

continuing education

September - December | 2015

invest in yourself
professional development



class act

School-Based Training

pay it forward

Bookkeeping Courses

get with the program

Computer Training

chinook learning services



Calgary Board
of Education

new clear power

Leadership Courses

request backup

Records Management

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 can 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 12
- **Braille Transcription (UEB) Online** page 19
- **Business Communication** page 14
- **CBE Office Administration Certificate Program (OACP)** page 6
- **Computer Skills for Job Readiness** page 4
- **Core Leadership Development** page 15
- **English Language Learning Assistant 1** page 19
- **Library Assistant** page 20
- **Noon Supervision Service** page 20
- **Records Management** page 23



See our website for the following:

- **English Language Learning Assistant 2**

PARKING is free at all of our training locations.
MANUALS 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.

SEND 4 AND THE 5TH ONE IS FREE

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

Calgary Board of Education's Office Administrative Certificate Program (OACP)

Want to advance your career as an office administrative professional? The Calgary Board of Education's **OFFICE ADMINISTRATION CERTIFICATE PROGRAM (OACP)** prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education. 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
CBE Office Administration Certificate Program	OACP
Computer Skills for Job Readiness	CSJR
Core Leadership Development	CLD
Records Management	RM

September Specials

Register for any of the following one-day courses for only \$169 during the month of September

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 83443 Outlook - Level 1	8 82734 Office 2013 New Features 83428 Word - Level 1	9 83431 Excel - Level 1	10 83436 Word - Level 2	11 823441 Visio	12 83429 Word - Level 1
14 83443 Outlook - Level 1	15 82707 Excel - Level 1 83446 Powerpoint - Level 1	16 83447 Access - Level 2 82717 Excel - Level 2	17 83448 Excel - Level 2 82723 Excel - Level 3	18 82739 Outlook - Level 1 83453 Word - Level 3	19 83449 Excel - Level 1
21 82772 Windows	22 83461 Excel - Level 2 82778 Word - Level 1	23 83462 Outlook - Level 1	24 83463 Office 2013 New Features	25 82697 Computers for the 82745 Powerpoint - Level 1	26 83455 Windows
28 83430 Word - Level 1	29 83432 Excel - Level 1	30 83311 Excel Expert Functions & Features 83438 Word - Level 2	September computer training takes place at our Erlton Training Campus, which is air conditioned, easily accessible by public transit and has plenty of free parking.		

Accounting Software

For *Bookkeeping 1 - Basics and Bookkeeping 2 - Accounting Essentials*, see page 12.

QuickBooks® - Level 1 BPA, OACP

Learn how QuickBooks® handles billing, from invoicing to finance charges, generate 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* or equivalent experience and *Bookkeeping 1 - Basics*.

Instructor: Lyne Vaillancourt (see profile on our website)

12 Hours

Fee: \$309

82755 Fri, Sat 9 a.m. - 4 p.m. Sep 11 & 12
Erlton Campus S.W.

82756 Thu, Fri 9 a.m. - 4 p.m. Oct 8 & 9
Erlton Campus S.W.

82757 Thu, Fri 9 a.m. - 4 p.m. Dec 10 & 11
Erlton Campus S.W.

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*.

Instructor: Lyne Vaillancourt (see profile on our website)

12 Hours

Fee: \$309

82758 Fri, Sat 9 a.m. - 4 p.m. Nov 6 & 7
Erlton Campus S.W.

SPECIAL DISCOUNT

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

QuickBooks® Tips & Tricks NEW

Learn to work with QuickBooks® more efficiently by minimizing your data entry with short-cut keystrokes and keying tips and tricks. Get tips on how to minimize the amount of time you spend creating multiple reports and Excel spreadsheets for transactions.

Instructor: Lyne Vaillancourt (see profile on our website)

1.5 Hours

Fee: \$69

83515 Fri 9 - 10:30 a.m. Dec 4
Erlton Campus S.W.

QuickBooks® Workarounds for Experts NEW

Workarounds are when we make software perform functions or run reports that do not have a specific menu item. QuickBooks® workarounds can streamline your work. Learn from an expert how to override QuickBooks® processes, such as Bank Reconciliation, GST Returns, Trial Balance and more. Required Prerequisite: *QuickBooks® - Level 2* or equivalent. Instructor: Lyne Vaillancourt (see profile on our website)

1.5 Hours

Fee: \$69

83516 Fri 11 a.m. - 12:30 p.m. Dec 4
Erlton Campus S.W.

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* or equivalent experience and *Bookkeeping 1 - Basics*.

12 Hours

Fee: \$309

82762 Fri, Sat 9 a.m. - 4 p.m. Oct 2 & 3
Erlton Campus S.W.

82763 Mon, Wed 6 - 9 p.m. Dec 7, 9, 14 & 16
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*.

12 Hours

Fee: \$309

82764 Tue, Thu 6 - 9 p.m. Nov 3, 5, 10 & 12
Erlton Campus S.W.

Adobe® Creative Suite

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

Acrobat

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

6 Hours

Fee: \$250

82686 Mon 9 a.m. - 4 p.m. Oct 19
Erlton Campus S.W.

Illustrator

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

6 Hours

Fee: \$250

82687 Wed 9 a.m. - 4 p.m. Oct 21
Erlton Campus S.W.

InDesign

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* or equivalent experience.

6 Hours

Fee: \$250

82689 Tue 9 a.m. - 4 p.m. Oct 20
Erlton Campus S.W.

82688 Sat 9 a.m. - 4 p.m. Nov 28
Erlton Campus S.W.



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.)
<http://www.tinyurl.com/ChinookConfirm>

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* or equivalent experience.

12 Hours

Fee: \$325

82692 Sat 9 a.m. - 4 p.m. Nov 14 & 21
Erlton Campus S.W.

Dreamweaver OACP

This course provides you with the information and hands-on practice you need to build and manage professional websites. Become comfortable using Dreamweaver to build small sites and to edit existing larger sites. Discover Dreamweaver's powerful design tools for creative dynamic web pages. Topics include designing a website, working with images, tables and frames. Create dynamic user-interface elements and cascading style sheets. Work with advanced website creation features including libraries and behaviours. Recommended prerequisite: Familiarity with the Internet and proficiency in *Windows*.

18 Hours

Fee: \$395

82702 Fri 9 a.m. - 4 p.m. Nov 13, 20 & 27
Erlton Campus S.W.

Apple®

Maximizing Your iPad

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

Fee: \$99

82732 Sat 1 - 4 p.m. Nov 7

Spectacular Saturdays

Viscount Bennett Centre S.W.

Maximizing Your iPhone

This exciting hands-on course will show you the ins and outs of your iPhone. Learn how to set up your personal preferences, use text, picture and video messages, sync your email account, back up your information, use GPS, share information on multiple devices, and use your data plan. Master your phone once and for all. This class is intended for beginners. Please bring your iPhone to class. *Instructor: Garry Swanson*

3 Hours

Fee: \$99

82733 Sat 9 a.m. - 12 p.m. Nov 7

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 many of these bundles.

Adobe® Suite Boot Camp

Become familiar with all the components of Adobe® Suite CS6 including Acrobat, Illustrator and InDesign in 18 hours. A manual for each component is included. Recommended prerequisite: *Windows* or equivalent experience.

18 Hours

Fee: \$679

82693 Mon, Tues, Wed 9 a.m. - 4 p.m. Oct 19, 20 & 21
Erlton Campus S.W.

Early Bird Fee: \$629

(Register by 4 p.m. Oct 5 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* or equivalent experience.

18 Hours

Fee: \$629

82725 Tue, Wed, Thu 9 a.m. - 4 p.m. Sep 15, 16 & 17
Erlton Campus S.W.

September Special Fee: \$499

83314 Wed, Thu, Fri 9 a.m. - 4 p.m. Oct 14, 15 & 16
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. Sep 30 and save!)

83315 Mon, Tues, Wed 9 a.m. - 4 p.m. Nov 30, Dec 1 & 2
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4 p.m. Nov 16 and save!)

Computer Skills for Job Readiness Certificate of Recognition

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 Project Integration 1 & 2. This flexible 108-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 4 weeks of full-time, daytime study.

- | | | |
|------------------------|-------------------------|-------------------------|
| ■ Windows | ■ Project Integration 1 | ■ Excel- Level 2 |
| ■ Word - Level 1 | ■ Outlook - Level 1 | ■ Visio - Level 1 |
| ■ Excel- Level 1 | ■ Word - Level 2 | ■ Access - Level 1 |
| ■ PowerPoint - Level 1 | ■ Publisher - Level 1 | ■ Project Integration 2 |

108 hours

82696 Mon - Fri 9 a.m. - 4 p.m.
Oct 14, 15, 16, 19, 20, 21, 22, 23
Nov 2, 3, 4, 5, 6, 9, 10, 12, 13 & 16
Erlton Campus S.W.

