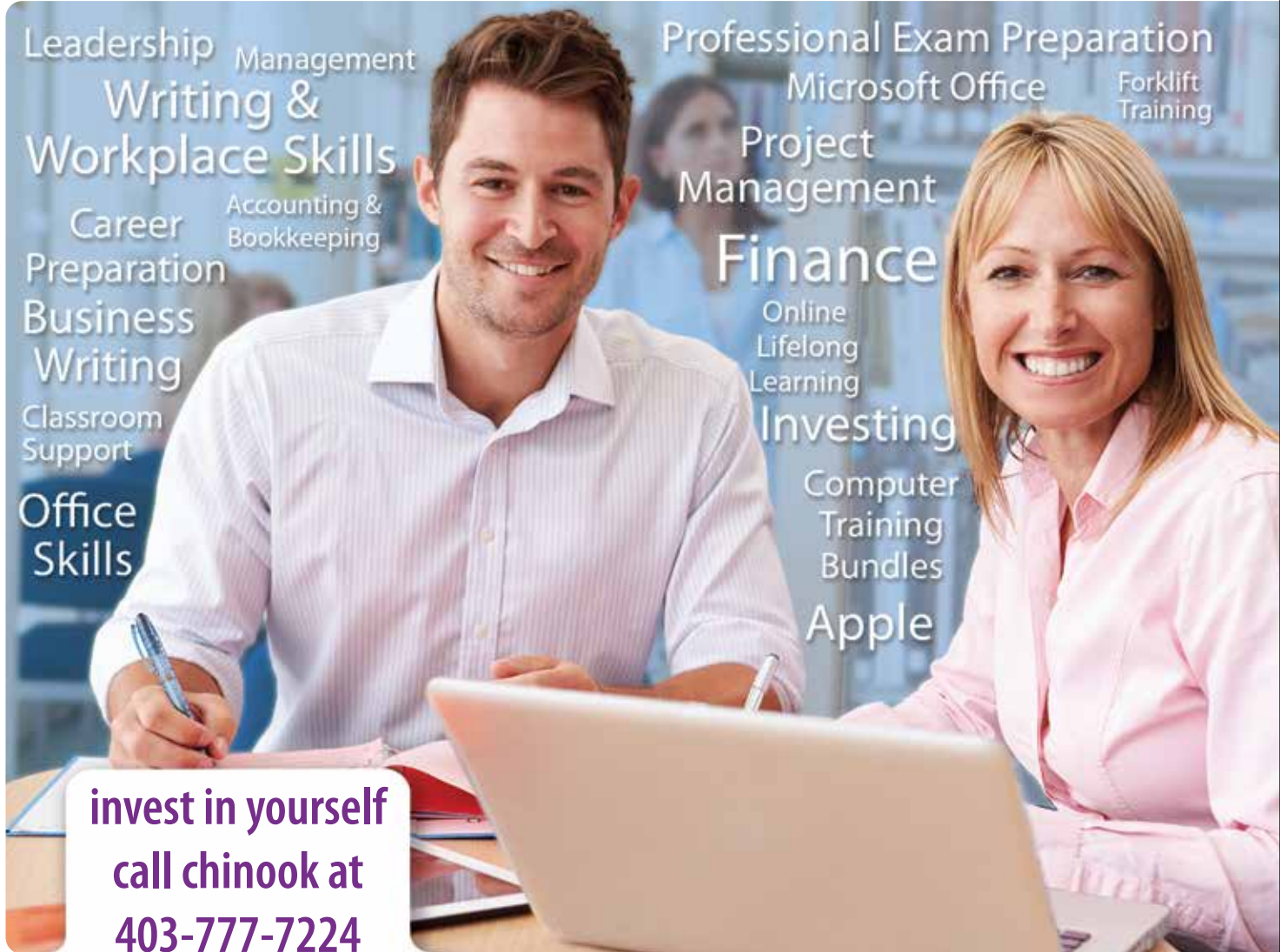


continuing education

professional development courses



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

chinook learning services



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 9
- **Business Communication** page 11
- **Computer Skills for Job Readiness** page 4
- **Core Leadership Development** page 14
- **English Language Learning Assistant 1** page 18
- **Lunch Supervision Service** page 18
- **OACP-Office Administration Certificate Program** page 6
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See our website for the following

- **Computer Skills for Job Readiness - Level 2**
- **Braille Transcription (UEB) Online**
- **English Language Learning Assistant 2**
- **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 6.

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

"QuickBooks - Level 1 was much more than just an introductory course. We learned a great deal about the program's functionality in a very practical way in a relatively short period of time, all of which will be very useful to my own job. I can clearly see how it would be invaluable to small business owners."

