



3300 Century Avenue North
White Bear Lake, Minnesota 55110

651.779.3341
www.century.edu/continuinged

Continuing Education & Customized Training

**Professional Development for Kitchen and Bath Design
*in partnership with***

National Kitchen and Bath Association



National Kitchen & Bath Association

Too busy for training?

Online learning could be the solution for you. Go online to take professional development courses from your own location at a time that works for you.

These online courses are a great way for you to earn your professional education hours, keep up to date on industry trends, learn new skills, and get the knowledge you need to be successful!

Century College is an NKBA-accredited education provider. Courses are instructor-led by NKBA-Certified Kitchen Educators/Designers. Curriculum is based on the specifications encouraged by the NKBA and is supported by the use of NKBA reference materials.

2011-2012 Schedule of Online Kitchen and Bath Design Courses*

August 22 – October 14, 2011

Course title	NKBA Hours	Fee
KBD1: Hand Drafting Techniques	10	\$675
KBD 2: Construction & Mechanical Systems for KBD	10	\$675
KBD 3: Basic Kitchen & Bath Design	10	\$675
KBD 5: Business Practices for KBD	8	\$350
KBD 8: Materials and Estimating	8	\$350
KBD 9: Design and Drafting with Chief Architect	8	\$675
KBD 10: Kitchen and Bath Remodeling Challenges	10	\$675

October 17- December 9, 2011

Course title	NKBA Hours	Fee
KBD1: Hand Drafting Techniques	10	\$675
KBD 3: Basic Kitchen & Bath Design	10	\$675
KBD 4: Lighting for Kitchen & Bath Design	6	\$250
KBD 9: Design and Drafting with Chief Architect	8	\$675
KBD 11: Sales Techniques for Kitchen and Bath	8	\$350
AKBD Review	24	\$750

October 17 – November 10, 2011

Course title	NKBA Hours	Fee
KBD 6A: Application of Theme Design for Kitchen and Bath	8	\$350

January 9 – March 2, 2012

KBD1: Hand Drafting Techniques	10	\$675
KBD 3: Basic Kitchen & Bath Design	10	\$675
KBD 5: Business Practices for KBD	8	\$350
KBD 8: Materials and Estimating	8	\$350
KBD 9: Design and Drafting with Chief Architect	8	\$675
KBD 10: Kitchen and Bath Remodeling Challenges	10	\$675
KBD 11: Sales Techniques for Kitchen and Bath	8	\$350
AKBD Review	24	\$750

March 19 – May 11, 2012

Course title	NKBA Hours	Fee
KBD1: Hand Drafting Techniques	10	\$675
KBD 2: Construction & Mechanical Systems for KBD	10	\$675
KBD 3: Basic Kitchen & Bath Design	10	\$675
KBD 4: Lighting for Kitchen & Bath Design	6	\$250
KBD 9: Design and Drafting with Chief Architect	8	\$675
KBD 11: Sales Techniques for Kitchen and Bath	8	\$350
AKBD Review	24	\$750

May 21 – July 13, 2012

Course title	NKBA Hours	Fee
KBD1: Hand Drafting Techniques	10	\$675
KBD 3: Basic Kitchen & Bath Design	10	\$675
KBD 5: Business Practices for KBD	8	\$350
KBD 7: Basic 20-20 Design	8	\$675
KBD 8: Materials and Estimating	8	\$350

KBD 9: Design and Drafting with Chief Architect	8	\$675
KBD 10: Kitchen and Bath Remodeling Challenges	10	\$675
KBD 11: Sales Techniques for Kitchen and Bath	8	\$350
AKBD Review	24	\$750

*Schedule subject to change. New course offerings may be added. Visit www.nkba.org/courses for latest updates. These courses are NKBA *Convenience Learning* courses.

You are responsible to purchase required textbooks (the NKBA Professional Resource Library) and drafting supplies. Courses may be taken individually or as a full curriculum. Pre-requisites may apply. These courses are offered entirely online. Students must have access to a computer with an Internet browser and an email address.

Additional requirements:

Many of the course documents require that you have Adobe Reader on your computer. If you do not have this program, download one for free at: <http://get.adobe.com/reader/otherversions/>.