Fee: \$1895 for registration in the entire program. This is a saving of 30% off the cost of registering for these courses individually.

Office in a Week

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

30 Hours**Fee: \$729**

82737 Mon - Fri 9 a.m. - 4 p.m. Sep 21, 22, 23, 24 & 25
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. Sep 8 and save!)

83313 Mon - Fri 9 a.m. - 4 p.m. Dec 7, 8, 9, 10 & 11
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. Nov 23 and save!)

Office on Saturdays

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

30 Hours**Fee: \$729**

82738 Sat 9 a.m. - 4 p.m. Oct 17, 24, 31, Nov 7 & 14
Erlton Campus S.W.

Early Bird Fee: \$679

(Register by 4 p.m. Oct 2 and save!)

Computing Basics

Computer literacy is a necessary skill in today's society and these are the courses to get you started.

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.

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*.

6 Hours**Fee: \$169 (September Special Fee)**

82697 Fri 9 a.m. - 4 p.m. Sep 25
Erlton Campus S.W.

CyberSAFE (Securing Assets for End Users) NEW

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

3.5 Hours**Fee: \$149**

83483 Wed 6 - 9:30 p.m. Oct 14
Viscount Bennett Centre S.W.

83482 Sat 10 a.m. - 1:30 p.m. Nov 7
Spectacular Saturdays
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**Fee: \$275**

82730 Fri 9 a.m. - 4 p.m. Oct 2 & 9
Erlton Campus 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**Fee: \$245**

82731 Tue 6 p.m. - 8 p.m. Oct 20, 27, Nov 3, 10, 17 & 24
Erlton Campus S.W.

SPECIAL DISCOUNT

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

Troubleshooting & Maintaining Your PC OACP

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

3 Hours**Fee: \$99**

82766 Sat 9 a.m. - 12 p.m. Nov 7
Spectacular Saturdays
Viscount Bennett Centre 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 AND Troubleshooting & Maintaining Your PC* or equivalent experience.

3 Hours**Fee: \$99**

82767 Sat 1 - 4 p.m. Nov 7
Spectacular Saturdays
Viscount Bennett Centre S.W.

For iGadget courses, see page 4.

learn or refresh

Computer Training

Microsoft® Office Access

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

Access - Level 1 CSJR, OACP, RM

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

12 Hours

Fee: \$275

- 83459 Mon 9 a.m. - 4 p.m. Sep 14 & 21
Erlton Campus S.W.
- 83330 Wed, Thu 9 a.m. - 4 p.m. Oct 7 & 8
Erlton Campus S.W.
- 82683 Thu, Fri 9 a.m. - 4 p.m. Nov 12 & 13
Erlton Campus S.W.

Access - Level 2

Learn to construct relational databases, perform database maintenance, create advanced queries and reports, or integrate Access with other programs. Recommended prerequisite: *Access - Level 1* or equivalent experience.

6 Hours

Fee: \$225 or \$169 for September course

- 83447 Wed 9 a.m. - 4 p.m. Sep 16
Erlton Campus S.W.
- 82684 Wed 9 a.m. - 4 p.m. Oct 28
Erlton Campus S.W.
- 83331 Thu 9 a.m. - 4 p.m. Nov 19
Erlton Campus S.W.

COMFORTABLY PACED courses are geared towards those participants who need more time for questions and practice in class.

ENERGETICALLY PACED courses are designed for those who are comfortable with technology and prefer to learn at a brisk pace.

Microsoft® Office Excel

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

Excel - Level 1 CSJR, OACP, RM

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

Comfortably Paced 12 Hours

Fee: \$295

- 82705 Wed, Thu 9 a.m. - 4 p.m. Sep 23 & 24
Erlton Campus S.W.
- 83478 Thu 6 - 9 p.m. Sep 24, Oct 1, 8 & 15
Erlton Campus S.W.
- 82703 Tue, Wed 9 a.m. - 4 p.m. Oct 20 & 21
Erlton Campus S.W.
- 83467 Thu, Fri 9 a.m. - 4 p.m. Oct 22 & 23
Erlton Campus S.W.
- 82704 Sat 9 a.m. - 4 p.m. Oct 31 & Nov 7
Erlton Campus S.W.
- 83318 Wed, Thu 9 a.m. - 4 p.m. Dec 9 & 10
Erlton Campus S.W.

Energetically Paced 6 Hours

Fee: \$225 or \$169 for September courses

- 83431 Wed 9 a.m. - 4 p.m. Sep 9
Erlton Campus S.W.
- 82707 Tue 9 a.m. - 4 p.m. Sep 15
Erlton Campus S.W.
- 83432 Tue 9 a.m. - 4 p.m. Sep 29
Erlton Campus S.W.
- 83319 Wed 9 a.m. - 4 p.m. Oct 14
Erlton Campus S.W.
- 83433 Mon 9 a.m. - 4 p.m. Oct 26
Erlton Campus S.W.
- 83434 Mon 9 a.m. - 4 p.m. Nov 2
Erlton Campus S.W.
- 83320 Mon 9 a.m. - 4 p.m. Nov 30
Erlton Campus S.W.
- 83435 Sat 9 a.m. - 4 p.m. Dec 5
Erlton Campus S.W.

Office Administration Certificate Program (OACP)



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

www.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.

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

Fee: \$295

- 83479 Tue, Thu 6 - 9 p.m. Oct 20, 22, 27 & 29
Erlton Campus S.W.
- 83466 Wed, Thu 9 a.m. - 4 p.m. Oct 28 & 29
Erlton Campus S.W.
- 82716 Tue, Wed 9 a.m. - 4 p.m. Nov 3 & 4
Erlton Campus S.W.
- 83481 Thu 6 - 9 p.m. Nov 5, 12, 19 & 26
Erlton Campus S.W.

Energetically Paced 6 Hours

Fee: \$225 or \$169 for September courses

- 82717 Wed 9 a.m. - 4 p.m. Sep 16
Erlton Campus S.W.
- 83448 Thu 9 a.m. - 4 p.m. Sep 17
Erlton Campus S.W.
- 83449 Sat 9 a.m. - 4 p.m. Sep 19
Erlton Campus S.W.
- 83461 Tue 9 a.m. - 4 p.m. Sep 22
Erlton Campus S.W.
- 83321 Thu 9 a.m. - 4 p.m. Oct 15
Erlton Campus S.W.
- 83484 Sat 9 a.m. - 4 p.m. Nov 7
Spectacular Saturdays
Viscount Bennett Centre S.W.
- 83451 Mon 9 a.m. - 4 p.m. Nov 9
Erlton Campus S.W.
- 83452 Wed 9 a.m. - 4 p.m. Nov 18
Erlton Campus S.W.
- 82720 Sat 9 a.m. - 4 p.m. Nov 28
Erlton Campus S.W.
- 83322 Tue 9 a.m. - 4 p.m. Dec 1
Erlton Campus S.W.
- 83450 Tue 9 a.m. - 4 p.m. Dec 15
Erlton Campus S.W.

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

Fee: \$225 or \$169 for September course

- 82723 Thu 9 a.m. - 4 p.m. Sep 17
Erlton Campus S.W.
- 83324 Fri 9 a.m. - 4 p.m. Oct 16
Erlton Campus S.W.
- 83468 Thu 9 a.m. - 4 p.m. Nov 19
Erlton Campus S.W.
- 83325 Wed 9 a.m. - 4 p.m. Dec 2
Erlton Campus S.W.
- 82722 Sat 9 a.m. - 4 p.m. Dec 12
Erlton Campus S.W.

Excel Expert Functions & Features

Microsoft® Excel is a very powerful program. Its capabilities go well beyond the usual SUM, AVERAGE, MAX, MIN, IF and TEXT functions. Make Excel work harder for you by exploring 15+ other very usable features and functions such as OFFSET, ARRAY FORMULAS, DATA TABLES, MATCH, INDEX, CHOOSE, INDIRECT, DYNAMIC CHARTS and more. Recommended prerequisite: *Excel - Level 2* or equivalent experience.

6 Hours

Fee: \$225 or \$169 for September course

- 83311 Wed 9 a.m. - 4 p.m. Sep 30
Erlton Campus S.W.
- 83312 Mon 9 a.m. - 4 p.m. Oct 26
Erlton Campus S.W.
- 83469 Thu 9 a.m. - 4 p.m. Nov 26
Erlton Campus S.W.
- 82727 Tue 9 a.m. - 4 p.m. Dec 8
Erlton Campus S.W.

Excel Pivot Tables

Learn to quickly make sense of all the numbers: Find out how one of Microsoft® Excel's most powerful - yet least used - tools can turn data drudgery into conclusive reports and simplified analysis. Discover the power of Pivot Tables! Recommended prerequisites: This is an express class for experienced users who have taken an *Excel - Level 2* and are comfortable with that content.

3 Hours

Fee: \$149

- 82743 Fri 9 a.m. - 12 p.m. Oct 30
Erlton Campus S.W.
- 82744 Fri 1 - 4 p.m. Oct 30
Erlton Campus S.W.

Certificates of Recognition

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

- | | | | |
|---|---------|--|---------|
| ■ Bookkeeping Principles & Applications | page 12 | ■ English Language Learning Assistant 1 | page 19 |
| ■ Braille Transcription (UEB) Online | page 19 | ■ Library Assistant | page 20 |
| ■ Business Communication | page 14 | ■ Noon Supervision Service | page 20 |
| ■ CBE Office Administration Certificate Program (OACP) | page 6 | ■ Records Management | page 23 |
| ■ Computer Skills for Job Readiness | page 4 | | |
| ■ Core Leadership Development | page 15 | | |



See our website for the following:

- **English Language Learning Assistant 2**

Microsoft® Office Outlook

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

Outlook - Level 1 CSJR, OACP

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

6 Hours **Fee: \$225 or \$169 for September courses**

83443	Mon	9 a.m. - 4 p.m.	Sep 14
			Erlton Campus S.W.
82739	Fri	9 a.m. - 4 p.m.	Sep 18
			Erlton Campus S.W.
83329	Thu	9 a.m. - 4 p.m.	Oct 1
			Erlton Campus S.W.
83335	Mon	9 a.m. - 4 p.m.	Nov 2
			Erlton Campus S.W.
83444	Mon	9 a.m. - 4 p.m.	Nov 16
			Erlton Campus S.W.
83445	Sat	9 a.m. - 4 p.m.	Dec 12
			Erlton Campus S.W.

Outlook - Level 2

Learn to quickly locate and sort Outlook items, share folders, and perform more advanced tasks. Recommended prerequisite: *Outlook - Level 1* or equivalent experience.

6 Hours **Fee: \$225 or \$169 for September course**

83462	Wed	9 a.m. - 4 p.m.	Sep 23
			Erlton Campus S.W.
82742	Fri	9 a.m. - 4 p.m.	Oct 30
			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 \$119!

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

Microsoft® Office PowerPoint

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

PowerPoint - Level 1 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* or equivalent experience.

6 Hours **Fee: \$225 or \$169 for September courses**

83446	Tue	9 a.m. - 4 p.m.	Sep 15
			Erlton Campus S.W.
82745	Fri	9 a.m. - 4 p.m.	Sep 25
			Erlton Campus S.W.
82746	Thu	9 a.m. - 4 p.m.	Oct 22
			Erlton Campus S.W.
82747	Sat	9 a.m. - 4 p.m.	Nov 14
			Erlton Campus S.W.
83327	Fri	9 a.m. - 4 p.m.	Dec 11
			Erlton Campus S.W.

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 **Fee: \$225**

83464	Tue	9 a.m. - 4 p.m.	Oct 6
			Erlton Campus S.W.
82749	Thu	9 a.m. - 4 p.m.	Oct 29
			Erlton Campus S.W.
83465	Wed	9 a.m. - 4 p.m.	Nov 25
			Erlton Campus S.W.

COMPUTER INSTRUCTORS WANTED

If you would like to teach computer classes, request a *Course Proposal Package* by phoning Continuing Education at 403-777-7550, emailing ChinookContEd@cbe.ab.ca, or downloading it from our website.

rock slides
PowerPoint

Microsoft® Office Word

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

Word - Level 1 CSJR, OACP, RM

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

Comfortably Paced 12 Hours

Fee: \$275

82775 Mon, Fri 9 a.m. - 4 p.m. Oct 16 & 19
Erlton Campus S.W.

Energetically Paced 6 Hours

Fee: \$225 or \$169 for September courses

83428 Tue 9 a.m. - 4 p.m. Sep 8
Erlton Campus S.W.

83429 Sat 9 a.m. - 4 p.m. Sep 12
Erlton Campus S.W.

82778 Tue 9 a.m. - 4 p.m. Sep 22
Erlton Campus S.W.

83430 Mon 9 a.m. - 4 p.m. Sep 28
Erlton Campus S.W.

82777 Sat 9 a.m. - 4 p.m. Oct 24
Erlton Campus S.W.

82779 Tue 9 a.m. - 4 p.m. Dec 8
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.

Comfortably Paced 12 Hours

Fee: \$275

83460 Sat 9 a.m. - 4 p.m. Sep 19 & 26
Erlton Campus S.W.

82781 Fri, Mon 9 a.m. - 4 p.m. Nov 6 & 9
Erlton Campus S.W.

83480 Mon, Wed 6 - 9 p.m. Dec 7, 9, 14 & 16
Erlton Campus S.W.

Energetically Paced 6 Hours

Fee: \$225 or \$169 for September courses

83436 Thu 9 a.m. - 4 p.m. Sep 10
Erlton Campus S.W.

83438 Wed 9 a.m. - 4 p.m. Sep 30
Erlton Campus S.W.

83439 Tue 9 a.m. - 4 p.m. Oct 13
Erlton Campus S.W.

83440 Wed 9 a.m. - 4 p.m. Nov 4
Erlton Campus S.W.

83326 Sat 9 a.m. - 4 p.m. Nov 7

Spectacular Saturdays

Viscount Bennett Centre S.W.

82783 Sat 9 a.m. - 4 p.m. Nov 21
Erlton Campus S.W.

83437 Mon 9 a.m. - 4 p.m. Dec 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

Fee: \$225 or \$169 for September course

83453 Fri 9 a.m. - 4 p.m. Sep 18
Erlton Campus S.W.

82785 Sat 9 a.m. - 4 p.m. Dec 5
Erlton Campus S.W.

83454 Wed 9 a.m. - 4 p.m. Dec 16
Erlton Campus S.W.

Microsoft® Productivity

Office 2013 New Features

Microsoft® Office 2013 offers a significantly improved user experience with powerful new features across the Office system. This newest version of the Microsoft® Office suite incorporates a shiny new Ribbon with added features, online publication services, new tools for formatting spreadsheet data, and improved navigation and search capabilities. Many of Office 2013's new capabilities are not immediately obvious. This hands-on training is taught by instructors with extensive experience using Office and teaching Microsoft® Office classes, enabling them to demonstrate how the system's new features can enable you to accomplish more in a faster way, whether you use Microsoft® Office 2013 at work, home or school. Recommended prerequisites: A strong understanding of Microsoft® Windows file management and proficiency with an earlier version of Microsoft® Office.

6 Hours

Fee: \$169

82734 Tue 9 a.m. - 4 p.m. Sep 8
Erlton Campus S.W.

83463 Thu 9 a.m. - 4 p.m. Sep 24
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* or equivalent experience, and *Project Management - An Overview* is recommended for those individuals who have no Project Management experience.

12 Hours

Fee: \$325

83458 Wed, Thu 9 a.m. - 4 p.m. Sep 9 & 10
Erlton Campus S.W.

82752 Mon, Tue 9 a.m. - 4 p.m. Nov 23 & 24
Erlton Campus S.W.

COMFORTABLY PACED courses are geared towards those participants who need more time for questions and practice in class.

ENERGETICALLY PACED courses are designed for those who are comfortable with technology and prefer to learn at a brisk pace.

Publisher CSJR, OACP

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

6 Hours**Fee: \$225**83334 Sat 9 a.m. - 4 p.m. Oct 17
Erlton Campus S.W.82754 Thu 9 a.m. - 4 p.m. Nov 5
Erlton Campus S.W.**Visio CSJR**

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**Fee: \$225 or \$169 for September course**83441 Fri 9 a.m. - 4 p.m. Sep 11
Erlton Campus S.W.83333 Tue 9 a.m. - 4 p.m. Oct 27
Erlton Campus S.W.82768 Tue 9 a.m. - 4 p.m. Nov 10
Erlton Campus S.W.83332 Fri 9 a.m. - 4 p.m. Nov 20
Erlton Campus S.W.83442 Thu 9 a.m. - 4 p.m. Dec 17
Erlton Campus S.W.

COMFORTABLY PACED courses are geared towards those participants who need more time for questions and practice in class.

