

Chinook Learning Services

Continuing Education

- In-Person and Online Courses
- Career Training
New!
- Corporate Training
- Digital Badges



chinook learning services



Calgary Board
of Education

EXPERIENCE. LEARN. SUCCEED.

Shape Your Career



As a valued part of the Calgary Board of Education, Chinook Learning Services boasts a rich legacy in Calgary's learning community. The 2025-26 school year marks Continuing Education's 128th year delivering flexible, non-credit programs crafted to provide you with the essential skills and knowledge to excel in today's dynamic workplace. We offer comprehensive training that meets your unique needs, whether you work in an office, remotely, or in an administrative or middle management role.

This year, we proudly introduce online, in-demand Career Training, designed to help you to pursue sought-after, industry recognized skills. We believe education is the cornerstone of everything we do in life; it fundamentally shapes our identities and defines our aspirations. In this busy world, it's time to be more intentional in your choices to improve yourself and advance your path to success. Chinook Learning Services is committed to offering lifelong learning opportunities that keep you relevant and help shape your career!



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.

Records Management 1

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.
- Suitable for introverts or extroverts.
- 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 & Course Series

We offer various online certificates and course series 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.

Career Training

Fully online career training helps you to launch or advance your career in flexible learning formats.

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 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
- Records Management

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

New - Career Training

In-Demand Online Training

Empower yourself with more opportunities to gain high-demand skills and industry certifications in today's top fields. Developed and facilitated by industry experts, this in-demand online training will help you to launch or advance your career in flexible learning formats. Choose from career training in: Business, Information Technology, Computer Applications/ Programming, Cybersecurity, Hospitality, and Teacher Professional Development.

Key Features

- Prepare for industry certification or start a new career.
- Many programs can be completed in less than six months.
- All required learning materials provided.
- Certification exams included in most programs.
- Personal instructor assistance via email.
- All programs qualify for a digital badge.
- Various delivery methods to choose from (Intensive Training Programs, Live Boot Camps, Open Enrollment, and Self-Paced Boot Camps).

You will receive all the materials, instructor assistance, and Student Advisor guidance you need to have a comprehensive learning experience.



Digital Badging

Digital. Secure. Verified.

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 Blue Sky. 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.



Follow us



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.

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.

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.

Data Science

Expand your understanding of this science and change the world!

- Advanced Python
- CompTIA Network+ Certification Prep Levels 1, 2, & 3
- Introduction to, Intermediate & Advanced Data Analysis
- Introduction to, Intermediate & Advanced Power BI
- Introduction to Java Programming
- Introduction to Machine Learning
- 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 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
- AI Planning & Strategies
- Boosting Your Website Traffic
- Creating Mobile Apps with HTML5
- Creating WordPress Websites
- Generative AI Introduction
- Introduction to ChatGPT
- Intermediate AI
- 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 financial concepts.

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.

- How to Invest in Stocks, EFT's & Index Funds
- Investing 101
- Investing in Real Estate

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.

- Customer Service
- Difficult Conversations
- Effective Communication & Relationships
- Effective Listening Skills
- Email Etiquette
- English Pronunciation Mastery
- Get Assertive!
- Get Funny!
- Managing Stress in the Workplace
- Negotiation for Win-Win Results
- Persuasive Communication
- Presentation Essentials
- Speaking with Confidence
- Stress Management
- 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
- Fundamentals of Supervision & Management
- High Performance Organization
- Introduction to, Intermediate & Advanced Six Sigma Green Belt
- Leadership Skills for Managers
- Maximizing Employee Engagement
- Perfecting the Performance Discussion
- Science of Leadership & Communication
- Shaping Corporate Culture
- Skills for Making Great Decisions
- Supervisory Training
- Teambuilding
- 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.

- High Speed Project Management
- Introduction to Statistics
- Productivity & Benchmarking
- Project Management Applications
- Project Management Fundamentals I & II

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 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 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.

- Introduction to Brain and Behaviour Including Working with the Adolescent Brain
- Library Assistant Certificate of Recognition
- Lunch Supervision Service Certificate of Recognition

Plus many more online course choices.

Diverse Learning Support

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

- Braille Transcription (UEB) Online Certificate of Recognition
- 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 Support

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
- Simple EAL Vocabulary Strategies

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.

School Staff Discounts

Call about Calgary Board of Education and Calgary Catholic School Division staff discounts for School-Based Training Online Courses.

Phone | 403-777-7224

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

Achieving organizational success and maintaining a competitive edge is within reach when you invest in well-trained staff. At Chinook, our team of professional development experts, subject matter specialists, and skilled facilitators is dedicated to delivering training solutions that cater to your staff needs.

We understand the importance of relevance in today's fast-paced marketplace, which is why our training programs are designed to empower your organization and elevate your team's potential. Let us help you unlock new opportunities for growth and success!

Training Areas

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

Your Training, Your Way

Let's collaborate to create a personalized professional development solution that perfectly aligns with your needs and budget. We take great pride in flexible training, designed to yield exceptional results. Together, we can unlock your organization's potential! 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 a large group

Discounts for Corporate Clients

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

Contact us for all your corporate training needs:

- Email | 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
- Effective Business Writing
- Grammar Refresher I & II
- The Keys to Effective Editing
- Writing Skills for Business

Plus many more online course choices.

Office Skills

Enhance your office skills with a course at Chinook.

- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Keyboarding / Typing
- Meetings, Agendas & Minutes
- Merrill Ream Speed Reading
- Proofreading Perfected
- Speed Reading & Memory Techniques

Plus many more online course choices.

Records Management

From life-cycle management to disposition and data management technology, gain the necessary knowledge to hold a records management position in any organization.

- Data Management Technology
- Records Management Application
- Records Management Theory
- Retention & Disposition

OACP - Office Administration Certificate Program

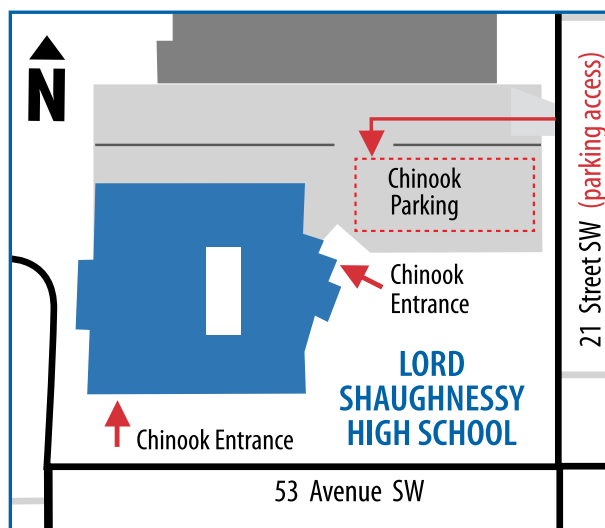
Elevate your Office Administrative career. The Calgary Board of Education's Office Administration Certificate Program prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of 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 and older. The courses can be taken on their own or for credit toward a Certificate of Recognition. Free parking and learning resources included in course fees. (Exceptions apply)



Chinook Learning Services

Lord Shaughnessy High School

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Always Open Online or Register | 403-777-7224