Register Today

1. Call NKBA customer service at 1-800-843-6522
or
2. Visit www.nkba.org/courses - these are NKBA *Convenience Learning* courses

Course Descriptions

KBD 1: Hand Drafting Techniques

10 NKBA hours, \$675

This comprehensive hand drafting course covers the true drafting techniques you will need to produce professionally hand drafted drawings in accordance with NKBA presentation standards. Drawings include dimensioned floor plan, dimensioned interior elevation, electrical plan, isometric and perspective drawing. Techniques covered include measuring a space, using the proper drafting tools, symbols for all drawings, traffic flow, and other information necessary to produce drawings for kitchen and bath spaces. All assignments will be hand graded with feedback and tips for drafting.

You will be required to submit completed projects via mail, fax, Internet drop box, or email. Completion Certificates and NKBA Education Hours will be awarded upon successful completion of the course.

This course is a prerequisite to KBD 3: Kitchen & Bath Design, KBD 6A: Application of Theme Design for KBD, and KBD 10: Kitchen and Bath Remodeling Challenges.

You will receive a list of required drafting supplies, including a drafting board and drafting equipment.

Note: This course was formerly known as KBD 1: Presentation Standards – Hand Drafting.

Required textbooks and supplies:

Kitchen & Bath Drawing: Plans – Drafting – Presentations by David Newton, CMKBD, published by NKBA, 2006. NKBA member price, approx \$73.

Supplies: complete list of drafting supplies available upon registration

Instructor: Margaret Krohn, CKD, ASID

What students say about this course:

“I really learned a lot through taking this course, and Margaret, the instructor, was always available, very patient, and helpful.”

“I really like the method I learned on how to do perspective drawings. My way of doing it created more work for myself.”

“[I liked that] there were a lot of drawings to do...I really enjoyed that part because I am a hands on person, when it comes to learning.”

“I had no drafting experience or any experience reading any kind of building plan. I now feel much more confident and I am really looking forward to the next course.”

KBD 2: Construction and Mechanical Systems for Kitchen and Bath Design

10 NKBA hours, \$675

Learn to interpret blueprint drawings including construction basics and mechanical systems, specifically plumbing, HVAC, electrical, and lighting systems for residential construction. You will be required to submit completed projects via mail, fax, Internet drop box, or email for instructor critique and evaluation. This course requires one completed hand-drafted construction plan. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

Required textbooks:

NKBA Professional Resource Library Text: *Kitchen and Bath Systems: Mechanical – Electrical - Plumbing*, by Jerry Germer, published by NKBA, 2006. NKBA member price, approx \$73.

NKBA Professional Resource Library Text: *Residential Construction: Systems – Materials - Codes*, by Jerry Germer, published by NKBA, 2006. NKBA member price, approx \$73.

Instructor: Arlynne Wolf, CKD

What students say about this course:

“The information was incredibly clear and helpful. The powerpoint presentations were very well done.”

“It was interesting to learn the basics of house construction, which I know it will help me to be a better designer.”

“I liked the information that was covered. I thought how available Arlyne was all the time, especially for an online class, was wonderful!!”

KBD 3: Basic Kitchen and Bath Design

10 NKBA hours, \$675

This comprehensive course covers the basics of good kitchen and bath design. You will learn and apply NKBA guidelines for kitchen and bath design in accordance with NKBA presentation standards. Topics include the elements and principles of design, anthropometrics, proxemics, good space planning techniques and design, along with calculating storage for kitchen spaces. You will also work with NKBA forms including the client survey and specification forms. Learn how to sell your ideas with a design statement and how to put components of kitchen and bath spaces together. Assignments will be hand graded with feedback.

You will be required to submit completed projects via mail, fax, Internet drop box, or email. Completion Certificates and NKBA Education Hours will be awarded upon successful completion of the course.

*Prerequisite: KBD 1: Hand Drafting Techniques, or equivalent**

Required textbooks:

NKBA Professional Resource Library Text: *Design Principles: Color-Form-Styles*, by Ellen Cheever, CMKD, ASID, published by NKBA, 2006. NKBA member price, approx \$73.

NKBA Professional Resource Library Text: *Kitchen Planning: Guidelines-Codes-Standards* by Julia Beamish, CKE, Kathleen Parrott, CKE, and JoAnn Emmel with Mary Jo Peterson, CKD, CBD, CAPS, published by NKBA, 2006. NKBA member price, approx \$82.

NKBA Professional Resource Library Text: *Bath Planning: Guidelines-Codes-Standards* by Julia Beamish, CKE, Kathleen Parrott, CKE, and JoAnn Emmel with Mary Jo Peterson, CKD, CBD, CAPS, published by NKBA, 2006. NKBA member price, approx \$82.