ENERGETICALLY PACED courses are designed for those who are comfortable with technology and prefer to learn at a brisk pace.

spectacular
saturdays

Take a little time
to learn a lot

Choose from dozens of full-day and half-day courses that can be completed on a single Saturday. For a complete listing of these courses, see page 13 in the Personal Development section, or visit our website.

November 7
2015

Viscount Bennett Centre
2519 Richmond Road S.W.

Windows CSJR, OACP

Learn to use the many features of Windows 7, including both basic and intermediate functions. Learn the various features, tools and options available. Familiarize yourself with the basics of personal computers, customize Windows, and manage files and folders. In the intermediate segment, learn advanced customization techniques and work with applications and programs in Windows. In addition, work with Internet Explorer and learn to enhance system performance. Recommended prerequisite: comfortable with computers or *Computers for the Absolute Beginner*.

Comfortably Paced 12 Hours**Fee: \$295**82771 Wed, Thu 9 a.m. - 4 p.m. Oct 14 & 15
Erlton Campus S.W.**Energetically Paced 6 Hours****Fee: \$225 or \$169 for September courses**82772 Mon 9 a.m. - 4 p.m. Sep 21
Erlton Campus S.W.83455 Sat 9 a.m. - 4 p.m. Sep 26
Erlton Campus S.W.82773 Sat 9 a.m. - 4 p.m. Oct 17
Erlton Campus S.W.83317 Mon 9 a.m. - 4 p.m. Dec 7
Erlton Campus S.W.

windows seat
Microsoft® Office

Online Professional Development**Salesforce® CRM System****High-Demand Skills for High-Demand Professionals**

Salesforce® is a flexible and affordable Customer Relationship Management (CRM) training package developed for sales professionals. The robust virtual class schedule provides the opportunity to take classes anywhere an Internet connection is available.

This online training package provides a rigorous learning experience that goes beyond the classroom, giving professionals the on-the-job support they need to be successful. Direct access to powerful pre, during and post-class learning tools is included. Software not included.

Classes target:**82760 Sales Representatives****Fee: \$480****82761 Administrators****Fee: \$4000**



Adobe® Pack Complete Collection

Our Adobe® Pack library gives design professionals the most comprehensive suite of tools for achieving excellence with Adobe® applications. Here are the applications included in the Adobe® Pack library for the new CC (Creative Cloud) and previous versions:

- CC Overview New Features
- Acrobat Pro
- Captivate
- Dreamweaver
- Flash Professional
- Illustrator
- InDesign
- Photoshop
- Premiere Elements

The library was created with web designers, graphic designers, page layout experts, and other creative professionals in mind. This library provides training for all levels of experience. In addition, it is an excellent "Just-in-Time" resource for referencing quick answers when working under a tight deadline, or can provide the framework for a full design and electronic communication learning path.

This collection of multi-level courses is perfect for PC and Mac users. Each short, focused course is based on sound design techniques for creating graphical elements and objects for the web, print, or multi-media output. Many of the Adobe® titles have been developed to meet the Adobe® Certified Expert (ACE) objectives.

82690 12-month subscription \$879

82691 6-month subscription \$679

Desktop Applications Complete Collection

Leverage your software investment with our complete collection of Desktop Application courses and resources. This collection covers 7 relevant categories:

- Spreadsheet applications
- Word processing applications
- Presentation and publishing applications
- Desktop databases
- Web tools
- Operating systems
- Project management tools

Regardless of your job role, department, schedule or learning style, this collection provides the training and tools to improve productivity, efficiency and effectiveness. From the novice to the advanced user, the collection will sharpen skills and enhance user ability. Visit our website for details.

Self-paced courses plus resources (Microsoft® Office versions 2003 to 2013)

82700 12-month subscription \$879

82701 6-month subscription \$679

Web Content Management

Online Skills OACP

This is more than just learning how to navigate the Internet. In this course, learn the basics of browsing, conducting searches and then the most talked about - social networking. Learn the dos and don'ts of navigating online tools like Facebook, LinkedIn, Twitter, Scribd and blogging. Recommended prerequisite: *Windows* or equivalent experience.

3 Hours

Fee: \$99

83456 Sat 9 a.m. - 12 p.m. Oct 3
Erlton Campus S.W.

Social Media for Entrepreneurs

Congratulations! You've started a business! Now, you need to attract customers. Social Media can't be beat for creating a buzz and best of all the accounts are free. This course provides an overview of the most popular Social Media platforms that can spread the word about your new business quickly. Learn to position yourself as the go-to business in your area and to safeguard your reputation.

Instructor: Cathy Burrell (see profile on our website)

3 Hours

Fee: \$99

82219 Sat 1 - 4 p.m. Nov 7

Spectacular Saturdays

Viscount Bennett Centre S.W.

Web Writing NEW

All the attributes of good writing apply equally to the web and to print. However, the web is also different; it is interactive and personal. Readers expect more of an honest, objective, and relevant discussion with a real person - not the one-way communication more typical with print. In this three-hour workshop, explore how to write well for the web, including how to write with increased clarity, more simplicity, greater brevity, and more apparent humanity. *Instructor: Warren Clendinning (see profile on our website)*

3 hours

Fee: \$119

83487 Thu 6 - 9 p.m. Oct 15
Erlton Campus S.W.

83488 Sat 9 a.m. - 12 p.m. Nov 14
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

Fee: \$225

83309 Sat 9 a.m. - 4 p.m. Oct 24
Erlton Campus S.W.

83310 Sat 9 a.m. - 4 p.m. Oct 31
Erlton Campus S.W.

For SMART Boards® Introduction, see page 20.

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

Accounting & Bookkeeping

All accounting classes are taught by qualified, professional accountants. Take advantage of the Calgary Board of Education's Office Administration Certificate Program. See page 6. Courses applicable to this program are identified with OACP.

For QuickBooks - Levels 1 & 2 and Simply Accounting - Levels 1 & 2, see page 3.

Bookkeeping Principles & Applications Certificate of Recognition

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 is approximately 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 as outlined above and practicum success must be achieved at each level before proceeding to the next level.

For practicum details please see [Bookkeeping Principles & Application Practicum on this page](#).

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

Fees:

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

To register call 403-777-7224

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 CPA certification. A modified fee is available for students who have taken this course in the last two years. Instructor: Doug Reeh, CA. (see profile on our website)

4 Classes

Fee: \$359

- 82786 Fri 6 - 9 p.m. Sep 18 & 25
 Sat 8:30 a.m. - 3 p.m. Sep 19 & 26
 Erlton Campus S.W.
- 82787 Fri 6 - 9 p.m. Nov 13 & 20
 Sat 8:30 a.m. - 3 p.m. Nov 14 & 21
 Erlton Campus S.W.

Bookkeeping 2 - Accounting Essentials BPA

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

2 Classes

Fee: \$289

- 82788 Fri 1:30 - 8:30 p.m. Oct 16
 Sat 8:30 a.m. - 3:30 p.m. Oct 17
 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 portion of the required practicum. 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 exercise 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

- 82792 Thu 4 - 7 p.m. Oct 29
 Erlton Campus S.W.

QuickBooks Practicum

- 82795 Tue 6 - 9 p.m. Nov 17
 Erlton Campus S.W.

Simply Accounting Practicum

- 82796 Mon 6 - 9 p.m. Nov 23
 Erlton Campus S.W.

Create a Budget Using Excel NEW

Where does all your money go? Learn how Microsoft® Excel can help you solve this mystery. The tools available in Excel make creating a personalized budget an easy, even enjoyable task. With just a fundamental knowledge of the program, you can investigate and analyze your expenses and generate a financial plan that allows you to steer your resources away from the unessential and towards the important. At the end of the class, leave with the beginnings of a personalized budget. Brace yourself! You will be shocked at what Excel teaches you about your spending habits. *Instructor: Stephen Price*

1 Class**Fee: \$99**

83531 Thu 6 - 9 p.m. Oct 15
Viscount Bennett Centre S.W.

83532 Sat 9 a.m. - 12 p.m. Nov 7
Spectacular Saturday
Viscount Bennett Centre S.W.

Taxation Basics BPA

Learn important concepts of taxation to help you gather information necessary to do a basic business tax return. Understand what additional accounts need to be set up in the general ledger to facilitate ease in preparing for filing a tax return. A practical exercise is included in class time to reinforce the key concepts.

Instructor: Doug Reeh (see profile on website)

2 Classes**Fee: \$299**

82798 Fri 1:30 - 8:30 p.m. Nov 27
Sat 8:30 a.m. - 3 p.m. Nov 28
Erilton Campus S.W.

SEND 4 AND THE 5TH ONE IS FREE

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

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.

