

Continuing & Professional Studies



KWANTLEN POLYTECHNIC UNIVERSITY

FALL 2014

 Online Classes Available

WELCOME TO KPU'S

Continuing & Professional Studies



We are excited to be offering new and diverse programming to satisfy the needs of our growing community of lifelong learners. Whether your goal is a career, an academic pursuit or a passion for one of many general interest areas, we are committed to providing you with the innovative, high-quality education that will set you on the right path.

Don't see what you are looking for? Let us know, we would love to hear from you! Email Cont&ProStudies@kpu.ca.

Looking for customized training? With 124 programs and 900 faculty we can customize training to meet your needs in a wide variety of areas. To find out more, please call **604.599.3355**.



TABLE OF CONTENTS

Registration Form – 3

School of Business – 4

Chip and Shannon Wilson School of Design – 12

Faculty of Health – 15


Faculty of Science and Horticulture – 18

Faculty of Trades and Technology – 20


Course List – 23


Refund Policy – 23

How to Register

 Online at kpu.ca/cps

 **By Mail**
Student Enrolment Services
12666 72 Ave
Surrey, BC V3W 2M8

 **By Fax**
Student Enrolment Services
604.599.2086

 In person at any of our Student Enrolment Services offices during office hours

KPU LANGLEY

Monday–Wednesday: 9:00 am–4:00 pm
Thursday: 9:00 am–1:00 pm
Friday: 1:00–4:00 pm

KPU SURREY

Monday, Tuesday: 9:00 am–6:00 pm
Wednesday, Thursday: 9:00 am–4:00 pm
Friday: 9:00 am–2:00 pm

KPU RICHMOND

Monday, Tuesday: 9:00 am–4:00 pm
Wednesday, Thursday: 9:00 am–6:00 pm
Friday: 9:00 am–6:00 pm

KPU TECH

Monday–Thursday: 9:00 am–4:30pm
Friday: 9:00 am–1:30pm



NEED HELP REGISTERING?

You can call 604.599.2000 or drop by any of our campuses for assistance.

Registration Form

STUDENT INFORMATION

KPU STUDENT ID (FOR RETURNING STUDENTS)

LEGAL FIRST NAME

LEGAL LAST NAME

PREVIOUS LAST NAME (IF APPLICABLE)

PREFERRED NAME

GENDER MALE FEMALE

BIRTHDATE DD/MM/YY

CANADIAN CITIZEN YES NO

STREET ADDRESS

UNIT #

CITY

PROVINCE/STATE

POSTAL CODE/ZIP CODE

COUNTRY

PHONE NUMBER

EMAIL

By providing your e-mail address, you are agreeing to allow KPU to send you registration related information.

COURSE SELECTION

COURSE NAME

COURSE NUMBER
(CRN, EG 80001)

START DATE

COST

PAYMENT

CREDIT CARD (check one) VISA MASTERCARD AMERICAN EXPRESS

NAME ON CARD

TOTAL AMOUNT TO BE CHARGED

CREDIT CARD NUMBER

EXPIRY DATE MM/YY

SIGNATURE

DATE DD/MM/YY

This information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act, and is needed to process your application. If you have questions about the collection or use of the information, please e-mail Con&ProStudies@kpu.ca. Please note: All credit card data is purged upon registration.

School of Business



CONTRACTOR'S ACADEMY

What Makes AVITAN Trainers Different?

As a contractor, you have the skills to do the jobs. But what about the skills to run your company? Take charge of the future by enrolling in this six-part series created especially for contractors.

Learn the mechanics of a business operation – what you need to know as an owner to make a company run profitably, efficiently and be a whole lot less stressed. Our course material was developed within the construction industry, for contractors, by contractors. All of the examples and stories come from real construction projects.

A Statement of Completion is awarded upon completion of all six courses.

About AVITAN Trainers

We have been coaches, trainers, and mentors to the construction industry for the past 13 years.

Our background is contractors and buildings for over 32 years. We experienced recessions, slow times, labour issues, cash flow difficulties and a vast array of challenges contractors face on a daily basis.

We speak construction—your language—and we can help.



➤ AVITAN SERIES OF BUSINESS TRAINING FOR CONTRACTORS


Essential Business and Banking Smarts for Contractors • PBUS 9000

Learn the core concepts that affect every construction company. You will learn the 8 rules of a successful business, the 4 qualities of a great leader, how to free up some of your own time and reduce the amount of hats you wear. There comes a time when every business requires the owner to go to the bank to secure money. You will learn how to prepare for your meeting with the bank. Making a good first impression, what documents to bring, how to package them properly and what the bankers look for in your financial statements. A business that demonstrates and shows evidence of the requirements results in a position reaction. During this session's open table top discussions you will gain a wealth of business tips that will give you an edge over your competition.

 September 19
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80138

 October 31
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80141

Understanding Contracts • PBUS 9002


Learn the proper contract to use and how to read and understand it. A proper contract will protect your company, reduce conflicts and misunderstanding, and facilitate collection of receivables. Leave this seminar confident and comfortable with a proven contract that is developed for your industry.

 October 3
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80140

 November 14
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80144

Change Order Fundamentals • PBUS 9004


An efficient procedure for processing and dealing with change orders will not only reduce conflicts and improve customer relations, but it is also an opportunity to improve the overall gross profit margin. Learn a proper system for change orders and recover ALL related costs – painlessly.

 October 17
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80197

 November 28
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80199


Charge Out Rates • PBUS 9001

Learn the proper method for calculating your company's charge out rates. The impact of an incorrect charge out rate will destroy a construction/trade company. It is crucial for a business to understand and know the make-up of its charge out rates and what it covers.

 September 26
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80139

 November 7
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80143


Estimating Principles • PBUS 9003

There are a myriad of estimating software programs available for most trades. However, unless you know what actually makes a good estimate, you will end up with "garbage-in, garbage-out". The program will only be as good as the information you feed it. The point is not just to be able to prepare an estimate, but to be able to prepare a good estimate. A good estimate means that you get the job and make a profit doing it.