Instructor: Margaret Krohn, CKD, ASID

What students say about this course:

“[I liked the] clear and concise nature of the Power point lessons as well as the flexibility of the instructor.”

“It was very easy going and easy to follow. Which is hard to find with an online class.”

"I was able to learn all the rules and understand them."

KBD 4: Lighting for Kitchen and Bath Design

6 NKBA hours, \$250

Learn lighting design and application for kitchens and bathrooms. Consider a variety of light sources and the advantages and limitations for each. Learn to determine an adequate amount and type of lighting and to design lighting plans that incorporate both natural and artificial lighting to provide adequate, accurate, and safe lighting. Specify electrical systems for lighting. You will be required to submit completed projects, including one completed lighting and electrical plan, via mail, fax, Internet drop box, or email for instructor critique and evaluation. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

Required textbooks:

NKBA Professional Resource Library Text: *Kitchen & Bath Systems: Mechanical-Electrical-Plumbing*, by Jerry Germer, published by NKBA, 2006. NKBA member price, approx \$73.

Instructor: Arlynne Wolf, CKD

What students say about this course:

"I like most of the assignments, especially that they were practical and realistic for use."

"I like how it gave an overview of the layout design and explaining difference in bulbs."

KBD 5: Business Practices for Kitchen and Bath Design

8 NKBA hours, \$350

Get a solid foundation in business practices for managing or owning a Kitchen and/or Bath Design business. Learn types of contract documents necessary to insure timely installation of a project from survey to client follow-up. Topics include business basics such as financing, pricing of products and services, managing inventory, marketing, hiring vs. contracting with outside vendors, and motivating your workgroup. You will learn professional business practices encouraged by NKBA and get tools and strategies for successful completion of kitchen and bath projects. Your final projects will be to develop complete marketing and business plans for a KBD business. You will be required to submit completed projects via mail, fax, Internet drop box, or email for instructor critique and evaluation. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

Prerequisite: It's recommended that you are working in the kitchen and bath design industry and current member of NKBA

Required textbook:

Century College Continuing Education and Customized Training

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NKBA Professional Resource Library Text: *Kitchen & Bath Business Management: Financials-Personnel-Operations* by Hank Darlington with Ellen Cheever, CMKBD, ASID, published by NKBA, 2006. NKBA member price, approx \$73.

NKBA Professional Resource Library Text: *Kitchen & Bath Project Management: Installation-Contractors-Cost Controls* by Ellen Cheever, CMKBD, ASID with Paul Pankow, CKBI, published by NKBA, 2006. NKBA member price, approx \$73.

Instructor: Arlyne Wolf, CKD

What students say about this course:

“Opened my eyes to what it takes to start a business.”

“I thoroughly enjoyed this course and found the information very practical and enlightening! I thought it was going to be a dry subject and found it to be surprisingly interesting. Very educational!”

KBD 6A: Application of Theme Design for Kitchen and Bath **8 NKBA hours, \$350**

This course will help you become familiar with historical application of design to kitchen and bath projects. The key traditional and modern styles will be discussed and applied to several small projects. Hand drafting or CAD may be used. Projects will utilize graphic standards as recommended by NKBA. You will be required to submit completed projects via mail, fax, Internet drop box, or email for instructor critique and evaluation. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

Note: This course content was formerly included in KBD 6: Advanced KBD.

*Prerequisite: KBD 1: Hand Drafting Techniques and KBD 3 Basic Kitchen and Bath Design**

Required textbooks:

NKBA Professional Resource Library Text: *Design Principles: Color-Form-Styles*, by Ellen Cheever, CMKD, ASID, published by NKBA, 2006. NKBA member price, approx \$73.

NKBA Professional Resource Library Text: *Kitchen Planning: Guidelines-Codes-Standards* by Julia Beamish, CKE, Kathleen Parrott, CKE, and JoAnn Emmel with Mary Jo Peterson, CKD, CBD, CAPS, published by NKBA, 2006. NKBA member price, approx \$82.

NKBA Professional Resource Library Text: *Bath Planning: Guidelines-Codes-Standards* by Julia Beamish, CKE, Kathleen Parrott, CKE, and JoAnn Emmel with Mary Jo Peterson, CKD, CBD, CAPS, published by NKBA, 2006. NKBA member price, approx \$82.

