

Continuing Education and Professional Development

Manhattan Area Technical College



Gain new skills through courses in:

- **Computers**
- **Allied Health**
- **Technical Trades**
- **Professional Development**

Continuing Education at MATC

Welcome to Manhattan Area Technical College's Continuing Education program. Whether you want to learn to earn or learn for fun, whether you enroll to advance your career or develop your skills, we have a course for you! We provide expert, friendly instructors dedicated to your success.



Computer Courses

Introduction to Computers

This course teaches computer fundamentals, MS Windows operating system, key applications, and the online world. It is designed for people with no computer experience. *Prerequisite: none* **20 hours**

Keyboarding

Learn keyboarding skills or improve your current skill level. This course emphasizes proper keyboarding techniques, proofreading, speed, and accuracy. *Prerequisite: none* **1 credit**

Data Entry

Students will learn procedures and practice with equipment to develop skill in entering alphabetic and numeric data accurately and quickly. *Prerequisite: none* **1 credit hour**

Basic MS Word 2007

Students will learn to use formatting tools, font choices, list-making, previewing and printing skills to create documents such as letters, memos, and newsletters. *Prerequisite: basic computer knowledge* **10 hours**

Basic MS Access 2007

Students will learn to use the Table Wizard, AutoForm, Report Wizard and filtering to create databases, tables, records, and reports. *Prerequisite: basic computer knowledge* **10 hours**

Basic MS Excel 2007

Students will learn to enter and edit data, modify a worksheet, use functions, create charts and print spreadsheets with this popular program. *Prerequisite: basic computer knowledge.* **10 hours**

Basic MS PowerPoint 2007

Learn to create professional presentations by creating slides with text, sound effects, graphics, and other tools. *Prerequisite: basic computer knowledge* **10 hours**

Basic MS Publisher 2007

Bring your project ideas and learn to design brochures, flyers, advertisements, newsletters, cards, and business documents. *Prerequisite: basic computer knowledge* **5 hours**

QuickBooks

This course introduces students to the features of *QuickBooks* accounting software. Learn how to set up and prepare invoices, statements, bank deposits, checks and payroll documents. **5 hours**

Using Your Digital Camera

Course participants will learn the basics of digital photography, including camera settings and usage, and downloading, printing and storing photos. Computer and Internet experience recommended. **5 hours**

Also available:

Intermediate levels of MS Word 2007, MS Access 2007, MS Excel 2007

Advanced levels of MS Word 2007, MS Access 2007, MS Excel 2007

Allied Health



Certified Nurse Aide (CNA)

This course is required for those interested in employment as aides in Kansas long-term care facilities. Classroom learning and labs are supported by hands-on clinical experiences in area care facilities. Students who successfully finish this course will complete a test administered by the Kansas Department of Health and Environment (KDHE) to earn CNA certification. Prerequisite: CASAS reading test (administered at MATC)

100 hours/5 credits

Certified Medication Aide (CMA)

This course follows guidelines specified by the Kansas Department of Health and Environment (KDHE) for instruction of individuals planning employment as a CMA in long-term care facilities. Students participate in classroom, lab and clinical settings to develop and apply knowledge and skills. Prerequisite: *Kansas CNA certificate.*

75 hours/4 credit hours

I.V. Therapy

This course is designed to familiarize LPNs with I.V. administration methods and primary uses of I.V. therapy. Classroom instruction, labs and clinical experiences are included in the training. An RN will also find the course beneficial in maintaining competency. **30 hours/2 credit hours**

Phlebotomy

Students will develop knowledge of the healthcare delivery system, medical terminology, infection control and safety. They will also practice techniques for specimen collection, equipment use and quality control in a lab setting.

3 credit hours

Home Health Aide

This course is designed for Certified Nurse Aides who wish to work for a home health agency and care for clients in their homes. Students successfully completing this course will take a test administered by the Kansas Department of Health and Environment (KDHE) to earn HHA certification.

1 credit hour

Restorative Aide

In this course, nurse aides will develop the skills needed to transfer the occupational and physical therapists' orders into daily nursing care. The course includes use of physical, occupational and restorative therapies incorporated into residents' personal and daily activities. The training concludes with an internal assessment and, upon successful completion, RA certification. **2 credit hours**

CMA Update

This course follows guidelines specified by the Kansas Department of Health and Environment (KDHE) for required continuing education and recertification for certified medication aides. **10 hours**

Medical Terminology

Students in this course will learn to read and use medical terms proficiently. It is particularly useful for medicate secretaries, medical records personnel, insurance processors, and student considering nursing, or other health professions. **3 credit hours**

Medical Billing & Coding

Students in this course will develop the skills needed to prepare insurance billing in a medical office.

Instruction focuses on customer service skills, as well as competency in legal aspects of insurance claims, electronic data interchanges and managed care. This course is useful for medical secretaries, medical records personnel, insurance processors, and pre-nursing/med students.

3 credit hours

Advanced Medical Coding

This course takes billing and coding students beyond the introductory level. Students will be able to accurately assign ICD0-CM diagnosis codes to outpatient and inpatient services, and will provide background training toward completing national coding certification testing.

Prerequisite: Medical Billing & Coding

3 credit hours

CPR-First Aid

Various CPR courses are available: Healthcare Provider, Heartsaver Facts, Heartsaver AED, Heartsaver CPR Adult, Heartsaver CPR Adult and Child. **Hours vary from 2-8**

Medical Office Reception

This course is designed to develop skills needed to perform entry level medical office administrative support responsibilities, including customer service, telephone skills, scheduling, filing, maintaining confidentiality, and overviews in medical terminology, insurance billing, and correspondence.