Instructor: Doug Reeh (see profile on our website)

1 Class**Fee: \$189**

82799 Sat 8:30 a.m. - 4 p.m. Oct 31
Erilton Campus S.W.

Calgary Board of Education's Office Administration Certificate Program (OACP)

*Want to advance your career as an Office Administrative Professional? The Calgary Board of Education's **OFFICE ADMINISTRATION CERTIFICATE PROGRAM** prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education. 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.*

forklift training

PARKING is free at all of our training locations.

MANUALS and **GST** are included in the course fees.

Professional Training**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**Fee: \$199**

82536 Thu 6 - 9 p.m. Sep 24
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Sep 26
Bugle Forklift Sales & Rentals S.E.

82537 Thu 6 - 9 p.m. Oct 22
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Oct 24
Bugle Forklift Sales & Rentals S.E.

82538 Thu 6 - 9 p.m. Nov 19
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Nov 21
Bugle Forklift Sales & Rentals S.E.

82539 Thu 6 - 9 p.m. Dec 10
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Dec 12
Bugle Forklift Sales & Rentals S.E.

PARKING is free at all of our training locations.

MANUALS 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 CBE Office Administration Certificate Program (OACP) registrants.

To Register call: 403-777-7224

Communication

Canadian English Pronunciation

Do you speak English as a second language? Would you like to be more clearly understood and confident speaking English? Take this one day workshop to experience immediate improvements in pronunciation. Your specific pronunciation differences will be identified and you will set achievable personal pronunciation goals. Learn to work step by step through listening and speaking exercises to improve Canadian English pronunciation. Key English consonants, vowels and stress patterns will be covered. A text and 4 audio CDs, valued at \$80, are included in the fee to assist with your practice and improvement beyond the workshop.

1 Class

Fee: \$249

82803 Sat 9 a.m. - 4 p.m. Nov 7
Spectacular Saturdays
Viscount Bennett Centre S.W.

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

Fee: \$379

82806 Fri 9 a.m. - 4 p.m. Nov 20 - Dec 4
Erlton Campus S.W.

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

Fee: \$179

82812 Tue 9 a.m. - 4 p.m. Nov 17
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

Fee: \$159

82813 Tue 9 a.m. - 4 p.m. Nov 24
Erlton Campus S.W.

How to Be Heard NEW

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

Fee: \$159

83510 Tue 9 a.m. - 4 p.m. Dec 1
Erlton Campus S.W.

Legend | Certificates of Recognition

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

now hear this

Effective Listening Skills

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 **Fee: \$99**

82821 Fri 9:30 a.m. - 12:30 p.m. Oct 30
Viscount Bennett Centre S.W.

Managing Stress in the Workplace OACP

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

Instructor: Drew Price (see profile on website)

2 Classes **Fee: \$159**

82822 Tue, Thu 6 - 9 p.m. Oct 13 & 15
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'. Presented by Cooper Communication Ltd.

7 Classes **Fee: \$329**

82828 Tue 6 - 9 p.m. Oct 27 - Dec 8
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 **Fee: \$99**

82833 Mon 6 - 9 p.m. Nov 9
Erlton Campus S.W.

83316 Fri 1 - 4 p.m. Dec 11
Erlton Campus S.W.

**online**

Continuing Education offers a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors. Our online courses are affordable, fun, fast, convenient and geared just for you. Each course lasts 6 weeks and new sessions start every month. Visit our website for Online Lifelong Learning offerings. Online registration is available.

For Social Media for Entrepreneurs see page 11.

Leadership & Management**Core Leadership Development**

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.

Classroom option: 9 Courses (102 hours)

- Coaching Your Business Team - 6 hours
- Communication & Effective Relationships - 18 hours
- Conflict Resolution for the Workplace - 12 hours
- Critical Thinking & Effective Decision Making - 7 hours
- Leadership Skills for Managers - 12 hours
- Negotiate For Win-Win Results - 12 hours
- Power of Difference: Strong Workplace Strategies - 6 hours
- Speaking with Confidence - 21 hours
- Behavioural Interviewing Skills - 6 hours

Online Option:

Leadership Advantage Subscription for 1 year (approximately 90 hours), and one of the following face-to-face courses:

- Communication & Effective Relationships - 18 hours
- Negotiate For Win-Win Results - 12 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.

To Register call 403-777-7224

Leadership Advantage

This online program is a targeted leadership development solution leveraging multiple modes of instruction, including text, video and interactive practice activities to keep the learning quick, easy and engaging. Through a series of targeted learning tracks, Leadership Advantage provides current leaders and high potentials with a collection of focused resources targeting essential leadership and management skills in the areas of leading, strategic ability, managing, talent management, working with others, self-management, analytical skills and business acumen.

Each learning track is designed to take no more than two hours. Completing the different tracks enables learners to acquire the right mix of skills to successfully lead organizations now and into the future.

The learning assets (resources) included in the Leadership Advantage include:

- Leadership Development Channel QuickTalk Videos (average duration 5-7 minutes each)
- ExecSummaries
- ExecBlueprints
- Business Impacts
- Challenges
- Case Studies (Learning Sparks)
- Key Concepts
- Self-Assessments
- Fast Track
- Post Test
- Leader Led Activities
- Live Events

Fee: \$959 for a one year subscription

To Register call 403-777-7224

Visit www.ChinookLearningServices.com/ContEd.html

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**Fee: \$189**

82800 Thu 8:30 a.m. - 5 p.m. Nov 26
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**Fee: \$279**

82807 Fri, Sat 9 a.m. - 3:30 p.m. Oct 23 & 24
Erlton Campus S.W.

Consultative Selling – An Introduction NEW

Buyers today have all the information they need at their fingertips, can research competitors with ease, and have smaller budgets to work with. As a result, selling has shifted from an information dump to a consultative process. Discover the essential components of consultative sales, including the psychology of influence and the consultative selling process used by best-in-class sales professionals. Learn about managing yourself, building a sales business plan, conducting a sales meeting/presentation using consultative sales and ways to secure business. Become a strategic sales professional that your clients can rely on. *Instructor: Hyder Hassan*

7 classes**Fee: \$329**

83518 Tue 6–9 p.m. Oct 20 – Dec 1
Erlton Campus S.W.

Critical Thinking & Effective Decision Making CLD

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

Instructor: Janet Desautels (see profile on our website)

1 Class**Fee: \$169**

82809 Thu 8:30 a.m. - 4:30 p.m. Oct 29
Erlton Campus S.W.

Customer Service OACP

With the proper tools, your front line staff can turn your business around and increase sales. Explore the eight pillars of customer service excellence, how to deal with disasters and angry customers, and how to use surveys and feedback responses. Develop customer service guidelines and effectively manage the customer service process.

Instructor: Drew Price (see profile on our website)

1 Class**Fee: \$159**

82810 Tue 9 a.m. - 4 p.m. Oct 13
Erlton Campus S.W.

Dealing with Difficult Behaviour OACP

Have you ever had to deal with difficult people at work? Learn to understand these people, and gain specific strategies for dealing with them. Know what to do and say the next time you're the target of extreme behaviour.

Instructor: Darlene Readwin (see profile on our website)

1 Class**Fee: \$159**

82811 Sat 9 a.m. - 4 p.m. Nov 7
Spectacular Saturdays
Viscount Bennett Centre 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**Fee: \$189**

82814 Sat 9 a.m. - 3:30 p.m. Oct 31
Erlton Campus S.W.

Leadership Skills for Managers CLD, OACP

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**Fee: \$289**

82817 Fri, Sat 9 a.m. - 4 p.m. Oct 16 & 17
Erlton Campus S.W.

Meeting Essentials

Explore the essentials of conducting a meeting through the use of effective facilitation skills. Study the areas of group dynamics and meeting preparation as well as practical tips for moving a group forward. Discuss problem solving for common team meeting complaints and practice in small group settings. Learn the role, definition and necessary communication skills of an effective facilitator. *Instructor: Lynne Biberdorf*

1 Class**Fee: \$139**

82823 Tue 9 a.m. - 1 p.m. Nov 3
Erlton Campus S.W.

Negotiate for Win-Win Results CLD, OACP

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

2 Classes**Fee: \$289**

82824 Tue, Wed 9 a.m. - 4 p.m. Dec 1 & 2
Erlton Campus S.W.

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. *Instructor: Dean Sheppard*

4 Classes**Fee: \$269**

82826 Mon 6 p.m. - 9 p.m. Nov 16 - Dec 7
Erilton 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**Fee: \$329**

82831 Thu 9 a.m. - 3 p.m. Nov 5 - 19
Erilton Campus S.W.

Teambuilding OACP

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

1 Class**Fee: \$159**

82832 Thu 9 a.m. - 4 p.m. Oct 15
Erilton Campus S.W.

SEND 4 AND THE 5TH ONE IS FREE

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

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**Fee: \$159**

82834 Wed 9 a.m. - 4 p.m. Oct 14
Erilton Campus S.W.

Understanding Diversity

In today's global environment, contemporary workers must display a keen ability to interact effectively with individuals of different cultures as success may be more difficult to attain without intercultural competence. Through a series of interactive, reflective learning experiences, uncover cultural values, beliefs, attitudes, and behaviors; learn capabilities to survive the effects of globalization; and, develop critical awareness of self, others, and situations. *Instructor: Jennifer Rose*

1 Class**Fee: \$179**

83530 Fri 9 a.m. - 4 p.m. Nov 13
Erilton Campus S.W.

Calgary Board of Education's Office Administration Certificate Program (OACP)

Want to advance your career as an Office Administrative Professional? The Calgary Board of Education's OFFICE ADMINISTRATION CERTIFICATE PROGRAM prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education. 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.