Instructor: Arlyne Wolf, CKD

KBD 7: Basic 20-20 Design for Kitchen and Bath Spaces

8 NKBA hours, \$675

This Computer-Aided Drafting (CAD) course encompasses 20-20 Design software installation and skills for electronic drafting of kitchens and bathroom plans to include editing, drawing, and completing pictorial representations. You will be required to submit completed projects via mail, fax, Internet drop box, or email for instructor critique and evaluation. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

Prerequisite: KBD 1: Hand Drafting Techniques, OR a working knowledge of reading and creating floor plans.

Required supplies:

- 20-20 Software Professional Version (*you must have access to software, or purchase on your own*). Software can be purchased through 20-20, or through a local representative. The website is: <http://www.2020technologies.com/>, or 1-800-698-2020.
- 3-ring binder with dividers (2 ½ inch size works well)

Instructor: Margaret Krohn, CKD, ASID

What students say about this course:

“I have been using 2020 for 2.5 years and I thought that I knew everything there was to know about it but I am learning lots of new things. I am excited to try some things out on real projects.”

“I think that I was using about 25% of its capabilities. The things I have learned so far are great. I am actually using them at work now.”

KBD 8: Materials & Estimating for Kitchen and Bath Design

8 NKBA hours, \$350

This course will provide you with the skills and tools you need to specify materials, estimate quantities, and provide appropriate documentation for materials for kitchen and bath design. Special emphasis is placed on finding sustainable products and solutions, and doing a comparative study between sustainable and “regular” solutions.

Assignments and projects will be due at regular intervals throughout the 8 weeks of the course. You will submit completed projects via mail, fax, Internet drop box, or email for instructor feedback. Completion Certificates and NKBA Education Hours will be awarded upon successful completion of the course.

Required textbooks:

NKBA Professional Resource Library Text: *Kitchen & Bath Products* by Ellen Cheever, CMKBD, ASID, published by NKBA. NKBA member price, approx \$73.

Instructor: Arlynn Wolf, CKD

KBD 9: Design and Drafting with Chief Architect for Kitchen and Bath Spaces

8 NKBA hours, \$675

This basic level computer-aided drafting (CAD) course focuses on architectural drafting using Chief Architect software. Contents of the course include a system overview and skills needed to draft kitchen and bathroom plans with Chief Architect. Techniques focus on commands necessary to draft floor plans, elevations, perspectives, and other pictorial representations. Projects will be submitted via mail, fax, online drop box or email for instructor evaluation and feedback. Completion Certificate and NKBA Education Hours will be awarded upon successful completion.

Prerequisite: KBD 1: Hand Drafting Techniques, OR a working knowledge of reading and creating floor plans.

Required supplies:

- Chief Architect Software Professional Version X3 or Professional Interiors Version X3 (*You must have access to software, or purchase on your own*)
- 3-ring binder with dividers (2 ½ inch size works well)

Instructor: Margaret Krohn, CKD, ASID

New!

KBD 10: Kitchen & Bath Remodeling Challenges

10 NKBA hours, \$675

Design trends, the push towards green, and economic factors may all play a part in your current kitchen and bath design projects. Remodeling presents these challenges plus the additional problems of updating to current codes and regulations and integrating a new project into an existing home design. How will you meet these challenges? What process will help you research and implement solutions in a timely fashion?

In this course you will address specific remodeling “quick challenges” by using a research process and creating a design solution. You will have an opportunity to spend more time on a final project of your choice – a remodeling challenge you are currently facing or a remodeling topic of special interest to you.

Hand drafting or CAD may be used. Projects will utilize graphic standards as recommended by NKBA. You will submit completed projects via mail, fax, Internet drop box, or email for instructor feedback. Completion Certificates and NKBA Education Hours will be awarded upon successful completion of the course.

Prerequisite: KBD 1: Hand Drafting Technique, KBD 2: Construction and Mechanical Systems and KBD 3 Basic Kitchen and Bath Design or equivalent.

Required textbooks:

NKBA Professional Resource Library Text: *Design Principles: Color-Form-Styles*, by Ellen Cheever, CMKBD, ASID, published by NKBA, 2006. NKBA member price, approx \$73.

NKBA Professional Resource Library Text: *Kitchen & Bath Project Management – Installation – Contractors- Cost Controls*, by Ellen Cheever, CMKBD, ASID with Paul Pankow, CKBI, MA \$62.05 on sale

NKBA Professional Resource Library Text: *Kitchen Planning: Guidelines-Codes-Standards* by Julia Beamish, CKE, Kathleen Parrott, CKE, and JoAnn Emmel with Mary Jo Peterson, CKD, CBD, CAPS, published by NKBA, 2006. NKBA member price, approx \$82.

