

continuing education

professional development courses



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403-777-7224**

chinook learning services



Calgary Board
of Education

corporate training

We're your solution partner

Your training. Your way.

Our corporate training experts will assess your needs and create a training program that works best for you and your employees. We specialize in training for the working adult learner and believe in creating learning experiences that are highly interactive, practical and relevant for today's marketplace.

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

We can:

- deliver face-to-face and virtual training solutions
- bring the training to your workplace or employees can attend one of our scheduled courses at a discount
- customize the format - workshops, seminars, or webinars
- train a few individuals or create a training solution for a large group

We offer training in many areas including communication, computer training, finance, leadership & management, office skills, and more.

Make professional development and workplace training part of your organization's plan for success.

Have you heard of the Canada-Alberta Job Grant?
Check out our website for more information.

Contact Franca Best for all your corporate training needs
t | 403 777-7575 ext. 2513
e | flbest@cbe.ab.ca

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Calgary Board
of Education

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DID YOU KNOW?

IS YOUR CLASS FULL? *We may be able to respond to your needs by setting up another class. Ask to be put on the waiting list.*

JOIN OUR TEAM – CONTINUING EDUCATION POSITIONS *We are always looking for dynamic instructors and original new course ideas. Request a Course Proposal Package by phoning Continuing Education at 403-777-7550, emailing ChinookContEd@cbe.ab.ca or downloading it from our website.*

GETTING THERE *See centre section for course locations and addresses.*

CLASS LOCATIONS *Directions to specific rooms within each site are posted in the main entrance of the school on the first day of the course.*

FREE PARKING *at all of our Calgary Board of Education training locations.*

CONTINUING EDUCATION INFORMATION
Visit our website for information on late-breaking and up-to-date course offerings. Find your class at www.ChinookLearningServices.com/ContEd.html

Certificates of Recognition

Certificates of Recognition offered by Chinook Learning Services package together course content to provide cohesive units for enhancing professional learning.

- **Bookkeeping Principles & Applications** page 11
- **Business Communication** page 13
- **Computer Skills for Job Readiness** page 4
- **Core Leadership Development** page 15
- **English Language Learning Assistant 2** page 18
- **Lunch Supervision Service** page 18
- **OACP-Office Administration Certificate Program** page 8
- **Records Management** page 21
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See our website for the following

- **Braille Transcription (UEB) Online**
- **English Language Learning Assistant 1**
- **Library Assistant**

PARKING is free at all of our training locations.

LEARNING RESOURCES and GST are included in the course fees.

CHINOOK offers a full range of computer software and technology training. Courses are taught days, evenings and weekends. Training is available for absolute beginners as well as intermediate and advanced users. All computer course outlines are available online. Visit our website.

A **PREREQUISITE** is a course or series of courses required as preparation for entry into another course. Prerequisites are important in order to ensure a uniform level of skills in a class. It is the responsibility of the student to ensure that prerequisites are met. The prerequisites for each course are identified within each course descriptor. Staff are available at our Erlton Campus for advice and assistance in determining your skill level. Contact Computer Training at 403-777-7966.

OACP - Office Administration Certificate Program

Want to advance your career as an office administration professional? The **OACP-OFFICE ADMINISTRATION CERTIFICATE PROGRAM** recognized by the Calgary Board of Education prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office. For complete details, visit our website or call Franca Best at 403-777-7575 Ext. 2513. Courses applicable to this program are identified with OACP. For more information, see page 8.

Legend | Certificates of Recognition

Bookkeeping Principles & Applications	BPA
Business Communication	BC
Computer Skills for Job Readiness	CSJR
Core Leadership Development	CLD
OACP – Office Administration Certificate Program	OACP
Records Management	RM
Records Management 2	RM2



Online Lifelong Learning

Accessible, flexible & affordable – one course at a time. Chinook is pleased to provide you with a wide selection of online courses. Our courses are fully interactive with instructor-led sessions and student discussion areas where you and fellow students can connect and discuss the course.

Value priced at \$129 for most courses!

Visit Chinook Learning Services.com/Online for a full list of courses and online registration.

Accounting Software

Chinook offers a variety of QuickBooks® and Simply Accounting® courses to help you manage finances, invoice customers, pay bills, and oversee inventory.

If you're interested in covering more than one of the courses in this section, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

QuickBooks® - Level 1 BPA, OACP

Learn how QuickBooks® handles invoices and payables, finance charges, estimates, collections, inventory management and payroll. Having a basic knowledge of bookkeeping concepts and terminology is helpful for this course. This course does NOT cover the online version. Limited seating. Recommended prerequisites: *Windows Basics & File Management* or equivalent experience and *Bookkeeping 1 - Basics*. Instructors: Courtney Den Boer (see profile on our website) & Lyne Vaillancourt (see profile on our website)

12 Hours - \$309

93215 Fri, Sat 9 a.m. - 4 p.m. Apr 20 & 21
Erlton Campus S.W.

93218 Thu, Fri 9 a.m. - 4 p.m. May 24 & 25
Erlton Campus S.W.

93304 Mon, Tue 9 a.m. - 4 p.m. July 16 & 17
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 93302

93312 Tue, Wed 9 a.m. - 4 p.m. Aug 7 & 8
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 93311

QuickBooks® - Level 2 BPA, OACP

A continuation of QuickBooks® - Level 1. Learn to manage a wide range of transactions that can be encountered during regular bookkeeping. This course does NOT cover the online version. Limited seating. Recommended prerequisite: *QuickBooks® - Level 1*. Instructors: Courtney Den Boer (see profile on our website) & Lyne Vaillancourt (see profile on our website)

12 Hours - \$309

93219 Fri, Sat 9 a.m. - 4 p.m. June 22 & 23
Erlton Campus S.W.

93305 Wed, Thu 9 a.m. - 4 p.m. July 18 & 19
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 93302

93313 Thu, Fri 9 a.m. - 4 p.m. Aug 9 & 10
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 93311

TAKE ONE FOR THE TEAM Register 4 employees together in a Computer Training, Finance, Interpersonal Skills or Writing & Workplace course and the 5th registration is FREE! (Some exceptions apply.)

Simply Accounting® - Level 1 BPA

Learn how to set up a bookkeeping and accounting system using Simply Accounting®. Having a basic knowledge of bookkeeping concepts and terminology is helpful for this course. This course does NOT cover the online version. Limited seating. Recommended prerequisites: *Windows Basics & File Management* or equivalent experience and *Bookkeeping 1 - Basics*. Instructor: Courtney Den Boer (see profile on our website)

12 Hours - \$30993222 Fri, Sat 9 a.m. - 4 p.m. Apr 6 & 7
Erlton Campus S.W.93308 Mon, Tue 9 a.m. - 4 p.m. July 23 & 24
Erlton Campus S.W.**Simply Accounting® - Level 2 BPA**

A continuation of Simply Accounting® - Level 1 covering such topics as month-end reconciliations, remitting GST and payroll. This course does NOT cover the online version. Limited seating. Recommended prerequisite: *Simply Accounting® - Level 1*. Instructor: Courtney Den Boer (see profile on our website)

12 Hours - \$30993223 Fri, Sat 9 a.m. - 4 p.m. June 8 & 9
Erlton Campus S.W.93316 Wed, Thu 9 a.m. - 4 p.m. Aug 22 & 23
Erlton Campus S.W.

For Bookkeeping 1 - Basics and Bookkeeping 2 - Accounting Essentials, see page 10.

Adobe® Creative Suite

Gain the skills you need to create outstanding documents, dynamic digital video or intriguing graphics with Adobe® Creative Suite (CS) software.

If you're interested in covering more than one of the courses in this section, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

Acrobat

Learn how to create, edit and manage your library of electronic portable document format (PDF) files and understand how Adobe® Acrobat documents are created from standard desktop applications. Be introduced to the main methods of creating Adobe® PDF files then enhance those files using Adobe® Acrobat, Acrobat Distiller and Acrobat Catalog. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$25093273 Wed 9 a.m. - 4 p.m. May 2
Erlton Campus S.W.

This course is part of Adobe® Suite Boot Camp, barcode 93272

93306 Tue 9 a.m. - 4 p.m. July 3
Erlton Campus S.W.**Illustrator**

Adobe® Illustrator is the main graphic creation package used in desktop publishing. Establish a firm foundation in Illustrator by mastering the primary tools and techniques necessary to create complex and attractive illustrations and artwork that could be used in printed materials or for distribution on the web. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$25093274 Wed 9 a.m. - 4 p.m. May 9
Erlton Campus S.W.

This course is part of Adobe® Suite Boot Camp, barcode 93272

93323 Mon 9 a.m. - 4 p.m. July 16
Erlton Campus S.W.**InDesign OACP**

Adobe® InDesign is a robust and easy to use design and layout program. Learn the basics of creating documents of many types, from single-page advertisements and flyers to complex multi-page colour publications. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$25093275 Wed 9 a.m. - 4 p.m. May 16
Erlton Campus S.W.

This course is part of Adobe® Suite Boot Camp, barcode 93272

93278 Fri 9 a.m. - 4 p.m. June 15
Erlton Campus S.W.93309 Wed 9 a.m. - 4 p.m. July 25
Erlton Campus S.W.**Photoshop**

Become familiar with the capabilities and use of Adobe® Photoshop tools, palettes and filters. Save images in formats for print and web use. This course uses the Windows version but the skills learned are interchangeable with the Macintosh version. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

12 Hours - \$32593277 Sat 9 a.m. - 4 p.m. Apr 14 & 28
Erlton Campus S.W.93307 Wed, Thu 9 a.m. - 4 p.m. July 4 & 5
Erlton Campus S.W.

Are you an Alberta employer with employees who need training?
Are you an employee interested in gaining new job-ready skills?
What are the benefits of accessing the CAJG?
What costs does the CAJG cover?
How can Chinook assist you in accessing the CAJG?
Need a customized program?

Visit our website for details

Continuing Education would like to keep you informed by sending you electronic messages, including e-newsletters or other information about the courses and services we offer. (You may withdraw your consent at any time.)
tinyurl.com/ChinookConfirm

For all of your Microsoft® Training Needs online visit our website for information on our Desktop Applications or Adobe Pack Complete Collections Online Training. Subscriptions for 6 or 12 months.

Apple®

Maximize the use and application of your Apple® or iOS-based devices to full capacity. Chinook also offers *Computing Basics* courses and *Microsoft® Productivity* courses.

Maximizing Your iDevice **NEW**

Are you using your iPad to its full capacity? Learn how to set up personal preferences, sync email, back up information, print wirelessly, and create and share documents on multiple devices. From using your iPad as a photo album to setting it up as a home stereo, discover everything you can do with your device. This class is intended for beginners. Please bring your iPad to class. *Instructor: Garry Swanson*

3 Hours - \$99

93285 Sat 9 a.m. - 12 p.m. Apr 28

Spectacular Saturdays

Viscount Bennett Centre S.W.

Computer Training Bundles

Save time and money if you want to take a whole suite of courses together. *Early Bird fees are offered for most of these bundles.*

Adobe® Suite Boot Camp

Become familiar with all the components of Adobe® Suite CC including Acrobat, Illustrator and InDesign in 18 hours. A manual for each component is included. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

18 Hours - \$679

93272 Wed 9 a.m. - 4 p.m. May 2, 9 & 16
Erlton Campus S.W.

Early Bird Fee: \$629

(Register by 4 p.m. Apr 18 & save!)

Excel Boot Camp

Attend our boot camp and learn the content covered in our Excel - Level 1, 2 and 3 courses in just three days. This Excel series of courses meets the Microsoft® Proficiency Guidelines for Excel at the Core and Expert level. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

18 Hours - \$629

93255 Tue, Wed, Thu 9 a.m. - 4 p.m. May 1, 2 & 3
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. Apr 17 & save!)

93268 Tue, Wed, Thu 9 a.m. - 4 p.m. June 12, 13 & 14
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. May 29 & save!)

93319 Tue, Wed, Thu 9 a.m. - 4 p.m. July 3, 4 & 5
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. June 19 & save!)

93335 Tue, Wed, Thu 9 a.m. - 4 p.m. Aug 14, 15 & 16
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. July 31 & save!)

TEXTBOOKS & MATERIALS

All required learning resources and course materials are included in the fee for computer training courses.

Computer Skills for Job Readiness Certificate of Recognition (CSJR)

Are you considering improving your computer application skills or rejoining the workforce? Up-to-date training on the Windows operating system using Microsoft® Office is valuable in any workplace. The courses in the Computer Skills for Job Readiness Certificate of Recognition enable you to combine your software skills to complete in-class projects during the Project Integration class. This flexible 60-hour program prepares you to embark on an office career or to improve your career opportunities.

Recommended Prerequisites

For complete beginners, take *Computers for the Absolute Beginner* before starting this program. If you have some experience with computers but are not comfortable using computers, take *Personal Computing & Online Skills Introduction* before taking this program.

Completion Requirements

Achievement of this certificate requires the completion of the mandatory certificate courses with a minimum grade of 80% and successful completion of all classroom assignments and exercises. The program can be completed within 2 weeks of full-time, daytime study.

- Windows Basics & File Management
- Word - Level 1
- Word - Level 2
- Excel - Level 1
- Excel - Level 2
- Outlook - Level 1
- PowerPoint - Level 1
- Project Integration

60 hours

93224 Mon-Fri 9 a.m. - 4 p.m. Mon, Tue, Wed, Thu, Fri
Apr 16, 17, 18, 19, 20, 23, 24, 25, 26 & 27
Erlton Campus S.W.

Fees: \$1375 for registration in the entire program. This is a saving of 30% off the cost of registering for these courses individually.