To register call 403-777-7224

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 page 4. 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: Lyne Vaillancourt (see profile on our website) & Courtney Den Boer (see profile on our website)

12 Hours - \$309

91201 Thu, Fri 9 a.m. - 4 p.m. Jan 11 & 12
Erlton Campus S.W.

91203 Tue, Wed 9 a.m. - 4 p.m. Feb 20 & 21
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 91202

91195 Mon, Tue 9 a.m. - 4 p.m. Mar 26 & 27
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 91194

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: Lyne Vaillancourt (see profile on our website) & Courtney Den Boer (see profile on our website)

12 Hours - \$309

91200 Thu, Fri 9 a.m. - 4 p.m. Jan 18 & 19
Erlton Campus S.W.

91204 Thu, Fri 9 a.m. - 4 p.m. Feb 22 & 23
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 91202

91198 Wed, Thu 9 a.m. - 4 p.m. Mar 28 & 29
Erlton Campus S.W.

This course is part of QuickBooks® Boot Camp, barcode 91194

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.

For information call 403-777-7550

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 - \$309

91205 Fri 9 a.m. - 4 p.m. Jan 26 & Feb 2
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 - \$309

91206 Fri 9 a.m. - 4 p.m. Mar 2 & 9
Erlton Campus S.W.

For Bookkeeping 1 - Basics and Bookkeeping 2 - Accounting Essentials, see pages 9 & 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 page 4. 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 - \$250

91207 Wed 9 a.m. - 4 p.m. Jan 31
Erlton Campus S.W.

This course is part of Adobe® Suite Boot Camp, barcode 91217

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 - \$250

91208 Wed 9 a.m. - 4 p.m. Feb 7
Erlton Campus S.W.

This course is part of Adobe® Suite Boot Camp, barcode 91217

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.

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 - \$250

91209 Wed 9 a.m. - 4 p.m. Feb 14
Erlton Campus S.W.

This course is part of Adobe® Suite Boot Camp, barcode 91217

91214 Thu 9 a.m. - 4 p.m. Mar 29
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 - \$325

91212 Sat 9 a.m. - 4 p.m. Feb 24 & Mar 3
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*

TEXTBOOKS & MATERIALS

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

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.)*

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

91288 Sat 9 a.m. - 12 p.m. Mar 10
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

91217 Wed 9 a.m. - 4 p.m. Jan 31, Feb 7 & 14
Erlton Campus S.W.

Early Bird Fee: \$629

(Register by 4 p.m. Jan 17 and 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

91268 Wed, Thu, Fri 9 a.m. - 4 p.m. Jan 10, 11 & 12
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. Dec 13 and save!)

91246 Mon, Tues, Wed 9 a.m. - 4 p.m. Mar 26, 27 & 28
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. Mar 12 and save!)

Office in a Week

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

30 Hours - \$729

91272 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. Feb 5, 6, 7, 8 & 9
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. Jan 22 and save!)

Office on Saturdays

A fast and easy way to learn the basics of Microsoft® Office. This 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

91277 Sat 9 a.m. - 4 p.m. Jan 13, 20, 27, Feb 3 & 10
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. Dec 15 and 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

91202 Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. Feb 20, 21, 22 & 23
Erlton Campus S.W.

Early Bird Fee: \$569

(Register by 4 p.m. Feb 6 and save!)

91194 Mon, Tue, Wed, Thu 9 a.m. - 4 p.m. Mar 26, 27, 28 & 29
Erlton Campus S.W.

Early Bird Fee: \$569

(Register by 4 p.m. Mar 12 and save!)

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

91215 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m.
Jan 15, 16, 17, 18, 19, 22, 23, 24, 25 & 26
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.

Spring Break 2018

We are offering Accounting & Bookkeeping, Computer Training and School-Based Training courses during Spring Break 2018. Visit these sections in the guide or our website for details on:

- Bookkeeping 1 – Basics
- Excel Boot Camp or individual courses Excel – Levels 1, 2 & 3
- InDesign
- QuickBooks Boot Camp or individual courses QuickBooks – Levels 1 & 2
- Technology in the Classroom Series or individual courses:
 - Gmail & Google Apps for Education in the Classroom
 - Immediate Student Response Systems without Clickers
 - Create Stop-Motion Animation on Your iPad
 - Bring Magic into Your Classroom with Augmented Reality
 - App Smashing for Pros
 - Web 2.0 Tools Every Teacher Needs to Know
 - Enhance Your Learning Commons with Stunning Maker Projects