NKBA Professional Resource Library Text: *Bath Planning: Guidelines-Codes-Standards* by Julia Beamish, CKE, Kathleen Parrott, CKE, and JoAnn Emmel with Mary Jo Peterson, CKD, CBD, CAPS, published by NKBA, 2006. NKBA member price, approx \$82.

Instructor: Arlyne Wolf, CKD

New!

KBD 11: Sales Techniques for Kitchen and Bath

8 NKBA hours, \$350

This sales course covers selling techniques that you can apply for a successful sales process with your client. Understand your client's buying behavior and best meet their wants and needs for their kitchen or bath. Topics in this course include communication styles, selling philosophies, client relationships, product strategies, customer strategies, and conducting successful sales presentations.

You will be required to submit completed projects via mail, fax, Internet drop box, or email for instructor critique and evaluation. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

Required textbook: *Selling Today: Creating Customer Value*, 12th Edition by Manning, Reece, Ahearne, ©2011; Pearson Prentice Hall. Book is available at many online retailers.

Instructor: Margaret Krohn, CKD, ASID

AKBD Review

24 NKBA hours, \$750

This online course for aspiring Associate Kitchen & Bath Designers (AKBD), Certified Kitchen Designers (CKD), and Certified Bath Designers (CBD) helps you to review the four domains of competencies and skills required of a certified professional: planning & design, construction/mechanical systems, products/materials and business management. This comprehensive program encompasses all 9 volumes of the NKBA Professional Resource Library.

This course takes place entirely online. You will complete lessons, readings, and assignments to help you remember elements that are critical for the AKBD exam. You will be required to submit completed projects via mail, fax, Internet drop box, or email for instructor critique and evaluation. This intense course is designed to help you prepare for the NKBA written AKBD exam.

You'll participate in a practice exam near the end of the course to provide you with a measure of your mastery of the skills and competencies for the AKBD exam. Completion Certificates and NKBA Education Hours will be awarded upon successful completion.

*Prerequisites: a good grasp of the content of the 9-volume NKBA Professional Resource Library. This course serves as a **review only**; should any of this material be new to you, consider enrolling in appropriate previously-listed courses.*

Required textbooks:

The 9-volume NKBA Professional Resource Library. NKBA member price for the entire library: \$499.

Instructor: Arlyne Wolf, CKD

What students say about this course:

"I want to thank you for this wonderful course, it's structured and delivered very well!"

"I am very appreciative of your heartfelt interest in your students. I am finding this class to be extremely helpful, and looking forward to putting AKBD behind my name."

"...I took the exam on Wednesday and I passed! It was a lot tougher than I thought it would be. Now I can't wait to take the CKD."

"I took the multiple choice part of the CKD test yesterday and was informed after that I passed! Yea! Thanks for the class, it really prepared me for the types of questions that were asked."

Detail:

You are responsible for purchasing required textbooks (from the NKBA Professional Resource Library) and drafting supplies. Courses may be taken individually or as a full curriculum – however, no more than 2 courses may be taken concurrently. Prerequisites may apply. These courses are offered entirely online. You must have an email address and access to a computer with Internet browser.

Cancellation policy: The NKBA must receive cancellation notification **ten (10) business days** prior to the course to honor a full refund. Registrants will receive a refund, minus a \$25 cancellation fee, if notification is received by the NKBA three to nine (3-9) days prior to the start of class, and a \$75 cancellation fee if notification is received two (2) or less business days prior to the start of class. Registrants who fail to attend a course or who do not cancel within policy deadlines will be fully charged.

More Questions?

For course and program content questions, contact Century College Kitchen and Bath Design faculty Arlyne Wolf at 651-748-2600 or arlyne.wolf@century.edu or Century College Continuing Education and Customized Training representative Lorrie MacGillivray at 651-747-4048 or lorrie.macgillivray@century.edu

Instructors

Courses are instructor-led by NKBA-Certified Kitchen Educators/Designers Arlyne Wolf and Margaret Krohn.

"I just wanted to share my good news with you. I passed my AKBD on Friday and am cautiously optimistic about my CKD I took 2 weeks ago. I wanted to say thank you for all the great classes and information I learned from you both."

Register Today

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or
2. Visit www.nkba.org/courses - Look for NKBA *Convenience Learning* courses.

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This document can be available in alternative formats to individuals with disabilities, by calling 651-779-3354 or 1-800-228-1978x3354 voice or 651-773-7115 TTY or through the Minnesota Relay Service at 1-800-627-3529.