Office in a Week

A fast and easy way to learn the basics of Microsoft® Office, which includes Level 1 in Windows Basics & File Management, Word, Excel and PowerPoint. Recommended prerequisites: *Mouse skills* and *Keyboarding*.

30 Hours - \$729

93245 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. May 28, 29, 30, 31 & June 1
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. May 14 & save!)

93326 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. July 23, 24, 25, 26 & 27
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. July 9 & save!)

Office on Saturdays

A fast and easy way to learn the basics of Microsoft® Office, which course includes Level 1 in Windows Basics & File Management, Word, Excel and PowerPoint all on Saturdays. Recommended prerequisites: *Mouse skills* and *Keyboarding*.

30 Hours - \$729

93250 Sat 9 a.m. - 4 p.m. Apr 14, 21, 28, May 5 & 12
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. Mar 29 & save!)

QuickBooks® Boot Camp BPA

Attend our boot camp and learn the content covered in the following 2 courses: QuickBooks® - Level 1 and QuickBooks® - Level 2. Recommended prerequisites: *Windows Basics & File Management* or equivalent experience and *Bookkeeping 1 Basics*.
24 Hours - \$599

93302 Mon, Tue, Wed, Thu 9 a.m. - 4 p.m. July 16, 17, 18 & 19
Erlton Campus S.W.

Early Bird Fee: \$569

(Register by 4 p.m. July 3 & save!)

93311 Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. Aug 7, 8, 9 & 10
Erlton Campus S.W.

Early Bird Fee: \$569

(Register by 4 p.m. July 31 & save!)

Computing Basics

Computer literacy is a necessary skill. Chinook has all the courses needed to get you started.

Computers for the Absolute Beginner

How do I turn this thing on? Learn how a computer works, how to operate a mouse and be introduced to the Windows operating system. With this gentle introduction to computers, you'll feel more comfortable taking other courses. With little or no experience with computers, after completing this course, you are ready for *Personal Computing & Online Skills Introduction* or *Windows Basics & File Management*.

6 Hours - \$195

93280 Sat 9 a.m. - 4 p.m. Apr 28

Spectacular Saturdays

Viscount Bennett Centre S.W.

93282 Sat 9 a.m. - 4 p.m. June 2

Erlton Campus S.W.

93334 Mon 9 a.m. - 4 p.m. Aug 13

Erlton Campus S.W.

CyberSAFE (Securing Assets for End Users) NEW

This course is designed to enable the non-technical end user to use technology more securely to minimize digital risks. Become more aware of technology-related risks and what you can do to protect yourself and your organization from them. Learn about security compliance considerations, social engineering, malware, and various other data security-related concepts. Explore the hazards and pitfalls and learn how to use technology safely and securely. Recommended prerequisite: *Windows Basics & File Management* or equivalent knowledge. *Instructor: James Craig*

3 Hours - \$149

93290 Sat 9 a.m. - 12 p.m. Apr 28

Spectacular Saturdays

Viscount Bennett Centre S.W.

Keyboarding OACP

Need to learn keyboarding skills? Develop proper keyboarding techniques as well as speed and accuracy. The speed and accuracy you achieve depends on your previous experience and practice outside class time. If you've taken this course with us within the past two years and wish to increase your speed, take *Keyboarding* again at half price. Recommended prerequisites: basic computer knowledge and mouse skills.

12 Hours - \$245

93284 Mon, Wed 6 - 8 p.m. Apr 30 - May 16

Erlton Campus S.W.

LOOKING TO SPEND TIME WITH YOUR TEEN?

We are excited to offer the opportunity for parents and teens (13 - 17 years) to enroll in courses together! Call 403-777-7224 for information.

Personal Computing & Online Skills Introduction

Basic hardware concepts, the Windows operating system, an introduction to word processing and a taste of the Internet and email will be covered. Three reference folders provided. Recommended prerequisite: *Computers for the Absolute Beginner* or equivalent experience.

12 Hours - \$295

93283 Thu, Fri 9 a.m. - 4 p.m. Apr 12 & 13

Erlton Campus S.W.

93340 Mon, Tue 9 a.m. - 4 p.m. Aug 20 & 21

Erlton Campus S.W.

SPECIAL DISCOUNT

Register for both these courses at the same time and save 10%!

Troubleshooting & Maintaining Your PC OACP

Discover simple PC troubleshooting and maintenance techniques to keep your computer running at its best. Learn about hard drive management, care and cleaning of computer equipment, preventing computer problems as well as handling common problems when they occur. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

3 Hours - \$99

93291 Sat 9 a.m. - 12 p.m. May 5

Erlton Campus S.W.

Troubleshooting & Maintaining Your PC - Level 2

Take troubleshooting basics to the next level. Focus on software issues, such as disabling, 'tuning up', malware, uninstalling software, start-up options, partitions, file structures and more. Recommended prerequisites: *Windows Basics & File Management* AND *Troubleshooting & Maintaining Your PC* or equivalent experience.

3 Hours - \$99

93292 Sat 1 - 4 p.m. May 5

Erlton Campus S.W.

For Windows Basics & File Management, see page 8.

Microsoft® Office Access

Come to Chinook for comprehensive training in Microsoft® Access. Enhance your skillset with table queries, databases and more.

If you're interested in learning other Office components too, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

Access - Level 1 OACP, RM

Learn to create a new database, construct data tables, design forms and reports, and create queries. Recommended prerequisites: *Windows Basics & File Management* AND *Excel - Level 1* or equivalent experience.

12 Hours - \$275

93279 Mon, Tue 9 a.m. - 4 p.m. Apr 30 & May 1

Erlton Campus S.W.

93324 Tue, Wed 9 a.m. - 4 p.m. July 17 & 18

Erlton Campus S.W.

For information about our Office Administration Certificate Program (OACP), See page 8.

Microsoft® Office Excel

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

If you're interested in learning other Office components too, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

Excel - Level 1 CSJR, OACP, RM

Gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

Comfortably Paced 12 Hours - \$295

93235 Thu, Fri 9 a.m. - 4 p.m. Apr 19 & 20
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 93224

93253 Sat 9 a.m. - 4 p.m. Apr 28 & May 5
Erlton Campus S.W.

This course is part of Office on Saturdays barcode 93250

93248 Wed, Thu 9 a.m. - 4 p.m. May 30 & 31
Erlton Campus S.W.

This course is part of Office in a Week, barcode 93245

93329 Wed, Thu 9 a.m. - 4 p.m. July 25 & 26
Erlton Campus S.W.

This course is part of Office in a Week, barcode 93326

93341 Wed, Thu 9 a.m. - 4 p.m. Aug 8 & 9
Erlton Campus S.W.

Energetically Paced 6 Hours - \$225

93257 Tue 9 a.m. - 4 p.m. May 1
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93255

93358 Tue 9 a.m. - 4 p.m. May 22
Erlton Campus S.W.

93361 Sat 9 a.m. - 4 p.m. June 9
Erlton Campus S.W.

93269 Tue 9 a.m. - 4 p.m. June 12
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93268

93320 Tue 9 a.m. - 4 p.m. July 3
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93319

93336 Tue 9 a.m. - 4 p.m. Aug 14
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93335

Excel - Level 2 CSJR, OACP

Take advantage of higher-level functionality in Excel to organize, analyze, and present data. Learn to customize your Excel environment, create advanced formulas, conditional formatting, and basic charts. Recommended prerequisite: *Excel - Level 1* or equivalent experience.

Comfortably Paced 12 Hours - \$295

93238 Mon, Tue 9 a.m. - 4 p.m. Apr 23 & 24
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 93224

93332 Wed, Thu 9 a.m. - 4 p.m. Aug 22 & 23
Erlton Campus S.W.

Continued in next column.

Energetically Paced 6 Hours - \$225

93262 Wed 9 a.m. - 4 p.m. May 2
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93255

93360 Thu 9 a.m. - 4 p.m. May 24
Erlton Campus S.W.

93363 Sat 9 a.m. - 4 p.m. June 9
Erlton Campus S.W.

93270 Wed 9 a.m. - 4 p.m. June 13
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93268

93362 Tue 9 a.m. - 4 p.m. June 19
Erlton Campus S.W.

93321 Wed 9 a.m. - 4 p.m. July 4
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93319

93337 Wed 9 a.m. - 4 p.m. Aug 15
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93335

Excel - Level 3

Learn to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets. Recommended prerequisite: *Excel - Level 2* or equivalent experience.

6 Hours - \$225

93266 Thu 9 a.m. - 4 p.m. May 3
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93255

93271 Thu 9 a.m. - 4 p.m. June 14
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93268

93322 Thu 9 a.m. - 4 p.m. July 5
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93319

93338 Thu 9 a.m. - 4 p.m. Aug 16
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 93335

Microsoft® Office Outlook

Learn to leverage Microsoft® Outlook software for email, contact, calendar, and task management.

If you're interested in learning other Office components too, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

Outlook - Level 1 CSJR, OACP

Learn how to use Outlook as an email client to manage your email communications, calendar events, contact information, and other communication tasks. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$225

93239 Wed 9 a.m. - 4 p.m. Apr 25
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 93224

93364 Sat 9 a.m. - 4 p.m. June 16
Erlton Campus S.W.

93333 Fri 9 a.m. - 4 p.m. Aug 10
Erlton Campus S.W.

Outlook - Level 2

Explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. Learn to use the Tasks workspace provided in the application to manage task assignments to you and others. Learn to share your workspaces with other users, and use Outlook data files to save and back up your important information. Recommended prerequisite: *Outlook - Level 1* or equivalent experience.

6 Hours - \$22593286 Fri 9 a.m. - 4 p.m. May 4
Erlton Campus S.W.93339 Fri 9 a.m. - 4 p.m. Aug 17
Erlton Campus S.W.**Managing Your Outlook Inbox NEW**

Is your Inbox overflowing? Is the time you're spending dealing with your email taking away from other pressing issues? This eye-opening demonstration session will show you how to maximize your time and minimize your frustration by exploring Outlook's advanced features which include sorting, filtering, organizing and searching messages. Explore using tags, flags and commands to manage messages. Learn to view all related messages together using the conversation view. Maximize efficiency using different pane views. Create and manage Outlook data files and folders to retain and back up messages without using up valuable space in the Outlook inbox folder. Learn about archiving and clean-up tools to clear up the mind clutter. Recommended prerequisite: *Outlook - Level 1* or equivalent experience.

3 Hours - \$11993293 Wed 9 a.m. - 12 p.m. Apr 18
Erlton Campus S.W.93295 Wed 9 a.m. - 12 p.m. May 23
Erlton Campus S.W.93342 Fri 9 a.m. - 12 p.m. Aug 24
Erlton Campus S.W.**Microsoft® Office PowerPoint**

Captivate your audience with a skillfully designed Microsoft® PowerPoint presentation.

If you're interested in learning other Office components too, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

PowerPoint - Level 1 CSJR, OACP, RM

Gain the foundational understanding of PowerPoint that is necessary to create and develop engaging multimedia presentations. Looking for a companion course? Take *Speaking with Confidence*. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$22593241 Thu 9 a.m. - 4 p.m. Apr 26
Erlton Campus S.W.*This course is part of Computer Skills for Job Readiness, barcode 93224*93254 Sat 9 a.m. - 4 p.m. May 12
Erlton Campus S.W.*This course is part of Office on Saturdays, barcode 93250*93249 Fri 9 a.m. - 4 p.m. June 1
Erlton Campus S.W.*This course is part of Office in a Week, barcode 93245*93330 Fri 9 a.m. - 4 p.m. July 27
Erlton Campus S.W.*This course is part of Office in a Week, barcode 93326***TEXTBOOKS & MATERIALS**

All required learning resources and course materials are included in the fee for computer training courses.

PowerPoint - Level 2

Take advantage of PowerPoint's higher-level usability, security, collaboration, and distribution functionality. Recommended prerequisite: *PowerPoint - Level 1* or equivalent experience.

6 Hours - \$22593296 Wed 9 a.m. - 4 p.m. June 6
Erlton Campus S.W.93318 Tue 9 a.m. - 4 p.m. Aug 21
Erlton Campus S.W.**Microsoft® Office Word**

Increase your productivity and improve your word processing skills with Microsoft® Word.

If you're interested in learning other Office components too, we recommend our Computer Training Bundles on pages 4 & 5. You'll save time and money!

Word - Level 1 CSJR, OACP, RM

Learn to create, edit, format, insert simple tables and create lists. Employ a variety of techniques for improving the appearance and accuracy of document content. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$22593229 Tue 9 a.m. - 4 p.m. Apr 17
Erlton Campus S.W.*This course is part of Computer Skills for Job Readiness barcode 93224*93252 Sat 9 a.m. - 4 p.m. Apr 21
Erlton Campus S.W.*This course is part of Office on Saturdays, barcode 93250*93247 Tue 9 a.m. - 4 p.m. May 29
Erlton Campus S.W.*This course is part of Office in a Week, barcode 93245*93328 Tue 9 a.m. - 4 p.m. July 24
Erlton Campus S.W.*This course is part of Office in a Week, barcode 93326***Word - Level 2 CSJR, OACP**

Learn to create and modify complex documents and use tools that allow you to customize those documents. Recommended prerequisite: *Word - Level 1* or equivalent experience.

6 Hours - \$22593233 Wed 9 a.m. - 4 p.m. Apr 18
Erlton Campus S.W.*This course is part of Computer Skills for Job Readiness, barcode 93224*93301 Wed 9 a.m. - 4 p.m. May 16
Erlton Campus S.W.93366 Sat 9 a.m. - 4 p.m. June 16
Erlton Campus S.W.93331 Tue 9 a.m. - 4 p.m. Aug 7
Erlton Campus S.W.**Word - Level 3 OACP**

Learn to create and work with lengthy documents, collaborate with others on documents, and create forms in Word. Recommended prerequisite: *Word - Level 2* or equivalent experience.

6 Hours - \$22593300 Thu 9 a.m. - 4 p.m. May 17
Erlton Campus S.W.93315 Thu 9 a.m. - 4 p.m. Aug 16
Erlton Campus S.W.

Microsoft® Productivity

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

Office 365 Overview

Have you noticed the rising trend to create virtual workspaces? Microsoft is taking the lead on building collaborative environments using Office 365. This cloud-based solution provides teams with the option of working from multiple locations while maintaining optimum collaboration. In this one-day end-user training, learn tools and best practices to ensure that Office 365 is serving you. After taking this course, you and your team will have a good grasp of Outlook Online, Office Online Apps, Skype for Business, Teams, Delve and OneDrive. E-manual and Quick Reference Card included. Prerequisites: *Windows Basics & File Management* or a solid working knowledge of Windows and basic knowledge of Microsoft® Office or Microsoft® Outlook.

6 Hours - \$250

- 93394 Fri 9 a.m. - 4 p.m. Apr 9
Erlton Campus S.W.
- 93404 Fri 9 a.m. - 4 p.m. Apr 13
Erlton Campus S.W.
- 93405 Fri 9 a.m. - 4 p.m. May 11
Erlton Campus
- 93406 Fri 9 a.m. - 4 p.m. May 25
Erlton Campus
- 93407 Fri 9 a.m. - 4 p.m. June 15
Erlton Campus

Project

Microsoft® Project can provide you with robust project management capabilities. This effective software tool will allow you to stay informed, control project work, schedules, finances - and keep project teams aligned. Become more productive through integration with familiar Microsoft® Office system programs, powerful reporting options as well as guided planning, wizards, and templates. Learn how project and resource managers who work with others across an enterprise can share schedules and resources. Recommended prerequisites: *Windows Basics & File Management* or equivalent experience, and *Project Management - An Overview* is recommended for those individuals who have no Project Management experience.

12 Hours - \$325

- 93287 Tue, Wed 9 a.m. - 4 p.m. Apr 24 & 25
Erlton Campus S.W.
- 93310 Thu, Fri 9 a.m. - 4 p.m. July 26 & 27
Erlton Campus S.W.

Publisher OACP

Gain the foundational understanding of Publisher that is necessary to create, layout, edit, and share publications. Recommended prerequisites: *Windows Basics & File Management AND Word - Level 1* or equivalent experience.

6 Hours - \$225

- 93289 Sat 9 a.m. - 4 p.m. May 26
Erlton Campus S.W.
- 93325 Thu 9 a.m. - 4 p.m. July 19
Erlton Campus S.W.

Visio

Diagrams and charts play a key role in knowledge dissemination, making complex data easy to understand. Learn about the features that are instrumental in creating pictorial representations of information. Recommended prerequisite: Comfortable in an IT environment.

6 Hours - \$225

- 93288 Wed 9 a.m. - 4 p.m. May 9
Erlton Campus S.W.
- 93314 Mon 9 a.m. - 4 p.m. Aug 13
Erlton Campus S.W.

Are you considering improving your computer application skills or rejoining the workforce? Up-to-date training on the Windows operating system using Microsoft® Office is valuable in any workplace, see our Computer Skills for Readiness Certificate on page 4.

Windows Basics & File Management CSJR, OACP

Whether you are new to computers or eager to enhance your skills, this course will answer your questions about the Windows operating system and help you work smarter. Emphasis is on mastering foundation skills needed to continue with future computer classes. The class combines hardware and software discussion along with hands-on exercises that familiarize participants with the basic Windows skills required to learn other applications such as Microsoft® Word, Excel, PowerPoint, Outlook, Access and more. A reference card rich with information pertaining to the new Windows operating system is provided. Recommended prerequisite: comfortable with computers or *Computers for the Absolute Beginner*.

6 Hours - \$225

- 93251 Sat 9 a.m. - 4 p.m. Apr 14
Erlton Campus S.W.
This course is part of Office on Saturdays, barcode 93250
- 93225 Mon 9 a.m. - 4 p.m. Apr 16
Erlton Campus S.W.
This course is part of Computer Skills for Job Readiness, barcode 93224
- 93246 Mon 9 a.m. - 4 p.m. May 28
Erlton Campus S.W.
This course is part of Office in a Week, barcode 93245
- 93365 Sat 9 a.m. - 4 p.m. June 23
Erlton Campus S.W.
- 93327 Mon 9 a.m. - 4 p.m. July 23
Erlton Campus S.W.
This course is part of Office in a Week, barcode 93326
- 93317 Mon 9 a.m. - 4 p.m. Aug 20
Erlton Campus S.W.

For SMART Board® Introduction, see page 18.

OACP - Office Administration Certificate Program

Chinook Learning Services is here to help you get the office job you want!

Technology and industry demands continually change the role and responsibilities of office administration at all levels. Recognized by the Calgary Board of Education, Chinook's OACP targets the most current computer and interpersonal skills you need to respond to workplace changes and be successful in any office environment.

For complete details, including levels and courses, visit our website at

ChinookLearningServices.com

Or contact Franca Best at 403-777-7575 Ext. 2513 or email | fbest@cbe.ab.ca

Register for 3 or more OACP courses at one time and receive a 10% discount (Certificate registration fee does not count as a course).



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. Check out our website for more information.

2018 Summer Computer Saving Solutions

Register for 4 days of courses during July and August and get the 5th day FREE! To take advantage of this promotion, you must register in all of your courses at the same time.

- Learning Resources, GST, and parking are all included
- Classes run 9 a.m. - 4 p.m.
- All Microsoft® Office courses are taught using Version 2016, (except Visio and Project which are taught using Version 2010)
- For more detail on any of these courses, see the Computer Training section of this guide, starting on page 2.

Here's an example: Register and pay for QuickBooks – Level 1 (2 days), Excel – Level 2 (1 day) and Visio (1 day) and take Outlook – Level 1 (1 day) for free.

July 2018 Location | Erlton Campus, 24 – 28 Avenue S.W.
Class Times | 9 a.m. – 4 p.m.

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 93306 Acrobat (1 day) 93320 Excel – Level 1 (1 day)	4 93321 Excel – Level 2 (1 day) 93307 Photoshop (2 days)	5 93322 Excel – Level 3 (1 day) 93307 Photoshop (2 days)	6
9	10	11	12	13
Stampede Week - no classes				
16 93304 QuickBooks – Level 1 (2 days) 93323 Illustrator (1 day)	17 93304 QuickBooks – Level 1 (2 days) 93324 Access – Level 1 (2 days)	18 93305 QuickBooks – Level 2 (2 days) 93324 Access – Level 1 (2 days)	19 93305 QuickBooks – Level 2 (2 days) 93325 Publisher (1 day)	20
23 93308 Simply Accounting – Level 1 (2 days) 93327 Windows Basics & File Management (1 day)	24 93308 Simply Accounting – Level 1 (2 days) 93328 Word – Level 1 (1 day)	25 93329 Excel – Level 1 (2 days) 93309 In Design (1 day)	26 93329 Excel – Level 1 (2 days) 93310 Project (2 days)	27 93330 PowerPoint – Level 1 (1 day) 93310 Project (2 days)

August 2018 Location | Erlton Campus, 24 – 28 Avenue S.W.
Class Times | 9 a.m. – 4 p.m.

6	7 93312 QuickBooks – Level 1 (2 days) 93331 Word – Level 2 (1 day)	8 93312 QuickBooks – Level 1 (2 days) 93341 Excel – Level 1 (2 days)	9 93313 QuickBooks – Level 2 (2 days) 93341 Excel – Level 1 (2 days)	10 93313 QuickBooks – Level 2 (2 days) 93333 Outlook – Level 1 (1 day)
13 93334 Computers for the Absolute Beginner (1 day) 93314 Visio (1 day)	14 93336 Excel – Level 1 (1 day)	15 93337 Excel – Level 2 (1 day)	16 93338 Excel – Level 3 (1 day) 93315 Word – Level 3 (1 day)	17 93339 Outlook – Level 1 (1 day)
20 93340 Personal Computing & Online Skills Introduction (2 days) 93317 Windows Basics & File Management (1 day)	21 93340 Personal Computing & Online Skills Introduction (2 days) 93318 PowerPoint – Level 2 (1 day)	22 93316 Simply Accounting – Level 2 (2 days) 93332 Excel – Level 2 (2 days)	23 93316 Simply Accounting – Level 2 (2 days) 93332 Excel – Level 2 (2 days)	24 93342 Managing Your Outlook Inbox (1 morning, 9 a.m. – 12 p.m.)

2018 Summer Computer Fast Track Packages

We offer the following programs that you can complete in a week or less:

- Excel Boot Camp
- Office in a Week
- Quick Books® Boot Camp

See Computer Training Bundles on pages 4 & 5

(2018 Summer Computer Saving Solutions pricing does not apply to Summer Computer Fast Track Packages)

Web Content Management

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

Online Skills OACP

Learn the basics of browsing, conducting searches, and the most talked about - social networking. Learn the dos and don'ts of navigating online tools such as Facebook, LinkedIn, Twitter, Scribd and blogging. As well, you will learn some basic tips around cyber security. Recommended prerequisite: *Windows Basics & File Management* or equivalent experience.

6 Hours - \$169

93297 Sat 9 a.m. - 4 p.m. May 12
Erlton Campus S.W.

"I'm so impressed that the instructors never give the impression that they're irritated or bored by our simple questions. Some of the students are obviously beginners in the area of computers and our instructors always made lots of time to walk them through the steps if they were having trouble."

WordPress

WordPress is a web publishing software program that is extremely easy to use, free, and enormously popular. During this one-day workshop, learn more about WordPress and use it to set up a website, customize your site, and explore ways to keep your site functioning well. No programming knowledge is required, just a little comfort using a computer and the desire to build a website.

Instructor: Warren Clendinning (see profile on our website)

6 Hours - \$225

93298 Sat 9 a.m. - 4 p.m. June 2
Erlton Campus S.W.

OACP - Office Administration Certificate Program

*Want to advance your career as an office administration professional? The **OACP-OFFICE ADMINISTRATION CERTIFICATE PROGRAM** recognized by the Calgary Board of Education prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office. For complete details, visit our website or call Franca Best at 403-777-7575 Ext. 2513. Courses applicable to this program are identified with OACP. For more information, see page 8.*

finance

PARKING is free at all of our training locations.

LEARNING RESOURCES and GST are included in the course fees.

Accounting & Bookkeeping

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

Take advantage of the Calgary Board of Education, Office Administration Certificate Program. See page 8. Courses applicable to this program are identified with OACP.

For QuickBooks® and Simply Accounting® Levels 1 & 2, see pages 2 & 3.

Bookkeeping 1 - Basics BPA, OACP

Little or no formal bookkeeping training? Having trouble understanding your accountant? Learn the basics, including bookkeeping terminology and methodology. Each session includes a lecture and exercises to reinforce the concepts. Build a strong foundation in the fundamentals in preparation for computerized accounting such as Simply Accounting® and QuickBooks®. The manual bookkeeping process demonstrates what software programs do behind the scene. At the conclusion of this course, you are able to take everyday transactions, record them using the manual process, and create financial statements. This course is required for students enrolled in the Canadian Payroll Association certification. A modified fee is available for students who have taken this course in the last two years. This is a concentrated and robust learning experience complete with extensive in-class exercises

Instructor: Doug Reeh, CA. (see profile on our website)

3 Classes - \$359

92385 Mon, Tues, Wed 8:30 a.m. - 3 p.m. May 7, 8 & 9
Erlton Campus S.W.

Bookkeeping 2 - Accounting Essentials BPA

Through the application of knowledge acquired in Bookkeeping 1 - Basics, learn how to do month-ends and year-ends by learning the accounting cycle. Learn how adjusting, closing and reversing entries accomplish the continuous recording of business transactions. Every Balance Sheet and Income Statement account is reviewed to match the revenue and expenses at a cut-off date. Emphasis is given to recording entries for petty cash, receivables, bad debts, inventories, fixed assets, depreciation, accruals, partnership and corporation entries. Gain the knowledge to reduce the use of professional accounting services. This course is required for students enrolled in the CPA certification. This is a concentrated and robust learning experience complete with extensive in-class exercises. Required prerequisite: *Bookkeeping 1 - Basics*.

Instructor: Doug Reeh, CA. (see profile on our website)

2 Classes - \$299

92386 Thu, Fri 8:30 a.m. - 3 p.m. May 10 & 11
Erlton Campus S.W.

For Bookkeeping Boot Camp. see page 11.

Legend | Certificates of Recognition

<i>Bookkeeping Principles & Applications</i>	BPA
<i>Business Communication</i>	BC
<i>Computer Skills for Job Readiness</i>	CSJR
<i>Core Leadership Development</i>	CLD
<i>OACP - Office Administration Certificate Program</i>	OACP
<i>Records Management</i>	RM
<i>Records Management 2</i>	RM2

Bookkeeping Principles & Applications Certificate of Recognition (BPA)

Many positions require working knowledge of accounting principles and financial statements. Learning the basics gives you this knowledge and may make you more marketable to manage a business/department and to add value to the bottom line. This flexible 70-hour program is designed to have you learn the theory and acquire the practical skills required. This sets you apart from other applicants and provides the foundation needed to launch into a new field of study or make your existing business even more manageable and successful.

In order to receive the Certificate of Recognition, completion of 2 comprehensive practicums is required. The practicums follow each theory component or software application portion of the training. They provide confidence and understanding, and evidence that you have gained the necessary knowledge and skills and can apply them appropriately. Estimated time to complete the practicum assignment is a maximum of 35 hours which is equivalent to a typical work week.

Bookkeeping Principles: (The following courses are required)

- Bookkeeping 1 - Basics
- Bookkeeping 2 - Accounting Essentials or Bookkeeping Boot Camp
- Practicum - Bookkeeping
- Understanding Financial Statements & Budgeting

Bookkeeping Applications: (Choose both levels of one software application)

- QuickBooks® - Level 1
- QuickBooks® - Level 2
- Simply Accounting® - Level 1
- Simply Accounting® - Level 2
- Practicum - QuickBooks® or Simply Accounting®

Optional course:

- Taxation Basics

The Bookkeeping Practicum and Quickbooks or Simply Accounting Practicum must be taken in the order outlined above and practicum success must be achieved at each level before proceeding to the next level.

For practicum details, please see Bookkeeping Principles & Application Practicum on this page.

The program must be completed within one (1) year of initial registration. Extensions will be considered but must be submitted as a written request to the Program Leader.

Fees:

All course fees are specified individually. Please refer to each course listed above. In addition, \$329 registration fee is required for the Certificate of Recognition and includes Practicums.

To register call 403-777-7224

OACP - Office Administration Certificate Program

*Want to advance your career as an office administration professional? The **OACP-OFFICE ADMINISTRATION CERTIFICATE PROGRAM** recognized by the Calgary Board of Education prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office. For complete details, visit our website or call Franca Best at 403-777-7575 Ext. 2513. Courses applicable to this program are identified with OACP. For more information, see page 8.*

TAKE ONE FOR THE TEAM Register 4 employees together in a Computer Training, Finance, Interpersonal Skills or Writing & Workplace course and the 5th registration is FREE! (Some exceptions apply.)

Bookkeeping Boot Camp BPA

Bookkeeping, accounting and financial analysis play a vital role in many careers. Accounting and bookkeeping courses/certificates can lead to careers with work as professional bookkeepers, accounting technicians, cost analysts or payroll accountants. Job opportunities exist in government departments and firms involved in financial accounting, internal auditing, financial analysis, cost accounting, and public accounting. Those pursuing a Bachelor's degree in Commerce or Economics benefit from having a clear understanding of bookkeeping fundamentals and financial analysis prior to embarking on the road to a designation. Entrepreneurs and independent professionals benefit from having the foundational financial skills to assist in planning and managing for success. In this 6-day workshop series, learn the fundamentals of bookkeeping, the accounting cycle, and interpretation of financial statements. This is an opportunity to prepare for a career in the financial industry in a fast track format. This course is equivalent to the following 3 courses: *Bookkeeping 1 - Basics, Bookkeeping 2 - Accounting Essentials and Understanding Financial Statements & Budgeting.*

6 Classes - \$787

92388 Mon - Sat 8:30 a.m. - 3 p.m. May 7, 8, 9, 10, 11 & 12

Early Bird fee: \$689

(Register by 4 p.m. Apr 23 and Save!)

Erlton Campus S.W.

Bookkeeping Principles & Applications Practicum BPA

Applying the knowledge attained throughout the certificate courses provides the confidence and skill level necessary to succeed. Following the theory courses, complete a handwritten assignment that can take approximately 20-30 hours. Following the software application courses of your choice, continue to build upon the initial practicum to ensure you can apply your knowledge and skills. You must achieve 100% on the practicum assignments in order to receive your Certificate of Recognition. For assistance, your instructors are available to you during the designated practicum time slot. Completion of the practicum assignment is required. However, you are not required to attend the classroom portion unless you feel you need assistance to complete the assignment.

Bookkeeping Practicum

92390 Thu 4 - 7 p.m. May 24

Erlton Campus S.W.

QuickBooks® Practicum

92391 Mon 6 - 9 p.m. June 4

Erlton Campus S.W.

Simply Accounting® Practicum

92392 Thu 6 - 9 p.m. June 7

Viscount Bennett Centre S.W.

Taxation Basics BPA

Learn important concepts of taxation to help you gather information necessary to do a basic business tax return. Understand what additional accounts need to be set up in the general ledger to facilitate ease in preparing for filing a tax return. This is a concentrated and robust learning experience complete with extensive in-class exercises.

Instructor: Doug Reeh (see profile on website)

2 Classes - \$299

92398 Wed, Thu 8:30 a.m. - 3 p.m. May 23 & 24

Erlton Campus S.W.

Understanding Financial Statements & Budgeting BPA, OACP

Learn to read and interpret financial statements, which are the result of recording transactions for a period of time, using GAAP (Generally Accepted Accounting Principles). Understand the various forms of communication an accountant has with the readers of the financial statements and what they mean. Apply ratios and formulas to understand where the enterprise has been, where it is going and how to help steer its direction. Learn what information to gather, who to involve, and how to assemble information into a budget, which contains the financial goals of a business. Learn how new business ventures are evaluated using break-even analysis. This is a concentrated and robust learning experience complete with extensive in-class exercises.

Instructor: Doug Reeh (see profile on our website)

1 Class - \$189

92399 Sat 8:30 a.m. - 4 p.m. May 12

Erlton Campus S.W.

Visit ChinookLearningServices.com/ContEd.html

Investing

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

Investing 101

This course is developed and delivered in conjunction with the Alberta Securities Commission (ASC). Investing can be a complicated and sometimes overwhelming process. The key is to understand the risks and to make an investment decision that makes sense for you. If you are an investor or are thinking about investing, this plain-language, non-promotional course provides you with an overview of investing. Gain basic knowledge to make a well-informed decision when you are presented with an investment opportunity. Topics include: an overview of the stock market, investing and compound interest, types of investments, financial planning and advisors, fees and charges, risk and return, tax considerations, investment scams, and protecting your money.

Instructor: Michael Kolodnicki; BA Econ; CIM, FMA, FCSI, FCIP, CRM, CSWP (see profile on our website)

1 Class - \$119 or \$169 per couple

92394 Sat 9 a.m. - 4 p.m. Apr 28
Spectacular Saturdays

Viscount Bennett Centre S.W.

For Retirement - Successful Strategies, see page 8 in the Personal Development section.

"Was a great course for the beginning investor. Instructor was great and very enthusiastic. Course was easy to follow and research materials provided were very thorough."



Investing in Real Estate

Real estate can be a good investment vehicle, but what are the advantages and disadvantages of investing in this form of asset? What are the different types of real estate and how can the average investor become involved? What should you look for in a real estate investment? This course starts with the basics of owning your own home and the nature of viewing it as an asset. It moves on to owning your first rental property, multi-family units, and more complex strategies such as REITs, limited partnership projects, undivided interest purchases, commercial development trusts, land banking syndications and other real estate-backed investments.

Instructor: Randy McCord

1 Class - \$169

92395 Sat 9 a.m. - 4 p.m. Apr 28
Spectacular Saturdays
Viscount Bennett Centre S.W.

Stocks, Bonds & Your Portfolio - Investing in Today's Economy

Invest with confidence. Learn about financial markets and how to research and evaluate stocks, bonds, and other products. Become aware of the types of investment questions to ask. Examine asset allocation and building a portfolio suited to investor risk tolerance and investment objectives.

Instructor: Michael Kolodnicki; BA Econ; CIM, FMA, FCSI, FCIP, CRM, CSWP (see profile on our website)

6 Classes - \$329 or \$479 per couple

92397 Wed 6:30 - 9:30 p.m. May 9 - June 13
Career & Technology Centre at Lord Shaughnessy High School S.W.

forklift training

PARKING is free at all of our training locations.

LEARNING RESOURCES and **GST** are included in the course fees.

Professional Training

Become a certified forklift operator with Chinook! The Sit-Down (counter-balanced) Forklift License is recognized and accepted across North America.

Forklift - Sit-Down Training

For both experienced and inexperienced operators wishing to have certification. In keeping with Occupational Health & Safety standards, this course is designed to foster and develop a professional, willing and cooperative attitude towards safe forklift operation. The Sit-Down (counter-balanced) Forklift License is recognized and accepted across North America. Licensing exam included in this course. Prerequisite: For liability reasons, participants must be 18 years of age and have written proof of experience (can be expired) of driving a motor vehicle in city traffic. An inability to provide this proof will result in you not being able to participate in the Saturday class. **NO REFUND OR CERTIFICATE** will be issued in this circumstance.


Instructor: Vern Pauls (see profile on our website)

2 Classes - \$199

- 92400 Thu 6 - 9 p.m. Apr 19
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Apr 21
Bugle Forklift Sales & Rentals S.E.
- 92401 Thu 6 - 9 p.m. May 3
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. May 5
Bugle Forklift Sales & Rentals S.E.
- 93357 Thu 6 - 9 p.m. June 21
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. June 23
Bugle Forklift Sales & Rentals S.E.
- 92403 Thu 6 - 9 p.m. Aug 9
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Aug 11
Bugle Forklift Sales & Rentals S.E.

To register call 403-777-7224

For information call 403-777-7550



PARKING is free at all of our training locations.
LEARNING RESOURCES and GST are included in the course fees.

Business Communication Certificate of Recognition (BC)

Effective communication skills are vital to professional success. The ability to communicate comfortably and clearly is not innate; it is learned. By enhancing your ability to express and receive information, you can improve your career opportunities. This flexible 90-hour program is designed to help you build valuable professional communication skills for the workplace.

- Business English Grammar - 12 hours
- Communication Skills for Effective Relationships - 18 hours
- Conflict Resolution for the Workplace - 12 hours
- Proofreading Perfected - 6 hours
- Speaking with Confidence - 21 hours
- Writing Skills for Business - 21 hours

Fees:

All course fees are specified individually. Please refer to each course. Participants are required to register in the Business Communication Certificate of Recognition Program and pay a non-refundable \$50 fee at the time of registration. This fee is waived for OACP-Office Administration Certificate Program registrants.

To Register call: 403-777-7224

Communication

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

Communication & Effective Relationships BC, CLD

Are you a deliberate communicator - someone who knows what to say and understands the impact of a message? Establishing and maintaining good workplace relationships requires skill and affects efficiency, productivity, career progression and well-being. This course is recommended for managers seeking the skills, tools and strategies needed to enhance prominence, influence and respectability within their organizations.

Instructor: David Gross

3 Classes - \$379

92409 Fri 9 a.m. - 4 p.m. Apr 20 - May 4
 Viscount Bennett Centre S.W.

Legend | Certificates of Recognition

<i>Bookkeeping Principles & Applications</i>	BPA
<i>Business Communication</i>	BC
<i>Computer Skills for Job Readiness</i>	CSJR
<i>Core Leadership Development</i>	CLD
<i>OACP – Office Administration Certificate Program</i>	OACP
<i>Records Management</i>	RM
<i>Records Management 2</i>	RM2

TAKE ONE FOR THE TEAM Register 4 employees together in a Computer Training, Finance, Interpersonal Skills or Writing & Workplace course and the 5th registration is FREE! (Some exceptions apply.)

Difficult Conversations

"We need to talk".... Develop the tools needed to approach challenging conversations with a higher level of skill and confidence. Understand your current conflict style and learn about handling emotional energy. Explore the preparation and structure needed for creating safety, trust and awareness leading to improved communication, understanding and solution-building. *Instructor: David Gross.*

1 Class - \$179

92418 Wed 9 a.m. - 4 p.m. May 16
 Erlton Campus S.W.

Effective Listening Skills OACP

Effective listening involves awareness of yourself and your inner dialogue. It includes mental preparation, receiving, interpreting, and responding to verbal messages and nonverbal cues from others. This interactive course invites you to identify and overcome barriers to listening, strengthen your personal power in communicating with others, drastically improve your productivity and persuasiveness, teach others to listen to you, and develop effective responses in any situation.

Instructor: Janet Desautels (see profile on our website)

1 Class - \$159

92419 Sat 9 a.m. - 4 p.m. Apr 28
Spectacular Saturdays
 Viscount Bennett Centre S.W.

Online

English Pronunciation Mastery - NEW Online

Are your English skills holding you back from advancing in your career or getting a job? Do you have to repeat yourself to be understood? The goal of this highly interactive online course is to teach you clear and confident English pronunciation, word stress, sentence flow and intonation in the privacy of your own home or office.

This course includes:

- Proper pronunciation of North American consonant sounds
- Clear pronunciation of North American vowel sounds
- Mastering rhythm, flow and intonation
- Instructional videos for every lesson and exercise
- Audio, video and text for each lesson
- A downloadable, 12- week, day-to-day and step-by-step guide customized for your native language
- Methods for measuring your progress after each lesson
- Weekly tips and reminders
- Convenient access anytime and anywhere
- Self-driven progression and less anxiety
- A Certificate of Completion

This program has been developed by Bonnie Gross, an award winning Speech Pathologist with over 25 years of experience.

Take this online workshop to improve your pronunciation and build your self-confidence. Learn about your specific difficulties with pronunciation so that realistic individual goals can be set for you.

Online - \$449

How to Be Heard

Do you feel people just aren't listening to you? Being heard involves claiming your power and your message while also being open and sensitive to your audience. You need to think about your listener and tailor your message and delivery in a way they can receive it. To do this, you need to understand how communicating works, have good listening skills, and understand the role your power and confidence plays in creating a successful conversation. Join this interactive course to gain these tools and see the difference it makes at work and in your personal life.

