

The ACT Center at Kansas State University, offers on-line training and certification and licensure testing in many fields. The Center also offers on-line job skills assessments as well as on-line career guidance services. By using the ACT Center courseware, employers can provide training to a single or multiple employees the over 75% web-based courses that can be completed at home or at the workplace. The remaining courses must be completed at the ACT Center located in Holton Hall on the K-State Campus. All testing is done at the ACT Center. 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 are further broken down into subcategories geared toward 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 an employee skill level in eleven assessment areas. Assessment results are 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.

The ACT Center testing department offers professional certification, and licensure and credentialing services.



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**

Industrial Technology/Safety Skills



**Train
Develop
Enhance**

Workforce Development



ACT Center Benefits

Benefits for employers

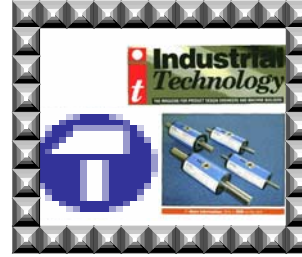
- Keep you competitive with major corporations at a reasonable cost
- Increase employee productivity
- High staff morale
- Training delivered anytime, anywhere at a reasonable cost.
- Training for one or any number of employees
- Allow convenient assessment of job applicant skills through ACT Work Keys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

Benefits for individuals

- Give you convenient access to programs to enhance your skills and career
- 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 advising

Sample Courseware

Industrial Technology



Electronic Maintenance
Electrical Print Reading
Conduit Installation
Gas Chromatographs
Building Electrical Diagrams
Electrical Control Equipment
Interpreting Electrical Schematics
Records, Tools, and Instruments
Corrective Maintenance for AC Motors
Commutator Inspection
Air and Water Analysis
Body Types and Trim
Smart Transmitters
Fundamentals of Industrial Measurement
Instrument Calibration
Instrumentation and Control Safety
Pneumatic and Hydraulic Test Devices
Analog and Digital Oscilloscopes

Industrial Safety



Back Safety
Electrical Safety
First Aid
Forklift Certification
Forklift Safety
Hazard Communication
Hazmat Awareness
Hearing Protection
Industrial Ergonomics
Office Ergonomics
Office Safety
Personal Protective Equipment
Safety Orientation
Stairways and Ladders
Infection Control
Welding Safety
Fire Safety
OSHA Safety and Health Standards
DOT Drug and Alcohol Testing
Environmental Awareness Part I
Defensive Driving

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 industrial technology/safety skills and choose a training topic. Registration directions are provided on the “Getting Started page.

About the courses:

Length: - From 1 to 6 training hours

Duration of Access - 4 - 12 months

Course Delivery Method

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

Leading Publisher -

Costal Training

ITC Learning Corporation

SkillSoft¹

Price Range—\$9.95 to \$125.00

¹ Multiple Course Discount available by publisher

* ACT Center courseware inventory subject to changes based on courseware updates, expiration and retirement.

Advance notice given by provider.



User ID

Password: