



Kingston
University
London

Short courses and professional education

Spring/Summer 2012

Part-time, evening and weekend courses
Staff development and training
Continuing professional development (CPD)
Bespoke in-company training
Work-based learning
Flexible postgraduate degrees

www.kingston.ac.uk/courses/short-courses

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Thank you for your interest in our courses. We hope that you enjoy studying at Kingston University.

The Faculty of Health and Social Care Sciences, which is a partnership between Kingston University and St George's, University of London, offers an extensive range of continuing professional development modules and short courses open to all health and social care practitioners. Please visit www.healthcare.ac.uk/cppd to download a prospectus.

Kingston University campuses

Penrhyn Road
Kingston Hill
Knights Park
Roehampton Vale

Please see page 28 for location details.

Some of our courses are run at alternative venues – please see individual listings for details.

Welcome

Welcome to Kingston University, the largest provider of higher education in south-west London.

Are you looking to develop academic skills or specific subject knowledge? Do you need to support your professional development at work, or simply wish to pursue a hobby or personal interest? Are you an employer looking for a training solution for your staff? If so, we have a wide variety of courses to suit you.

The University is based across four campuses in Kingston upon Thames, and our flexible courses are taught through intensive programmes, day and evening sessions, and summer schools.

As well as its first-class educational provision, the University contributes hugely to the local community and wider region through public lectures, exhibitions and performances. We also open up our facilities and provide business services to commercial and non-commercial organisations. For more information, please see www.kingston.ac.uk/events

This brochure is designed to present a sample of Kingston University's continuing professional development (CPD) and short course provision available over Spring and Summer 2012. The course information is presented under broad subject headings and provides you with a brief description, dates and cost.

For more detailed information, including course content and how to book places, please see www.kingston.ac.uk/shortcourses, or get in touch with the individual contacts listed on these pages. If you are an employer and you can't find what you are looking for, please email enterprise@kingston.ac.uk to discuss the development of tailored programmes to suit your specific company and employee needs.

Why choose Kingston?

- We have a reputation for offering vocationally oriented courses with an excellent reputation for teaching and learning.
- We offer a wide range of courses that are designed and delivered with input from academic and industry practitioners, ensuring that our courses offer up-to-date knowledge and skills.
- Our courses are designed to meet the needs of:
 - busy professionals seeking continuing professional development;
 - organisations looking to develop either individuals or whole sections of their workforce;
 - enquiring individuals looking for a new hobby or to extend an existing interest; and
 - those thinking about entering higher education for the first time or after a break, who want to 'dip their toe' into the world of education before making any major commitment to study.
- Four easily accessible campuses in and around Kingston upon Thames that provide excellent teaching and learning resources that will enhance your learning experience.

For our undergraduate or postgraduate degree programmes visit www.kingston.ac.uk/courses

Faculty of Art, Design & Architecture (FADA)

All of our art and design courses are closely linked with the creative industries, with many holding professional accreditations: our surveying and planning courses have strong links to the surveying industry's professional bodies – the Royal Institution of Chartered Surveyors (RICS) and the Royal Town Planning Institute (RTPI) – and our architecture courses have close links with the Royal Institute of British Architects (RIBA). Industry experts often contribute to the design of our courses to ensure that they are at the cutting-edge of industry practice, and regularly bring their expertise to the delivery of our courses.

We have an extensive range of well-equipped workshops and learning environments designed to offer you a modern learning experience.

For more details about each course or to enrol, please see www.kingston.ac.uk/fada or contact: **Short course administrator**
E: shortcourse.design@kingston.ac.uk
T: 020 8417 4066

General art and design

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Life drawing for all abilities	17 January – 3 April	Tuesdays 18.30–21.00	10 weeks	£170	Knights Park
Life drawing for all abilities	18 January – 4 April	Wednesdays 18.30–21.00	10 weeks	£170	Knights Park
Introduction to Adobe Illustrator and InDesign CS	14 February – 13 March	Tuesdays 18.30– 21.00	5 weeks	£180	Knights Park
Introduction to Adobe Photoshop	1 February – 29 February	Wednesdays 18.30–21.00	5 weeks	£180	Knights Park
Introduction to digital photography and imaging	6 February – 5 March	Mondays 18.30–21.00	5 weeks	£180	Knights Park
English for intensive pre-masters: art and design	13 February – 1 June	9.00–17.00	15 weeks	£3,750	Knights Park
Painting in acrylics and oils	1–29 March	Thursdays 18.30–21.00	5 weeks	£160	Knights Park
Design for dementia care	February	Please email a.corso@kingston.ac.uk for further details			
Drawing for beginners	27 February – 2 April	Mondays 18.30–21.00	6 weeks	£150	Knights Park