Instructor: Janet Desautels (see profile on our website)

1 Class - \$159

92425 Thu 9 a.m. - 4 p.m. May 17
Erlton Campus S.W.

Manage Your Workplace Emotions OACP

You can't change conflict and opposing points of view in the workplace. You can, however, change the way you react. Become more emotionally aware, harness your emotions and express them positively with control, confidence and composure.

Instructor: Wilma Rubens (see profile on website)

1 Class - \$99

92428 Thu 12:30 - 3:30 p.m. May 17
Erlton Campus S.W.

Managing Stress in the Workplace OACP

Are you feeling anxious and frustrated throughout the day? Are you short-tempered and over sensitive? Learn how to recognize stress and stress-caused tension, and develop an awareness of its effects in daily life. Understand your own personal stress triggers and the techniques to manage exhaustion, concentration and relaxation.

Instructor: Drew Price (see profile on website)

1 Class - \$159

92429 Mon 9 a.m. - 4 p.m. May 28
Erlton Campus S.W.

Negotiate for Win-Win Results CLD, OACP

Want to turn tough negotiations into collaborative problem-solving partnerships? Learn the methods, techniques and processes needed to achieve positive outcomes in a variety of situations. Achieve win-win-win outcomes (The Win Triangle) in a manageable atmosphere of trust and cooperation. Identify simple profiling to recognize diverse negotiation styles as well as your own personal negotiating characteristics.

2 Classes - \$289

92431 Thu, Fri 9 a.m. - 4 p.m. Apr 12 & 13
Erlton Campus S.W.

Speaking With Confidence BC, CLD, OACP

Your ability to speak effectively can make or break your career. Become the speaker you want to be. Using the supplied textbook, *Speak With Power* by Betty Cooper, learn the Seven Steps and Seven Keys to speaking with power, including Four P's to Powerful Presenting and Re-directing Your Nervous Energy.

7 Classes - \$379

92439 Wed 6 - 9 p.m. Apr 25 - June 6
Erlton Campus S.W.

Telephone Etiquette OACP

Learn how to enhance your professional image and communication skills through effective telephone etiquette. Gain the necessary guidelines, knowledge, skills and strategies to ensure a positive impact on all callers. Learn about: effective greetings, voice technique, taking messages/voice mail, conference calls, handling difficult callers and much more. *Instructor: Heather Meadows (see profile on our website)*

1 Class - \$99

92443 Mon 6 - 9 p.m. May 28
Erlton Campus S.W.

TAKE ONE FOR THE TEAM Register 4 employees together in a Computer Training, Finance, Interpersonal Skills or Writing & Workplace course and the 5th registration is FREE! (Some exceptions apply.)

Need a training solution? Let Chinook build it!



Chinook will deliver at your site a workshop focussed on a topic that we already deliver as part of our open enrollment courses or we will customize a workshop that meets your specific needs. We've designed and delivered training solutions that focus on Effective Writing Skills, Leadership Skills, Conflict Management, Customer Service, Executive Assistant Skills, Microsoft® Office Suite and beyond.

Chinook offers courses to help you and your team grow professionally! We also offer a corporate discount. Register 4 employees in the same course and the 5th is free!



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. Check out our website for more information.

For more information or to book your customized training program contact Franca Best at 403-777-7575 Ext. 2513 or email | flbest@cbe.ab.ca

Entrepreneurship

Interested in starting or growing your business? Let Chinook help turn your entrepreneurial dreams into reality.

Small Business - Get Started

Tired of helping someone else get rich or need a new challenge in your life? Get started in your own business, but before you do, find out what it really takes to become successful in business. Learn from an experienced business owner to evaluate your own potential as a business owner. In this course, learn about the basic business skills needed to be successful, the essential contents of a business plan, financing small business options, the best legal structures for your business, financial statements, and tax issues. Become knowledgeable about business skills and parameters to help you decide on your best course of action and be successful once you enter the fast moving business world! This course is about starting a physical business. It is not intended to cover purely online business models. *Instructor: John Breeze (see profile on our website)*

1 Class - \$149

92437 Sat 9 a.m. - 4 p.m. Apr 21
Viscount Bennett Centre S.W.

Small Business - Unlock Your Profits

Small business owners are in business because they want to follow their passion and make money while doing so. Discover how to navigate your own roadmap to profit. Reach financial freedom faster in your business by learning how to build profit from the six foundations that are essential to maximizing your bottom line. Learn how to use the tools that keep you focused, drive your team's performance and optimize new strategies that deliver results. This interactive workshop includes navigational aids to assist you beyond the workshop and a copy of the instructor's book. Belynda de Beurs is the founder and CEO of RoadMap to Profit and the author of the newly released book, *Who's Watching Your Money - A Small Business Guide to Profit and Cash Flow*. *Instructor: Belynda de Beurs*

1 Class - \$129

92438 Sat 9 a.m. - 4 p.m. May 5
Erlton Campus S.W.

Leadership & Management

Effective managers adapt and improve team performance by developing their own leadership skills.

Conflict Resolution for the Workplace **BC, CLD, OACP**

Successful conflict resolvers are not born; they are trained. Build your skills as an effective conflict resolver and mediator. Learn to recognize conflict patterns and what triggers and escalates conflict in others, master strategies that reduce conflict escalation, assert yourself confidently and give constructive feedback. These skills will help you work more productively and harmoniously with clients, colleagues and superiors.

Instructor: Wilma Rubens (see profile on website)

2 Classes - \$289

92410 Fri 9 a.m. - 3:30 p.m. May 25 & June 1
Viscount Bennett Centre S.W.

Contract Law for Non-Lawyers

This two-day interactive, plain English course is designed for non-lawyers who require an understanding of the law and practice relating to contract law. Review the elements of a contract, how a contract can be breached and the remedies available. Get guidance as to what constitutes a basic contract and the clauses that are required in it. Learn what to watch for when drafting and reviewing contracts while taking into consideration corporate policy and process. Become comfortable with creating contracts, reviewing and vetting third party contracts, and approving contracts for signature. This course is ideally suited for individuals who are involved in drafting or reviewing contracts, those seeking knowledge of the formation of contracts, and those who would benefit from learning and discussing the key principles of contract law.

Instructor: Zabela Yaquooob, LLB

2 Classes - \$469

92366 Wed, Thu 9 a.m. - 4 p.m. Apr 25 & 26
Erlton Campus S.W.

Corporate Branding **NEW**

What's your corporate brand? How do your customers see you? How does your staff see you? You don't have to be a huge corporation like Disney or McDonalds to have a brand. A corporate brand is crucial to your business because if you don't create one, you won't stand out. It will cost you money in lost sales, and it will impact your ability to attract great employees. Learn to define and develop corporate branding using the Circle of Courage, a model developed by North American Aboriginals.

Instructor: Herky Cutler (see profile on our website)

1 Class - \$179

92412 Thu 9 a.m. - 4 p.m. May 10
Erlton Campus S.W.

Critical Thinking & Effective Decision Making **CLD**

An essential skill in today's workplace is the ability to think about, understand, and act on information in a way that is effective and responsible. It is crucial to become a critical thinker - effectively research, weigh, analyze and prioritize information, and apply reasoned judgement to make good decisions. As a leader, you need to always strive for results through clear priorities, clear communication, and good decisions. Learn how to assess your decision making and how to apply the skills of critical thinking, creative thinking, and effective problem solving to make sound, balanced decisions. This interactive, insightful and practical course offers a toolbox of knowledge and skills you can apply to many situations in your workplace and personal life.

Instructor: Janet Desautels (see profile on our website)

1 Class - \$169

92413 Thu 8:30 a.m. - 4:30 p.m. May 3
Erlton Campus S.W.

Core Leadership Development Certificate of Recognition (CLD)

The Core Leadership Development Certificate of Recognition is intended for leaders, professionals and individuals who want to develop, update or strengthen their leadership skills. Strong capable leaders are the key to achieving maximum employee engagement and productivity. This series of courses presents a current, comprehensive approach to developing your leadership abilities and performance.

10 Courses (108 hours)

- *Behavioural Interviewing Skills - 8 hours or Understanding the Human Resources Function* online
- *Coaching Your Business Team - 6 hours or Building Teams that Work* online
- *Communication & Effective Relationships - 18 hours or Keys to Effective Communication* online
- *Conflict Resolution for the Workplace - 12 hours*
- *Critical Thinking & Effective Decision Making - 7 hours*
- *Fostering Accountability - 6 hours*
- *Leadership Skills for Managers - 12 hours or Leadership* online
- *Negotiate For Win-Win Results - 12 hours*
- *Science of Leadership - 6 hours*
- *Speaking with Confidence - 21 hours*

Fees:

All course fees are specified individually. Please refer to each course.

Participants are required to register in the Core Leadership Certificate of Recognition program and pay a non-refundable fee of \$50 at the time of registration. See our website for information about the online options. Visit ed2go.com/chinook

To Register call 403-777-7224



Are you an Alberta employer with employees who need training?

If so, the CAJG and Chinook Learning Services are available to help you capitalize on your investment in skills training! This grant can help you as an employer develop workers to meet your specific business needs.

Are you an employee interested in gaining new job-ready skills?

Chinook Learning Services offers many eligible part-time programs that will meet your career needs or will help design and package one for you.

What are the benefits of accessing the CAJG?

Accessing the CAJG can result in increased productivity, improved skills, retention and employer investment in training.

What costs does the CAJG cover?

The CAJG provides significant savings to employers and covers up to 2/3 of the training costs. The government contributions can cover a maximum of \$10,000 per employee for training that meets the 21-hour requirement and is delivered and completed within 52 weeks of application approval.

More information available on this government web page:

- <http://www.albertacanada.com/opportunity/employers/jobgrant.aspx>

How can Chinook assist you in accessing the CAJG?

As an eligible third party training provider, our staff is available to assist you in the CAJG application process.

Need a customized program?

Together with you, Chinook Learning Services can design a course or bundle a series of courses that fits your training needs and meets the CAJG criteria.

Contact Chinook

- CorporateTraining@cbe.ab.ca
- Phone Franca Best at: 403-777-7575 ext. 2513

Customer Service OACP

The most successful businesses of the day have all come to one common conclusion. No matter how well you perform all the other business functions, if you fail to take care of your customers, your business will not succeed. Great products and marketing are just the beginning of great customer relationships. It's what happens after, that really makes the difference. With a fiercely competitive market, it is not just owners and managers who must have strong customer service skills - your whole staff must have the training that will set your business apart when the inevitable customer problems arise. Providing great customer service is a solid business decision with lasting results.

Instructor: Drew Price (see profile on our website)

1 Class - \$159

92414 Sat 9 a.m. - 4 p.m. May 26
Erlton Campus S.W.

"This is a course that every team member and leader should be encouraged to attend, both for personal insight and for filling one's professional toolbox."

Dealing with Difficult Behaviours OACP

Do you encounter difficult behaviours at work? Colleagues, customers and students - we can all exhibit difficult behaviours at times. In this dynamic course, learn to identify and manage the difficult behaviours of others. Learn to recognize and deal with the many difficult personality types, while controlling your own emotions and fears when faced with difficult situations. Many opportunities are provided to reflect on the nature of difficult interactions, share experiences, and enhance skills for defining and defusing conflict. Includes KATO Profile Inventory.

Instructor: Darlene Readwin (see profile on our website)

1 Class - \$159

92415 Fri 9 a.m. - 4 p.m. May 11
Viscount Bennett Centre S.W.

Employee Engagement

About 75% of the workers in North America are either not engaged in their work or actively disengaged, according to the Canada Human Resource Centre. Learn new and effective ways to truly engage your employees, boost staff morale, increase productivity, and make your organization more financially viable.

Instructor: Herky Cutler (see profile on our website)

1 Class - \$179

92420 Wed 9 a.m. - 4 p.m. May 9
Erlton Campus S.W.

Ethics Management OACP, RM

Managing organizational, team or even personal ethics begins with knowing how to think through a situation and come to a decision that can be trusted to be both high-integrity and effective. Discover the ethical decision process - something of high practical value to participants. From the smallest decision to the most difficult dilemmas, experience how to make good, ethical choices and develop clear reasons to support them. From your own shared values and experience and by studying positive examples and models, learn approaches to making integrity-based decisions.

Instructor: Viorica Craciunescu (see profile on our website)

1 Class - \$189

92422 Sat 9 a.m. - 4 p.m. Apr 28
Spectacular Saturdays
Viscount Bennett Centre S.W.

Leadership Skills for Managers CLD, OACP, RM2

Want to learn the keys to getting people to perform better for you? Discover the difference between leading people and managing things, and how to acquire and accentuate the characteristics that make people want to follow you. Learn to communicate expectations, accountability and personal responsibility in a positive, friendly manner. Motivate your staff and handle difficult situations by developing relationships and trust with your team. Recommended prerequisite: *Supervisory Training*. *Instructor: Drew Price (see profile on our website)*

2 Classes - \$289

92427 Thu, Fri 9 a.m. - 4 p.m. May 24 & 25
Erlton Campus S.W.

TAKE ONE FOR THE TEAM Register 4 employees together in a Computer Training, Finance, Interpersonal Skills or Writing & Workplace course and the 5th registration is FREE! (Some exceptions apply.)

Science of Leadership & Communication CLD

Do you want to leverage your strengths to be more effective and productive? The first step to effective leadership and communication is learning about yourself: how your brain is wired for thinking and behaving and how these preferences drive your interactions. Leave this workshop better able to connect with, communicate to, and influence others. The workshop fee includes your own customized Emergenetics assessment (\$160 value) and access to the innovative Emergenetics+ app and online platform to support the implementation of your learnings. What is Emergenetics?

- Technically, it is a brain-based psychometric assessment that highlights thinking and behavior.
- Practically, it is a shortcut to clarity and results.
- Socially, it improves communication, collaboration and strengthens relationships.
- Conceptually, it is endless opportunities to improve workplace culture, efficiency and outcomes.

This course is a strong pre-cursor to the other Core Leadership Development Certificate of Recognition courses and is approved by the Chartered Professional in Human Resources (CPHR) Alberta for 7 Continuing Professional Development hours for those who hold a CPHR designation, and is approved by the Human Resources Institute of Alberta (HRIA) for 7 Continuing Professional Development hours for those who hold a Certified Human Resources Professional (CHRP) designation.

Instructor: Tara-Lee Goerlitz (see profile on our website)

1 Class - \$289

92435 Tue 9 a.m. - 4 p.m. May 8
Erlton Campus S.W.

Supervisory Training OACP

Learn how to analyze employee performance, identify and solve performance problems, implement leverage strategies, improve time and team management, as well as set and achieve goals. The Supervisory Training and Responsibilities (STAR) program is best suited for retail outlets, business offices, manufacturing and wholesale businesses and allows you to make the shift from employee to management with maximum effectiveness. *Instructor: Garth Roberts (see profile on our website)*

3 Classes - \$349

92441 Thu 9 a.m. - 3 p.m. May 31 - June 14
Erlton Campus S.W.

Teambuilding OACP

The team approach is certainly recognized as one of the best ways to achieve success in a project or endeavour of any size. However, not everyone is a natural team player nor does everyone have the ability to build high performance teams. Learn the theory and the practical skills necessary to deliver success to your organization whether you lead or work in a team. *Instructor: Drew Price (see profile on our website)*

1 Class - \$159

92442 Tue 9 a.m. - 4 p.m. May 29
Erlton Campus S.W.

Time & Task Management OACP

People to see and places to go, but no time to spare? Learn that you cannot manage time, only yourself. Identify the tools to make better choices, including the critical tool of delegation. Discover how to overcome time wasters and bad habits by changing your behaviour. *Instructor: Drew Price (see profile on our website)*

1 Class - \$159

92447 Wed 9 a.m. - 4 p.m. May 23
Erlton Campus S.W.

OACP - Office Administration Certificate Program

Chinook Learning Services is here to help you get the office job you want!

Technology and industry demands continually change the role and responsibilities of office administration at all levels. Recognized by the Calgary Board of Education, Chinook's OACP targets the most current computer and interpersonal skills you need to respond to workplace changes and be successful in any office environment.

For complete details, including levels and courses, visit our website at ChinookLearningServices.com

Or contact Franca Best at 403-777-7575 Ext. 2513 or email | flbest@cbe.ab.ca

Register for 3 or more OACP courses at one time and receive a 10% discount (Certificate registration fee does not count as a course).

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. Check out our website for more information.



Project Management

Gain technical and people management skills for successful project management at Chinook.

online

PMP® Certification Exam Prep 1

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of *A Guide to the Project Management Body of Knowledge (PMBOK®, Guide)*, 5th edition—the essential resource for the PMP® certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas.

This course, the first part of a two-course series, will demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

online

PMP® Certification Exam Prep 2

Prepare to take—and pass—the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of *A Guide to the Project Management Body of Knowledge*, the most essential resource for the PMP® certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP® exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK®, Guide, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK®, Guide, you'll gain insight into PMI's code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

Project Management - An Overview OACP

Project Management is an essential and critical skill to have in any corporate work environment. Gain a solid grounding in both the hard technical skills of project management as well as the all-important softer people management skills. Examine the project life cycle, project definition, project planning, project manager's role, creation of a project team, progress tracking, organizational responsibilities, time management and project evaluation.

4 Classes - \$289

92434 Thu 6 - 9 p.m. May 3 - 24
Erlton Campus S.W.

PARKING is free at all of our training locations.

LEARNING RESOURCES and GST are included in the course fees.

Engineering Exam Preparation

Review engineering practice and ethics with courses at Chinook.

Ethics & Law - NPPE Preparation

As a prerequisite for registration in The Association of Professional Engineers and Geoscientists of Alberta (APEGA), engineering, geology, geophysics graduates and first time applicants are required to successfully complete the National Professional Practice Exam (NPPE). Each participant receives copies of the materials covered throughout the seminar. Recommended: Access to the textbooks and literature required by APEGA.

Instructor: Mohammad Toghraei, MSc, P.Eng (see profile on our website)

2 Classes - \$489

92466 Fri, Sat 8:30 a.m. - 4 p.m. May 11 & 12
Erlton Campus S.W.

This five-session, 15-hour course reviews:

- Engineering Practice and Ethics;
- Fundamentals of Tort and Contract Law; and
- Occupational Health and Safety Act.

The course also includes:

- Free (\$50 value) subscription to the new NPPE Practice Test provided by APEGA (60 Questions)
- Review/Study questions at the beginning of each session authored by the instructor
- A 110 multiple choice mock test provided by the instructor

school-based training

PARKING is free at all of our training locations.

LEARNING RESOURCES and GST are included in the course fees.

Classroom Support

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

Brain & Behaviour: Building Positive Supports

Recent research has helped us develop a better understanding of human behaviours based on early childhood experiences and the potential impact on brain development. This course presents a basic look at the developing brain, the effects of chronic stress, the Adverse Childhood Experiences study, and how these relate to working with children in a classroom setting. How we respond when children are acting out plays an important role in their further development. Learn about preliminary strategies for providing safe, dignified supports which create the conditions for student learning and success. This course is designed to inform the practice of people working in educational environments.

Instructor: Teresa Vancise, B Ed, M Ed

6 Classes - \$199

92480 Thu 6 - 8:30 p.m. Apr 12 - May 17
Viscount Bennett Centre S.W.

English Language Learning Assistant 2 Certificate of Recognition

This certificate program is a continuation of the ELL Assistant Training Program. The focus is on ways to support ELL students and ELL Assistants. You will receive the English Language Learning Assistant 2 Certificate of Recognition upon completion of this program. See our website for course content and specific schedule details and read course reviews. This 25-hour certificate is designed to increase your professional skills as an English Language Learning Assistant. Required prerequisite: *English Language Learning Assistant 1 Certificate of Recognition.*

8 Classes - \$399

92491 Tue 5:15 - 8:15 p.m. May 1 - June 19
Viscount Bennett Centre S.W.

Lunch Supervision Service Certificate of Recognition

Lunch supervision service is an important part of a child's educational experience. Learn information and strategies to help you as a lunch supervisor feel comfortable in your role and create a positive, safe environment for students. This one-day training session introduces lunch supervisors to the philosophy and goals of the Calgary Board of Education's lunch supervision service for elementary students. Lunch is provided. You will receive the Lunch Supervision Service Certificate of Recognition upon completion of this program. This 7-hour certificate is recognized by the Calgary Board of Education to meet the qualifications for the position of Lunch Supervisor.

1 Class - \$149

92496 Thu 8:30 a.m. - 4 p.m. Apr 26
Erlton Campus S.W.

SMART Board® Introduction

Are you an education assistant, library assistant, teacher or administrator wanting to use a SMART Board® as something other than a projector? Discover the possibilities of using SMART Boards® in the classroom. Learn how to use the main features and functions of the SMART software and hardware. Build proficiency with the SMART Notebook and other SMART educational tools. Focus on strategic use with the opportunity to translate the knowledge acquired in this course to an interactive classroom experience.

Instructor: Steven deWolfe

1 Class - \$119

92498 Sat 9:30 a.m. - 3 p.m. Apr 28
Spectacular Saturdays
Viscount Bennett Centre S.W.

To register call 403-777-7224

For information call 403-777-7550

Technology in the Classroom Series

Today's learners cannot imagine life without the Internet and supporting technology. They crave the immediate and social nature of information and communication. Digital technologies are changing the way school systems deliver educational programs and support the personalization of learning for each student. In this series, learn about a variety of hardware and software that can be used in the classroom. Join us on a trip of outward exploration, collaboration and endless creativity. This series is suitable for teachers and assistants.

7 Classes - \$429

92500 Mon, Tue, Wed, Thu 9 a.m. - 2:30 p.m. July 16, 17, 18 & 19
Viscount Bennett Centre S.W.

Register for the complete series of 7 courses and save \$264!

Gmail & Google Apps for Education in the Classroom

Innovation and Learning Technology at the Calgary Board of Education launched the integration of Gmail and Google Apps for Education in 2014. As a result, all CBE teachers and students can now create content, collaborate and communicate in an online, secure and easy-to-use space. Google Apps for Education can transform your interactions with students and reduce your workload. During this session, work on computers/laptops with Internet access to follow step-by-step instructions and explore. Learn the fundamentals of this cloud-based computing application at a comfortable pace.

1 Class - \$99

92493 Mon 9 - 11:30 a.m. July 16
Viscount Bennett Centre S.W.

Immediate Student Response Systems without Clickers

Would you like to conduct an immediate comprehension check of your students' learning without the hassle of setting the class up with clickers or reading through 28 exit slips at the end of the day? Are you looking for easy and user-friendly alternatives? In this session, learn how to use web-based tools and an iPad app to help you with formative and summative assessment. Work on a computer/laptop with Internet access to follow step-by-step instructions and explore. Your students will love this new form of game-based interaction and will want you to test them all the time!

1 Class - \$99

92494 Mon 12 - 2:30 p.m. July 16
Viscount Bennett Centre S.W.

Create Stop-Motion Animations on Your iPad

Students can demonstrate their understanding of concepts across subject areas in an engaging way by creating multimedia products. However, finding enough cameras in a school so that students can work on video creations can be a challenge. In addition, post-production of videos (uploading footage, editing, saving, etc.) and booking computer labs takes up a lot of your time. An alternative is to use the built-in cameras on your school's iPads to make stop-motion creations happen. Learn the pre- and post-production process of creating a stop-motion video with objects on a whiteboard and a common craft-style video. Learn how to teach this to students and publish digital products on your class blog! This session gives practical resources to be implemented in a makerspace; e.g., the Learning Commons at your school.

1 Class - \$99

92489 Tue 9 - 11:30 a.m. July 17
Viscount Bennett Centre S.W.

Bring Magic into Your Classroom with Augmented Reality

Augmented Reality (AR) is everywhere - used by Ikea, LEGO, and BMW as a marketing strategy, used as a navigation application in vehicles, used in the medical field and more. Learn to infuse your daily teaching with AR to engage students in a magical way and help them become independent learners. This session gives practical resources to be implemented in a makerspace; e.g., the Learning Commons at your school.

1 Class - \$99

92481 Tue 12 - 2:30 p.m. July 17
Viscount Bennett Centre S.W.

App Smashing for Pros

Do you already use a significant number of iPad apps in the classroom? Would you like to excel in your iPad app skills and move to the next level of incredible creations? In this session, learn to combine and use multiple apps to create fascinating, new multimedia projects. This session gives practical resources to be implemented in a makerspace; e.g., the Learning Commons at your school. Release your inner digital artist, be a creative thinker and meet a fun challenge. Please bring your iPad or laptop.

1 Class - \$99

92477 Wed 9 - 11:30 a.m. July 18
Viscount Bennett Centre S.W.

Web 2.0 Tools Every Teacher Needs to Know

Web 2.0 tools are powerful when used in the classroom to let students demonstrate and present information from project-based or inquiry-based learning activities. However, the world of Web 2.0 is endless. This session gives you a starting point from which to work with a handful of effective and user-friendly Web 2.0 tools that can be implemented in your classroom.

1 Class - \$99

92501 Wed 12 - 2:30 p.m. July 18
Viscount Bennett Centre S.W.

Enhance Your Learning Commons with Stunning Maker Projects

The new maker movement encourages learners to become makers, designers, innovators, problem-solvers and collaborators. The transition from libraries to learning commons is a step towards creating a real makerspace for exploration and imagination. In this session, learn how to start this process and implement projects that are aligned with demanded STEM (Science, Technology, Engineering, and Math) skills. Explore presented technologies in small groups. If you are looking for ideas and projects to make your makerspace come to life, this session is for you!

1 Class - \$99

92492 Thu 9 - 11:30 a.m. July 19
Viscount Bennett Centre S.W.



PARKING is free at all of our training locations.

LEARNING RESOURCES and GST are included in the course fees.

Business Communication Certificate of Recognition (BC)

Effective communication skills are vital to professional success. The ability to communicate comfortably and clearly is not innate; it is learned. By enhancing your ability to express and receive information, you can improve your career opportunities. This flexible 90-hour program is designed to help you build valuable professional communication skills for the workplace.

- Business English Grammar - 12 hours
- Communication Skills for Effective Relationships - 18 hours
- Conflict Resolution for the Workplace - 12 hours
- Proofreading Perfected - 6 hours
- Speaking with Confidence - 21 hours
- Writing Skills for Business - 21 hours

Fees:

All course fees are specified individually. Please refer to each course. Participants are required to register in the Business Communication Certificate of Recognition Program and pay a non-refundable \$50 fee at the time of registration. This fee is waived for OACP - Office Administration Certificate Program registrants.

To Register call 403-777-7224

Business Writing

Improve your writing skills to be more effective at work.