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

91283 Wed 9 a.m. - 4 p.m. Jan 10
Erlton Campus S.W.

91282 Sat 9 a.m. - 4 p.m. Feb 3
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

91284 Tue, Thu 6 - 8 p.m. Jan 30, Feb 1, 6, 8, 13 & 20
Viscount Bennett Centre S.W.

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

91285 Tue, Wed 9 a.m. - 4 p.m. Jan 16 & 17
Erlton Campus S.W.

TEXTBOOKS & MATERIALS

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

SPECIAL DISCOUNT

Register for 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

91289 Wed 6 - 9 p.m. Jan 31
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

91290 Wed 6 - 9 p.m. Feb 7
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 page 4. 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

91286 Tue, Wed 9 a.m. - 4 p.m. Jan 30 & 31
Erlton Campus S.W.



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!

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

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 page 4. 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

91231 Thu, Fri 9 a.m. - 4 p.m. Jan 18 & 19
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

91280 Sat 9 a.m. - 4 p.m. Jan 27 & Feb 3
Erlton Campus S.W.

This course is part of Office on Saturdays, barcode 91277

91275 Wed, Thu 9 a.m. - 4 p.m. Feb 7 & 8
Erlton Campus S.W.

This course is part of Office in a Week, barcode 91272

Energetically Paced 12 Hours - \$225

91269 Wed 9 a.m. - 4 p.m. Jan 10
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 91268

91309 Tue 9 a.m. - 4 p.m. Feb 20
Erlton Campus S.W.

91312 Tue 9 a.m. - 4 p.m. Mar 6
Erlton Campus S.W.

91310 Sat 9 a.m. - 4 p.m. Mar 10
Spectacular Saturdays
Viscount Bennett Centre S.W.

91254 Mon 9 a.m. - 4 p.m. Mar 26
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 91246

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

91235 Mon, Tue 9 a.m. - 4 p.m. Jan 22 & 23
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

Energetically Paced 6 Hours - \$225

91270 Thu 9 a.m. - 4 p.m. Jan 11
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 91268

91308 Sat 9 a.m. - 4 p.m. Feb 24
Erlton Campus S.W.

91311 Thu 9 a.m. - 4 p.m. Mar 15
Erlton Campus S.W.

91261 Tue 9 a.m. - 4 p.m. Mar 27
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 91246

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

91271 Fri 9 a.m. - 4 p.m. Jan 12
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 91268

91266 Wed 9 a.m. - 4 p.m. Mar 28
Erlton Campus S.W.

This course is part of Excel Boot Camp, barcode 91246

TEXTBOOKS & MATERIALS

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

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.

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 page 4. 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

91238 Wed 9 a.m. - 4 p.m. Jan 24
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

91296 Sat 9 a.m. - 4 p.m. Feb 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 - \$225

91297 Tue 9 a.m. - 4 p.m. Feb 13
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.

3 Hours - \$119

92528 Thu 9 a.m. - 12 p.m. Feb 1
Erlton Campus S.W.

92529 Thu 9 a.m. - 12 p.m. Mar 1
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.

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 page 4. 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 - \$225

91240 Thu 9 a.m. - 4 p.m. Jan 25
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

91276 Fri 9 a.m. - 4 p.m. Feb 9
Erlton Campus S.W.

This course is part of Office in a Week, barcode 91272

91281 Sat 9 a.m. - 4 p.m. Feb 10
Erlton Campus S.W.

This course is part of Office on Saturdays, barcode 91277

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 - \$225

91300 Wed 9 a.m. - 4 p.m. Feb 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 page 4. 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 - \$225

91222 Tue 9 a.m. - 4 p.m. Jan 16
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

91279 Sat 9 a.m. - 4 p.m. Jan 20
Erlton Campus S.W.

This course is part of Office on Saturdays, barcode 91277

91274 Tue 9 a.m. - 4 p.m. Feb 6
Erlton Campus S.W.

This course is part of Office in a Week, barcode 91272

93228 Wed 9 a.m. - 4 p.m. Mar 7
Erlton Campus S.W.

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 - \$225

91227 Wed 9 a.m. - 4 p.m. Jan 17
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

91302 Wed 9 a.m. - 4 p.m. Feb 14
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 - \$225

91303 Thu 9 a.m. - 4 p.m. Mar 1
Erlton Campus S.W.

Microsoft® Productivity

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

Microsoft® Office Transition to 2016 NEW

You've used previous versions of Microsoft® Office to create various types of business materials, from documents in Word to spreadsheets in Excel to presentations in PowerPoint. Perhaps you use Outlook to manage your calendar, contacts, and email; or Access to manage inventory and trouble tickets. This course builds upon the successes of the previous versions. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize, present, and distribute your company's data and information. You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet. You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier. Bridge the gap from the version you already know and love, to the latest release of Microsoft®'s flagship productivity suite. Recommended prerequisite: Working knowledge of previous Microsoft® Office version.