3 credit hours



Technical Training



Fundamentals of Auto Body Repair

Learn the basics of auto-body repair. This course will cover basic metal preparation and finishing, plastics repair and applying primers and paint. All materials and equipment are provided.

48 hours

Fundamentals of Auto Body Repair II

Students who have completed the basic course will gain additional skills and practice in all aspects of collision repair.

48 hours

Commercial Driver's License Test Preparation

This course will prepare participants for the written test and pre-trip inspection required to obtain a Class A or B permit and all endorsements.

8 hours

Beginning Welding

This course is for anyone interested in learning welding techniques: electric arc, oxyacetylene and metal inert gas (MIG) welding are covered. Students must furnish welding gloves, helmet and pliers.

60 hours

Industrial Electricity

Gain practical electrical knowledge through hands-on training in basic electricity, components and motors, schematic reading, drives, basic and advanced programmable logic controllers (PLCs), and troubleshooting. **75 hours**

Autodesk Inventor

Autodesk® Inventor® software provides a comprehensive set of design tools for producing, validating, and documenting digital prototypes. The Inventor model is a 3D digital prototype that helps users visualize, simulate, and analyze how a design will work under real-world conditions before a product or part is ever built.

45 hours/3 credit hours

2D and 3D AutoCAD

This course also introduces the new features of AutoCAD 2009 to experienced users of AutoCAD 2006-2007. Topics include AutoCAD user interface, basic drawing and editing, drawing precision using drawing aides, drawing organization, layouts and plotting concepts, text, hatching and dimensioning.

7 hours each

Additional Training Available



Command Spanish©

Command Spanish© is customized Spanish language instruction for non-Spanish speakers who interact with Spanish speakers in the workplace. No prior knowledge of Spanish is required. Instruction is available for a wide variety of occupations, including:

- Dental
- Medical
- Criminal Justice
- Public Safety
- Education
- Business & Commerce
- Industry & Manufacturing
- Hospitality
- General Interest

Courses are offered periodically at MATC. Command Spanish© training can also be customized for your workplace. Typical training consists of 10-12 hours of instruction. Programs are also available online.

Supervisory Skills for the 21st Century

While designed primarily for the first-time supervisor, this training is relevant to anyone who manages employees.

Topics include:

- Leadership
- Team Building
- Communication
- Conflict Resolution
- Ethics
- Diversity
- Recognizing and Dealing with Sexual Harassment

This two-day training is offered twice yearly in partnership with Kansas Department of Commerce and the Junction City and Manhattan Workforce Centers. Lunch and all materials are provided.

Basic Employability Skills Training© (BEST)

BEST© is a soft-skills training program developed in response to employers' concerns. The curriculum addresses critical workplace issues such as:

- Dependability (punctuality and absenteeism)
- Appearance
- Positive Attitude
- Keeping Your Job
- Customer Service
- Effective Communication
- Ethical Behavior
- Getting a Job
- Wellness and Safety in the Workplace

Training is offered regularly through the Junction City Workforce Center. Training-for-trainers is also available and is required before using this copyrighted program.

Please call the MATC Workforce Development Department at 785-587-2800 x4125 for additional information on these programs, or to discuss other custom training opportunities for your business.

Take classes that fit **YOUR** schedule.

Relax. There's no need to rush to campus. Take classes from home! Experience learning the way it was meant to be: enjoyable, clear, uncomplicated, fast, and convenient.



Choose from more than 250 online classes available every month.

View our online course catalog at:

<http://www.ed2go.com/matech>



Enrollment Information

Enrollment Procedures

Enrollment for all classes can be completed during regular office hours (7:30 am – 6:00 pm Monday through Thursday and 7:30 am – 5:00 pm Friday) at the college or by phone (785-587-2800). Full payment of tuition and fees for each class must be paid at the time of enrollment. For your convenience, Visa, MasterCard and Discover are accepted. Please enroll in your selected courses early, as many course fill quickly.

If our business is interested in customized training, please contact the MATC Workforce Development Department (785-587-2800 x4125).

THIRD PARTY PAYMENT:

- ✦ Payment, a purchase order, or a signed authorization to bill a company or agency as a third party must accompany the student's registration. MATC accepts Visa, MasterCard and Discover.
- ✦ Companies and agencies that request to be billed as third party agree to pay all items authorized regardless of the performance of the student.

REFUND POLICY:

- ✦ Students will receive a refund of 100% tuition & 100% fees if written notification is received at MATC during office hours **at least 2 days prior** to the course start date.
- ✦ No refunds will be given after the course start date.
- ✦ A full refund will be given for classes which do not meet minimum enrollment requirements. Please allow two weeks for a refund check to arrive in the mail.

Accessibility

Manhattan Area Technical College is accessible for disabled individuals. Those needing assistance due to physical disabilities are encouraged to contact the college.

Additional Information

MATC strives to provide classes of interest to the public. We will explore the development of any course suggested by the public. If you have a particular interest, please call the MATC Workforce Development Director at 785-587-2800 x4125.

For additional information, please contact Manhattan Area Technical College, 3136 Dickens Avenue, Manhattan, KS 66503-2499, (785) 587-2800 or (800) 352-7575. MATC's hours are 7:30 am – 6:00 pm Monday through Thursday and 7:30 am – 5:30 Friday, when classes are in session.