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Adobe Photoshop - intermediate	7–28 March	Wednesdays 18.30–21.00	4 weeks	£150	Knights Park
English for intensive pre-masters: art and design	19 March – 1 June	9.00–17.00	10 weeks	£2,500	Knights Park
Drawing on	16 April – 21 May	Mondays 18.30–21.00	5 weeks	£130	Knights Park
Observational location drawing evening course	17 April – 29 May	Tuesdays 18.30–21.00	6 weeks	£150	Kingston
English for intensive pre-masters: art and design	30 April – 1 June	9.00–17.00	5 weeks	£1,250	Knights Park
Intensive pre-masters preparation course	11 June – 31 August	10.00–4.00			
Intensive art and design experience	24–26 June	10.00–4.30	3 days	£170	Knights Park
Fashion design workshop – pattern cutting	2–13 July	10.30–16.00	2 weeks	£600	Knights Park
Fashion design workshops – a tailor-made experience	2 July – 10 August	10.30–16.00	6 weeks (3 x 2-week modules)	£1,500	Knights Park

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Observational drawing summer course	30 July – 3 August	10.00–16.30	1 week	£175	Knights Park
Painting in acrylics and oils introductory course	6–10 August	10.00–16.30	1 week	£175	Knights Park
Foundation summer school	6–10 August	10.00–17.00	1 week	£175	Knights Park
Fashion design summer school	13–17 August	10.00–17.00	1 week	£175	Knights Park
Graphic design summer school	13–17 August	10.00–17.00	1 week	£175	Knights Park
Interior design summer school	13–17 August	10.00–17.00	1 week	£175	Knights Park
Stone and marble carving with Roger Partridge	30 August – 7 September	10.00–16.30	7 days	£475	Knights Park
Bronze Casting Sculpture with Richard Trupp	30 August – 7 September	10.00–16.30	7 days	£475	Knights Park
Drafting and Model Making for Television Art Direction	10–14 September	10.30–16.00	5 days	£385	Knights Park

You may also be interested in **Introduction to fashion photography** run by the Faculty of Arts and Social Sciences.

Surveying and planning

The following surveying and planning courses are aimed at those studying for their RICS Assessments of Professional Competence. They run twice a year to coincide with the RICS examination schedule, and are offered at Kingston University and in central London and Manchester.

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
APC Unit 190 London preparation course – general practice	27–28 January	09.00–17.30	2 days	£415	Kingston Hill
APC Unit 192 Manchester preparation course – general practice	2–3 March	09.00–17.30	2 days	£415	Novotel Manchester Centre, Dickinson Street, M1 4LX
APC Unit 193 Topical Issues	17 March	09.00–17.30	1 day	£225	Kingston University
APC Unit 194 Building surveyor/ quantity surveyor/ construction route preparation course	23–24 March	09.00–17.30	2 days	£415	Dorich House Museum
APC technical evening course – critical analysis	11 January	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 199 RICS valuation standards	18 January	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
APC technical evening course – Unit 198 Business tenancies	25 January	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 200 Investment valuation	1 February	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 196 Development appraisals	8 February	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 202 Commercial rent reviews	15 February	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 197 Comparative valuations	7 March	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 201 Property agency	14 March	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
APC technical evening course – Unit 203 Property management	21 March	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 204 Professional practice and ethics	28 March	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 195 Planning law and practice	4 April	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Critical analysis	12 June	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC Unit 190 London preparation course – general practice	27–28 July	09.00–17.30	2 days	£415	Kingston Hill
APC Unit 192 Manchester preparation course – general practice	17–18 August	09.00–17.30	2 days	£415	Novotel Manchester Centre, Dickinson Street, M1 4LX
APC technical evening course – Unit 198 Business tenancies	27 June	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
APC technical evening course – Unit 199 RICS valuation standards	1 August	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 197 Comparative valuations	8 August	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 200 Investment valuation	15 August	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 202 Commercial rent reviews	22 August	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ
APC technical evening course – Unit 195 Planning law and practice	29 August	18.00–20.00	1 evening	£75 (or £65 with CPD foundation member discount)	The Friends House, NW1 2BJ

Faculty of Business and Law

Kingston University's Faculty of Business and Law is an innovative, vibrant institution with the aim of being pivotal in both the learning society and the knowledge economy. It is home to the Centre for Corporate Partnerships (CCP), the focal point for all of the Faculty's external activities and engagement with business and industry.

The Faculty offers a number of short courses aimed at professionals who are looking to update their skills and knowledge to enable them to do their jobs more competently and effectively. Our programmes are an excellent solution for busy professionals who cannot commit to full- or part-time study.

If you are an employer seeking a training solution for your staff, our programmes can be fully tailored to suit your organisation in a number of ways:

- Delivery at your offices, at Kingston University, or another suitable location

- Flexibility in number and length of course sessions
- Sessions can be packaged in different ways, for example, across evenings or weekends.
- Learning can be formally assessed via assignments and accredited against our programmes.