6 Hours - \$225

91294 Sat 9 a.m. - 4 p.m. Jan 20
Erlton Campus S.W.

91295 Tue 9 a.m. - 4 p.m. Jan 30
Erlton Campus S.W.

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

91307 Tue, Wed 9 a.m. - 4 p.m. Mar 13 & 14
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

91299 Sat 9 a.m. - 4 p.m. Feb 3
Erlton Campus S.W.

To register call 403-777-7224

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

91306 Wed 9 a.m. - 4 p.m. Jan 24
Erlton Campus S.W.

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

91278 Sat 9 a.m. - 4 p.m. Jan 13
Erlton Campus S.W.

This course is part of Office on Saturdays, barcode 91277

91218 Mon 9 a.m. - 4 p.m. Jan 15
Erlton Campus S.W.

This course is part of Computer Skills for Job Readiness, barcode 91215

91273 Mon 9 a.m. - 4 p.m. Feb 5
Erlton Campus S.W.

This course is part of Office in a Week, barcode 91272

| For SMART Board® Introduction, see page 18.

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, Pinterest, Instagram 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

91293 Sat 9 a.m. - 4 p.m. Mar 10

Spectacular Saturdays

Viscount Bennett Centre S.W.

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

91292 Sat 9 a.m. - 4 p.m. Jan 27
Erlton Campus S.W.

91291 Sat 9 a.m. - 4 p.m. Mar 10

Spectacular Saturdays

Viscount Bennett Centre S.W.

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.

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 page 10.

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

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 6. 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)

4 Classes - \$359

91051 Fri 6 - 9 p.m. Jan 19 & 26
Sat 8:30 a.m. - 3 p.m. Jan 20 & 27
Erlton Campus S.W.

3 Classes - \$359

91052 Mon, Tues, Wed 8:30 a.m. - 3 p.m. Mar 26 - 28
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

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 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 - \$289

91053 Mon, Tue 8:30 a.m. - 3 p.m. Feb 5 & 6
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

91057 Mon 4 - 7 p.m. Feb 5
Erlton Campus S.W.

QuickBooks® Practicum

91058 Mon 6 - 9 p.m. Mar 5
Erlton Campus S.W.

Simply Accounting® Practicum

91059 Thu 6 - 9 p.m. Mar 8
Viscount Bennett Centre 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, CA. (see profile on our website)

1 Class - \$189

91066 Wed 8:30 a.m. - 4 p.m. Feb 7
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 6.

To register call 403-777-7224

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)

2 Classes - \$119 or \$169 per couple

91061 Wed 6 - 9 p.m. Jan 31 & Feb 7
Career & Technology Centre at Lord Shaughnessy High School S.W.

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

91062 Sat 9 a.m. - 4 p.m. Mar 10
Spectacular Saturdays
Viscount Bennett Centre S.W.



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*

2 Classes - \$169

91336 Wed 6 - 9:30 p.m. Jan 17 & 24
Career & Technology Centre at Lord Shaughnessy High School S.W.

1 Class - \$169

91063 Sat 8:30 a.m. - 4 p.m. Mar 10
Spectacular Saturdays
Viscount Bennett Centre S.W.

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

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

91064 Wed 6:30 - 9:30 p.m. Feb 14 - Mar 21
Career & Technology Centre at Lord Shaughnessy High School S.W.

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

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.

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

91067	Thu 6 - 9 p.m. Jan 18	Viscount Bennett Centre S.W.
	Sat 9 a.m. - 2 p.m. Jan 20	Bugle Forklift Sales & Rentals S.E.
91068	Thu 6 - 9 p.m. Feb 22	Viscount Bennett Centre S.W.
	Sat 9 a.m. - 2 p.m. Feb 24	Bugle Forklift Sales & Rentals S.E.
91069	Thu 6 - 9 p.m. Mar 22	Viscount Bennett Centre S.W.
	Sat 9 a.m. - 2 p.m. Mar 24	Bugle Forklift Sales & Rentals S.E.

interpersonal skills

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

91076	Thu 9 a.m. - 4 p.m. Jan 18 - Feb 1	Erlton Campus S.W.
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"The course delivered more than expected. The instructor kept the class engaged with activities, discussions and exercises, in addition to clear, understandable and articulate delivery of course materials."

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

91085 Tue 9 a.m. - 4 p.m. Feb 6
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

91086 Sat 9 a.m. - 4 p.m. Mar 3
Erlton Campus S.W.

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

91092 Sat 9 a.m. - 4 p.m. Mar 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

91095 Sat 9 a.m. - 12 p.m. Mar 10
Spectacular Saturdays
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.)

To register call 403-777-7224



Think on Your Feet®

Over 95% of communication is informal and impromptu. In moments, sometimes seconds, you have to analyze, organize and present your ideas clearly and memorably. That's where Think on Your Feet® can help.

Think on Your Feet® is the only workshop that addresses informal situations. This two-day workshop provides the skills needed to present, defend and discuss a position persuasively and fast. Think on Your Feet® helps you master the art of off-the-cuff communication. You will learn how to answer questions quickly on the spot, explain complicated ideas more clearly and be persuasive when you have little or no time to prepare.

No matter your role, industry, seniority or interests, the key to a successful career is effective communication. And, that all begins with Think on Your Feet®.

Expert Facilitator: Kim Stangl
of McLuhan & Davies Communications, Inc.

This exclusive training opportunity is brought to you by Chinook Learning Services in partnership with McLuhan and Davies Communications, Inc.



Special Rate: \$1312.50 including GST
Morning and afternoon refreshments and lunch included.

91113 Wed, Thu 8:30 a.m. - 4:30 p.m. Feb 7 & 8
Erlton Campus S.W.

24 - 28 Ave S.W. Calgary

91114 Wed, Thu 8:30 a.m. - 4:30 p.m. Mar 14 & 15
Erlton Campus S.W.

24 - 28 Ave S.W. Calgary

Volume Discount: Register 4 employees from the same company and the 5th registrant is free.

The National Gold Seal Committee has confirmed that this course has been accepted for accreditation by the Gold Seal Accreditation Board. You can now apply 2 credits towards your Gold Seal Accreditation with the Canadian Construction Association.

As a Project Management Institute Global Registered Service Provider, McLuhan & Davies provides the learning resources and necessary Professional Development Units (PDUs) for professional certification.



Project Management Institute



CANADIAN CONSTRUCTION
ASSOCIATION
CANADIENNE DE LA CONSTRUCTION

For information call 403-777-7550

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

91098 Thu, Fri 9 a.m. - 4 p.m. Feb 8 & 9
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

91107 Wed 6 - 9 p.m. Feb 7 - Mar 21
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

91111 Thu 6 - 9 p.m. Feb 8
Erlton Campus S.W.

"If you are looking to practice speaking in public every week, this course is a good start. You are speaking in front of an audience every week and you will notice better performance week after week with great feedback from the instructor."

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

91105 Sat 9 a.m. - 4 p.m. Feb 3
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**

91106 Sat 9:30 a.m. - 4:30 p.m. Mar 10
Spectacular Saturdays
Viscount Bennett Centre S.W.

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

Visit ChinookLearningServices.com/ContEd.html

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** online
or **Understanding the Human Resources Function**
- **Coaching Your Business Team - 6 hours** online
or **Building Teams that Work**
- **Communication & Effective Relationships - 18 hours** online
or **Keys to Effective Communication**
- **Conflict Resolution for the Workplace - 12 hours**
- **Critical Thinking & Effective Decision Making - 7 hours**
- **Fostering Accountability - 6 hours**
- **Leadership Skills for Managers - 12 hours** online
or **Leadership**
- **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

Leadership & Management

Effective managers adapt and improve team performance by developing their own leadership skills. Get the training you need at Chinook.

Behavioural Interviewing Skills CLD

Hiring the right person the first time is not only cost effective but good for an organization to get the right fit. Explore the difference between traditional interview techniques and behavioral interview techniques, including developing the right questions and making sure you get the full answer, keeping on schedule and evaluation. Touch on the legal side of what questions cannot be asked.

Instructor: Ruthanne Wutzke (see profile on website)

1 Class - \$189

91071 Wed 8:30 a.m. - 5 p.m. Feb 21
Erlton Campus S.W.

Coaching Your Business Team CLD, OACP

Build your confidence as your business team's coach. Coaching and mentoring involves deliberate and specific activities focusing on both the strengths and weaknesses of individual team members. Use the same approach as sports coaches to enhance your team's performance. Instructor: Drew Price (see profile on our website)

1 Class - \$159

91075 Fri 9 a.m. - 4 p.m. Feb 9
Erlton Campus S.W.

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

91077 Fri 9 a.m. - 3:30 p.m. Mar 16 & 23
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: Zabeda Yaquooob, LLB

2 Classes - \$469

91078 Wed, Thur 9 a.m. - 4 p.m. Apr 11 & 12
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.)

Spring Break 2018

We are offering Accounting & Bookkeeping, Computer Training and School-Based Training courses during Spring Break 2018. Visit these sections in the guide or our website for details on:

- Bookkeeping 1 – Basics
- Excel Boot Camp or individual courses Excel – Levels 1, 2 & 3
- InDesign
- QuickBooks Boot Camp or individual courses QuickBooks – Levels 1 & 2
- Technology in the Classroom Series or individual courses:
 - Gmail & Google Apps for Education in the Classroom
 - Immediate Student Response Systems without Clickers
 - Create Stop-Motion Animation on Your iPad
 - Bring Magic into Your Classroom with Augmented Reality
 - App Smashing for Pros
 - Web 2.0 Tools Every Teacher Needs to Know
 - Enhance Your Learning Commons with Stunning Maker Projects

"The instructor was very attentive and engaged. The pace was great and the expert skill that the instructor displayed in ensuring that the text was understood and practiced by the attendees was admirable. More importantly, the instructor was able to help create group dynamics that enabled the participants to be honest and open, which I believe made the sessions both enjoyable and meaningful."

To register call 403-777-7224

For information call 403-777-7550



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

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

91338 Thu 9 a.m. - 4 p.m. Feb 1
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 6.*

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

91080 Wed 8:30 a.m. - 4:30 p.m. Feb 28
Erlton Campus S.W.

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

91081 Mon 9 a.m. - 4 p.m. Feb 12
Erlton Campus S.W.

Dealing with Difficult Behaviours **OACP**

Have you ever had to deal with difficult people at work, home, or in your community? 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

91082 Fri 9 a.m. - 4 p.m. Feb 2
Erlton Campus S.W.

91337 Sat 9 a.m. - 4 p.m. Mar 10

Spectacular Saturdays

Viscount Bennett Centre S.W.

Developing Online Training **NEW**

Sooner or later, you're going to need to create training to be delivered online and there's more to it than uploading your old PowerPoint file. Online training opens up a world of exciting possibilities for engaging learners. Although designing for the online environment presents unique challenges, the daunting task of designing for it can be simplified. From a seasoned practitioner, learn best approaches and what needs to be considered. *Instructor: Karl Plesz (see profile on our website)*

1 Class - \$99

91084 Tue 6:30 - 9 p.m. Feb 13
Erlton Campus S.W.

"This course on dealing with difficult behaviours exceeded my expectations and it is 100% applicable to any workplace and any personal life situation. I wish everybody, regardless of their line of work, would take this course."

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

91087 Wed 9 a.m. - 4 p.m. Jan 31
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

91089 Sat 9 a.m. - 4 p.m. Mar 10
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

91094 Tue, Wed 9 a.m. - 4 p.m. Feb 13 & 14
Erlton Campus S.W.

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

1 Class - \$289

91102 Tue 9 a.m. - 4 p.m. Jan 16
Erlton Campus S.W.

91103 Thu 9 a.m. - 4 p.m. Mar 22
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

91109 Thu 9 a.m. - 3 p.m. Mar 1 - 15
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

91115 Sat 9 a.m. - 4 p.m. Feb 10
Erlton Campus S.W.

Project Management

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

online

Online PMP Certification Training NEW

This highly interactive online course provides PMP® candidates with the knowledge required to pass the PMP® exam. Review the 5 process groups, 10 knowledge areas, and 47 processes as outlined in the Project Management Body of Knowledge Guide (PMBOK®) - Fifth Edition. This engaging course uses learning activities, tests, various support materials, and animated videos to provide you with the resources needed to write and pass the PMP® exam. Included in the course:

- 35 contact hours needed to write the PMP® exam
- 89 animated instructional videos
- 440 practice PMP® exam questions with full explanations
- 10 activities to enhance your content knowledge
- detailed reference guide for 47 processes
- comprehensive brain dump reference sheet

Online - \$499

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

92532 Wed 6 - 9 p.m. Jan 31 - Feb 21
Erlton Campus S.W.

2 Classes - \$289

91101 Wed 9 a.m. - 4 p.m. Mar 14 & 21
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.)

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.

FE Exam Preparation

This is a classroom-based review course for the Fundamentals of Engineering (FE) Exam. This course will help you and other candidates prepare to take the Computer Based Test (CBT) for membership with The Association of Professional Engineers and Geoscientists of Alberta (APEGA) and those working towards a United States Engineering License. This course includes:

- Professional, dedicated instruction on all topics in the 'Other Disciplines' specification
- Detailed weekly handouts and exercises
- Classroom instruction and theory for each topic in combination with in-class examples
- Weekly FE style assignments with access to instructor support
- Successful Exam-writing strategies

- FE Reference Handbook (9th Edition) - downloaded from the NCEES.org

Our goal is to make sure that 100% of our examinees pass the exam the first time! If you don't, take the class a second time and only pay for supplies and subscriptions. We also offer a flexible payment plan for FE Exam Preparation. Split the payment into 2 equal payments.