 October 10
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80196

 November 21
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80191

Salesmanship • PBUS 9005

Without sales, there is no company! Sales activities seek out new clients, develop relationships and find new markets for the company's products and services. Learn proven techniques to increase your sales and profits.

 October 24
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80198

 December 5
Friday
8:00 am–2:00 pm

 KPU Tech
Rm 1853

 \$795 + GST
CRN 80200



Register now for
**Continuing &
Professional Studies**

➤ FINANCIAL ACUMEN SERIES

Build your financial acumen. These series of seminars will allow managers, entrepreneurs and other business professionals with little or no financial training or experience to learn accounting, finance and budgeting principles. You will increase your confidence and effectiveness understanding and using financial terminology, information, tools and analysis techniques in making business decisions in your organization.

Financial Statement Analysis for the Non-Accountant • PBUS 9024

i2 **NEW DATE:** November 7 & 8
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80148

Accounting and Finance: Managerial Use and Analysis • PBUS 9025

i2 October 24 & 25
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80149

➤ ENTREPRENEURIAL AND MARKETING ACUMEN SERIES


The Entrepreneurial and Marketing acumen series of seminars provides professionals and entrepreneurs at all levels with fundamental knowledge, strategies, and techniques to improve business performance. Participants will learn about the importance of entrepreneurship in fostering innovation and productivity along with the latest thinking about entrepreneurial and marketing mindsets and strategies.

Foundations in Entrepreneurial Management

• PBUS 9026

i2 **NEW DATE:** November 14 & 15
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 3414

 \$1050 + GST
CRN 80150

Foundations of Business Innovation • PBUS 9027

i2 November 21 & 22
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80157



Register now for
**Continuing &
Professional Studies**



➤ PROFESSIONAL ACUMEN SERIES

The Professional Acumen series of seminars provides opportunities to build individual effectiveness within the core workplace competencies and skills. These seminars are designed to provide participants with tangible strategies and tools that can be applied to make a substantive contribution toward achieving personal and organizational goals.

Understanding the BC Workplace: Culture and Communication • PBUS 9028

i2 **NEW DATE:** November 18 & 29
Friday & Saturday
9:00 am–4:00 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$395 + GST
CRN 80151

Facilitation Foundations • PBUS 9029

i2 **NEW DATE:** October 24 & 25
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
NEW ROOM: Bldg Fir, Rm 124

 \$795 + GST
CRN 80152

Business Writing for Individuals • PBUS 9030

i2 December 5 & 6
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80153

Creativity, Critical Thinking and Problem Solving for Emerging Professionals • PBUS 9031

i2 October 17 & 18
Tuesday & Wednesday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80154

Negotiation Skills • PBUS 9032

i2 November 7 & 8
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$850 + GST
CRN 80155

Organizational Change Foundations • PBUS 9033

i2 November 21 & 22
Friday & Saturday
9:00 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80159

➤ LEADING AND MANAGING EFFECTIVELY SERIES

This series of seminars provides opportunities for participants to build insight and skills needed to understand how to inspire, nurture and change human performance. The seminars in this series are designed to provide participants with an overview of teams, high performance systems and to learn how individuals and leadership collectively affect team effectiveness and productivity.

Building your Leadership Brand • PBUS 9034

i2 November 14 & 15
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 242

 \$795 + GST
CRN 80156

Coaching and Mentoring Individuals and Teams • PBUS 9035

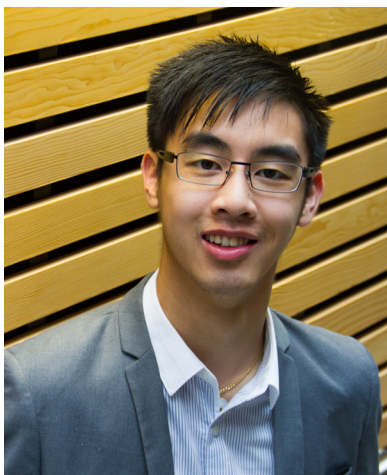
i2 November 27–29
Thursday
6:00–9:00 pm
Friday & Saturday
8:30 am–3:30 pm

 KPU Surrey
Bldg Fir, Rm 3414

 \$1050 + GST
CRN 80158



Register now for
**Continuing &
Professional Studies**



➤ ONLINE OFFERINGS THROUGH LEARNING RESOURCES NETWORK

Online Learning – LERN* UGotClass

We are pleased to offer a variety of online courses provided in partnership with the Learning Resources Network (LERN). See below for schedule details or visit lern.org/ugotclass.cfm for further information on the courses.

Please note: Student name and email address will be provided to UGotClass for access to the online learning system. This is a U.S. based course; however, the server for this system is located in Manitoba to comply with Canadian regulations.



“Information That Works!”

Business Communication (LERN)

Prezi • PBUS 9008

Take a journey into the world of creative presentations. Learn how to use and to engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.

 Kimba Green

 September 2–26


 Online

 \$195 + GST
CRN 80115

Keys to Customer Service

• PBUS 9010

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. You will learn how to become skilled at being an exceptional service provider. The payoff for you and your organization is enormous.

 Nanette
Sanders-Cobb

 September 2–26

 Online

 \$145 + GST
CRN 80117

Creating Visual Presentations


• PBUS 9009

Make your visual presentations look professional and communicate effectively. Get the latest techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program you choose.

 Jenna Soard

 November 3–28

 Online

 \$195 + GST
CRN 80116

Designing Successful Webinars • PBUS 9019

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars, and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

 William A. Draves

 October 6–31

 Online

 \$195 + GST
CRN 80124



8 Check kpu.ca/cps for up-to-date course information. In the event there is a discrepancy the website shall be deemed correct.



