

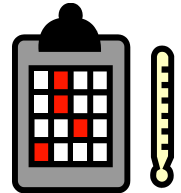


Certified Nurse Assistant Class

Spring Semester

2019

Lecture/Lab - Mon/Wed 1500-1900
Clinical's - Sat/Sun 0530-1430



This course follows the curriculum specified by the Kansas Department for Aging and Disability Services (KDADS) for instruction of persons planning employment as Certified Nurse Aides in long-term care facilities or pursuing health care careers. Outside-of-class reading and homework assignments are required. After successful course completion, the student is eligible to take the state test to be credentialed as a Certified Nurse Aide (CNA) in Kansas.

This course has both online and face-to-face components. Assigned readings and assignments are posted online and must be completed prior to each class/lab meeting. Discussion and skills are addressed during face-to-face class/lab sessions at MATC. Students must be able to consistently access the Internet to obtain & complete course assignments by due dates. Allow minimum 4-6 hours for coursework preparation prior to attending each of the class sessions. Students may use their personal computer or a public computer (school or public library).

Enrollment for this class is with Manhattan Area Technical College, 3136 Dickens Avenue, Manhattan, KS. Enrollment is on a **first-come-with-payment-and-all-enrollment-requirements-met basis.** Enrollment opens Dec 3, 2018

General office hours are Monday-Friday, 8:00 am-5:00 pm.

Class enrollment will close once 10 students are enrolled.

Required for enrollment: **Two (2) personal documents:** state-issued photo ID and copy of SSN card (not just the number); **Report of negative TB skin test** completed within the past 6 months (or TB chest x-ray, blood test report); **Evidence of current Flu Vaccination** completed for the current influenza season. **CASAS Reading Test** must be passed prior to enrollment. **Go here:** <https://manhattantech.edu/student-resources/teaching-learning-center/students/testing-placement/casas-reading-test> **to schedule the test.** A \$5.00 fee will need to be paid upon scheduling the exam. The CASAS Test may be waived for college graduates or those who have completed college level writing courses (English Composition, Expository Writing, etc.) grade "C" or higher. **Bring your transcript or grade report.**

Course cost is \$820.00 for Spring 2019 semester

Military or Veterans

VA Financial Aid is now approved for this course. Please see the financial aid office for eligibility.

Fees must be paid at the time of enrollment (or sponsor letter presented**). Includes testing fees. MATC accepts cash, check, Visa, MasterCard and Discover. High school students may be eligible for reduced cost per SB155, a career-technical education initiative approved by the Kansas Legislature.

NOTE: To enroll, bring all the required documents listed above. No partial enrollments or "holds" are accepted.

Class Dates: **Jan 31 thru Mar 6, 2019;** **Mar 18 thru Apr 17, 2019** **Apr 29 thru May 22, 2019** **June 10 thru July 10, 2019**

Course dates listed above are pending KDADS approval

Course cancellation may occur at MATC's discretion

Lecture/Lab: Manhattan Area Technical College, Room 103B, Monday & Wednesday 1500 (3:00 pm) – 1900 (7:00 pm);

Clinicals: Saturday/Sunday clinical dates will be presented during enrollment & shown on the printed schedule

Required Textbook: Hedman, Fuzy, and Rymer. (2018). **Hartman's Nursing Assistant Care: Long-Term Care (4th ed.)**. Albuquerque: Hartman Publishing. ISBN 978-1-60425-074-9

Required Workbook: Hedman, Fuzy, and Rymer. (2018). **Workbook, Hartman's Nursing Assistant Care: Long-Term Care (4th ed.)**. ISBN 978-1-60425-075-6. Textbook and workbook are available through MATC's eCampus Bookstore.

See information on MATC website www.manhattantech.edu. Please allow 2 weeks for delivery of books to your location

Additional Information: **Scrubs are required attire.** Information on obtaining scrubs will be provided at the time of enrollment.

**** Third party Billing Agreement:** Payment, a purchase order, or a signed authorization to bill a company or agency as a third party must accompany the student's course enrollment. Companies and agencies requesting to be billed as third party agree to pay all items authorized regardless of the performance of the student.

Refund Policy: Student may "drop" and receive a refund of tuition and fees if a written notification is received at the MATC front office before 5:00 pm on the Friday before class begins. No refunds are given after the class begins.

Email questions to: MarkBallinger@manhattantech.edu or frontdeskuser@manhattantech.edu

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