1st payment - \$425 (includes \$25 processing fee, due upon registration)

2nd payment - \$395 (due after the 9th class)

Instructors: Noel Vicente, P Chem, P Eng (see profile on our website) & Ryan McLennan, P Eng, P.E. (see profile on our website)

19 Classes - \$795

91135 Thu 6 - 9 p.m. Jan 25, Feb 1, 8, 22, Mar 1, 8, 15, 22, Apr 5 & 12
Sat 9 a.m. - 12 p.m. Jan 27, Feb 3, 10, 24, Mar 3, 10, 17, Apr 7 & 14
Viscount Bennett Centre S.W.

FE Module 1

This module covers the following information:

- Mathematics and Advanced Engineering
- Mathematics
- Probability and Statistics
- Engineering Economics

4 Classes - \$209

91137 Thu 6 - 9 p.m. Jan 25 & Feb 1
Sat 9 a.m. - 12 p.m. Jan 27 & Feb 3
Viscount Bennett Centre S.W.

FE Module 2

This module covers the following information:

- Ethics and Professional Practice
- Safety, Health, and Environment

1 Class - \$69

91138 Thu 6 - 9 p.m. Feb 8
Viscount Bennett Centre S.W.

FE Module 3

This module covers the following information:

- Statics
- Dynamics

3 Classes - \$159

91139 Sat 9 a.m. - 12 p.m. Feb 10 & Feb 24
Thu 6 - 9 p.m. Feb 22
Viscount Bennett Centre S.W.

FE Module 4

This module covers the following information:

- Chemistry
- Strength of Materials
- Materials Science

4 Classes - \$209

91140 Thu 6 - 9 p.m. Mar 1 & 8
Sat 9 a.m. - 12 p.m. Mar 3 & 10
Viscount Bennett Centre S.W.

FE Module 5

This module covers the following information:

- Fluid Mechanics and Dynamics of Liquids
- Fluid Mechanics and Dynamics of Gases
- Heat, Mass, and Energy Transfer

4 Classes - \$209

91141 Thu 6 - 9 p.m. Mar 15, 22 & Apr 5
Sat 9 a.m. - 12 p.m. Mar 17
Viscount Bennett Centre S.W.

FE Module 6

This module covers the following information:

- Electricity
- Power and Magnetism
- Instrumentation and Data Acquisition

3 Classes - \$159

91142 Sat 9 a.m. - 12 p.m. Apr 7 & 14
Thu 6 - 9 p.m. Apr 12
Viscount Bennett Centre S.W.

FE Mock Exam is only \$109 if you take the FE Exam Preparation package or any individual FE module.

FE Mock Exam

This mock exam will help prepare you to take the Computer Based Test (CBT) for membership with The Association of Professional Engineers and Geoscientists of Alberta (APECA) and those working towards a United States Engineering License.

Instructors: Noel Vicente, P Chem, P Eng (see profile on our website) & Ryan McLennan, P Eng, P.E. (see profile on our website)

1 Class - \$169 or \$109 if you take the FE Exam Preparation Package or any individual FE module

91136 Sat 8:30 a.m. - 4 p.m. Apr 28
Viscount Bennett Centre S.W.

"I was surprised by the amount of important information that was provided by the speakers. I was also impressed by the tools they provided to us. Conflict resolution is sometimes difficult for me and I was happy to learn some solutions."

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). 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:

- Review/Study questions at the beginning of each session authored by the instructor
- A 110 multiple choice mock test provided by the instructor

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

91133 Fri, Sat 8:30 a.m.- 4 p.m. Jan 26 & 27
Erlton Campus S.W.

91134 Fri, Sat 8:30 a.m.- 4 p.m. Mar 9 & 10
Viscount Bennett Centre S.W.

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.

English Language Learning Assistant 1 Certificate of Recognition

Program content includes theoretical and practical applications for working with ELL learners, from elementary through adult, within the Calgary Board of Education. Upon completion of the program, you will have a broad understanding of ELL learners and their diversity of needs, understand second language acquisition and implications for instructors, develop awareness of the Calgary Board of Education policies and procedures concerning ELL students and become familiar with a variety of resources that support ELL learners. You will receive the English Language Learning Assistant 1 Certificate of Recognition upon completion of this program. English proficiency of Canadian Language Benchmark 8 is required to succeed in this course.