Register now for
**Continuing &
Professional Studies**

Certificate in Publishing eBooks (LERN)

Self-Publishing eBooks

• PBUS 9015

eBooks are becoming more popular than ever, especially with the release of the iPad and other tablets. In addition to publishing fiction and non-fiction books individuals and companies are using eBook publishing as a way to market products, services and ideas. Come discover what makes a great eBook and how you go about creating, formatting, and publishing your eBook. Learn the steps necessary to create your eBook with text, photos, illustrations, audio, videos and hyperlinks to websites. Understand the different options you have in self-publishing and distributing your eBook. Walk away not only knowing how to make an eBook but how to market it as well.

 Tim Street

 October 6–31

 Online

 \$195 + GST
CRN 80129


Marketing eBooks • PBUS 9016

Having a book idea and publishing it is only half the recipe for success. Find out how to get the word out to your target market. Discover the various marketing avenues for your book. Acquire information on which social media site or sites make sense for your audience and how to maximize your effort by minimizing your time online. Most importantly, you will create a marketing plan so you can map out your steps from start to finish.

 Penny C. Sansevieri


 November 3–28

 Online

 \$195 + GST
CRN 80130

Growing Your Business with Self-Publishing • PBUS 9023

A book can help you expand your business in the way no form of advertising can. This practical course is designed to help entrepreneurs, businesses, and organizations self-publish as well as gain a complete understanding of this often complicated marketplace. Learn how to understand your publishing options and how to select the best pathways given your business and personal objectives. You will learn how to work with print on demand (POD) companies that print books in small quantities, economically. All participants will gain an understanding of the decision-making framework and what factors drive decisions in self-publishing.

 Penny C. Sansevieri

 September 2–26

 Online

 \$195 + GST
CRN 80128



Register now for
**Continuing &
Professional Studies**



LEED Green Workplace (LERN)

LEED AP+BD&C • PBUS 9013

Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that will allow you to operate as a successful LEED practitioner on and off job sites. You will learn the tools, knowledge and materials necessary to pursue new opportunities in the growing green field as a LEED AP+BD&C accredited professional ready to work on LEED Certified commercial space.

PREREQUISITE: For LEED AP+ training, prior LEED AP accreditation (before 2009) or the LEED Green Associate accreditation.



Summer Gorder



September 2 to
October 24



Online



\$795 + GST
CRN 80120

LEED Green Associate Exam Preparation • PBUS 9020

This course covers the fundamental concepts of green building and is intended for design, construction and real estate professionals, building owners, or anyone who wants to develop their knowledge in this area. The course will prepare students to earn the LEED Green Associate credential from the Green Building Certification Institute and fulfill the eligibility requirement to sit for the exam.

Students examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process. In each of the first seven units we cover all specification sections listed by the Green Building Certification Institute as exam content areas. The final unit focuses on exam preparation.

To be successful in this course and on the exam it is recommended you view all the presentations, thoroughly read and understand all the readings, successfully pass each of the unit's quizzes and engage in the discussion forums with your fellow students. You will examine case studies of LEED certified building projects, concepts of integrated design, third-party verification and the LEED administration process.



Kelly Gearheart



September 2 to
October 24



Online



\$695 + GST
CRN 80125



LEED for Existing Buildings: Operations and Maintenance Exam Preparation Study Group • PBUS 9014

This study group covers the concepts and strategies of the LEED for Existing Buildings Operations and Maintenance Rating System and is intended for design, construction and real estate professionals, to develop their knowledge in this area. The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts, of integrated design, third-party verification and the LEED administration process.



Kelly Gearhart



September 2 to
October 24



Online



\$795 + GST
CRN 80121

Management (LERN)

Time and Productivity Management • PBUS 9011

Discover tips and techniques you won't get anywhere else for managing time and increasing productivity. Whether you are managing your own time, or others' time, come away with proven tips to put into practice on Monday morning.



William A. Draves



October 6–31



Online



\$195 + GST
CRN 80118

Lean Six Sigma • PBUS 9018

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries.



Scott Follett



November 3–28



Online



\$245 + GST
CRN 80123

Stress Management • PBUS 9012

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. How we interpret those events can set the stage for how we feel and how we react to others. Turn stress into a stepping stone, not a stumbling block.



Meredith Brown



November 3–28



Online



\$145 + GST
CRN 80119

Getting Things Done • PBUS 9022

Research has proven that when people have the opportunity to do what they do best every day, the effect on the individual, team and organizational performance is powerful. A strength-based management approach incorporates the latest research on engagement and workplace performance from the Gallup organization. Using the Clifton StrengthsFinder, you will learn how to be more successful by using the unique strengths and contributions of each team member to get more done at work and increase productivity. Fee includes a Top 5 Strengths access code to take the Clifton StrengthsFinder™.



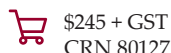
Jennifer Selke



September 2–26



Online



\$245 + GST
CRN 80127

New Media Marketing (LERN)

Google Analytics • PBUS 9017

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard, a free online tool.



Dan Belhassen
Susan Hurrell



October 6–31



Online



\$195 + GST
CRN 80122

Social Media for Business (LERN)

Integrating Social Media into Your Organization • PBUS 9006

Learn from a nationally known social media expert. Take away a practical strategy and techniques for implementing social media for your organization or business. Choose which social media tools are right for you, and then integrate them into your website to develop a social media strategy.



Jennifer Selke



November 3–28



Online



\$195 + GST
CRN 80113

Marketing with Images

• PBUS 9007

People love interacting with pictures on social media. Stay current with the latest sites and trends. Then learn how to identify what images work for your business goals. Discover new sources for the photos and images and learn how to quickly and easily edit them.



