

# Chinook Learning Services

## Continuing Education

- Hundreds of in-person and online courses available
- Microsoft Office Specialist (MOS) Exams
- Corporate Training



chinook learning services



Calgary Board  
of Education

EXPERIENCE. LEARN. SUCCEED.

## We are committed to you!



Chinook Learning Services, Continuing Education takes pride in providing relevant lifelong learning opportunities! We offer a wide range of courses and programs for individuals and organizations seeking professional development and personal enrichment. Our range of non-credit programming focuses on building the practical skills and knowledge necessary for success in today's workplace. Whether you are working at the office or remotely, in an administrative role or middle management, Chinook has training that fits your unique needs.

Combined with our instructors' extensive knowledge and practical experience, we collectively enhance your career development and self-improvement journey.

As part of the Calgary Board of Education, our longevity in Calgary's learning community is unmatched. Our promise for 2023-24 is to continue to provide high-quality educational opportunities that empower people to invest in themselves.

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.

### Lunch Supervision Service

This 7-hour certificate is recognized by the Calgary Board of Education to meet the qualifications for the position of Lunchroom Supervisor.

### 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. This program is designed to help you build critical project management skills and communication skills appropriate for any workplace.

### Records Management

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

## Fast-Track Certificates

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

- Business Writing Essentials
- Communication Skills 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 anywhere, anytime. Learn from home or office. 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 asynchronous online and self-paced courses and suites.



## Online Certificates

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



## Classroom Courses Delivered Virtually, Real-time

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 or headphones and a webcam if your course has virtual videoconferencing;
- Time to participate online and complete course assignments.

## 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
- 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 asynchronous online and self-paced online courses and suites. Discounts do not apply.

- Arts & Music
- Languages
- Passions & Pastimes



# 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

### Exam Aspects:

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

### Available Exams:

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

## 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

- Practice MOS exam, MOS exam, retake & proctoring
- \$250 Member\* price
  - \$295 Non-member

### MOS Exam, Retake & Proctoring

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

\*A Member is a CBE Employee or a student who has taken a Professional Development 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

Chinook offers a variety of QuickBooks courses to manage finances, invoice customers, pay bills and oversee inventory.

- QuickBooks Essentials
- QuickBooks Online Application
- Plus many 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
- Plus many 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
- Word Boot Camp
- Plus many more online course choices



### Computing Basics

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

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

### Data Science

- Power BI Introduction
- Plus many more online course choices.



## Microsoft Office

Learn how to use Microsoft Office applications to streamline your work processes and achieve your goals.

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

## Microsoft Productivity

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

- Microsoft SharePoint
- Microsoft Teams Essentials
- Windows Basics & File Management
- Plus many more online course choices.

## Multimedia & the Web

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

- Designing Effective Websites
- Introduction to Coding
- Online Skills
- Podcasting
- Plus many 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](mailto:ChinookContEd@cbe.ab.ca)

## Finance

Gain an understanding of your financial needs.

### Accounting & Bookkeeping

Take your accounting and bookkeeping skills to the next level and become more employable.

- Bookkeeping 1 – Basics
- Bookkeeping 2 – Accounting Essentials
- Taxation Basics
- Understanding Financial Statements & Budgeting
- Plus many 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 Essentials



## Follow us



## Interpersonal Skills

Learn the soft skills you need.

### Career Preparation

Improve your career outlook with training at Chinook.

- Visit our website for many online course choices.

### 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
- Managing Stress in the Workplace
- Media Training Boot Camp
- Negotiation for Win-Win Results
- Presentation Excellence
- Speaking with Confidence
- Telephone Etiquette
- Plus many more online course choices.

### Leadership & Management

Effective managers 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
- Employment Law Essentials for Managers & HR Professionals
- 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
- Plus many 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 many 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 many 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 many more online course choices.

## Corporate Training Solutions

### Your Training, Your Way

Staying competitive and achieving organizational success with well-trained staff is attainable. Our team of professional development experts, subject matter experts and course facilitators can design and deliver training solutions to meet your needs. Our team of professional development experts delivers practical training relevant for today's marketplace.

Together we will build a training solution customized to your needs and your budget. We pride ourselves in creating training that is responsive, innovative, flexible and achieves results. We can:

- Deliver face-to-face training solutions
- Bring the training to your workplace or employees can attend one of our scheduled courses at a discount
- Customize the delivery format – workshops, seminars or webinars
- Train a few individuals or create a training solution for a large group

### Training Areas

- Business Writing
- Communication
- Computer Training
- Finance
- Leadership & Development
- Office Skills
- Records Management
- Sales & Entrepreneurship



### Leadership Coaching

Ask us about one-to-one Leadership Coaching. Leadership has its challenges and sometimes you need guidance and a neutral sounding board to effectively navigate the changing leadership landscape.

### Discounts for Groups

Register 4 employees together in a Professional Development course and the 5th registration is free! Some exceptions apply.

### Get Started

Contact Franca Best for all your corporate training needs:

- Email | [CorporateTraining@cbe.ab.ca](mailto:CorporateTraining@cbe.ab.ca)
- Phone | 403-777-7575 Ext 2513



## School-Based Training

Learn up-to-date skills and best practices to help you and your students succeed.

### 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
- Library Assistant Certificate of Recognition
- Lunch Supervision Service Certificate of Recognition
- OACP – Office Administration Certificate Program
- SMART Board Introduction
- Technology to Enhance Learning 1
- Technology to Enhance Learning 2
- Plus many more online course choices



### Languages for Parents

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

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

### Sign Language

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

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

### Teaching Support

- Visit our website for online course choices.



## Writing & Workplace Skills

Build your proficiency in the workplace.

### Business Writing

Improve your skills to be more effective at work.

- Business English Grammar
- Speechwriting: The Art & Science of Informal Remarks
- Writing Skills for Business
- Plus many 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 many 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.

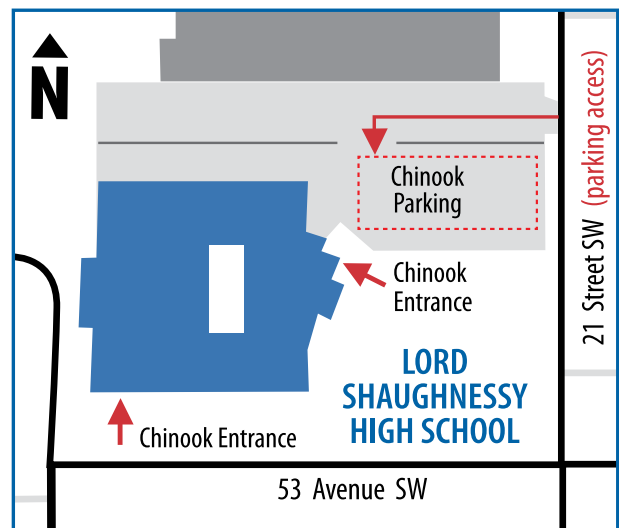
This flexible program consists of in-person and online courses. It is recognized by the CBE and includes:

- Up-to-date computer applications
- 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. (Some exceptions apply)**



### Chinook Learning Services

Lord Shaughnessy High School

2336 - 53 Avenue SW, Calgary, Alberta T3E 1L2

[ChinookContEd@cbe.ab.ca](mailto:ChinookContEd@cbe.ab.ca)

**Always Open Online or Register | 403-777-7224**