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

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

Engineering & Other Disciplines

FE Exam Preparation

This is a refresher course for the Fundamentals of Engineering (FE) Exam. This course assists candidates preparing to take the Computer Based Test (CBT) for membership with Association of Professional Engineers and Geoscientists of Alberta (APEGA) and those working towards a United States Engineering License. This course includes:

- All topics in the 'Other Disciplines' specification
- Theory for each topic in combination with in-class examples and FE style assignments
- Exam-writing strategies
- Mock exam simulating FE CBT Exam conditions & review of mock exam results
- FE Reference Handbook (9th Edition) - downloaded from the NCEES official website.

Instructors: Noel Vicente, P Chem, P Eng (see profile on our website) & Frank Rubaie, P Eng, EIT

9 Classes

Fee: \$998

83506 Sat 9 a.m. - 3 p.m. Sep 19 - Nov 14
 Viscount Bennett Centre S.W.

Sat 8:30 a.m. - 3:30 p.m. Nov 21 (mock exam)
 Viscount Bennett Centre S.W.

NPPE Preparation Course

As a prerequisite for registration in the Association of Professional Engineers and Geoscientists of Alberta (APEGA), engineering, geology, and geophysics graduates and first time applicants are required to successfully complete the National Professional Practice Exam (NPPE). This 5-session, 15-hour seminar reviews the primary literature required by APEGA and provides preparation for exam writing in the general areas of Engineering Practice and Ethics and Fundamentals of Professional Engineering Law. It also covers the Occupational Health and Safety Act. The final session includes a review of 100 multiple choice questions in preparation for the exam. Each participant receives copies of the materials covered throughout the seminar. Access to the textbooks and literature required by APEGA is recommended.

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

5 Classes

Fee: \$489

82840 Wed 6 - 9 p.m. Sep 16 - Oct 14
 Erlton Campus S.W.

83336 Wed 6 - 9 p.m. Nov 25 - Jan 6
 Erlton Campus S.W.



These online courses are provided by ed2go, a global Registered Education Provider for the Project Management Institute (PMI®). For more information or to register, go to the QR code or see online offerings on our website.

online

PMP® Certification Exam Prep 1

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

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

online

PMP® Certification Exam Prep 2

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

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

shift gears

Engineering Exam Prep



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

CBE Classroom Support Programs

Braille Transcription (UEB) Online Certificate of Recognition

Braille is a tactile system that enables the blind to read and write. Transcribing print into braille requires learning a set of rules called a Braille Code. Canada has adopted the Unified English Braille Code (UEB) and its implementation is in process across the country. Learn UEB, an international braille code that governs the transcription of literary material, math, science and technology. This course is suitable for individuals who are new to braille or who have previously taken a Literary Braille course and would like extra review and practice while learning UEB. Access the course from your home computer. Classes are delivered online through the CBE's Brightspace by D2L program and Blackboard (Collaborate). You will receive a Certificate of Recognition upon completion of this program. Free software Perky Duck is used for this course. It is available for PC computers with Windows operating system. Macs can be used if they have a program installed that allows Windows to be run on the Mac. Word and access to a printer is also needed. This course is labor intensive. Each lesson requires 10-15 hours of homework to be successful.

Instructor: Carolyn Malcolm, Certified Braille Transcriber

23 Classes

Fee: \$450

82502 Tue 7:15 - 9:15 p.m. Sep 22 - May 31
Online

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 highly recommended to succeed in this course.

Instructor: Doloris Duval, BA, B Ed

12 Classes

Fee: \$549

82522 Tue, Thu 5 - 7:30 p.m. Oct 6 - Dec 10
Viscount Bennett Centre S.W.



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.)

<http://www.tinyurl.com/ChinookConfirm>

Great Reads for Grades K-3

Learn about all the best books for early readers! This course surveys literature for young kids (Grades K-3) including early readers, picture books, beginning chapter books and kids' non-fiction. Come away enthused about kidlit and ready to help your students and children learn to love reading.

Instructor: Valerie Viccars, BA, M.LIS (see profile on our website)

1 Class

Fee: \$69

82553 Wed 6:30 - 9 p.m. Oct 21
Viscount Bennett Centre S.W.

Great Reads for Grades 4-6

Learn about all the best books for young readers! This course surveys literature for kids (Grades 4-6) including popular and award-winning chapter books and kids' non-fiction. Come away enthused about kidlit and ready to help your students and children learn to love reading. *Instructor: Valerie Viccars, BA, M.LIS (see profile on our website)*

1 Class

Fee: \$69

82554 Wed 6:30 - 9 p.m. Oct 28
Viscount Bennett Centre S.W.



online

Continuing Education offers a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors. Our online courses are affordable, fun, fast, convenient and geared just for you. Each course lasts 6 weeks and new sessions start every month. Visit our website for Online Lifelong Learning offerings. Online registration is available.

undercover investigations

Great Reads for Kids

Library Assistant Certificate of Recognition

This introductory program provides an orientation to the work environment of a library assistant within the Calgary Board of Education school library learning commons in support of 21st century learners. Upon completion of the program, you will have an understanding of basic library management, school library policies within the CBE and become familiar with a variety of strategies, resources and procedures that support working in a school library. You will receive the Library Assistant Certificate of Recognition upon completion of this program.

Instructor: Linda Shantz-Keresztes, B Ed, Dip Ed (see profile on our website)

10 Classes

Fee: \$489

82573 Tue 5 - 8 p.m. Oct 6 - Dec 8
Henry Wise Wood High School S.W.

Noon Supervision Service Certificate of Recognition

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

1 Class

Fee: \$149

82592 Thu 8:30 a.m. - 4 p.m. Oct 29
Erlton Campus S.W.

83489 Mon 8:30 a.m. - 4 p.m. Feb 1
Erlton Campus S.W.

Positive Behaviour Supports

Learn about student behaviours by understanding the developing brain and the effects of stress on behaviour. This course presents preliminary strategies for providing safe, dignified support for student learning. It also addresses the social/emotional needs of students in a classroom environment. All school staff welcome!

Instructor: Teresa Vancise, B Ed, M Ed

6 Classes

Fee: \$199

82607 Thu 7 - 9 p.m. Oct 22 - Nov 26
Erlton Campus S.W.

SMART Boards® 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: Rachelle Jean-Gilles

2 Classes

Fee: \$119

82636 Tue, Thu 7 - 9:30 p.m. Oct 13 & 15
Viscount Bennett Centre S.W.

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:

- Business writing and grammar
- Proofreading
- Customer service
- Leadership skills
- Time Management
- Microsoft® Office Training
- Teambuilding
- Email



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.

best in show

SMART Boards® Introduction

Technology in the Classroom Series **NEW**

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.

Instructor: Nadya Schewczyk

7 Classes

Fee: \$399

83493 Thu 5 - 7:30 p.m. Oct 22 - Dec 3
Viscount Bennett Centre S.W.

Register for the complete series of 7 courses and save \$224 or register for individual courses.

Gmail & Google Apps for Education in the Classroom

NEW

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.

Instructor: Nadya Schewczyk

1 Class

Fee: \$89

83492 Thu 5 - 7:30 p.m. Oct 22
Viscount Bennett Centre S.W.

Immediate Student Response Systems without Clickers

NEW

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!