Meredith Brown



October 6–31



Online



\$195 + GST
CRN 80114



Register now for
**Continuing &
Professional Studies**



Chip and Shannon Wilson School of Design



KPU Richmond is undergoing new and exciting changes

Construction has begun on the Chip and Shannon Wilson School of Design and the building is set to open in 2015. The new five-story facility will be a certified LEED Gold building and will increase on-campus academic space by over 120 percent. The modern space will include:

- Instructional, research, fabrication and common space
- Unique usability lab for designing and creating prototypes
- Exhibition space for student works



Introduction to Mac

• PDSN 9000

This two-day training course offers a comprehensive introduction to the Mac operating system and how to navigate it. We will explore the essential elements of the Mac's hardware, operating system and user interface including navigation, file management, software and font installation, the dock, mission control, shortcut keys, toolbars, menus, dashboard and many more functions.



Andy Helmi



September 4–11
Thursday
6:00–8:50 pm



KPU Richmond
Rm 3084



\$220 + GST
CRN 80131

Adobe Photoshop CC Level 1

• PDSN 9002

This course is a comprehensive introduction to Adobe Photoshop. Students will be introduced to Photoshop panels, menus and tools, and learn about working with various image formats, editing, correcting and enhancing images, working with filters, vector drawing using shapes and the pen tool, layering and compositing, advanced editing using masks and channels, typography and much more.

PREREQUISITE: Introduction to Mac

TEXTBOOK: Adobe Photoshop Classroom in a Book



Andy Helmi



September 5 to
October 17
Friday
6:00–8:50 pm



KPU Richmond
Rm 3084



\$425 + GST
CRN 80133

Adobe Dreamweaver CC Level 1 • PDSN 9004

Dreamweaver is Adobe's powerful WYSIWYG web authoring software and the industry's leading website design and web development tool. In this class you'll learn how to set up a site, design HTML webpages and style them with CSS in Dreamweaver. Hands-on class exercises and homework assignments move towards building attractive and functional multi-page websites.



Andy Helmi



October 27 to
December 8
Monday
6:00–8:50 pm



KPU Richmond
Rm 3084



\$425 + GST
CRN 80135

Intro to HTML and CSS

• PDSN 9001

In this hands-on course students learn how to hand code web pages using HTML, style text and content with cascading style sheets (CSS), and manage files and Websites using FTP software. In addition, the course will provide an introduction to web design process including research, client interviews, information architecture and storyboarding.

PREREQUISITE: Introduction to Mac or equivalent



Andy Helmi



September 17 to
October 22
Thursday
6:00–8:50 pm



KPU Richmond
Rm 3084



\$425 + GST
CRN 80132

Adobe Illustrator CC Level 1 • PDSN 9003

This course provides the basic knowledge and application of Adobe Illustrator. Students will be introduced to the properties of digital graphic design through a vector based drawing application. In this course we will cover all the basics and fundamental Illustrator features such as working with shapes, text, drawing tools, menus, page layout, and creating printer friendly documents. Knowledge gained in this course will allow students to create logos, flyers, posters, banners, business cards, letterhead, or any other graphics for print.

PREREQUISITE: Introduction to Mac or equivalent

TEXTBOOK: Adobe Photoshop Classroom in a Book



Andy Helmi



September 18 to
October 23
Friday
6:00–8:50 pm



KPU Richmond
Rm 3084



\$425 + GST
CRN 80134



Register now for
**Continuing &
Professional Studies**




Adobe InDesign CC Level 1 • PDSN 9005


Learn how to use InDesign, the industry standard software, to create multi-page print products such as brochures, flyers, books and magazines. Students will be introduced to InDesign panels, menus and tools, and learn about working with multi-page document set up, templates, images, character and paragraph formatting, styles, and finalizing documents for print.

PREREQUISITE: Introduction to Mac or equivalent

TEXTBOOK: Adobe Photoshop Classroom in a Book

 Andy Helmi

 October 30 to
December 4
Thursday
6:00–8:50 pm

 KPU Richmond
Rm 3084


 \$425 + GST
CRN 80136

WordPress • PDSN 9006

In this course you'll learn how to use WordPress, the most popular content management system, to create sophisticated, dynamic, interactive, and fully functional websites and blogs without the knowledge of HTML/CSS coding. Students will be introduced to domain and hosting, purchasing, installing, WordPress, using and modifying themes, adding extensive functionality using widgets and plugins and much more through hands-on exercises on a live website.

PREREQUISITE: Introduction to Mac or equivalent

 Andy Helmi

 October 24 to
December 5
Friday
6:00–8:50 pm

 Richmond
Rm 3084

 \$425 + GST
CRN 80137

 Register now for
**Continuing &
Professional Studies**



Faculty of Health



Prevention and Recovery: Eating Disorders and Disordered Eating

Dr. Birmingham has treated people with eating disorders for over 35 years and has pioneered several new, internationally recognized treatments. Dr. Birmingham's lectures and presentations are tailored to meet the needs of both individual professional disciplines and public groups. His course at KPU about eating disorder prevention and recovery has separate tracks for: family doctors, nurses, psychiatrists, psychologists, counsellors, mental health workers, dieticians and chefs, physiotherapists and kinesiologists, pastors, researchers and the public.



FACULTY OF HEALTH COURSES

FALL 2014

Prevention and Recovery: Eating Disorders and Disordered Eating

• PHLT 9004

Individuals struggling with eating disorders and disordered eating deserve to be served by professionals with relevant and precise knowledge and competencies in the eating disorder field.

There is an urgent need for this training: for professionals already employed, to continue their staff roles, for employers who need to maintain hospital units focused on the treatment of critically diagnosed patients, and the for early intervention and long-term recovery for those who want help to avoid hospitalization, are waiting to enter hospital, or who need follow-up after leaving hospital.

This online course uses efficient, effective and flexible methods for the transfer/application of module readings, assignments and exams.

The foundation of this course is the application of eating disorder/disorder eating concepts to the workplace. The quality of care provided to clients

struggling with this devastating illness, will improve as cohorts of learners form communities of practice to transfer and share their new professional competencies.

This Health Science, Continuing Education course is a self-paced, on-line distance education that is instructor-supported, for professionals who wish to enhance their knowledge about caring for clients struggling with eating disorders/disordered eating. Internet access, Microsoft Word software, and reasonable keyboarding skills are required.


