

Chinook Learning Services

Continuing Education

Hundreds of in-person and online classes available



chinook learning services



Calgary Board of Education

EXPERIENCE. LEARN. SUCCEED.

We are committed to you!

Chinook Learning Services, Continuing Education is thrilled to offer you an extensive collection of professional and personal development programs, delivered in-person and online. From Sign Language to Power BI to Investing 101 to Supervisory Training, Continuing Education has it all!

2022-2023 marks Continuing Education's 125th anniversary of providing adult training to Calgarians. At the heart of this milestone is people like you - dedicated to self-improvement and learning. Since 1898, you have shaped our journey of continuous lifelong learning.

Each milestone brings a sense of renewed energy. With you in mind, we continue to develop and provide high quality, responsive training that supports and prepares you for workplace opportunities and personal endeavours.

Welcome to Continuing Education's 125th year!



Ken Weipert
Education Director Area 5
Calgary Board of Education



Certificates of Recognition

Raise your profile and enhance your career! Certificate courses can be taken individually, while some courses can be applied towards more than one certificate.



Bookkeeping Principles & QuickBooks

This flexible program is designed to have you learn the theory and acquire the practical skills associated with daily bookkeeping transactions and accounting practice.

Braille Transcription (UEB) Online

This certificate is recognized by the Calgary Board of Education to meet the qualifications for the position of Braille Assistant.

Business Communication

This flexible program is designed to help you build valuable professional communication skills for the workplace.

Computer Skills for Job Readiness

This program prepares you to embark on an office career or to improve your career opportunities.

Core Leadership Development

This series of courses presents a current, comprehensive approach to developing your leadership abilities and performance.

English Language Learning Assistant 1 & 2

Interested in working with ELL learners, from elementary through adult, within the Calgary Board of Education? Consider taking the two levels of ELL Assistant which combined are 60 hours of comprehensive learning focussed on ways to support ELL students.

Library Assistant

This program provides an orientation to the work environment of a Library Assistant. This certificate is recognized by the Calgary Board of Education to meet the qualifications for the position of Library Assistant.

OACP - Office Administration Certificate Program

This flexible program is recognized and valued by the Calgary Board of Education and highly endorsed by the CBE Staff Association.

Project Management

Project Management has become one of the most sought after designations. The skills required to be a successful project manager are broadly applicable and relevant to nearly every industry and most occupations. This program is designed to help you build critical project management skills and communication skills appropriate for any workplace.

Records Management

This certificate is recognized by the Calgary Chapter of ARMA (Association of Records Managers and Administrators). Learn industry standards and best practices.

Fast Track Certificates

These part-time certificates provide you the essential skills and knowledge to get ahead, fast!

- Business Writing Essentials
- Communication Essentials
- Conflict Management Essentials
- Leadership Development Essentials
- Microsoft® Excel Essentials
- Microsoft® Word Essentials
- Office Skills Essentials I
- Office Skills Essentials II
- Presentation Skills Essentials
- Supervisory Development Essentials



Online Learning

e-Learning Opportunities

Continuing Education offers a wide range of highly interactive courses that you can take entirely over the Internet. Learn safely from home. Register online.



Benefits of Learning Online

- Inclusive virtual classrooms.
- Whether you're an introvert or extrovert this class is for you.
- Commute stress-free – slippers optional!
- Anywhere, anytime, any pace!
- Enhance your communication skills
- Build your self-reliance
- Reduce your carbon footprint
- Grow your network
- Learn new technical skills

Online Professional Learning

Choose from a variety of online courses and certificates.

Discounts do not apply.



Online Certificates

We offer various online certificates to complement your skills or for career advancement while balancing your valued lifestyle.

Discounts do not apply.



Classroom Courses Delivered Virtually Online | Real-time Professional Development

Select courses are now offered in an online synchronous format. Same great course and instructor but taken virtually in the comfort of your home or office. You will have access to scheduled real time live classes and independent study time.

To participate effectively, you:

- Require a reliable Internet connection and computer;
- Speakers & microphone, or headset, and a webcam if your course has virtual videoconferencing;
- Time to participate online and complete course assignments.

Discounts apply to these courses.