Building Your Business Case **NEW**

Can you sell your business case in the first two sentences? Do you know how to tie the benefits of a proposal to the strategic plan and objectives? Does the proposal address risks? There are many questions to be answered in a business case. Learn how to gather all the pieces and thread them together in a streamlined format and use language that gets executive signoff. Using the business case as the foundation, take the next step and develop a presentation that seals the deal. Please bring laptop and proposal (if available). Scenario will be provided. *Instructor: Louise Blank*

2 Classes - \$359

92504 Tue, Wed 8:30 a.m. - 4 p.m. May 15 & 16
Erlton Campus S.W.

Legend | Certificates of Recognition

<i>Bookkeeping Principles & Applications</i>	BPA
<i>Business Communication</i>	BC
<i>Computer Skills for Job Readiness</i>	CSJR
<i>Core Leadership Development</i>	CLD
<i>OACP – Office Administration Certificate Program</i>	OACP
<i>Records Management</i>	RM
<i>Records Management 2</i>	RM2

To register call 403-777-7224

Business English Grammar **BC, OACP**

Do you find it a challenge to write concise sentences? Do you find it difficult to keep pace with the increased workplace demand for competent English skills? Make use of practical exercises to reinforce grammar, word usage, conciseness, clarity, punctuation, spelling and dictionary study. Textbook included: *Know More English*. *Instructor: Helen Toews*

2 Classes - \$329

91343 Sat 9 a.m. - 4 p.m. Apr 14 & 21
Erlton Campus S.W.

Email Fundamentals

The statistics of email are staggering. With more than 2.7 billion email users, 212 billion messages move from inbox to inbox each day. In North America, the average professional sends and receives 131 emails per day. With so many messages, how can we ensure our email is read, understood, and acted upon? This course focuses on skills and strategies for effective email correspondence. *Instructor: Jennifer Sanford (see profile on our website)*

1 Class - \$159

92506 Wed 9 a.m. - 4 p.m. May 30
Erlton Campus S.W.

Proposal Writing

Successful proposal writing is not complicated; it does, however, take a considerable amount of preparation and good organizational skills. Mastering the art of proposal writing requires a unified approach in its overall management. It is a means of presenting a project to the outside world in a format that is immediately recognized and accepted. In this workshop, gain understanding and learn the process required to create a solid program plan on which the proposal will be based. Writing clear, thorough and targeted proposals is essential to an organization's success. *Instructor: Garth Roberts (see profile on our website)*

1 Class - \$179

92511 Tue 9 a.m. - 4 p.m. June 12
Erlton Campus S.W.

Writing Skills for Business **BC, OACP, RM**

Poor writers smother even the most important business messages. Many otherwise competent business people have problems writing effective emails, letters, reports and presentations. Develop positive writing skills for today's business world and solve these problems. Learn how to write so you receive the recognition you deserve, the co-operation you need, and the job you want.

7 Classes - \$379

92519 Tue 6 - 9 p.m. Apr 17 - May 29
Erlton Campus S.W.

Office Skills

Enhance your office skills with a course at Chinook.

Meetings, Agendas & Minutes **OACP**

How do you conduct meetings that are productive and effective? This course addresses the roles and responsibilities of the meeting leader, note-taker and attendees. Learn about the preparation of agendas and minutes. Get your group on track for successful meetings!

Instructor: Louise Blank

1 Class - \$149

92507 Fri 9 a.m. - 3 p.m. May 4
Erlton Campus S.W.

For information call 403-777-7550

Memory Mechanics

With so much more information coming at you every day, how do you remember the really important things? This workshop teaches you exactly what memory is in order to help you stay on top of your area of expertise. Learn about attention, association and repetition as well as some simple, basic steps that are fun and memorable.

Instructor: Bruce Lee (see profile on our website)

1 Class - \$99

92508 Sat 9:30 a.m. - 12:30 p.m. Apr 28

Spectacular Saturdays

Viscount Bennett Centre S.W.

Proofreading Perfected BC, OACP

Mistakes always reflect on the writer! Using a proven method, learn how to spot unnecessary errors quickly before they are released for all to see. Learn this technique and become a valuable asset to your team and organization.

Instructor: Joy Carlson (see profile on our website)

1 Class - \$149

92510 Fri 9 a.m. - 3:30 p.m. Apr 27

Erlton Campus S.W.

Records Management

Enhance your office skills with a course at Chinook.

Records Management Certificate of Recognition (RM)

Do you find yourself managing company records without the knowledge required to make sound judgements? Managing records and information is a critical responsibility in any organization. In this certificate, learn industry standards and best practices from experienced industry professionals. From life-cycle management to disposition and data management technology, gain the necessary knowledge to hold a records management position in any organization. This 105-hour certificate is recognized by the Calgary Chapter of ARMA (Association of Records Managers and Administrators).

10 Courses (105 hours)

- Records Management Theory - 12 hours
- Retention & Disposition - 12 hours
- Records Management Application - 12 hours
- Data Management Technology - 12 hours
- Ethics Management - 6 hours
- Microsoft® Office Applications - 30 total hours
 - Access - Level 1
 - Excel - Level 1 (Express)
 - PowerPoint - Level 1 (Express)
 - Word - Level 1 (Express)
- Writing Skills for Business - 21 hours

Fees:

All course fees are specified individually. Please refer to each course listed above. Participants are required to register in the Records Management Certificate of Recognition program and pay a non-refundable \$50 fee at the time of registration. This fee is waived for OACP - Office Administration Certificate Program registrants.

For more information or to register call 403-777-7224.

Records Management 2 Certificate of Recognition (RM2) NEW

Records and information management is affected by changes in regulations, technology, organizational needs and community needs. A good records and information manager needs to be armed with the latest skills and knowledge in best practices, regulated processes and cost efficiencies to support an organization and its stakeholders. In this educational next step in developing your Records Management career, take your records management skills to an advanced level. Explore and understand Policy and Procedures, Business Continuity, Disaster Recovery, Taxonomies, Retention Schedules, Information Governance, Risk Management, Data Migration, and finally build your Leadership Skills. This 96-hour certificate is recognized by the Calgary Chapter of ARMA (Association of Records Managers and Administrators). The program must be completed within one (1) year of initial registration. Extensions will be considered; requests for extension must be submitted in writing to chinookconted@cbe.ab.ca

Total 96 hours

- Advanced Records Management - 12 hours
- Taxonomies - 12 hours
- Business Continuity & Disaster Recovery - 12 Hours
- Advanced Retention Schedules - 12 hours
- Information Governance - 12 hours
- Risk Management - 12 hours
- Data Migration - 12 hours
- Leadership Skills for Managers - 12 hours

Fees:

All course fees are specified individually. Please refer to each course listed above. Participants are required to register in the Records Management 2 Certificate of Recognition program and pay a non-refundable \$50 fee at the time of registration. This fee is waived for OACP - Office Administration Certificate Program registrants.

For more information or to register call 403-777-7224.

OACP - Office Administration Certificate Program

*Want to advance your career as an office administration professional? The **OACP-OFFICE ADMINISTRATION CERTIFICATE PROGRAM** recognized by the Calgary Board of Education prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office. For complete details, visit our website or call Franca Best at 403-777-7575 Ext. 2513. Courses applicable to this program are identified with OACP. For more information, see page 8.*

TAKE ONE FOR THE TEAM Register 4 employees together in a Computer Training, Finance, Interpersonal Skills or Writing & Workplace course and the 5th registration is FREE! (Some exceptions apply.)

Records Management Theory **OACP, RM**

Explore the field of records management and the role of records management programs in organizations. Learn about recordkeeping principles for vital records programs. Develop your skills in life-cycle management for hard copy and electronic records, inventorying, indexing, classification, retention and disposition.

Instructor: Michele Labbé (see profile on our website)

4 Classes - \$299

92515 Mon 5:30 - 8:30 p.m. Apr 23 - May 14
Erlton Campus S.W.

Taxonomies **NEW**

Investigate the skills and techniques needed to create and define file naming conventions. Explore some existing naming conventions used in Alberta (e.g., well, land and patient files). Create a file plan for individual documents in one department and a file plan structure which could be used company wide. Create a sample file plan in class that could be the foundation of any records management program. Review storage systems and equipment as you create a records centre on paper. This course includes a project-based evaluation.

Instructor: Barbara Bellamy (see profile on our website)

4 Classes - \$269

93356 Wed 5:30 - 8:30 p.m. Apr 18 - May 9
Erlton Campus S.W.

Certificates of Recognition

Certificates of Recognition offered by Chinook Learning Services package together course content to provide cohesive units for enhancing professional learning.

■ Bookkeeping Principles & Applications	page 11
■ Business Communication	page 13
■ Computer Skills for Job Readiness	page 4
■ Core Leadership Development	page 15
■ English Language Learning Assistant 2	page 18
■ Lunch Supervision Service	page 18
■ OACP-Office Administration Certificate Program	page 8
■ Records Management	page 21
■ Records Management 2	page 21



See our website for the following

- Braille Transcription (UEB) Online
- English Language Learning Assistant 1
- Library Assistant

Continuing Education would like to keep you informed by sending you electronic messages, including e-newsletters or other information about the courses and services we offer. (You may withdraw your consent at any time.)
tinyurl.com/ChinookConfirm

Custom 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 which 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. As well, we will conduct formal or informal needs assessments to help identify the knowledge your staff requires to effectively respond to challenges they are facing in the workplace.

Some topics that may interest you:

- Employee Engagement
- Customer Service
- Public Speaking
- Effective Business Writing
- Time Management
- Leadership Skills
- Difficult Conversations
- Microsoft® Office Training

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. Check out our website for more information.

Ongoing professional development ensures that your employees and your business continue to grow. How can we help you meet your employees' and 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 find out more information on Corporate Training.

OACP - Office Administration Certificate Program

*Want to advance your career as an office administration professional? The **OACP-OFFICE ADMINISTRATION CERTIFICATE PROGRAM** recognized by the Calgary Board of Education prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office. For complete details, visit our website or call Franca Best at 403-777-7575 Ext. 2513. Courses applicable to this program are identified with OACP. For more information, see page 8.*

Online Lifelong Learning

Accessible, flexible & affordable – one course at a time.

Chinook is pleased to provide you with a wide selection of online courses. Our courses are fully interactive with instructor-led sessions and student discussion areas where you and fellow students can connect and discuss the course.



Value priced at \$129 for most courses!

The list below is a sampling of our offerings.

Visit [Chinook Learning Services.com/Online](http://ChinookLearningServices.com/Online) for a full list of courses and online registration.

Accounting & Finance

- Introduction to Crystal Reports
- Introduction to QuickBooks Online
- Introduction to QuickBooks 2016 & 2017
- Intermediate QuickBooks 2016 & 2017
- Mastery of Business Fundamentals
- Performing Payroll in QuickBooks 2015
- QuickBooks 2015 for Contractors

and more ...

Languages

- Beginning Conversational French
- Conversational Japanese
- Discover Sign Language
- Instant Italian
- Spanish for Medical Professionals I & II
- Spanish in the Classroom
- Speed Spanish I, II & III

and more ...

Business

- Building Teams That Work
- Creating a Successful Business Plan
- Digital Marketing Suite
- Fundamentals of Supervision & Management I & II
- Keys to Effective Communication
- Leadership Suite
- Managing Customer Service
- Project Fundamentals Series
- Using Social Media in Business

and more....

Microsoft® Office Applications

- Intermediate Microsoft® Access 2013 & 2016
- Intermediate Microsoft® Excel 2013 & 2016
- Intermediate Microsoft® Word 2013 & 2016
- Introduction to Microsoft® Access 2013 & 2016
- Introduction to Microsoft® Excel 2013 & 2016
- Introduction to Microsoft® Outlook 2010 & 2013
- Introduction to Microsoft® PowerPoint 2013 & 2016
- Introduction to Microsoft® Project 2013 & 2016
- Introduction to Microsoft® Word 2013 & 2016
- Microsoft® Excel - Pivot Tables

and more ...

Computer Design & Composition

- Introduction to C++ Programming
- Introduction to Database Development
- Introduction to Dreamweaver CS6
- Introduction to InDesign CC & CS6
- Introduction to Photoshop CC & CS6
- Introduction to SQL
- Introduction to Visual Basic
- Introduction to Windows 10
- Oracle Series

and more ...

Teaching & Education

- Creating a Classroom Website
- Creating the Inclusive Classroom: Strategies for Success
- Empowering Students with Disabilities
- Integrating Technology in the Classroom
- Solving Classroom Discipline Problems
- Teaching Adult Learners
- Teaching Students with Autism: Strategies for Success
- Teaching Students with Learning Disabilities
- Teaching Smarter with SMART Boards

and more ...

Health Care & Medical

- Certificate in Healing Environments for Body, Mind & Spirit
- Certificate in Healthy Aging
- Certificate in Mindfulness
- Certificate in Nutrition, Chronic Disease & Health Promotion
- Handling Medical Emergencies
- Human Anatomy & Physiology I & II
- Medical Terminology Series

and more ...

- Business & Marketing Writing
- Grammar Refresher Series
- Fundamentals of Technical Writing
- Introduction to Journaling
- Travel Writing
- Write Effective Web Content
- Write & Publish Your Nonfiction Book

and more ...

spectacular
saturdays

April 28, 2018

take a little time to learn a lot

Viscount Bennett Centre, 2519 Richmond Road S.W.