This course began June 16, 2014. Students may register at anytime and will be given six months to complete.

This course is recognized by the Royal College of Physicians and Surgeons of Canada, the Canadian Nurses Association and the Canadian Counselling and Psychotherapy Association.

 Dr. C. L. Birmingham

 Ongoing

 Online

 \$1,996
Sep, CRN 80185
Oct, CRN 80186
Nov, CRN 80187
Dec, CRN 80188



Pharmacology • PNUR 1100

This course provides an opportunity to review Canadian Pharmacology. This course is 50 hours of self-paced online learning. See website for textbook(s) required.

Lori Shortridge
Sherilyn Sweeney

September 3 to December 17

Online

\$500 + GST
CRN 80169

Health and Physical Assessment • PNUR 1109

Develop proficiency in conducting a health history and physical assessment in a simulated environment.

Lori Shortridge
Sherilyn Sweeney

December 11 & 12
8:00 am–4:30 pm

KPU Langley
Rm 1830/1840

\$500 + GST
CRN 80182

Medical Surgical Review • PNUR 1112

Enhance and acquire new nursing knowledge in preparation for practice. This course is tutor lead, self-paced and 150 hours of online learning. See website for textbook(s) required.

Lori Shortridge

September 3 to December 17

Online

\$500 + GST
CRN 80171

Consolidated Clinical Course • PNUR 1130

Demonstrate nursing knowledge, skills and abilities under the guidance of an RN in a health care practice setting. Applicants must have either completed a CAEN or have their results following the Substantially Equivalent Competency Assessment (SEC). Results of CAEN/SEC have to be current in the last two years.

Lori Shortridge

Varies

Off-campus

\$1,000 + GST
CRN 80172

Competency Assessment and Enhancement for Nurses (CAEN) • PNCA 1000

The Competency Assessment and Enhancement for Nurses (CAEN) is an individualized assessment for nursing knowledge and skills.

Lori Shortridge
Jackie Halliday

September 3 to December 17
Wednesday
8:30 am–4:30 pm

KPU Langley
South Bldg
Rm 1853

Please contact
Lorna Wolfe at
Lorna.wolfe@kpu.ca
prior to registering.
CRN 80167

Nursing in Canada • PNUR 1101

Review of terminology, expectations and practices commonly found in the Canadian Healthcare workplace. This course is tutor lead, self-paced and 35 hours of online learning. See website for textbook(s) required.

Lori Shortridge

September 3 to December 17

Online

\$500 + GST
CRN 80170

Psychomotor Skills Review • PNUR 1111

Develop competencies in psychomotor skills necessary to provide safe patient care.

Lori Shortridge

December 15–18
8:00 am–2:00 pm

KPU Langley
Rm 1820

\$800 + GST
CRN 80183

Professional Communication • PNUR 1120

This course includes therapeutic communication, conflict resolution, patient teaching strategies, and the concepts of critical thinking and clinical decision making.

Jim Morton

December 8–10
8:30 am–4:30 pm

KPU Langley
Rm TBA

\$500 + GST
CRN 80184

Canadian Registered Nurse Exam Preparation • PNUR 1199

Learners prepare for the Canadian Registered Nurse Exam (NCLEX) through online and face-to-face workshops.

Lori Shortridge

Dates: TBA

Online

\$500 + GST
CRN TBA




FIT Testing • PNUR 9001

Health care students are required as per the Health Authorities to have a current N95 fit-test record prior to entering clinical settings.

N95 respirators are designed to provide at least 95% filtration efficiency against solid and liquid aerosols (of the .3 micron size) that do not contain oil. Fit Testing is required to ensure that the N95 is providing you the respiratory protection it is designed to provide.

Students must undergo fit-testing annually as per WorkSafe BC, Canadian Standards Association, and manufacturer’s recommendation. Students must be in possession of their fit-test record card at all times while in the clinical area. Students will undergo fit-testing conducted by a trained fit-tester using approved fit-testing equipment.

 Jaime Brown

 September 15
October 14
November 12
December 19
Friday
9:15 am–4:50 pm

 KPU Langley
South Bldg
Rm 1853

 \$30 + GST
Sep, CRN 80173
Oct, CRN 80174
Nov, CRN 80175
Dec, CRN 80176

Menopause and Diet: Keeping the Pep in Your Step

• PHLT 9001

Menopause is not a disease. It is a natural biological process that all women will experience as they transition into their wiser years. This workshop explores the powerful effect of diet on the emotional and physical aspects of menopause, and provides a practical nutritional guide to help you dance through menopause with grace.

 Julia Denker
Holistic Nutritionist

 September 20
Saturday
10:00 am–12:00 pm

 KPU Surrey
Fir, Rm 1362

 \$45 + GST
CRN 80146

Pre-Clinical Course (NVCi Certification)

• PNUR 9003

Designed to prepare students in baccalaureate nursing programs to work in a variety of potentially aggressive clinical settings.

 Tess Kroeker
Jim Morton

 September
October
November
December
Friday & Saturday
8:00 am–4:20 pm

 KPU Tech
Rm 1853

 \$300 + GST
Sep, CRN 80177
Oct, CRN 80178
Nov, CRN 80179
Dec, CRN 80180

Nutrition 101 for Women: Getting Your Glow On


• PHLT 9000

Are you ready for a nutrition overhaul? This workshop defines the concept of eating for life, provides tips and tools to transition from the nutrient-poor Standard American Diet (SAD), and explains the importance of biochemical individuality and discovering food that fits you. Nutrition recommendations are reviewed, and a food demonstration with delicious samplings is provided. If you are looking for some basic tools to seamlessly adopt health eating patterns into your daily routine, both at home and at work, this is the workshop for you!

 Julia Denker
Holistic Nutritionist

 September 27
Saturday
10:00 am–12:00 pm

 KPU Surrey
Fir, Rm 1362


 \$45 + GST
CRN 80145

Aging Well in Community

• PHLT 9002

This experiential course encourages you to take steps toward aging well in community. We will explore housing options, the importance of community connection and care, as well as proactively planning for changes in health. The aim of the course is to help you develop your own proactive aging scenario, while recognizing the importance of community and shifting the concept of aging from languishing to flourishing.

 Source Facilitation

 September 18 to
November 6
Thursday
6:00–7:50 pm

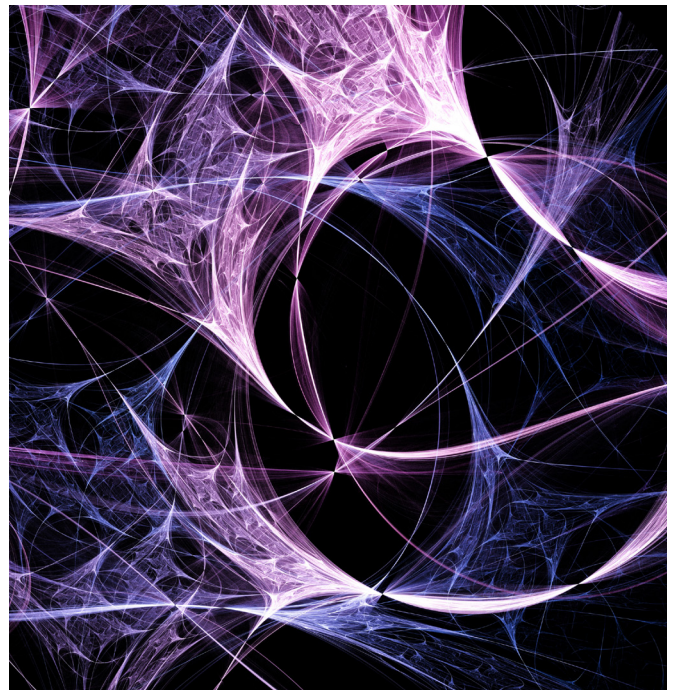
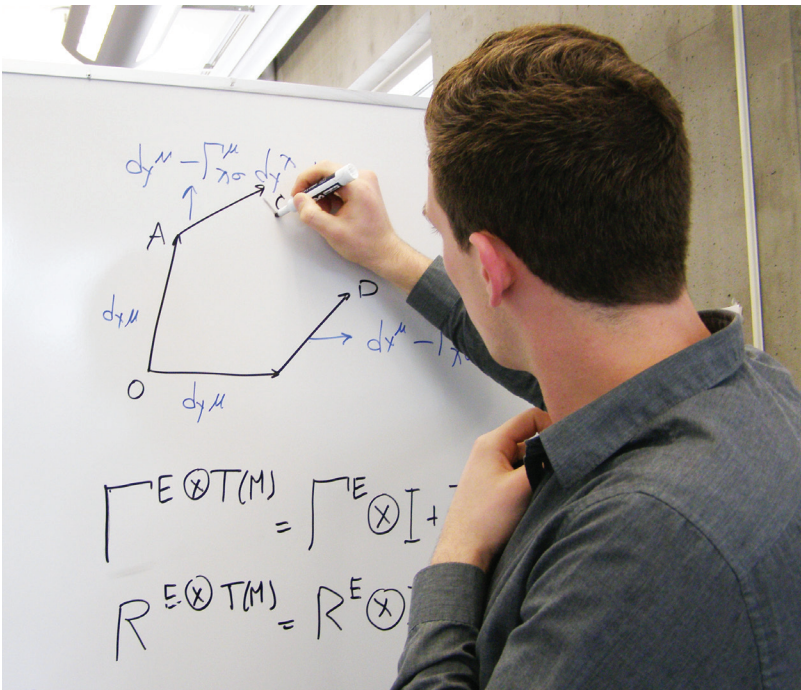
 KPU Surrey
Fir, Rm 142

 \$190 + GST
CRN 80163



Register now for
Continuing & Professional Studies


Faculty of Science and Horticulture



Using Logic in Secondary Mathematics

• PMTH 9000

The words “and,” “or,” “not,” and “if...then” are some of the most common words in the English language, and, not surprisingly, they appear in math courses at all levels. But what exactly do they mean, and how are they used correctly in a mathematical sense? Truth tables can help us see how they work together. By familiarizing yourself with these connectives, you will gain a better understanding of sets, one of the most important concepts of mathematics.

 October 18
Saturday
9:00 am–3:00 pm

 KPU Surrey
Bldg Fir, Rm 1362


 \$130 + GST
CRN 80160


Mental Math Can Be Fun

(For Math Teachers and Others) • PMTH 9001

Can you multiply 14×17 , 75×75 , or 13×17 in your head? Are you good at approximating answers? Many mathematicians believe that such skills are important. Are they right, or are such things better left to calculators? This course will examine a range of techniques that makes it faster to do simple math in your head than to enter the numbers involved in your calculator, and how mental math techniques help in learning higher mathematics.

 November 15
Saturday
9:00 am–3:00 pm

 KPU Surrey
Bldg Fir, Rm 1362

 \$130 + GST
CRN 80161



Register now for
**Continuing &
Professional Studies**

Faculty of Science and Horticulture presents BC's first

DIPLOMA IN BREWING & BREWERY OPERATIONS

Beginning in Sep 2014.

Learn the science of craft brewing.

Gain industry connections.

For more info visit: kpu.ca/brew

For enquiries, please contact: brew@kpu.ca

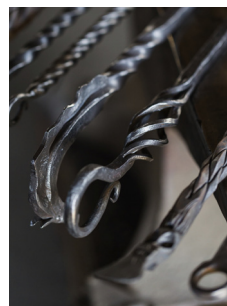


Faculty of Trades and Technology



Murray Frank of Constructive Home Solutions Inc.

Constructive Home Solutions Inc. performs building envelope design and assessments. Murray Frank has been an instructor in building science at colleges and universities in Vancouver and Victoria. Mr. Frank's combined technical expertise and practical experience help advance the understanding of construction and design issues in the climates across the diverse environments throughout Western Canada and North America.



Understanding Seismic Requirements • PTRA 9009

The 2012 BC Building Code includes new requirements for houses built in the coastal seismic zone. These provisions result in significant design considerations as well as construction requirements and the focus of the intensive workshop is on how to conform. The workshop will examine all of the new requirements, and then work through examples of how these will apply to home designs and construction methods. Included in the session is a copy of the "Illustrated Guide for Seismic Design of Houses" which serves as the course text. Students will become familiar with how to present design conformance for Building Permits, and construction requirements for lateral loads.



Murray Frank



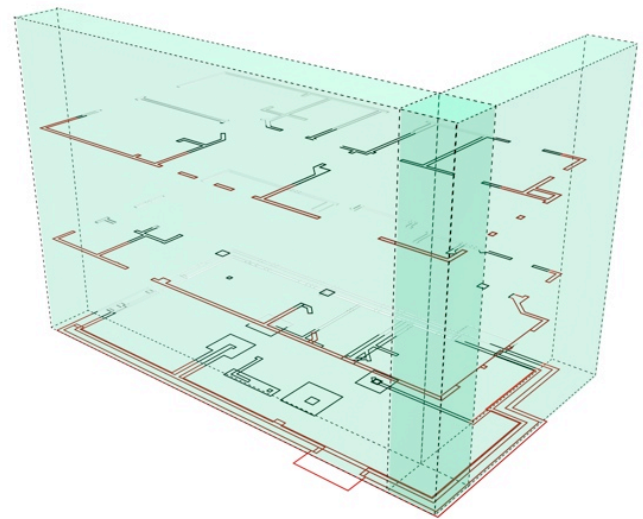
October 24 & 25
Friday
8:00 am–5:15 pm
Saturday
8:00 am–4:00 pm



KPU Tech
Rm 1341



\$275 + GST
CRN 80164



Basics of Building Science

• PTRA 9008

This course focuses on the building science for houses. The complexity of designing and building safe, energy efficient, comfortable homes requires a broad understanding of the structural, mechanical and building envelope systems and is the focus of this course.

Heat flow, vapour flow, air flow, rainwater control, seismic design as well as assembly design and detailing will be introduced. All subjects will be related back to the most recent BC Building Code, and various conforming below-grade assemblies, above grade assemblies and roofs will be examined in detail. Detailing fundamentals for transitions between systems, penetrations details including windows and doors, and specifics about air barrier, insulation, and vapour control will be covered. Students will gain knowledge about how to design and construct the home as a system, and how to avoid unintended consequences through an elevated understanding of how all building systems interact with each other.

This course is relevant for all levels of construction knowledge and forms the solid foundation for further Building Science education. The curriculum is presented with rich CGI graphics, photographs, and video making the complex content very easy to understand.



Murray Frank



October 13 to
December 5
Monday &
Wednesday
6:00–9:00 pm



KPU Tech
Rm 1341



\$485 + GST
CRN 80165

Understanding Windows and Doors • PTRA 9010

Much has happened under the 2012 BC Building Code relating to windows, doors, and skylights. New energy performance requirements will be reviewed along with the impact of the new NAFS Standard and window and door installation detailing. BC is one of the early adopters of these new provisions and this session is focused on eliminating the confusion surrounding fenestration and assisting designers, builders and building officials in understanding what is expected for houses.



Murray Frank



November 21 & 2
Friday
8:00 am–5:15 pm
Saturday
8:00 am–4:00 pm



KPU Tech
Rm 1341



\$275 + GST
CRN 80166

Understanding New Energy Requirements • PTRA 9011

The 2012 BC Building Code now includes a dramatically expanded provision for energy performance requirements for houses. Effective insulation values replace old nominal insulation approaches, air tightness has a significant priority, continuity of insulation throughout the building envelope must be achieved, mechanical devices must meet minimum performance standards, and ducting must be significantly sealed and insulated through unconditioned space. In addition, there are now three conformance paths that designers and builders can pursue (prescriptive, trade-offs, and performance). This intensive session takes the student through all of the new provisions and uses clear language and graphics to describe the requirements in detail.



Murray Frank



September 26 & 27
Friday
8:00 am–5:15 pm
Saturday
8:00 am–4:00 pm



KPU Tech
Rm 1854



\$275 + GST
CRN 80189



Register now for
**Continuing &
Professional Studies**

Cross Connection Re-Certification • PTRA 9007

According to the Canadian Standards Association, a cross connection is defined as any actual or potential connection between a potable water system and any source of pollution or contamination. Cross connections are present in every water system; depending on the size of the system, hundreds or thousands of potential cross connections can exist.

KPU Tech is an accredited training Institution through the BC Water and Waste Association (BCWWA) and is preparing to offer this program to qualified personnel.

Visit kpu.ca/trades/plumbing for more information.



TBA



September 16 to
October 30
Tuesday &
Thursday
6:00–9:00 pm

Final exam:
November 1
8:30 am–4:00 pm



KPU Tech
Rm TBA



\$685 + GST (does
not include cost of
exam or manual)
CRN 80190

CFC Recovery • PTRA 9012

One day environmental awareness course on Ozone depleting substances and the control of CFC/HCFC/HFC in the refrigeration and air conditioning industry. Covers the complete HRAI course as approved by Environment Canada and BC Environment. The participants who successfully complete the course requirements receive a certificate number and card for handling refrigerants as required by regulations.



TBA



October 4
Saturday
8:30 am–3:30 pm



KPU Tech
Rm 1825



\$178 + GST
\$40 CFC exam and
material package
CRN 80162

Welding Upgrading and CWB Testing

Welding involves the use of manual or semi-automatic welding equipment to fuse metal pieces together. Welders use flame-cutting, brazing and soldering equipment, melting and fusing pieces to be joined to form a permanent bond.

Welder Test Centre at KPU Tech provides upgrading and CWB testing for certified welders. For program and registration information contact 604-598-6129. Test authorizations can be faxed to 604-598-6005.

Parts, Warehousing, Logistics, and Distribution Adapted Foundation

In 2015 the Faculty of Trades & Technology will offer a Parts, Warehousing, Logistics & Distribution Adapted Foundation program for students with varying disabilities. This program aligns to employment opportunities within the LNG and Supply Chain sector by preparing students through in-class instruction and the practical application of inventory controls and goods movement. For more information on this opportunity please visit kpu.ca/trades.

Introduction to Blacksmithing

Learn the fundamentals of hot forging steel. In this introductory course students will discover how steel becomes plastic with the application of heat and how the form of steel bar can be changed using heat and hammer. By the end of this course each student will know how to produce simple forged items commonly found in the house or garden.

The farrier shop, at KPU Tech, has individual forging stations with adjustable anvil stands to suit any student. The majority of course time will be spent working in the shop at the forge. Students do not need to have had any previous experience working hot metal, must come dressed in non-flammable clothing (cotton), wearing steel toe safety boots and safety glasses.



For registration details on this course please visit kpu.ca/cps.

Intermediate Blacksmithing

This project based course will lead the student through the steps of producing an architectural item using a number of different forging processes. Students will come with some previous forging experience. A variety of fastening methods will be demonstrated and may be used to complete your individual project. Students will supply their own hand tools, safety glasses, steel toe boots and apron. Hearing protection is recommended. Non-flammable clothing must be worn.



For registration details on this course please visit kpu.ca/cps.



Register now for
**Continuing &
Professional Studies**



Course List

School of Business

Accounting and Finance: Managerial Use and Analysis – 6
Building your Leadership – 7
Business Writing for Individuals – 7
Change Order Fundamentals – 5
Charge out Rates – 5
Coaching and Mentoring Individuals and Teams – 7
Creating Visual Presentations – 8
Creativity, Critical Thinking and Problem Solving for
Emergency Professionals – 7
Designing Successful Webinars – 8
Essential Business and Banking Smarts for Contractors – 5
Estimating Principles – 5
Facilitation Foundations – 7
Foundations in Entrepreneurial Management – 6
Foundations of Business Innovation – 6
Financial Statement Analysis for the Non-Accountant – 6
Getting Things Done – 11
Google Analytics – 11
Growing Your Business with Self-Publishing – 9
Integrating Social Media into Your Organization – 11
Keys to Customer Service – 8
Lean Six Sigma – 11
LEED AP+BD&C – 10
LEED Green Associate Exam Preparation – 10
LEED for Existing Buildings: Operations and Maintenance Exam
Preparation Study Group – 10
Marketing eBooks – 9
Marketing with Images – 11
Negotiation Skills – 7
Prezi – 8
Salesmanship – 5
Self-Publishing eBooks – 9
Stress Management – 11
Time and Productivity Management – 11
Understanding the BC Workplace – Culture and Communications – 7
Understanding Contracts – 5

Chip and Shannon Wilson School of Design

Adobe Dreamweaver CC Level 1 – 13
Adobe Illustrator CC Level 1 – 13
Adobe InDesign CC Level 1 – 14

Adobe Photoshop CC Level 1 – 13
Introduction to HTML and CSS – 13
Introduction to Mac – 13
WordPress – 14

Faculty of Health

Aging Well in Community – 17
Canadian Registered Nurse Exam Preparation – 16
Competency Assessment and Enhancement for Nurses (CAEN) – 16
Consolidated Clinical Course – 16
FIT Testing – 17
Health and Physical Assessment – 16
Pharmacology – 16
Pre-Clinical Course (NVCI Certification) – 17
Prevention and Recovery: Eating Disorders and
Disordered Eating – 15
Professional Communication – 16
Psychomotor Skills Review – 16
Medical Surgical Review – 16
Menopause and Diet: Keeping the Pep in Your Step – 17
Nursing in Canada – 16
Nutrition 101 for Women: Getting Your Glow On – 17

Faculty of Science and Horticulture

Mental Math Can Be Fun (For Math Teachers and Others) – 19
Using Logic in Secondary Mathematics – 19

Faculty of Trades and Technology

Basics of Building Science – 21
CFC Recovery – 22
Cross Connection Re-Certification – 22
Intermediate Blacksmithing – 22
Introduction to Blacksmithing – 22
Parts, Warehousing, Logistics, and Distribution
Adapted Foundation – 22
Understanding New Energy Requirements – 21
Understanding Seismic Requirements – 21
Understanding Windows and Doors – 21
Welding Upgrading and CWB Testing – 22

Refund Policy

KPU Cancellation

- 100% refund of tuition and fees paid will be issued by cheque

Student Cancellation

- More than one week before the course/program commences, you will receive a full refund less a 10% administration fee
- Less than one week before the course/program commences, you will receive a full refund less 20% administration fee
- No refunds will be issued after classes begin

Continuing and Professional Studies programing not governed by this policy:

- To be determined and published before registration commences for each instance. Information regarding refunds will be published on our website
- Refund cheques will normally be mailed within six (6) weeks after eligibility has been determined
- The minimum amount refunded will be \$10.00

For details regarding procedures, please go to kpu.ca/cps/policies.

Kwantlen Polytechnic University

12666 72 Avenue
Surrey, BC V3W 2M8

w: kpu.ca

e: study@kpu.ca

t: 604.599.2000

Continuing and Professional Studies

kpu.ca/cps

KPU Langley

20901 Langley Bypass
Langley, BC

KPU Richmond

8771 Landsdowne Road
Richmond, BC

KPU Surrey

12666 72 Avenue
Surrey, BC

KPU Tech

5500 180 Street
Surrey, BC

Get Social

 [kwantlenU](https://www.facebook.com/kwantlenU)

 [@kwantlenU](https://twitter.com/kwantlenU)



KWANTLEN POLYTECHNIC UNIVERSITY