Example courses include:

- Leading strategically
- Employment law essentials
- Marketing
- Innovation
- Sustainability
- Risk management

For more information, please visit www.kingston.ac.uk/ccp or contact: **Jackie Lovegrove – Centre for Corporate Partnerships**
E: ccp@kingston.ac.uk
T: 020 8417 5511

Business, HR and law Strategy into Practice seminars

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Strategy for not-for-profit organisations Speaker: Mike Adamson, British Red Cross)	9 February	Doors open 17.30, lecture 18.00–20.00	1 session	Free	Lawley Lecture Theatre, Kingston Hill campus
Strategy in the aerospace and defence industry Speaker: Richard Deakin, National Air Traffic Services (NATS)	23 February	Doors open 17.30, lecture 18.00–20.00	1 session	Free	Jacqueline Wilson Hall, Penrhyn Road
Title tbc. Speaker: Mr Tore Eliassen, Head of Global Strategy at Statoil	15 March	Doors open 17.30, lecture 18.00–20.00	1 session	Free	Jacqueline Wilson Hall, Penrhyn Road

Our successful Strategy into Practice seminar series is organised not only to supplement the education of our students, but also to give alumni and external attendees the opportunity to gain experience of strategy within major enterprises. You will get first-hand accounts of managing complex international organisations, promoting innovation and creativity, instituting cultural change and managing growth.

For more information, please visit www.kingston.ac.uk/business/events or contact **Jackie Lovegrove**
E: sjp@kingston.ac.uk
T: 020 8417 5511

Kingston Business School HRM Seminar Series: From Research to Practice

The purpose of this seminar series is to share the knowledge and expertise obtained from the research undertaken within CRESS and Kingston Business School's Department of Leadership, HRM and Organisation, with alumni, current students and

other interested parties. The ethos of the seminar series is reflective practice.

All lectures will take place at the Kingston Hill campus at 7pm and will be followed by a drinks/networking reception. Places can be booked by phoning **Jackie Lovegrove** on 020 8417 5511.

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Apprenticeships: back in fashion but can your organisation benefit?	26 January	19.00	1 session	Free	Lawley Lecture Theatre
Employee engagement in the non-profit sector	1 March	19.00	1 session	Free	Lawley Lecture Theatre
Happiness and wellbeing research: lessons for HR managers	28 March	19.00	1 session	Free	Room 026, New Business School
Managing risk in organisational decision making: insights from research on individual differences	18 April	19.00	1 session	Free	Room 026, New Business School

MBA Open Forums

If you are considering joining us to study the Kingston MBA, then a visit to one of our MBA Open Forums would be ideal. These bespoke MBA events give you an opportunity to visit the campus, meet the MBA course leaders and find out about all the study materials you will receive on the course.

If you wish to attend, please register by visiting: www.kingston.ac.uk/mba-open-forum or by calling: T: 020 8417 5511

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
MBA Open Forum	21 January	11.00 -13.00	1 session	Free	Rm 6234, Frank Lampl building, Kingston Hill campus
MBA Open Forum	4 February	11.00 -13.00	1 session	Free	Diana Winstanley Suite, Kingston Hill campus

Enterprise

The Entrepreneurship Experience

At Kingston Business School and Kingston Law School we are committed to helping students, staff and alumni, as well as external organisations in the region, to develop their entrepreneurial potential. To achieve this, we run programmes, bring together resources and publicise opportunities for all of these groups. We help people to improve their skills and learn how to develop opportunities into viable projects and enterprises. Our activities include events, courses, masterclasses, competitions, CPD for staff, and links with businesses.

The Entrepreneurship Experience is a series of talks featuring two entrepreneurs exploring ideas and sharing their experience and motivations. What's

it like to set a venture up yourself? Where do you find help? What keeps you going when the chips are down? It may be that you have never thought of yourself as an entrepreneur. Come along and challenge your pre-conceptions.

Each event has a questions-and-answers session followed by informal networking, with refreshments, giving you plenty of chance to find out more.

For further information and to book your place, visit: www.kingston.ac.uk/entrepreneurship-experience

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Being a female entrepreneur: Jessica Grosvenor and Claudine Reid	16 February	17.45	3 hours	Free	Penrhyn Road
Entrepreneurship in the creative industry: Elinor Olisa	8 March	17.45	3 hours	Free	Lawley Lecture Theatre, Kingston Hill campus
Being a young entrepreneur: Sabirul Islam, Rich Martell, Carly Young	29 March	17.45	3 hours	Free	Penrhyn Road
KU entrepreneurs: Careeta Robert Green, Jordan Bucknell	26 April	17.45	3 hours	Free	Penrhyn Road

Bright Futures

This is a challenging and fun two-day programme to help students and recent graduates develop enterprising capabilities. It features entrepreneurs, inspiring speakers, games and simulations. It

also provides a unique networking opportunity for students of different disciplines who share a passion for enterprise.

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Bright Futures	June (tbc)		2 days, intensive	Free to WestFocus students; £50 for students from other universities	tbc

Sustainability

Education for sustainability demands new thinking. It challenges us to engage across traditional discipline boundaries; it requires a reassessment of societal values, new pedagogies and new models of learning.

Consultancy and training

Kingston University is an expert in sustainable design, research and enterprise. Our award-winning Sustainability Hub offers bespoke consultancy for universities, colleges and small and medium-size enterprises (SMEs) wanting to improve their environmental management, performance and reputation. Kingston University was the first university to reach Acorn BS8555 level 3 status, and currently holds 15th place in the People and Planet Green League (joint top-ranked university in London). See www.kingston.ac.uk/sustainability for further information.

Starting and building sustainable enterprises

The Green Growth Business Bootcamps (see below) are designed for those who would like to set up a new eco-venture or explore green growth within an existing business.

For further information, please visit www.thebusinessbootcamp.org/kingston or contact:

Martin Sargeant
E: enterprise@kingston.ac.uk
T: 020 8417 3405

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Green Growth Business Bootcamp – enterprise growth programme	April/May	15.00–19.00	3 sessions	£90	Penrhyn Road

See also **The Entrepreneurship Experience** opposite.

Faculty of Arts and Social Sciences (FASS)

The Faculty of Arts and Social Sciences at Kingston University is the largest such faculty in London.

We have a strong team of staff whose qualifications, experience and skills underpin all our work. We have a good record of research, which benefits teaching at all levels. Many of our staff have interests of national and international importance, such as advising government and undertaking economic consultancy.

For further information or to enrol, please see www.kingston.ac.uk/fass-short-courses or contact

FASS short courses administrator

T: 020 8417 2853

E: fassshortcourse-info@kingston.ac.uk

Journalism, publishing, creative reading and writing

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Find your inner Paxman	31 March	9.30–16.30	1 day	£95 £85 earlybird £75 students	Penrhyn Road
Residential short course in prose writing	4–8 January	18.30–21.00	5 days/ 4 nights	Shared accommodation £800; Staff/student £750; Earlybird (book before 30 September 2011) £750 Single accommodation £950; Staff/student £900; Earlybird (book before 30 September) £900	Cumberland Lodge, Windsor Great Park
Writing short fiction	Thursdays 19, 26 April, and 3, 10, and 17 May	18.30–21.00	6 sessions	£95 £80 earlybird £65 students	Penrhyn Road
Creative non-fiction writing	Wednesdays 18, 25 April, and 2, 9, and 16 May	18.30–21.00	6 sessions	£95 £80 earlybird £65 students	Penrhyn Road

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Writing culture	Saturdays 21, 28 April, and 5 May 2012	10.00–17.00	3 days	£95 £80 earlybird £65 students	British Museum/ Natural History Museum, tbc
Introduction to creative writing toolkit	Wednesdays 18, 25 April, and 2, 9, 16 and 23 May	18.00–20.30	6 sessions	£95 £80 earlybird £65 students	Penrhyn Road
A hundred-million stars! SciFi and fantasy writing for beginners and experienced writers	24–26 April	18.00–21.00	3 sessions	£145 £125 earlybird £110 students	Penrhyn Road
Introduction to black, Asian and mixed-race women's writing	Wednesdays 1, 22 February, 14 March, and 4 April	18.30–21.30	4 sessions	£95 £80 earlybird £65 students	Penrhyn Road
Australian fiction	Tuesdays 17, 24 April, and 1, 8, 15, 22 May	18.00–20.30	6 sessions	£95 £80 earlybird £65 students	Penrhyn Road
Great books! The Kingston University Book Club – contemporary	Wednesdays 11 January, 1, 22 February, 14 March, and 4 April	17.00–19.00	5 sessions	£60 £50 earlybird £40 students*	Penrhyn Road
Great Books! The Kingston University Book Club – Booker prize winners	Wednesdays 2, 23 May, 13 June, and 4 July	17.00–19.00	4 sessions	£60 £50 earlybird/ £40 students*	Penrhyn Road

*Buy any two: 10% off; or buy all three: 15% off

Media and communication

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Introduction to web design and web marketing 1	7–8 February	18.30–21.30	2 days	£85 £65 earlybird £55 students	Penrhyn Road
Introduction to web design and web marketing 2	14–15 February	18.30–21.30	2 days	£85 £65 earlybird £55 students	Penrhyn Road
Introduction to video editing 1: Final Cut Pro and/or Premiere Pro	6–7 March	18.30–21.30	2 days	£85 £65 earlybird £55 students	Penrhyn Road
Introduction to video editing 2: Final Cut Pro and/or Premiere Pro	13–14 March	18.30–21.30	2 days	£85 £65 earlybird £55 students	Penrhyn Road
Interactive media 1: Flash animation	20–21 March	18.30–21.30	2 days	£85 £65 earlybird £55 students	Penrhyn Road
Interactive media 2: Flash animation	27–28 March	18.30–21.30	2 days	£85 £65 earlybird £55 students	Penrhyn Road
Introduction to fashion photography	Wednesdays 29 February, 7, 14, 21, 28 March, and 4, 11 April	18.30–21.00	7 sessions	£95 £80 earlybird £65 students	Penrhyn Road
Image rights and fashion law	5 May	10.00–15.00	1 day	£100 £85 earlybird £70 students	Penrhyn Road
Law for creative practitioners	Fridays 3, 10, 17, 24 February, and 2 March	19.00–21.00	5 sessions	£130 £105 earlybird £80 students	Penrhyn Road

You might also be interested in our **TV production** courses in the Faculty of Science, Engineering and Computing.

Languages – Kingston Language Scheme

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Arabic – Units 1–3 (students are assigned to a unit based on their current level)	30 January	90-minute sessions on Tuesdays and Thursdays between 17.00 and 20.00 (start times tbc)	11 weeks	£403	Penrhyn Road
Italian – Units 1–3 (students are assigned to a unit based on their current level)	30 January	As above	11 weeks	£403	Penrhyn Road
Japanese – Units 1–3 (students are assigned to a unit based on their current level)	30 January	As above	11 weeks	£403	Penrhyn Road
Mandarin – Units 1–3 (students are assigned to a unit based on their current level)	30 January	As above	11 weeks	£411	Penrhyn Road
French – Units 1–6 (students are assigned to a unit based on their current level)	30 January	As above	11 weeks	£411	Penrhyn Road
German – Units 1–6 (students are assigned to a unit based on their current level)	30 January	As above	11 weeks	£411	Penrhyn Road

Faculty of Science, Engineering and Computing (SEC)

Languages – Kingston Language Scheme (cont.)

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Italian conversation	17 February	90-minute sessions on Fridays from 17.00 to 18.30	10 weeks	£95 £80 earlybird £65 students	Penrhyn Road
Spanish – Units 1–6 (students are assigned to a unit based on their current level)	30 January	90-minute sessions on Tuesdays and Thursdays between 16.00 and 18.00 (start times tbc)	11 weeks	£411	Penrhyn Road

Education

Kingston University's School of Education offers a variety of postgraduate qualifications in education. Our last Ofsted inspection recognised Kingston as one of the country's top CPD providers, and we have a consistent top three placing in the annual National Student Survey Report.

To find out more about our modular CPD programmes, please see www.kingston.ac.uk/fass or contact:
E: cpdoffice@kingston.ac.uk
T: 020 8417 5145

SEC was formed in 2011, bringing together three existing faculties at Kingston. The Faculty aims to encourage interdisciplinary research, improve the scope of the student experience and encourage partnerships between academia and commerce.

Computing and IT

The New Technology Institute (NTI) delivers courses that combine academic knowledge and technical and business skills to fully equip people for rewarding careers in IT. The courses are practical, industry focused, up to date and accessible to a wider range of people than afforded by traditional education options.

The NTI tackles real skill shortages identified by employers through its foundation degrees and range of flexible modular short courses. Students are helped to achieve genuinely marketable skills,

and businesses get to train IT staff to University standards cost-effectively, with benefits for trading and staff retention.

Employers in the IT sector today are looking for professionals with broad business knowledge as well as academic qualifications. More people are urgently needed, not simply with technical ability, but with the problem solving, critical thinking, planning and communication skills that enable IT professionals to work effectively with both novice and expert users. The NTI's courses specifically address these issues.

Find out more at www.kingston.ac.uk/nti or contact:

Sarah Grinnall - NTI co-ordinator
E: nti@kingston.ac.uk
T: 020 8417 2329

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
MCITP: Windows 7, Enterprise Desktop Support Technician (70–685)	January – March (dates tbc)	Wednesdays 09.30– 16.30	Each module takes 6–8 weeks to complete	£500 (£450 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
MCITP: TS: Windows 7 Configuration (70–680)	April–June (dates tbc)	Wednesdays 09.30– 16.30	Each module takes 6–8 weeks to complete	£500 (£450 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
MCITP: TS: Windows Server 2008 Active Directory Configuration (70–640)	September–December (dates tbc)	Wednesdays 09.30– 16.30	Each module takes 6–8 weeks to complete	£380 (£310 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road

*Includes all teaching, course handbooks and in-course testing, but does not include the cost of final exam.