Instructor: Doloris Duval, BA, B Ed

12 Classes - \$549

91157 Tue, Thu 5:15 - 7:45 p.m. Jan 23 - Mar 22
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

91163 Thu 8:30 a.m. - 4 p.m. Feb 22
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*

2 Classes - \$119

91166 Tue 6:30 - 9 p.m. Feb 27 & Mar 6
Viscount Bennett Centre S.W.

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

91168 Mon-Thu 9 a.m. - 2:30 p.m. Mar 26 - 29 (Spring Break)
Viscount Bennett Centre S.W.

Register for the complete series of 7 courses and save \$264 or register for individual courses.

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

91160 Mon 9 - 11:30 a.m. Mar 26
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

91161 Mon 12 - 2:30 p.m. Mar 26
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

91156 Tue 9 - 11:30 p.m. Mar 27
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

91148 Tue 12 - 2:30 p.m. Mar 27
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

91144 Wed 9 - 11:30 a.m. Mar 28
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

91169 Wed 12 - 2:30 p.m. Mar 28
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

91159 Thu 9 - 11:30 a.m. Mar 29
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

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

91339 Wed, Thu 8:30 a.m. - 4 p.m. Feb 21 & 22
Erlton Campus S.W.

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.

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.)

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

91172 Fri 9 a.m. - 4 p.m. Feb 9
Viscount Bennett Centre 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

91177 Thu 9 a.m. - 4 p.m. Mar 22
Erlton Campus S.W.

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

Poor writers smother even the most important business messages. Develop positive writing skills for today's business. Learn to write effective emails, memos, letters, reports and presentations.

7 Classes - \$379

91184 Tue 6 - 9 p.m. Feb 6 - Mar 20
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: Kerry Graham*

1 Class - \$149

91173 Sat 9 a.m. - 3 p.m. Feb 24
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

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

91176 Sat 9 a.m. - 3:30 p.m. Feb 3
Viscount Bennett Centre S.W.

Speed Reading

Discover how to significantly increase your effective reading speed by up to 400% and save up to an hour a day in reading time - and time is money. Learn where the most important information is in a book, so you can read a book in half the time. Your comprehension and understanding of the material will also increase dramatically.

Instructor: Bruce Lee (see profile on website)

1 Class - \$149

91183 Sat 9 a.m. - 3 p.m. Mar 10
Spectacular Saturdays
Viscount Bennett Centre 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.

Advanced Records Management NEW RM2

Continue to explore the field of records management and the role of records management programs in organizations. Advance your skills in life-cycle management for hard copy and electronic records, inventorying, indexing, classification, retention and disposition. Policy and procedures are introduced along with business continuity and disaster recovery programs. This course includes an assessment administered on the last day of class.

Instructor: Michelle Labbé (see profile on our website)

4 Classes - \$269

91341 Wed 5:30 - 8:30 p.m. Feb 28 - Mar 21
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 6.*

Data Management Technology RM

Explore the application of imaging and micrographic technology to records management, including short and long term storage and retrieval of electronic documents. Topics include: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats. Prerequisite: *Records Management Theory*. Instructor: Barbara Bellamy (see profile on our website)

4 Classes - \$269

91171 Mon 5:30 - 8:30 p.m. Feb 26 - Mar 19
Erilton Campus S.W.

Records Management Application RM

Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, file maintenance procedures and retention rules including legislation. Prerequisite: *Records Management Theory*.

Instructor: Michelle Labbé (see profile on our website)

4 Classes - \$269

91178 Mon 5:30 - 8:30 p.m. Jan 22 - Feb 12
Erilton 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.)

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.

"The instructor explained clearly and simulated a sample problem and solution about records management application. She brought additional documents to assist us in building knowledge of records management application, which provided valuable examples for actual implementation."

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 9
- Business Communication page 11
- Computer Skills for Job Readiness page 4
- Core Leadership Development page 14
- English Language Learning Assistant 1 page 18
- Lunch Supervision Service page 18
- OACP-Office Administration Certificate Program page 6
- Records Management page 21
- Records Management 2 page 21



See our website for the following

- Computer Skills for Job Readiness - Level 2
- Braille Transcription (UEB) Online
- English Language Learning Assistant 2
- Library Assistant

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!

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 & II

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
- Intergrating 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

Writing & Publishing

- Beginning Writer's Workshop
- Blogging & Podcasting for Beginners
- Business & Marketing Writing
- Grammar Refresher Series
- Fundamentals of Technical Writing
- Travel Writing
- Write Effective Web Content

and more ...