Morning Classes

<i>Bead & Leather Wrapped Bracelet</i>	
9 a.m. - 12 p.m.	\$99
<i>Buying or Selling a Condominium or Home</i>	
9:30 a.m. - 12:30 p.m.	\$59
<i>Clear Clutter - Simply Your Life</i>	
9 a.m. - 12 p.m.	\$99
<i>CyberSAFE (Securing Assets for End Users)</i>	
9 a.m. - 12 p.m.	\$149
<i>Executor Duties & Responsibilities</i>	
10 a.m. - 12 p.m.	\$49
<i>Healthy Hair - Make Your Own Natural Products</i>	
10 a.m. - 12 p.m.	\$89
<i>Indoor Herb & Microgreen Gardening</i>	
9 am - 12 p.m.	\$119
<i>Maximizing Your iDevice</i>	
9 a.m. - 12 p.m.	\$99
<i>Memory Mechanics</i>	
9:30 a.m. - 12:30 p.m.	\$99
<i>Silversmithing - Hammered Ring</i>	
9:30 a.m. - 12:30 p.m.	\$109
<i>Sign Language - An Introduction</i>	
9 a.m. - 12 p.m.	\$119
<i>Wild Animal Awareness</i>	
10 a.m. - 12:30 p.m.	\$49
<i>Wills</i>	
10 a.m. - 12 p.m.	\$49
<i>Wire Jewelry</i>	
9 a.m. - 12 p.m.	\$99
<i>Writing for Social Media</i>	
9:30 a.m. - 12:30 p.m.	\$99

Afternoon Classes

<i>Ancient Art of Felting</i>	
1- 3 p.m.	\$89
<i>Designer Denim</i>	
12:30 - 4 p.m.	\$99
<i>Meditation - An Introduction</i>	
12:30 - 2:30 p.m.	\$79
<i>Silversmithing - Hammered Bracelet</i>	
1 - 4 p.m.	\$129
<i>Soap Making - Get Started</i>	
12:30 - 2:30 p.m.	\$89

Full-Day Classes

<i>Acrylics - A Taste</i>	
9 a.m. - 3:30 p.m.	\$179
<i>Computers for the Absolute Beginner</i>	
9 a.m. - 4 p.m.	\$195
<i>Effective Listening Skills</i>	
9 a.m. - 4 p.m.	\$159
<i>Ethics Management</i>	
9 a.m. - 4 p.m.	\$189
<i>French for Travellers</i>	
9 a.m. - 3:30 p.m.	\$149
<i>German for Travellers</i>	
9 a.m. - 3:30 p.m.	\$149
<i>Investing 101</i>	
9 a.m. - 4 p.m.	\$119
<i>Investing in Real Estate</i>	
9 a.m. - 4 p.m.	\$169
<i>Italian for Travellers</i>	
9 a.m. - 3:30 p.m.	\$149
<i>SMART Board® Introduction</i>	
9:30 a.m. - 3 p.m.	\$119
<i>Spanish for Travellers</i>	
9 a.m. - 3:30 p.m.	\$149

LOOKING TO SPEND TIME WITH YOUR TEEN?

We are excited to offer the opportunity for parents and teens (13 - 17 years) to enroll in courses together!

For complete descriptions of these courses, check our pages within this guide or our website.

"The classes at Chinook Learning Services are geared for success. They make sure you learn as much as you can in a relaxed warm environment."

Locations

April to August 2018

Bugle Forklift Sales & Rentals

105 - 4919 - 72 Ave. S.E. T2C 3H3

Career & Technology Centre at Lord Shaughnessy High School

2336 - 53 Ave. S.W. T3E 1L2

Central Memorial High School

5111 - 21 St. S.W. T3E 1R9

Crescent Heights High School

1019 - 1 St. N.W. T2M 2S2

Dr. E.P. Scarlett High School

220 Canterbury Dr. S.W. T2W 1H4

Erlton Campus

24 - 28 Ave. S.W. T2S 2Y1

Henry Wise Wood High School

910 - 75 Ave. S.W. T2V 0S6

Viscount Bennett Centre

2519 Richmond Rd. S.W. T3E 4M2

FREE PARKING!

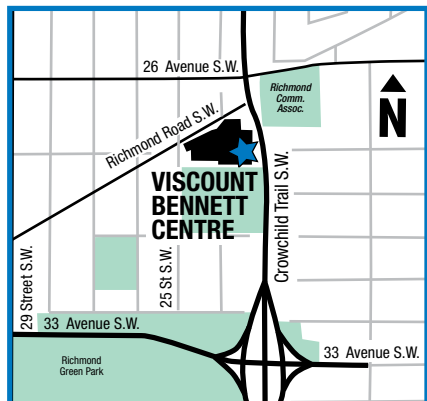
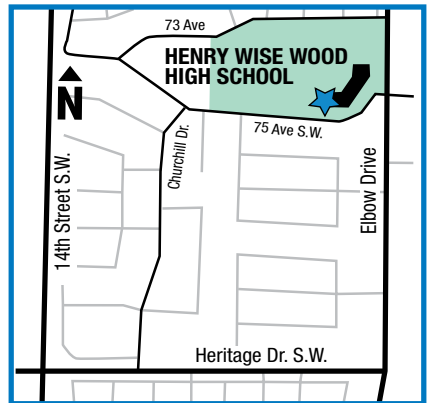
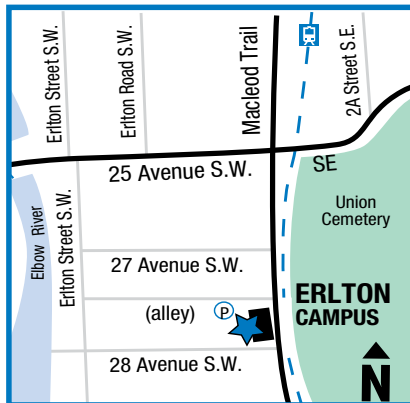
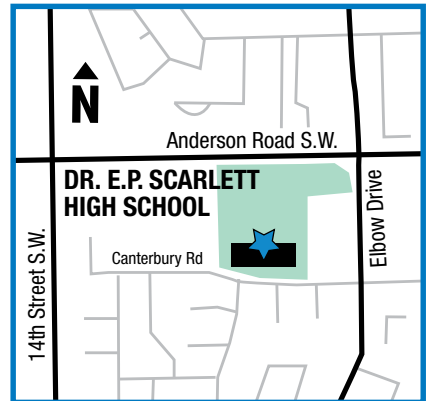
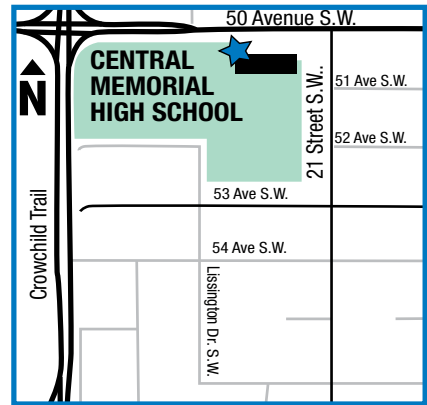
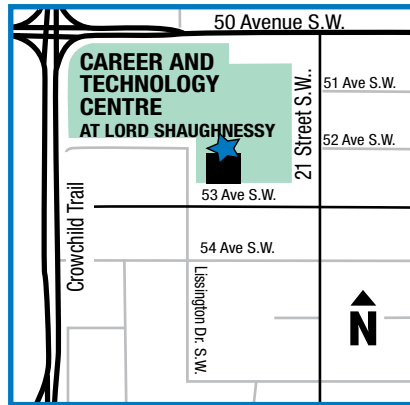
Parking is free at all Calgary Board of Education schools.

If you park on the street adjacent to the school, please be aware of the posted parking restrictions, and be sensitive to the neighbourhood needs.

CLASS LOCATIONS

Directions to specific rooms within each site are posted in the main entrance of the school on the first day of the course.

Many of our locations are wheelchair accessible. Contact Continuing Education at 403-777-7550 for details about our schools.



DECIDED ON A COURSE OR TWO?

We'd love to have you join us, so check out the variety of options listed and choose the one that works for you.

- **REGISTER EARLY!** If you wait until the last minute to register you may be disappointed, so register today.
- **Tried to register but the course is full?** Ask the registration agent to put you on a waiting list. We will contact you if space becomes available.
- **A minimum number of registrants is required to run a class.** Chinook Learning Services reserves the right to make the final decision to run or cancel a class or to revise the fee structure.
- **Want to receive our email newsletter?** Don't forget to give us your email address so you can find out when new classes are available for registration and take advantage of special offers.

FREE PARKING!

Parking is free at all Calgary Board of Education schools.

If you park on the street adjacent to the school, please be aware of the posted parking restrictions, and be sensitive to the neighbourhood needs.

NEED MORE INFORMATION?

Call 403-777-7550

For HIGH SCHOOL UPGRADING OR ELL INFORMATION, call 403-777-7200 or visit our website

ChinookLearningServices.com

WHEELCHAIR ACCESSIBILITY

Many of our locations are wheelchair accessible. Contact Continuing Education at 403-777-7550 for details about our schools.

DISCLAIMER

Every effort is made to ensure accuracy at the time of printing. Chinook Learning Services reserves the right to make any necessary changes in matters related to course content and offerings, procedures, policies and costs.

How To Register

- *You must be 18 years of age or older to register in most Continuing Education courses.*
- *If you are a parent, you may register for a course together with your teen (aged 13-17 years). Some exceptions apply.*
- *If you are 65 or older, you are eligible for a 10% discount (some exceptions apply).*

1

phone | 403-777-7224



Daytime: Monday - Thursday
8:30 a.m. - 4:30 p.m.
Friday
8:30 a.m. - 4:00 p.m.

Payment: Visa or MasterCard only

2

walk-in |



Registration, Room 162
Viscount Bennett Centre Campus
2519 Richmond Road S.W.

Daytime: Monday - Thursday, 8:30 a.m. - 4:30 p.m.
Friday, 8:30 a.m. - 4:00 p.m.

Payment: Visa, MasterCard, debit card, cash, cheque or money order (payable to Calgary Board of Education). Please list the course title, code and location on reverse of cheque or money order.

3

fax | 403-777-8848



Payment: Visa or MasterCard only
(see form on page 17)

4

mail |



Chinook Learning Services, Registration
Viscount Bennett Centre, Room 162
2519 Richmond Road S.W.
Calgary, AB T3E 4M2
(see form on page 17)

Please note: registration is closed on Fridays, July 6, 13, 20 & 27 and August 3 & 10.

withdrawal | transfer policy

1. A full refund is given if a course is cancelled by Chinook Learning Services.
2. An administrative fee of \$25 will be charged for each withdrawal request; however, the administrative fee will be waived for a transfer to another course. Refunds will not be issued for any transfers.
3. Refunds will not be issued for any withdrawals processed within 5 business days (Monday-Friday) of course start.
4. Refunds are not issued once classes have begun or for non-attendance.
5. Some exceptions apply.

Income Tax Policy for Non-Credit Continuing Education

Chinook Learning Services, Calgary Board of Education, is certified by Human Resources and Skills Development Canada to be a designated educational institution for the purposes of sections 118.5 and 118.6 of the Income Tax Act.

Canada Revenue Agency Income Tax Act applies only to those programs or courses offered by our institution which have been designated to provide students with sufficient skills to enable them to work in or improve their skills in a recognized occupation. Students who have attained the age of 16 years may qualify for a tuition credit, if their total tuition fees exceed \$100. Certification by Human Resources and Skills Development Canada in no way guarantees that Canada Revenue Agency will automatically accept receipts for all courses or programs offered by our institution, for tuition tax credit purposes. Students who qualify for an education credit can submit a request, for a T2202A to the Chinook Learning Services Registration office.

Students may be requested to provide proof to Canada Revenue Agency that they are working towards an occupation or improving their skills in an occupation by taking this course.

Note: High School Upgrading, ESL and personal interest Continuing Education courses cannot be used to claim the tuition or education amount for income tax purposes. (T2202A)

To register call 403-777-7224

For information call 403-777-7550

mail-in | fax-in registration

f | 403-777-8848

This form may be scanned and emailed to chinooklearning@cbe.ab.ca
Visit our website for late-breaking and up-to-date course offerings at
ChinookLearningServices.com/ContEd.html

Date _____

Student Name _____

Birthdate (dd/mm/yy) _____

Address _____

Gender female male

City _____ Postal Code _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email address _____

Your receipt will be emailed to you.

How did you hear about our programs? _____

Course Title #1 _____ Course Code _____ Fee _____

Course Title #2 _____ Course Code _____ Fee _____

Course Title #3 _____ Course Code _____ Fee _____

Total _____

PAYMENT METHOD:

I am enclosing payment by (check one) - GST is included in the course fee where applicable.

Personalized Cheque Money Order MasterCard Visa

Please submit one cheque/money order per course payable to the *Calgary Board of Education*.

Card Holder's Name _____

Card # _____ Expiry Date _____

Card Holder's Signature _____

Please fill out this application and attach your personalized cheque or money order if applicable.

DO NOT MAIL CASH.

MAIL TO:

Chinook Learning Services, Registration

Viscount Bennett Centre, Room 162

2519 Richmond Road S.W.

Calgary, AB T3E 4M2

Confirmation of your registration will be sent to you.

See page 16 in the Personal Development section for Withdrawal / Transfer policy

Protection of Privacy Act

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information is used for administering and evaluating Chinook Learning Services programs for statistical purposes. It is treated in accordance with the privacy protection provisions of the FOIP Act. Certain personal information may be made available to federal or provincial government departments or agencies under appropriate legislative authority.

If you have any questions about the collection or its intended use, please contact our Registration Department, Chinook Learning Services, 2519 Richmond Road SW, Calgary AB T3E 4M2 or telephone 403-777-7224.