Instructor: Nadya Schewczyk

1 Class

Fee: \$89

83495 Thu 5 - 7:30 p.m. Oct 29
Viscount Bennett Centre S.W.

Create Stop-Motion Animations on Your iPad **NEW**

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. *Instructor: Nadya Schewczyk*

1 Class

Fee: \$89

83497 Thu 5 - 7:30 p.m. Nov 5
Viscount Bennett Centre S.W.

Bring Magic into Your Classroom with Augmented Reality **NEW**

Augmented Reality (AR) is everywhere - used by Ikea, LEGO, 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.

Instructor: Nadya Schewczyk

1 Class

Fee: \$89

83499 Thu 5 - 7:30 p.m. Nov 12
Viscount Bennett Centre S.W.

App Smashing for Pros **NEW**

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. *Instructor: Nadya Schewczyk*

1 Class

Fee: \$89

83501 Thu 5 - 7:30 p.m. Nov 19
Viscount Bennett Centre S.W.

Web 2.0 Tools Every Teacher Needs to Know **NEW**

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. *Instructor: Nadya Schewczyk*

1 Class

Fee: \$89

83503 Thu 5 - 7:30 p.m. Nov 26
Viscount Bennett Centre S.W.

Enhance Your Learning Commons with Stunning Maker Projects **NEW**

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! *Instructor: Nadya Schewczyk*

1 Class

Fee: \$89

83505 Thu 5 - 7:30 p.m. Dec 3
Viscount Bennett Centre S.W.



PARKING is free at all of our training locations.

MANUALS 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 CBE Office Administration Certificate Program (OACP) registrants.

To Register call 403-777-7224

Legend | Certificates of Recognition

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



Watch for last minute discounts on selected courses. Follow us on Twitter or bookmark our Seat Sales webpage.

SEND 4 AND THE 5TH ONE IS FREE

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

Business Writing

Business Email Fundamentals **NEW**

With a focus on routine business communication, this one-day seminar focuses on skills and strategies for effective email correspondence. Learn to craft clear, concise email messages that produce timely results. Read, interpret and evaluate a variety of written material and practice writing, proof-reading and editing email. Topics to be explored:

- Writing with the Reader in Mind
- Clarifying Purpose
- Narrowing the Message
- Keeping It Professional & Relevant
- Effective Language & Word Choice
- Sentence Structure
- Sequencing Information & Ideas
- Standard Business Conventions
- Spelling, Grammar & Punctuation
- Proofreading & Editing

Instructor: Barbara Sontag

1 Class

Fee: \$159

83508 Tue 9 a.m. - 4 pm. Oct 20
Erlton Campus S.W.

83509 Wed 9 a.m. - 4 pm. Nov 25
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: Abigail Gonzalez-Kube

4 Classes

Fee: \$279

82842 Thu 6 - 9 p.m. Nov 5 - 26
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. Presented by Cooper Communication Ltd.

7 Classes

Fee: \$349

82854 Wed 6 - 9 p.m. Oct 21 - Dec 9
Erlton Campus S.W.

makes perfect tense

Business English Grammar

For information call 403-777-7550

Office Skills

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!

1 Class

Fee: \$139

82844 Sat 9 a.m. - 3 p.m. Nov 7
Spectacular Saturdays
Viscount Bennett Centre S.W.

83328 Thu 9 a.m. - 3 p.m. Dec 3
Erlton Campus S.W.

Proofreading Perfected BC, OACP

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

Instructor: Joy Carlson (see profile on our website)

1 Class

Fee: \$149

82847 Sat 9 a.m. - 3:30 p.m. Oct 24
Erlton Campus S.W.

Records Management Theory OACP, RM

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

Instructor: Michele Labbé (see profile on our website)

4 Classes

Fee: \$269

82851 Mon 6 - 9 p.m. Sep 21 - Oct 26
Erlton Campus S.W.

Retention & Disposition RM

Develop understanding of retention and disposition theory and practice. Focus on the protection of critical business information through the application of retention and disposition programs, developing retention schedules, acquisition and appraisal of records, arrangement and description, reference services, preventive conservation, and facility planning and security.

Instructor: Barbara Bellamy (see profile on our website)

4 Classes

Fee: \$269

82852 Mon 5:30 - 8:30 p.m. Nov 2 - 23
Erlton Campus 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

Fee: \$149

82853 Sat 9 a.m. - 3 p.m. Nov 7
Spectacular Saturdays
Viscount Bennet Centre S.W.

Records Management Certificate of Recognition

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)

Data Management Technology - 12 hours

Ethics Management - 12 hours

Microsoft® Office Applications - 30 total hours

- Access - Level 1
- Excel - Level 1 (Express)
- PowerPoint - Level 1 (Express)
- Word - Level 1 (Express)

Records Management Application - 12 hours

Records Management Theory - 12 hours

Retention and Disposition - 12 hours

Writing Skills for Business - 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 Certificate of Registration program and pay a non-refundable \$50 fee at the time of registration. This fee is waived for CBE Office Administration Certificate Program (OACP) registrants.

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

Calgary Board of Education's Office Administration Certificate Program (OACP)

Want to advance your career as an Office Administrative Professional? The Calgary Board of Education's OFFICE ADMINISTRATION CERTIFICATE PROGRAM prepares you with best-practice training and development opportunities that meet the essential requirements of today's rapidly changing school or central office at the Calgary Board of Education. 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.

cross checking

Proofreading Perfected



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 \$119!

The list below is a sampling of our offerings.

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

Accounting & Finance

- Introduction to QuickBooks
 - Introduction to Stock Options
 - Intermediate Quickbooks
 - Keys to Successful Money Management
 - Mastery of Business Fundamentals
 - Personal Finance
 - Performing Payroll in Quickbooks
 - Where Does All My Money Go?
- and more ...

Languages

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

Business

- Building Teams That Work
 - Creating a Successful Business Plan
 - Effective Selling
 - Fundamentals of Supervision & Management
 - Keys to Effective Communication
 - Managing Customer Service
 - Manufacturing Fundamentals
 - PMP Certifications Exam Prep 1 & 2
 - Purchasing Fundamentals
 - Start Your Own Small Business
- and more ...

Microsoft® Office Applications

- Advanced Microsoft® Excel 2010 & 2013
 - Intermediate Microsoft® Access 2010 & 2013
 - Intermediate Microsoft® Excel 2010 & 2013
 - Intermediate Microsoft® Word 2010 & 2013
 - Introduction to Microsoft® Access 2010 & 2013
 - Introduction to Microsoft® Excel 2010 & 2013
 - Introduction to Microsoft® Outlook 2010 & 2013
 - Introduction to Microsoft® PowerPoint 2013
 - Introduction to Microsoft® Word 2010 & 2013
 - What's New in Microsoft® Office 2013
- and more ...

Computer Design & Composition

- Creating Mobile Apps with HTML5
 - Introduction to C++ Programming
 - Introduction to Crystal Reports
 - Introduction to Database Development
 - Introduction to Dreamweaver CS6
 - Introduction to Lightroom 5
 - Introduction to Oracle
 - Introduction to SQL
 - Introduction to Visual Basic
 - Introduction to Windows 8
- and more ...

Teaching & Education

- Creating a Classroom Website
 - Creating the Inclusive Classroom: Strategies for Success
 - Differentiated Instruction in the Classroom
 - Empowering Students with Disabilities
 - Practical Ideas for the Adult ESL/EFL Classroom
 - Solving Classroom Discipline Problems
 - Teaching Adult Learners
 - Teaching Students with ADHD
 - Teaching Students with Autism: Strategies for Success
 - Teaching Smarter with SMART Boards
- and more ...

Health Care & Medical

- Certificate in Brain Health
 - Certificate in Stress Management
 - Handling Medical Emergencies
 - Happy & Healthy Pregnancy
 - Human Anatomy & Physiology I & II
 - Introduction to Natural Health & Healing
 - Lose Weight and Keep It Off
 - Medical Terminology: A Word Association Approach
- and more ...

Writing & Publishing

- Advanced Fiction Writing
 - Beginning Writer's Workshop
 - Business & Marketing Writing
 - Effective Business Writing
 - Fundamentals of Technical Writing
 - Keys to Effective Editing
 - Publish and Sell Your E-Books
 - Writing Essentials
- and more ...

spectacular
saturdays

November 7, 2015

take a little time to learn a lot

Viscount Bennett Centre, 2519 Richmond Road S.W.