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
MCITP: TS: Windows Server 2008 Network Infrastructure Configuration (70-642)	January – March (dates tbc)	Wednesdays 9.30 –16.30	Each module takes 6–8 weeks to complete	£500 (£450 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
MCITP: Pro: Windows Server 2008, Server Administrator (70-646)	April – June (dates tbc)	Wednesdays 9.30–16.30	Each module takes 6–8 weeks to complete	£500 (£450 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
Cisco Certified Network Associate (CCNA) Explorer 1 – Network Fundamentals	18 January – 28 March	Wednesdays 17.30–20.30	Course will take approx 10 weeks to complete	£380 (£310 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
Cisco Certified Network Associate (CCNA) Explorer 2 – Routing Protocols and Concepts	April – June (dates tbc)	Wednesdays 17.30–20.30	Course will take approx 10 weeks to complete	£380 (£310 for Kingston University staff, students and alumni) per module	Grove House, Penrhyn Road
Cisco Certified Network Associate (CCNA) Explorer 3 – LAN Switching and Wireless	January – March (dates tbc)	Thursdays 17.30– 20.30	10 weeks	£380 (£310 for Kingston University staff, students and alumni) per module	Grove House, Penrhyn Road

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Cisco Certified Network Associate (CCNA) Explorer 4 – Accessing the WAN	April – July (dates tbc)	Thursdays 17.30–20.30	10 weeks	£380 (£310 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
Apple OS X Lion 101 Help Desk Essentials	dates tbc	08.30– 17.30	3 days	£950 (£475 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road
Apple OS X Lion 201 Server Essentials	10–13 January	08.30– 17.30	4 days	£1,275 (£638 for Kingston University staff, students and alumni) per module*	Grove House, Penrhyn Road

*Includes all teaching, course handbooks and in-course testing, but does not include the cost of final exam.

Engineering

The modular nature of our taught postgraduate engineering masters programmes enables us to offer module attendance as short courses. Each course is complete in itself and can be undertaken by individuals seeking knowledge in specific engineering-based subjects for continuing professional development. Generally, each

course lasts a full week, but, for individual course descriptions and fee information, please visit www.kingston.ac.uk/sec/courses or contact:

Paul Williams

E: paul.williams@kingston.ac.uk

T: 020 8417 9000

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Accounting systems	April (dates tbc)	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Advanced control	20–24 February	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Advanced motorcycle technology	12–16 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Advanced robotics	27 February – 2 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Advanced stress and finite analysis	5–9 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Aircraft maintenance economics	5–9 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Auto structures and body design	23–27 April	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Biomass and fuel cell renewable technology	19–23 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Component-based software engineering	23–27 April	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Computer-aided product design – APD STUDENTS (Sept 11 intake only)	19–23 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Construction organisation	19 March – 18 April	Monday and Wednesday 18.00–21.00	5 weeks	£900 (UK/EU), £1200 (International)	Penrhyn Road

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Design of concrete structures subjected to seismic actions	30 January – 1 March	Tuesday and Thursday 18.00–21.00	5 weeks	£900 (UK/EU), £1200 (International)	Penrhyn Road/Roehampton Vale
Developing object-orientated solutions	13–17 February	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Digital imaging	6–10 February	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Digital signal processing	5–9 March	Monday-Friday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
E-eng and internet applications	30 April – 4 May	Monday-Friday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Finance resource management	16–20 April	Monday-Friday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Further aero structures and materials	20–24 February	Monday-Friday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Further legal obligations	30 January – 29 February	Mon & Weds 18.00-21.00	5 weeks	£900 (UK/EU), £1200 (International)	Penrhyn Road/Roehampton Vale
Green engineering and energy efficiency	8–14 May	Tuesday - Monday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Industrial project management	13–17 February	Monday-Friday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Integrated CAD/CAM systems (students assigned place)	6–10 February	Monday-Friday 09.00 - 17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Integrated CAD/CAM systems preparatory pre-session	30–31 January	Monday–Tuesday	2 days	£900 (UK/EU), £1200 (International)	Roehampton Vale
Mechanical motion and control	12–16 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Motorcycle – scooter design and manufacture	30 April – 4 May	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Pattern recognition and neural networks	30 April – 4 May	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Project and risk management	5–9 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Quality and safety management	tbc	Monday and Wednesday 18.00–21.00	5 weeks	£900 (UK/EU), £1200 (International)	Roehampton Vale
Reinforced and prestressed concrete design	12–16 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Sensors and actuators	13–17 February	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Penrhyn Road
Solar power engineering	23–27 April	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
System modelling and simulation	12–16 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Total quality	26–30 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Vehicle aerodynamics	13–17 February	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale
Wind power engineering	5–9 March	Monday–Friday 09.00–17.00	1 week	£900 (UK/EU), £1200 (International)	Roehampton Vale

Television production

This short course includes hands-on experience of using broadcast video cameras and microphones to make your own short production. You will learn the basics of video editing, and your final production will be included in the ‘as live’ television programme that you will make on the last day of the course in the multi-camera television studio.

For more information and to book your place, contact **Paul Williams**:
E: paul.williams@kingston.ac.uk
T: 020 8417 9000

Science

In addition to the standard programmes we offer, we are able to develop specific training programmes tailored to your individual needs. In the past we have offered the following programmes, built for the requirements of our clients.