New Online Courses

Hundreds of online courses in the following categories:

Computer Training

- Accounting Software
- Adobe Creative Suite
- Computing Basics
- Data Science
- Microsoft® Office
- Microsoft® Productivity
- Multimedia & the Web

Finance

- Accounting & Bookkeeping

Interpersonal Skills

- Career Preparation
- Communication
- Leadership & Management
- Logistics & Manufacturing
- Project Management
- Sales & Entrepreneurship

School-Based Training

- Classroom Support
- Languages for Parents
- Sign Language
- Teaching Support

Writing & Workplace Skills

- Business Writing
- Office Skills

Personal Development Online

Choose from a variety of personal development online courses and suites.

Discounts do not apply.



Microsoft Office Specialist (MOS) Exams

Stand out and get noticed! Certification gives you the tools to build a brighter future.

Today's employer seeks individuals who demonstrate a high proficiency in Microsoft® Office program functionality. The MOS guarantees that every certified individual has demonstrated the ability to operate the full features competently. This gives you a commanding competitive edge in today's professional environments.

Pathway

LEARN – Take a Microsoft® Office course through Chinook Learning Services

PRACTICE – Take advantage of the Gmetrix practice tests to ensure your success

CERTIFY – Take a test and earn your digital badging

Preparing our students for certification is a big responsibility. Through Chinook Learning Services' full pathway solution, you can prepare yourself for the MOS certification with targeted learning materials, practice tests, and a performance-based certification exam officially endorsed by Microsoft® and recognized by employers worldwide.

MOS Exams

Choose from:

- Microsoft® 365 Apps and Office 2019
- Microsoft® 2016

MOS Exam Details

- Available for Microsoft® 365 Apps and Office 2019, and Office 2016
- Number of questions: Between 25 and 46 (depending on exam)
- Question types: Project-based testing
- Duration: Each exam is 50 minutes

Available Exams:

- Word Associate – Transform ideas into professional documents
- Excel Associate – Reveal trends and gain insights with powerful analysis tools
- PowerPoint Associate – Enhance your ability to communicate with your audience
- Outlook Associate – Facilitate the flow of connectivity with email and calendar tools
- Access Expert – Track and report assets and information
- Word Expert – Cultivate your Word skills, and go deeper into the program's capabilities
- Excel Expert – Expand your Excel proficiency by unlocking Excel's full power

Certification Makes a Resume Stand Out!

No matter which career path you are pursuing Microsoft® Office proficiency is a valuable skill. In fact, Microsoft® Office was the leading software package called out within the top 20 skills across representative occupations in seven countries, coming in at number 3 on the IDC research list. Stand out in a crowd of applicants and get on a path to a brighter future with Microsoft® Office Specialist certification.

Source: IDC, Keys to the Future: Worldwide Readiness Skills to Ensure Student Success, May 2016



Digital Badging

Participants can digitally broadcast their accomplishments with MOS online badges. These online badges contain verifiable data that tells employers what you completed and why it matters. In other words, digital badges give instant credibility.

Pricing

MOS Exam plus practice exam and proctoring

- \$250 Member* price
- \$295 Non-member

MOS Exam plus proctoring

- \$150 Member* price
- \$195 Non-member price

*A Member is a student who has taken a qualifying course with Chinook Learning Services within the last 5 years or is registered in one of Chinook Learning Services' certificate programs.

**Phone in to register.
403-777-7224**



Computer Training

Many in-person courses plus over 100 online Computer Training titles.

Accounting Software

Acquire the skills to manage finances, invoice customers, pay bills and oversee inventory.

- QuickBooks – Desktop
- QuickBooks Online Application
- Plus 4 more online course choices

Adobe Creative Suite

Gain the skills you need to create outstanding documents, dynamic digital video or intriguing graphics.

- Acrobat
- Illustrator
- InDesign
- Photoshop
- Lightroom
- Plus 7 more online course choices

Computer Training Series

Save time & money by taking a group of courses.

- Adobe Creative Suite Boot Camp
- Computer Skills for Job Readiness Certificate
- Excel Boot Camp
- Office in a Week
- QuickBooks Boot Camp
- Word Boot Camp
- Plus 21 more online series choices



Computing Basics

Learn the basics of computing. Chinook can get you started.

- Basic Computing Skills
- Keyboarding / Typing
- Troubleshooting & Maintaining Your PC
- Plus 7 more online course choices



Microsoft® Office

Get the Microsoft® skills you need to get the job done.

- Access
- Excel
- Outlook
- Managing Your Outlook Inbox
- Microsoft® Teams Essentials
- PowerPoint
- Word
- Plus 19 more online course choices

Microsoft® Productivity

Become proficient using applications that go beyond the Microsoft® Office suite of products.

