

# Chinook Learning Services

## Continuing Education

- Hundreds of in-person and online courses available
- Corporate Training
- Digital Badges **New!**



chinook learning services



Calgary Board  
of Education

EXPERIENCE. LEARN. SUCCEED.

# Redefine Your Future!



Let Chinook Learning Services, Continuing Education play an integral role in advancing your professional growth. Our non-credit programs are designed to provide you with practical skills and knowledge essential for thriving in today's workplace. Continuing Education provides comprehensive training to meet your needs, whether it's in an office environment, remote setting, administrative, or middle management position.

Exciting news! We have partnered with Credly to offer secure and verified digital badges, making it easy for you to showcase your skills and accomplishments, online.

As a vital part of the Calgary Board of Education, Chinook Learning Services has an unparalleled legacy in Calgary's learning community. Our unwavering commitment for 2024-25 is to deliver lifelong learning opportunities that empower individuals like you to make a meaningful investment in themselves.

Ken Weipert  
Education Director Area 5  
Calgary Board of Education

## Certificates of Recognition

Discover a wide range of Certificates of Recognition programs at Chinook, in diverse disciplines and formats. Many of the component courses can be applied to multiple Certificates of Recognition.



### 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 Education Assistant, Braille.

### 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 as an Additional Language (EAL) Assistant 1 & 2

Are you passionate about supporting EAL learners within the Calgary Board of Education? Enhance your skills and knowledge by enrolling in the two levels of EAL Assistant, which together provide a comprehensive learning experience to help you effectively support EAL 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 1 & 2

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 classes.

## Online Advanced Career Training (ACT) Coming Soon!

Looking to start a new career or gain skills to advance in your existing career? Enroll anytime and work at a pace that suits your individual style. See page 3 for details.

## Why Choose Continuing Education?

**Wide Range of Courses:** From computer training to finance, interpersonal skills, school-based training, and writing and workplace skills, our professional development courses cover diverse areas.

**Experienced Instructors:** Our instructors bring extensive knowledge and practical experience to the classroom, ensuring a valuable learning experience.

**Online Learning:** Explore our selection of online courses for both professional and personal development. Convenient, affordable, and led by expert instructors, these courses are designed to fit your busy schedule.

**Corporate Training:** We offer customized corporate training solutions to empower your team and drive organizational success.

## 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

- Assessment & Lesson Planning
- Classroom Support
- Diverse Learning Support
- EAL Learning Support
- Online Teaching Support
- Reading & Writing Support
- STEM Teaching Support
- Teaching Foundations
- Teaching Support

### Writing & Workplace Skills

- Business Writing
- Office Skills

## Personal Development Online

Choose from a variety of asynchronous online and self-guided online courses and suites. Discounts do not apply.

- Arts & Music
- Languages
- Passions & Pastimes



## Advanced Career Training Coming Soon!

Advanced Career Training Programs are designed for students looking to start a new career or gain skills to advance in their existing career. Students can enroll in our Advanced Career Training Programs (ACT) anytime and once active, work at a pace that suits their individual style to complete by their designated end date as provided upon course activation.

### Key features:

- Prepare for industry certification or start a new career.
- Enroll at any time, activation date is usually within 2 business days and is considered the student's start date.
- Many programs completed in less than six months.
- In-depth study: all required learning materials provided.
- Personal Instructor assistance via email.

Students have access to all lessons and assignments from day one and provided materials are shipped within 48 business hours of their enrollment's activation. Students receive all the materials, instructor assistance, and Student Advisor guidance they need to have a truly comprehensive learning experience. Upon completing the program with a passing score, Chinook Learning Services will issue the certificate of completion.



Follow us



## Digital Badging Digital. Secure. Verified.

- Certificate of completion awarded with passing score  
We at Continuing Education are dedicated to equipping you with the necessary tools to reach your professional objectives. We understand how tough it can be to showcase your qualifications in a rapidly growing online world. That's why Chinook has teamed up with Credly to offer you a digital version of your credentials. These digital badges can be incorporated into your email signatures or digital resumes, as well as on social media platforms like LinkedIn, Facebook, and X. This digital image contains verified metadata that outlines your qualifications and the process involved in earning them.
- Badge earners join a network visible to your hiring managers, HR, and business leaders.
- A quality credential clearly explains what you can do, what you did to earn this and who says you earned it. It is more than a piece of paper.
- The digital version of a credential is easy to share online.
- The digital version of a credential is secure.
- Credly uses a trusted method for real-time verification; it is not self reported.
- You'll see direct connections between skills and jobs.



### Current Digital Badge Collections include:

1. Certificates of Recognition
2. Course Series
3. Fast-Track Certificates
4. Office Administration Certificates of Recognition (OACP)
5. Online Advanced Career Training (ACT)
6. Online Certificates
7. Online Course Series



## 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 Online Essentials
- 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
- Adobe Creative Suite Institute **NEW**
- 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
- Troubleshooting & Maintaining Your PC
- Windows Basics & File Management
- Plus many more online course choices

### Data Science

Expand your understanding of this science and change the world!

- Advanced Python
  - CompTIA Network+ Certification Prep
  - Introduction to, Intermediate & Advanced Data Analysis
  - Introduction to, Intermediate & Advanced Power BI
  - Introduction to Programming
  - Introduction to Python 2.5 Programming
  - Introduction to Python 3 Programming
  - Introduction to, Intermediate & Advanced SQL
  - Introduction to & Intermediate Visual Basic
  - Power BI: Data Analysis & Visualization for Business
- 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 365 Overview
- Microsoft SharePoint
- Microsoft Teams Essentials
- Microsoft Teams for Business Users
- 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.