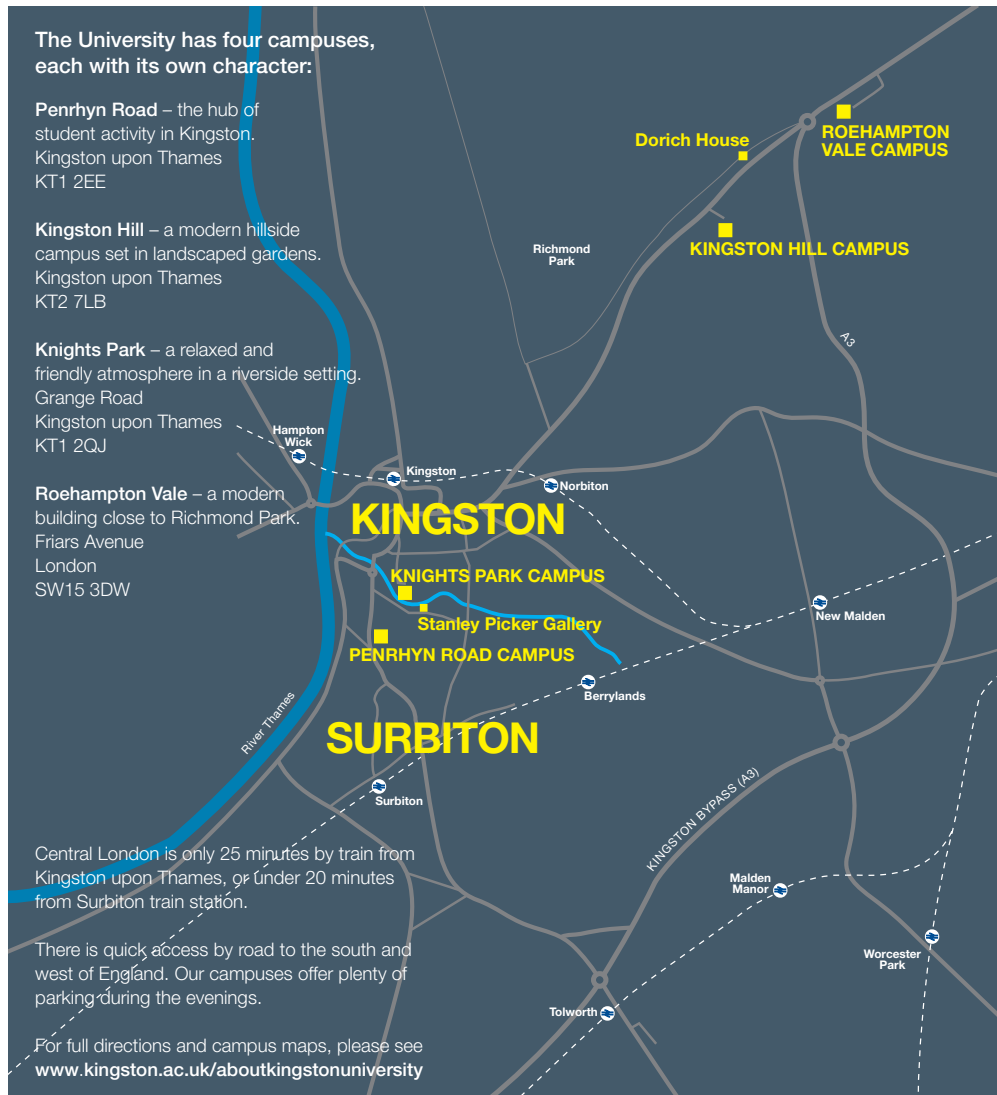
- Geographic Information Systems (GIS) professional training programme – this flexible course aims to improve your GIS knowledge in a rapidly growing field.
- Radon and asbestos hazards in the natural and built environments: sources, carcinogenic effects, monitoring and protection – this interactive course aims to raise awareness of the dangers of asbestos and radon and ways to mitigate the problem.
- Laboratory techniques in biotechnology – this is a real hands-on practical course designed to equip you with the latest research techniques.

- Modern techniques in spectroscopy – this interactive course is designed to get the most from hi-tech imaging equipment.
- Extreme weather: GIS, climatic systems and floods – this unique course provides an introductory briefing into the hazards of extreme weather.

If you would like to discuss bespoke course provision, please email enterprise@kingston.ac.uk. For information about the standard courses listed here, contact **Paul Williams**:
E: paul.williams@kingston.ac.uk
T: 020 8417 9000

COURSE NAME	DATES	TIME	DURATION	FEE	LOCATION
Laboratory techniques in biotechnology	11–13 January	09.30–16.30	3 days	Contact for info	Penrhyn Road
Laboratory techniques in biotechnology	9–11 May	09.30–16.30	3 days	Contact for info	Penrhyn Road

Travelling to Kingston upon Thames



The University has four campuses, each with its own character:

- Penrhyn Road** – the hub of student activity in Kingston. Kingston upon Thames KT1 2EE
- Kingston Hill** – a modern hillside campus set in landscaped gardens. Kingston upon Thames KT2 7LB
- Knights Park** – a relaxed and friendly atmosphere in a riverside setting. Grange Road Kingston upon Thames KT1 2QJ
- Roehampton Vale** – a modern building close to Richmond Park. Friars Avenue London SW15 3DW

KINGSTON

SURBITON

Central London is only 25 minutes by train from Kingston upon Thames, or under 20 minutes from Surbiton train station.

