasis.

The ACT Center also provides ACT Work Keys, a training and assessment resource for employers and individuals that measures work skill levels in eleven areas. Assessment results may be compared to a nationwide standard for similar jobs profiled. Employers and individuals can use these assessments as a guide for employment qualification and/or performance recognition.



Individual and Business Online Training Anytime/Anywhere

The Kansas State University ACT Center Services can help you create a training program to meet your training and productivity goals. Through our on-line Corporate University, and by using the anytime/anywhere training concept, businesses can have better skilled employees and higher productivity. Individuals can maintain cutting edge skills at a reasonable cost



001 Holton Hall
Kansas State University
Manhattan, Kansas 66506
785-532-7337
Outside Manhattan: 1-866-230-2323
E-mail: ksactctr@ksu.edu
www.ksu.edu/actcenter



Information Technology/ Computer Basics



Train Enhance Get Certified



ACT Center Benefits

Benefits for employers

- Increased competition in the marketplace
- Increase employee productivity
- Lower training costs
- High staff morale
- Training delivered anytime, anywhere at a reasonable cost.
- Decrease in training downtime
- Training for one or any number of employees
- Training that is broad-based or targeted and skill-specific
- Qualified staff to help design the most effective and cost-efficient training
- Ability to select the most qualified applicant for the job
- Convenient assessment of job applicant skills through ACT Work Keys system

Benefits for individuals

- Up-to-date training at a reasonable cost
- Enable you to keep your skills on the cutting edge at a reasonable cost
- Training delivered anytime and anyplace to fit your personal schedule.
- Training that you can complete at your own pace
- Training designed to meet licensure and certification requirements
- Personalized job skills assessment
- On-line career planning and advertising

Sample Courseware

Computer Basics



- Introduction to Computers
- Introduction to Databases
- Introduction to Spreadsheets
- Introduction to the Internet & World Wide Web
- Introduction to Word Processing
- Microsoft End User
- Desktop/Publishing Graphics

Information Technology



- Intermediate & Advanced Database Applications
- Intermediate & Advanced Spreadsheet Applications
- Intermediate & Advance Word Processing Applications
- Internet & World Wide Web
- IT Certifications
- Microsoft End User
- Network Administration
- Network Engineering
- Operating Systems
- Programming Languages
- Research and Development Tools
- System Administrations

Training Information

How to access training:

To view other training available in this category, log on to www.ksu.edu/actcenter select Getting Started, choose the category **Computer Basics or Information Technology**. Select any one of the subcategories to view training on Computer Basics or Information Technology subjects. Registration directions are provided on the "Getting Started" page.

About the courses:

Length: - Computer Basics 1 to 10 training hours
- Information Technology 1 to 46 training hours

Course Accessibility - 4 -12 months

Course Delivery Method

- Web-based - Anytime/Anywhere
- Server-based—ACT Center by appointment

Leading Publishers— Element K
SmartForce
SkillSoft¹

Price Range—\$30.00 to \$416.00

¹ Multiple Course Discount available by publisher

*** ACT Center courseware inventory subject to changes based on courseware updates, expiration and retirement. Advance notice is given by provider.**



User ID

Password: