Kwantlen Polytechnic University
12666 72 Avenue
Surrey, BC V3W 2M8
kpu.ca/cps
cps@kpu.ca
604.599.2020

Continuing and Professional Studies
kpu.ca/cps

KPU Langley
20901 Langley Bypass
Langley, BC

KPU Richmond
8771 Lansdowne Road
Richmond, BC

KPU Surrey
12666 72 Avenue
Surrey, BC

KPU Tech
5500 180 Street
Surrey, BC

EXPERIENCE. LEARN. CHANGE.
kpu.ca/cps 604.599.2020
Jobs are changing rapidly and for some industries, becoming more specialized. Employees today simply need more training. Is your business looking for customized training options designed to help your company reach its goals? KPU can customize training in a wide variety of areas to meet your needs. Email us at training@kpu.ca or call our Corporate Training division at 604.599.3300 with your ideas.

Continuing & Professional Studies

How to register

Online
kpu.ca/cps

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

By Fax
Continuing and Professional Studies
604.599.3456

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

KPU Langley
Monday–Wednesday: 9:00am–4:00pm
Thursday: 9:00am–6:00pm
Friday: 1:00pm–4:00pm

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

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

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

NEED HELP REGISTERING? You can call 604.599.2020 or drop by any of our campuses for assistance.

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

We are pleased to offer a variety of online courses provided in partnership with the Learning Resources Network (LERN). These courses are listed throughout the catalogue and have “LERN” noted in the course title.

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

HUMAN RESOURCES

Applying Lean Sigma Practices to HR Functions (LERN)
Course #: HRST 9000* • Online
Develop the mindset of Lean Operational Excellence, and advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them. After taking this course you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization.

Onboarding New Employees (LERN)
Course #: HRST 9001* • Online
Ensure a smooth transition from best candidate to star employee. Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation and has long reaching implications. At the conclusion of the class you will have constructed an Onboarding Program for use in your own organization.

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

*Course # required during registration
Stress Management (LERN)
Course #: MGMT 9003* • Online
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.

BUSINESS SKILLS
Certificate in Customer Service (LERN)
Customer service is now essential for business and all working organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retraining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Keys to Customer Service (LERN)
Course #: BUSK 9000* • Online
Learning to build your customer service skills will have a powerful impact on your career success as well as in 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.

Extraordinary Customer Service (LERN)
Course #: BUSK 9009* • Online
Transform your customer service into something extraordinary. As a result more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

MANAGEMENT
Getting Things Done (LERN)
Course #: MGMT 9000* • Online
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 StrengthFinder, 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.

New Strategies for Time and Productivity Management (LERN)
Course #: MGMT 9001* • Online
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.

Lean Six Sigma (LERN)
Course #: MGMT 9002* • Online
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.

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Female Bullying in the Workplace (LERN)
Course #: BUSK 9001* • Online
Recently we have an upsurge of individuals claiming bullying in the workplace. The phenomenon of females being bullied by other females has been discussed in recent years in the media but little has been done to combat or try to deal with the problem. Both females and males need to understand about relational aggression in the workplace. This course is designed to not only help you understand this growing issue but to also help you to not become a victim of workplace bullying.

Prezi (LERN)
Course #: BUSK 9002* • Online
Take a journey into the world of creative presentations. Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as how you are presenting.

Cash is King (LERN)
Course #: BUSK 9003* • Online
Cash is arguably the most important factor in business success. D&B reports 90% of all small business failures are due to poor cash flow—more money gets paid out than collected. It is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

Cyber Security for Managers (LERN)
Course #: BUSK 9004* • Online
Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the workplace, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, intrusion detection/prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of the course you will have the knowledge needed to practice safer computing and safeguard your business and work information.

Graphic Design for Visual Presentations
Course #: BUSK 9005* • Online
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.

Designing Successful Webinars (LERN)
Course #: BUSK 9006* • Online
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.

Advanced Neuro-Linguistic Programming (NLP) (LERN)
Course #: BUSK 9007* • Online
Advanced skills will enable you to manage your states of consciousness to eliminate the negative emotions and limit decisions that interfere with your ability to obtain the highest levels of success in all areas of your life, including career, relationships, health & fitness, family, personal growth & development.
You will learn how to effectively use language to enhance communication and reframe any situation to your personal benefit.

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You will learn how to effectively use language to enhance communication and reframe any situation to your personal benefit.

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Effective Copywriting (LERN)
Course #: BUSK 9008* • Online
Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

Neuro-Linguistic Programming Fundamentals (NLP) (LERN)
Course #: BUSK 9010* • Online
NLP is a powerful change management tool that transforms the way people think and act to have the greatest impact both professionally and personally. Find out how to manage your emotional and psychological states to eliminate fear and anxiety, replace negative behaviors with positive ones, and establish rapport in your personal and professional relationships.

Photoshop for Presentation
Course #: BUSK 9011* • Online
Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

SUPPLY CHAIN AND OPERATIONS MANAGEMENT
Certified in Production and Inventory Management (CPIM)
The CPIM program is the strategic advantage you need in today's world, where the rate of organizational and technological change is accelerating exponentially. Just as successful companies have adapted to the changing business environment, the CPIM program has changed over the years to keep up with current knowledge and practices.

Basics of Supply Chain Management
Course #: SMGT 9000
An introductory course which is a prerequisite to the other modules of the CPIM program. Key concepts in managing the complete flow of material in a supply chain are introduced. Fundamental relationships among the activities that occur in the supply chain of an organization from suppliers to customers are explained including the introduction of the interworking's of a manufacturing operation. Topics include: Common management concepts and techniques, supply chain fundamentals, operating environments, financial fundamentals, enterprise resources planning (ERP), lean, quality fundamentals, and theory of constraints. This course is also an excellent primer for those supporting supply chain function such as: IT and Finance. Course fee includes CPIM participant workbook.

Master Planning of Resources
Course #: SMGT 9001
This module provides an understanding of Sales & Operations Plans, Master Planning, and Demand Management. This course provides the ability to effectively forecast internal and external demand through the examination of all resource planning processes. As well, the processes, concepts, and techniques used to link strategic goals to operations and coordinate the various planning efforts of the functional areas, including operations, sales, sourcing, product development, marketing, and finance in a variety of business environments. Course fee includes CPIM participant workbook.

*Course # required during registration
Certified Supply Chain Professional (CSCP)

Course #: SMGT 9003

The APICS CSCP program helps you demonstrate your knowledge and organizational skills for developing more streamlined operations. Since its launch in 2006, more than 16,000 professionals in 79 countries have earned the APICS CSCP designation. To help prepare you for the CSCP exam, APICS has developed the CSCP Learning System. Based on the CSCP body of knowledge, the learning system is a comprehensive professional development and exam preparation program. It combines print materials with interactive online tools to deliver a customized learning experience.

CSCP (certified supply chain professional) is an intensive 14 week world class recognized program. Be advised this is an advanced study in supply chain.

To obtain your certification an external exam (not included in pricing) will be need to be taken.

*Course # required during registration

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Finally, learn how to manage this influx of information created by the new media revolution. Develop a manageable work flow and get productivity tips to be more efficient. Learn what you might be doing wrong in social media as well as essential policies to have in place for your employees and company. See what trends are on the horizon and where your goals fit with those new trends.

**Evernote (LERN)**

*Course #: MMRK 9001* • Online

Save project inspiration you find online and in the real world with Evernote. Snap a picture, record audio, clip entire webpages. Save all kinds of information (documents, hand written notes, audio, images) in one place. Record meetings, store files, save receipts, scan contracts and store contracts. Create a digital file cabinet for all of your projects, documents and to-dos; add multiple layers of organization using notebooks, notebooks stacks and tags. Find what you need fast. Search by keyword or tag and quickly find what you are looking for (even typed and handwritten text inside of attached photos, images, PDFs, documents, spread sheets and presentation).

**Google + (LERN)**

*Course #: MMRK 9002* • Online

Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You’ll learn the advantages of using Google+, how it can help your organization to engage existing users, and grow your base and techniques for using the platform to create relationships, and expand your reach and knowledge in particular subject matter areas.
**Instagram for Business (LERN)**
*Course #: MMRK 9003* • Online
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Do's and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

**Introduction to Social Media (LERN)**
*Course #: MMRK 9007* • Online
Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social Media.

**Marketing Using Social Media (LERN)**
*Course #: MMRK 9008* • Online
Develop a two-way communication and marketing strategy for your organization using social media. Let your instructor guide you in exploring major social media, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

**MANAGING SOCIAL MEDIA PLATFORMS CERTIFICATE**

**Twitter (LERN)**
*Course #: MMRK 9004* • Online
Twitter is a hot social media platform these days—and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers—and discover the best ways to create relationships and network with your key constituents. You will find out the best—and easiest—techniques for successful interactions in the Twitterverse.

**Facebook for Business (LERN)**
*Course #: MMRK 9005* • Online
Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a page on Facebook and have some basic knowledge of the platform. It includes the most current update Facebook has made to pages.

**Instagram for Business (LERN)**
*Course #: MMRK 9003* • Online
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore Do’s and Don’ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

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Get involved in the move from in-person to online communication. Learn what social media are and their role in your business and personal life. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing. Let your instructor guide your exploration of Facebook and YouTube. For anyone interested in social Media.
You have five options to take:

You Tube for Business (LERN)
Course #: MMRK 9022* • Online
Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features. YouTube can enhance your current marketing and communication strategy. After attending this course you will take back proven strategies and techniques for making YouTube work successfully for your organization.

LinkedIn for Business (LERN)
Course #: MMRK 9006* • Online
LinkedIn is the most popular business social network and website for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set-up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn.

MEDIA MARKETING
VIDEO MARKETING CERTIFICATE

Video Marketing (LERN)
Course #: MMRK 9021* • Online
Sight, sound and motion are much more compelling than static words on a page. Video is very hypnotic and it quickly speeds up the “know, like and trust,” factor with your audience. In this course you will discover how to use simple online video to quickly bond with your viewer, drive traffic to your website, boost business and build brand awareness. Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7—even while you sleep.

INBOUND MARKETING CERTIFICATE

Introduction to Inbound Marketing (LERN)
Course #: MMRK 9017* • Online
Inbound marketing is a process of using your website in a way that it attracts visitors naturally through search engines, the blogosphere, and social media. The average human today is inundated with more than 2000 outbound marketing interruptions per day—and we’re all figuring out how to block them. Caller ID, spam filters, TiVo., and satellite radio are all things we use today so that we can avoid being marketed to. In this course, you will discover how to attract customers to your site, what kind of content to share with them, how to implement lead-nurturing campaigns that result in sales. Your instructor is a director of marketing for an international association and writes and speaks on the topic.

*Course # required during registration

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access with you “everywhere” you go, it’s hard to be unplugged. Smart organizations across the globe are investing in building smartphone applications. The challenge with traditional smartphone applications is that development is highly technical and very expensive. In this four week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android and iPhone platforms. This course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand how quickly deploy smartphone applications. NOTE - This course will not include any programming. At the end of this course, each participant will discover how easy they can build smart phone applications for their businesses, without any of the programming which is normally required.

**MOBILE MARKETING CERTIFICATE**

**Creating Cell Phone Apps for your Business (LERN)**

Course #: MMRK 9018 • Online

It seems that nearly everyone is carrying and using a smart phone these days. Whether you favour the Android, iPhone or Blackberry platforms, once you get used to having Internet...
Introduction to Mobile Marketing (LERN)
Course #: MMRK 9025* • Online
More than half of US consumers who’ve made a purchase on their smartphone have done so in response to a mobile marketing message. Analysts forecast smartphone sales will surpass 1 billion by the end of 2016. China hit around 986.3 million mobile connections in December 2012. In the UK, mobile marketing is a multi-billion pound industry. Obviously, the way consumers are interacting with brands and connecting to the world is evolving. If phrases such as location based marketing, mobile payments, QR codes, applications, mobile coupons and social networks almost cause you an anxiety attack, this class is for you. Increase your understanding of the mobile experience, especially smartphones and how you can leverage their capabilities to retain current customers and gain new ones.

eMARKETING ESSENTIALS CERTIFICATE
Improving Email Promotions (LERN)
Course #: MMRK 9013* • Online
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

Boosting Your Website Traffic (LERN)
Course #: MMRK 9014* • Online
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Online Advertising (LERN)
Course #: MMRK 9015* • Online
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer you toughest questions as well.

CERTIFICATE IN SELF-PUBLISHING AND eBOOKS
Self-Publishing eBooks (LERN)
Course #: MMRK 9009* • Online
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.

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Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

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Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well.

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Marketing eBooks (LERN)
Course #: MMRK 9010* • Online
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.

Growing Your Business with Self-Publishing (LERN)
Course #: MMRK 9011* • Online
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.

Google Analytics (LERN)
Course #: MMRK 9012* • Online
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.

Google Apps for Business (LERN)
Course #: MMRK 9016* • Online
Google has a variety of web based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive Hangouts, Documents, Spreadsheets, presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn time saving tips and strategies to get more done in your work and personal life.

Podcasting (LERN)
Course #: MMRK 9020* • Online
Businesses are turning to podcasting to grow their brand and connect with customers. People with a niche hobby are turning podcasts into a business. Podcasting is experiencing a rebirth as mobile devices are everywhere. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they want to do business. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

*Course # required during registration

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

NURSING

Competency Assessment and Enhancement for Nurses (CAEN)
Course #: PNCA 1000*
The Competency Assessment and Enhancement for Nurses (CAEN) is an individualized assessment for nursing knowledge and skills.

Pharmacology
Course #: 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.

Nursing in Canada
Course #: 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.

Health and Physical Assessment
Course #: PNUR 1109*
Develop proficiency in conducting a health history and physical assessment in a simulated environment.

Psychomotor Skills Review
Course #: PNUR 1111*
Develop competencies in psychomotor skills necessary to provide safe patient care.

Medical Surgical Review
Course #: 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.

Professional Communication
Course #: PNUR 1120*
This course includes therapeutic communication, conflict resolution, patient teaching strategies, and the concepts of critical thinking and clinical decision making.

Consolidated Clinical Course
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.

Canadian Registered Nurse Exam Preparation
Course #: PNUR 1199*
Learners prepare for the Canadian Registered Nurse Exam (NCLEX) through online and face-to-face workshops.

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*Necessary during registration

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Treatment of Eating Disorders  
Course #: HLTH 9004  
The treatment of eating disorders provides the student with an understanding of the treatment of complication of eating disorders, as well as the treatment of the eating disorders themselves. In addition, the necessity of treatment of co-occurring disorders, the order of treatment, and the effect of treating each disorder is discussed. Medical, psychological, family, pharmacological, nutritional, exercise, neurofeedback and alternative treatments are discussed.

Introduction to Professional Management of Marijuana for Medical Purposes in Canada  
Course #: MEDM 9001 and MEDM 9002  
These two 8 week professional courses are designed to provide an overview of the successes and continual challenges within the rapidly expanding medical marijuana market. Learn from professionals with experience in the industry including horticulturalists, lawyers and marketing specialists. The course is delivered online, making it open to anyone, anytime.

Commercial Beekeeping  
This full-time 11 month Commercial Beekeeping program aims to address the significant shortage of beekeepers in British Columbia. It is designed to prepare a student to start and manage a beekeeping operation of up to 300 colonies, which could provide sufficient income to support a family. The training is a blend of classroom sessions, hands-on training and co-operative work experience with large-scale beekeepers in Western Canada. The paid, full-time practicum placements may be outside of BC and include Alberta or Saskatchewan. Un-paid volunteer/part-time practicums will be with KPU’s 300 colonies in the Lower Mainland.

FIT Testing  
Course #: 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.

Pre-Clinical Course (NVCI Certification)  
Course #: PNUR 9003*  
Designed to prepare students in baccalaureate nursing programs to work in a variety of potential aggressive clinical settings.

GENERAL INTEREST  
Understanding Eating Disorders and Disordered Eating  
Course #: HLTH 9003 • Online  
This course provides the student with an understanding of what eating disorders are caused by, how they manifest in the brain, how they are diagnosed, how they manifest in males and females, their epidemiology, and principles of prevention. These goals are accomplished using videos, written literature, a textbook, and formulative learning. This course is a prerequisite to HLTH 9004.

*Course # required during registration
WATER & WASTEWATER

Water and Wastewater

Water and wastewater operators serve their communities by protecting public health and the natural environment through the responsible treatment of drinking water and wastewater. Due to the need for clean water positions in the water/wastewater industry will always be in high demand. People who like to work with their hands and have an interest in biology, chemistry, and mathematics are well suited for this profession. Opportunities can be found throughout the Country in Cities, Municipalities, both small and large, as well as with various operating authorities across Western Canada & the Yukon. For a listing of all courses offered visit kpu.ca/cps/wastewater.

*Course # required during registration

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**BLACKSMITHING**

**Fundamentals of Blacksmithing**  
Course #: TRAD 9015*

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. Cotton cap, heavy cotton apron or leather apron and leather gloves also recommended. Preferably, the students will bring a hand hammer that they are comfortable with, with unfinished, smooth wooden handle, no plastic or metal handles.

**Intermediate Blacksmithing**  
Course #: TRAD 9016*

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.
Getting Started in Voice Over (LERN)
Course #: BUSK 9015* • Online
The demand for voice over (VO) talent has boomed over the last decade, driven by more demand for content online, an increased demand for audiobooks, and much easier production requirements than ever before. The demand for that talent continues to grow. All you need is a plan. Getting started in voice over identifies every tool and skill you need to acquire to take advantage of this swelling need for voice over artists. When completed, this course will leave you with exactly the plan you need to get going.

Creative Problem Solving Course (LERN)
Course #: BUSK 9012* • Online
In today’s business environment, employers expect employees to have a solid set of interpersonal skills. Using the problem solving model in this course will enable you to be more successful. Find out how to recognize problems and deal with them more appropriately.

Intercultural Communication Course (LERN)
Course #: BUSK 9013* • Online
Globalization requires us to adapt our communication skills to be successful in a culturally diverse world. Delve into the different approaches to cross-cultural communication, and come away with a new perspective on culture.

Workplace Ethics and Etiquette Course (LERN)
Course #: BUSK 9014* • Online
For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Learn the how-to's of making ethical business Decisions. Then find out the 5 secrets how to interact properly in business and social settings to improve your communication and networking skills.

Computer & Technology
How to Setup, Protect and Maintain Your Windows (LERN)
Course #: CMPT 9000 • Online
Ever wonder how some people never seem to have any issues with their Windows PC? Learn the magic formula from an IT professional. You will be guided through installing and setting up your PC with the latest Windows 8 Operating System and desired software.

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