- Achieving Top Search Engine Positions
  - Boosting Your Website Traffic
  - Creating Mobile Apps with HTML5
  - Creating WordPress Websites
  - Generative AI Introduction
  - Introduction to Coding
  - Introduction to & Advanced JavaScript
  - Introduction to & Intermediate Video Game Design
  - Introduction to, Intermediate & Advanced Web Design
  - Online Skills
  - Podcasting
- Plus many more online course choices.

## 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



## Interpersonal Skills

Learn the soft skills you need.

### Career Preparation

Improve your career outlook with training at Chinook.

- Resume Building
- Smart Work Ethics™
- Plus many more online course choices.

### Communication

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

- Communicating Through Crisis
- Customer Service
- Difficult Conversations
- Effective Communication & Relationships
- Effective Listening Skills
- Email Etiquette
- English Pronunciation Mastery
- Managing Stress in the Workplace
- Negotiation for Win-Win Results
- Presentation Essentials
- 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
- Critical Thinking & Effective Decision Making
- Dealing with Difficult Behaviours
- Diversity, Equity & Inclusion in the Workplace
- Employment Law Essentials for Managers & HR Professionals
- Ethics Management
- Facilitation Essentials
- Fostering Accountability
- Harness Innovation in the Workplace
- Implementing Change: A Leader's Roadmap
- Influencing Authority
- Leadership Skills for Managers
- Maximizing Employee Engagement
- Perfecting the Performance Discussion
- Science of Leadership & Communication
- Shaping Corporate Culture
- 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.

- Marketing Using Social Media
- Professional Sales Skills
- Small Business – Get Started
- Plus many more online course choices.

## Bookkeeping Principals & 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 Online Essentials

## School-Based Training

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

### Assessment & Lesson Planning

Gain the tools and techniques needed to design assessments that accurately measure student learning and lesson plans that cater to diverse learning styles.

- Choosing the Right Assessments for Your Students
- Diagnostic Assessments: An Overview
- Making the Most of Your Limited Planning Time
- Universal Design for Learning (UDL) Principles
- Plus many more online course choices.

### Classroom Support

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

- Braille Transcription (UEB) Online Certificate of Recognition
- Introduction to Brain and Behavior Including Working with the Adolescent Brain
- Library Assistant Certificate of Recognition
- Lunch Supervision Service Certificate of Recognition
- OACP – Office Administration Certificate Program

### Diverse Learning Needs

Take advantage of practical strategies and expert insights to create a more inclusive and supportive learning environment.

- Sign Language – Level 1
- Sign Language – Level 2
- Educating Diverse Populations in Your Classroom
- Empowering Students with Disabilities
- Plus many more online course choices

### EAL Learning Needs

Our English as an Additional Language (EAL) courses are designed to meet the diverse needs of students and improve their language proficiency.

- EAL Assistant 1 Certificate of Recognition
- EAL Assistant 2 Certificate of Recognition
- EAL Assistant 2 – Bridging Workshop
- Plus many more online course choices.

### Reading & Writing Support

These courses provide practical strategies, resources and tips to help you engage and inspire your students.

- Building Reading & Writing Fluency
- Expository Writing & Embedded Grammar Instruction
- Measuring Growth in Writing Using Rubrics
- Plus many more online course choices.

## STEM Teaching Support

Navigate the challenges of teaching and provide practical strategies and resources to engage students and improve learning outcomes.

- Checking for Understanding in Elementary Math
- Teaching Effective Problem-Based Lab Reports
- Teaching Methods for Solving Word Problems
- Plus many more online course choices

### Teaching Foundations

Deepen your understanding of key teaching principles and strategies.

- Fostering Divergent Thinking for Student Creativity
- Memorization Using the Memory Palace Technique
- Strategies to Support Social-Emotional Learning
- Plus many more online course choices.

### Teaching Support

Take advantage of evidence-based strategies and practical tips on a variety of topics.

- Aligning Homework to Instruction
- Project-Based Learning
- Understanding Adolescents
- 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  | ■ Leadership & Development |
| ■ Communication     | ■ Office Skills            |
| ■ Computer Training | ■ Records Management       |
| ■ Finance           | ■ 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 us for all your corporate training needs:

- Email | [CorporateTraining@cbe.ab.ca](mailto:CorporateTraining@cbe.ab.ca)
- Phone | 403-777-7550





## Writing & Workplace Skills

Build your proficiency in the workplace.

### Business Writing

Improve your skills to be more effective at work.

- Business English Grammar
- Proposal Writing
- Writing Skills for Business
- Plus many more online course choices

### Office Skills

Enhance your office skills with a course at Chinook.

- Keyboarding / Typing
- Meetings, Agendas & Minutes
- 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



## 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.

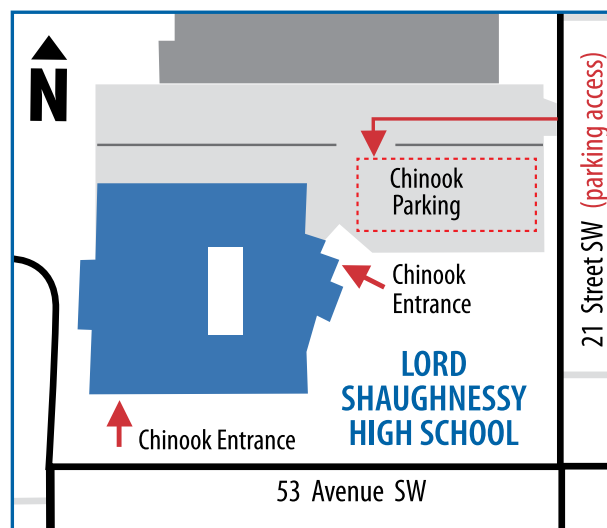
This flexible program consists of in-person and online courses. It is recognized by the CBE and includes:

- 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**