There is quick access by road to the south and west of England. Our campuses offer plenty of parking during the evenings.

For full directions and campus maps, please see www.kingston.ac.uk/aboutkingstonuniversity

For employers

Staff training and business services for commercial and non-commercial organisations

A highly skilled workforce drives innovation, leadership and management and enables businesses to grow and compete in an ever changing environment.

Kingston University has a long-standing record of working closely with industry. Our experienced academics can train and develop your staff to help them reach their own personal goals as well as your organisational objectives. We have a number of products that could offer the training and development solutions you are seeking. If you can't find what you are looking for, our business development staff can work with you to identify your specific training and development needs to develop bespoke provision.

In-company programmes

If you have a group of employees interested in a particular short course, we are happy to discuss running a tailored programme to meet your specific requirements, on your premises.

Work-based learning

Work-based learning enables individuals to gain an academic award for learning and knowledge relevant to, and based upon, their work. The University offers a suite of postgraduate level courses that allow employers or individuals to negotiate the content of a programme that takes account of learning and development activities that are related to the workplace.

A member of academic staff will work with you to identify suitable opportunities and set learning goals to be achieved. This might consist entirely of goals based on work activities, or might include taught modules at Kingston University. We offer a flexible, tailored approach so that your programme fits around your work requirements.

Organisations can contribute to tuition fees and often use work-based learning as part of a staff retention and development strategy.

Entrepreneurship training and support

Kingston University encourages innovation and provides entrepreneurship training to staff, students, alumni and local businesses through a host of competitions, awards, masterclasses and events.

We are also involved with regional networks offering professional development in enterprise – the Higher Education Entrepreneurship Group, www.heeg.org.uk and KnowledgeLondon, www.knowledgelondon.net

Other services for business

Kingston University can help you to develop your business or organisation through access to our knowledge, expertise and resources. As well as an excellent reputation for teaching, we are a growing force in research across many areas relevant to industry and the wider community. Please see www.kingston.ac.uk/services-for-business for more information.

Further information

Cancellation and refunds policy

Terms and conditions vary between faculties. Individual policies will be made clear to you at the point of booking.

Mailing list

For more information on all our short courses, or to join our mailing list, please visit www.kingston.ac.uk/courses/short-courses or get in touch with the individual contacts listed in this booklet.

Data Protection Act (1988)

Under the terms of this Act, Kingston University will use the information provided by you for education only. Please contact enterprise@kingston.ac.uk to remove your details from the mailing list.

Overseas short-course candidates

If you are a student from outside Europe and would like to undertake a short course of study in the UK then you may be able to come under the immigration category of 'student visitor'. This applies to students who are 18 years or older and who wish to study in the UK for six months or less.

Students who enter as a student visitor:

- may not work, including internships, work placement or work study, whether paid or unpaid (including volunteering);
- may not switch their status; and
- cannot extend their stay in the UK.

It is not possible for anyone to be admitted as the dependent of a student visitor. Family members who wish to accompany a student visitor need to apply as general visitors or child visitors in their own right. To apply you must have an unconditional offer letter from the University and will be required to provide evidence of maintenance funds to cover your tuition and living expenses during your stay.

For further information on how to apply, please visit: www.visa4uk.fco.gov.uk

If you are not sure whether you need a visa to visit the UK, please check the 'Do I Need a UK Visa?' tool on the UK Border Agency website: www.ukba.homeoffice.gov.uk

Disclaimer

The information contained in this brochure is published in good faith and is correct at the time of going to press. Kingston University reserves the right to vary the advertised course listings without notice.

Useful contacts

www.kingston.ac.uk/courses/short-courses

University switchboard

T: 020 7418 9000

Faculty of Art, Design and Architecture

E: shortcourse.design@kingston.ac.uk

T: 020 8417 4066

Faculty of Business and Law

E: ccp@kingston.ac.uk

T: 020 8417 5511

Faculty of Arts and Social Sciences

E: fassshortcourse-info@kingston.ac.uk

T: 020 8417 7042

Faculty of Science, Engineering and Computing

New Technology Institute (Computing)

E: nti@kingston.ac.uk

T: 020 8417 2329

Engineering and Science

E: enterprise@kingston.ac.uk

T: 020 8417 3405

Enterprise Support

Green Growth Sustainability Business Bootcamps

E: enterprise@kingston.ac.uk,

T: 020 8417 3405

General business services and workforce development

E: enterprise@kingston.ac.uk

T: 020 8417 3405

The next short courses publication is due out in Autumn/Winter 2012.