- Windows Basics & File Management
- Microsoft® Teams Essentials
- Plus 3 more online course choices

Multimedia & the Web

Get the technical and strategic skills needed to create and manage Internet content and social media.

- Online Skills
- WordPress
- Plus 3 more online course choices



Canada Alberta Job Grant (CAJG)

Are you an Alberta employer with current or potential employees who need training for their positions?

Chinook Learning Services can help you capitalize on your investment in skills training and qualify for the job grant!



- Up to 2/3 of the training costs covered
- Up to \$10,000 per employee
- Require 21 hours of training delivered within 52 weeks of application approval

Take an existing course or program that meets the criteria or Chinook Learning Services can design a course or bundle a series of courses.

Chinook Learning Services has designed a variety of Fast Track Certificates that may fit your employees' training needs and meets the CAJG criteria. For more information contact ChinookContEd@cbe.ab.ca

Finance

Gain an understanding of your financial needs.

Accounting & Bookkeeping

Now offered in-person and online in real time.

- Bookkeeping 1 – Basics
- Bookkeeping 2 – Accounting Essentials
- Taxation Basics
- Understanding Financial Statements & Budgeting
- Plus 4 more online course choices

Investing

Manage and invest your money wisely with help from Chinook's experienced and accredited instructors.

- Investing 101
- Investing in Real Estate
- Stocks, Bonds & Your Portfolio – Investing in Today's Economy

Retirement

Learn to develop a personal retirement plan with help from Chinook and local experts.

- Retirement - Successful Strategies



Bookkeeping Principles & QuickBooks Certificate of Recognition

This flexible program is designed to have you learn the theory and acquire the practical skills associated with daily bookkeeping transactions and accounting practice. This sets you apart from other job applicants and provides the foundation needed to launch you into a new field of study or make you and your existing business more manageable and successful.

Courses include:

- Bookkeeping 1 – Basics
- Bookkeeping 2 – Accounting Essentials
- Taxation Basics
- Understanding Financial Statements & Budgeting
- QuickBooks - Levels 1 & 2



Follow us



Interpersonal Skills

Learn the social skills you need.

Career Preparation

Improve your career outlook with training at Chinook.

- Visit our website for 20 online Career Preparation courses

Communication

Refine your communication skills to interact more effectively and advance in the workplace.

- Communicating Through Crisis
- Difficult Conversations
- Effective Communication & Relationships
- Effective Listening Skills
- Email Etiquette
- English Pronunciation Mastery
- Manage Your Workplace Emotions
- Managing Stress in the Workplace
- Media Training Boot Camp
- Negotiation for Win-Win Results
- Presentation Excellence
- Speaking with Confidence
- Telephone Etiquette
- Plus 8 more online course choices

Leadership & Management

Adapt and improve team performance by developing leadership skills.

- Behavioral Interviewing & Effective Hiring
- Building Trust at Work
- Coaching Your Business Team
- Conflict Resolution for the Workplace
- Contract Law for Non –Lawyers
- Corporate Branding
- Critical Thinking & Effective Decision Making
- Customer Service
- Dealing with Difficult Behaviours
- Employee Engagement
- Ethics Management
- Facilitation Essentials
- Fostering Accountability
- Harness Innovation in the Workplace
- Implementing Change: A Leader's Roadmap
- Leadership Skills for Managers
- Perfecting the Performance Discussion
- Science of Leadership & Communication
- Supervisory Training
- Teambuilding
- The Courage to Risk
- Time & Task Management
- Understanding Diversity
- Plus 33 more online course choices

Logistics & Manufacturing

The backbone of a company engaged in manufacturing is its dependency on good logistics and procurement practices.

- Visit our website for 5 online course choices

Project Management

Gain technical and people management skills for successful project management.

- Agile Methodology
- Project Management 1
- Project Management 2
- Project Management Introduction
- Project Management Overview
- Plus 8 more online course choices

Sales & Entrepreneurship

Turn your sales and entrepreneurial dreams into reality.

- Aligning Marketing & Sales Strategies
- Marketing Using Social Media
- Small Business – Get Started
- Plus 21 more online course choices

Corporate Training Solutions

At Chinook Learning Services, we offer face-to-face training designed with the working adult learner in mind. Our training approach is based on sound planning and presentation principles that ensure your employees get a learning experience that is highly interactive, practical, and current.

Your staff can attend our open enrollment courses, or we can bring them directly to your workplace.

Some topics that may interest you:

- Employee Engagement
- Customer Service
- Public Speaking
- Conflict Resolution for the Workplace
- Time Management
- Leadership Skills
- Difficult Conversations
- Business Writing

The Canada-Alberta Job Grant (CAJG) and Chinook are available to help you capitalize on your investment in skills training. This grant can help employers develop workers to meet specific business needs.

As industry experts, our instructors, in consultation with you, can create a dynamic solution-focused product.

Call Franca Best at 403-777-7575 Ext. 2513 to discuss your Corporate Training options.



School-Based Training

Find the support you need.

Classroom Support

- Braille Transcription (UEB) Online Certificate of Recognition
- Brain & Behaviour: Building Positive Supports
- English Language Learning Assistant 1 Certificate of Recognition
- English Language Learning Assistant 2 Certificate of Recognition
- English Language Learning Assistant 2 – Bridging Workshop
- Helping Students Survive & Thrive at School (Series)
- Library Assistant Certificate of Recognition
- Lunch Supervision Service Certificate of Recognition
- OACP – Office Administration Certificate Program
- SMART Board® Introduction
- Technology in the Classroom
- Technology to Enhance Learning 1
- Technology to Enhance Learning 2
- Plus 20 more online course choices



Languages for Parents

These courses are specifically designed for parents and caregivers of CBE French Immersion and Spanish Bilingual students.

- Beginning Conversational Spanish
- French for Parents – Level 1
- Spanish for Parents – Level 1
- Spanish for Parents – Level 2

Sign Language

Affordable, fun, fast & convenient courses are geared just for you.

- Sign Language – Level 1
- Sign Language – Level 2
- Plus 2 more online course choices

Teaching Support

- Visit our website for 12 online course choices



Writing & Workplace Skills

Build your proficiency in the workplace.

Business Writing

Improve your skills to be more effective at work.

- Business Blogging & Social Media
- Business English Grammar
- Business Writing Boot Camp
- Social Media #OMG
- Speechwriting: The Art & Science of Informal Remarks
- Writing Skills for Business
- Plus 13 more online course choices

Office Skills

Enhance your office skills with a course at Chinook.

- Meetings, Agendas & Minutes
- Personal Shorthand
- Proofreading Perfected
- Speed Reading
- Plus 3 more online course choices

Records Management

Gain the necessary knowledge to hold a records management position in any organization.

- Advanced Records Management
- Advanced Retention Schedules
- Business Continuity & Disaster Recovery
- Data Management Technology
- Data Migration
- Information Governance
- Records Management Application
- Records Management Theory
- Retention & Disposition
- Risk Management
- Taxonomies

Check our website for updates on Records Management II Certificate of Recognition.



OACP - Office Administration Certificate Program

Advance your career as an Office Administrative Professional. The Calgary Board of Education's Office Administration Certificate Program prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education.

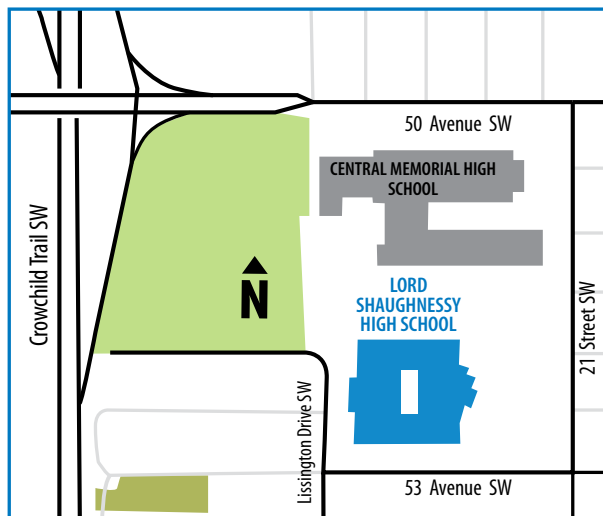
This flexible program is recognized by the CBE and includes:

- Up-to-date computer applications
- Keyboarding/typing
- Customer service approaches
- Communication strategies
- Information management
- Financial management
- Interpersonal and leadership skills

Combined, these skills make you an effective and skilled member in any office environment.



Chinook Learning Services, Continuing Education offers high quality training opportunities for anyone 18 years & older. The courses can be taken on their own or for credit toward a Certificate of Recognition. Free parking and all learning resources included in course fees.



Chinook Learning Services

Lord Shaughnessy High School

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Always Open Online or Register | 403-777-7224