Morning Classes

<i>Beaded Necklace (Kumihimo)</i>	\$129
9 a.m. - 12 p.m.	
<i>Blogging for Everybody</i>	\$79
9 a.m. - 12 p.m.	
<i>Buying or Selling a Condominium or Home</i>	\$40
9:30 a.m. - 12:30 p.m.	
<i>Create a Budget Using Excel</i>	\$129
9 a.m. - 12 p.m.	
<i>CyberSAFE (Securing Assets for End Users)</i>	\$149
10 a.m. - 1:30 p.m.	
<i>Executor Duties & Responsibilities</i>	\$20
9:30 - 11:30 a.m.	
<i>Glass Etching</i>	\$99
9 a.m. - 12 p.m.	
<i>Home Workout Circuit</i>	\$69
10 a.m. - 12 p.m.	
<i>Intuition - Develop Your Inner Wisdom</i>	\$69
9:30 a.m. - 12 p.m.	
<i>Massage - CranioSacral Therapy</i>	\$89
9 - 11:30 a.m.	
<i>Maximizing Your iPhone</i>	\$99
9 a.m. - 12 p.m.	
<i>Soap Making - Get Started</i>	\$89
10 a.m. - 12 p.m.	
<i>The Art of Henna - An Introduction</i>	\$89
9 a.m. - 12 p.m.	
<i>Troubleshooting & Maintaining Your PC</i>	\$99
9 a.m. - 12 p.m.	

Afternoon Classes

<i>Artist Trading Cards</i>	\$89
12:30 - 3:30 p.m.	
<i>Beaded 7-Strand Bracelet</i>	\$119
12:30 - 3:30 p.m.	
<i>Body in Balance</i>	\$59
1 - 3 p.m.	
<i>Energize - Emotional Freedom Technique</i>	\$89
1 - 3:30 p.m.	
<i>Lotions, Potions & Body Soufflés</i>	\$89
12:30 - 2:30 p.m.	
<i>Maximizing Your iPad</i>	\$99
1 - 4 p.m.	
<i>Meditation - An Introduction</i>	\$59
1 - 3 p.m.	
<i>Metal Etching</i>	\$99
1 - 4 p.m.	
<i>Origami Greeting Cards</i>	\$89
12:30 - 3:30 p.m.	
<i>Personal Directives/Power of Attorney</i>	\$20
12:30 - 2:30 p.m.	
<i>Sign Language - An Introduction</i>	\$99
1 - 4 p.m.	
<i>Social Media for Entrepreneurs</i>	\$99
1 - 4 p.m.	
<i>Troubleshooting & Maintaining Your PC - Level 2</i>	\$99
1 - 4 p.m.	
<i>Wills</i>	\$20
12:30 - 2:30 p.m.	

Full-Day Classes

<i>Acrylics - A Taste</i>	\$179
9:30 a.m. - 4 p.m.	
<i>Canadian English Pronunciation</i>	\$249
9 a.m. - 4 p.m.	
<i>Creating Better Pictures</i>	\$149
9:30 a.m. - 3 p.m.	
<i>Dealing with Difficult Behaviour</i>	\$159
9 a.m. - 4 p.m.	
<i>Excel - Level 2 Energetically Paced</i>	\$225
9 a.m. - 4 p.m.	
<i>French for Travellers</i>	\$129
9 a.m. - 3:30 p.m.	
<i>German for Travellers</i>	\$129
9 a.m. - 3:30 p.m.	
<i>Italian for Travellers</i>	\$129
9 a.m. - 3:30 p.m.	
<i>Make Your Own Dress Form</i>	\$139
9:30 a.m. - 3 p.m.	
<i>Meetings, Agendas & Minutes</i>	\$139
9 a.m. - 3 p.m.	
<i>Spanish for Travellers</i>	\$129
9 a.m. - 3:30 p.m.	
<i>Speed Reading</i>	\$149
9 a.m. - 3 p.m.	
<i>Watercolour - Card Workshop</i>	\$129
9:30 a.m. - 3:30 p.m.	
<i>Word - Level 2 Energetically Paced</i>	\$225
9 a.m. - 4 p.m.	

carpe diem

Seize the Saturday

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

Bugle Forklift Sales & Rentals
105 - 4919 - 72 Ave. S.E. T2C3H3

Central Memorial High School
5111 - 21 St. S.W. T3E 1R9

Crescent Heights High School
1019 - 1 St. N.W. T2M 2S2

Dr. E.P. Scarlett High School
220 Canterbury Dr. S.W. T2W 1H4

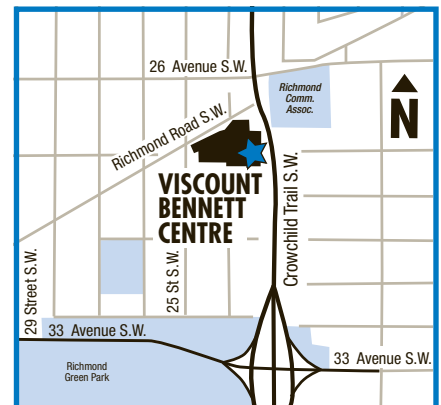
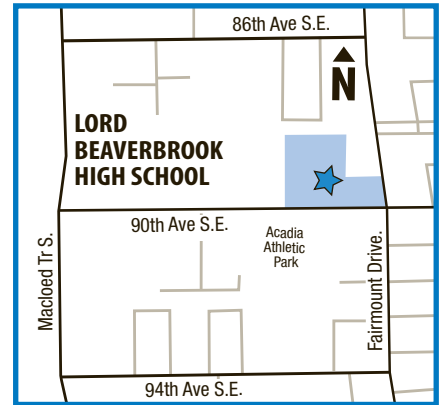
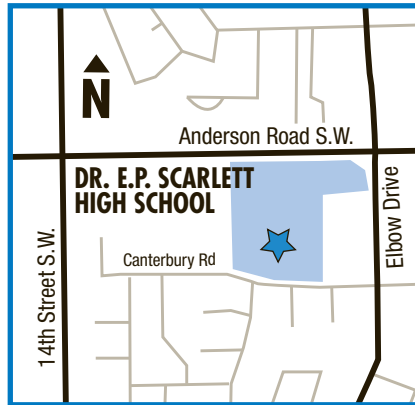
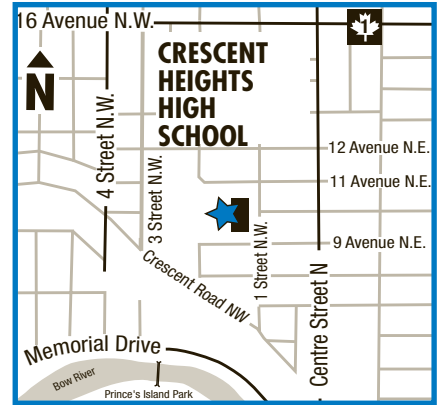
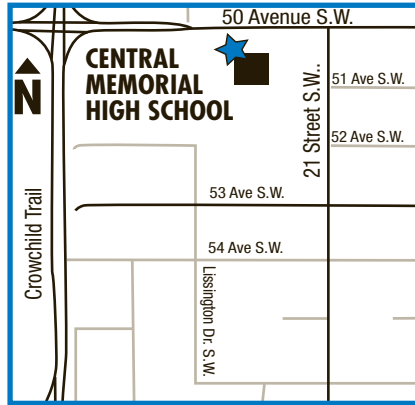
Erlton Campus
24 - 28 Ave. S.W. T2S 2Y1

Henry Wise Wood High School
910 - 75 Ave. S.W. T2V 0S6

Lord Beaverbrook High School
9019 Fairmount Dr. S.E. T2H 0Z4

Sir Winston Churchill High School
5220 Northland Dr. N.W. T2L 2J6

Viscount Bennett Centre
2519 Richmond Rd. S.W. T3E 4M2



FREE PARKING!
Did you know that you can park for free at all our Calgary Board of Education schools?

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

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

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

DECIDED ON A COURSE OR TWO?

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

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

FREE PARKING!

Did you know that you can park for free at all our Calgary Board of Education schools? If you do have to park on the street adjacent to the school, please be aware of the posted parking restrictions, and be sensitive to the neighbourhood needs.

NEED MORE INFORMATION?

Call 403-777-7224.

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

WHEELCHAIR ACCESSIBILITY

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

DISCLAIMER

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

How To Register

- **You must be 18 years of age or older to register in most Continuing Education courses.**
- **65 or over? You are eligible for a 10% discount (some exceptions apply).**

1

phone | 403-777-7224



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

Payment: Visa or MasterCard only

2

walk-in |



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

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

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

3

fax | 403-777-8848



Payment: Visa or MasterCard only
(see form on page 16)

4

mail |



Chinook Learning Services, Registration
Viscount Bennett Centre, Room 162
2519 Richmond Road S.W.
Calgary, AB T3E 4M2
(see form on page 16)

Payment: Visa, MasterCard, cheque or money order (payable to Calgary Board of Education). Please list the course title, code and location on reverse of cheque or money order. Please submit a separate cheque for each course.

withdrawal | transfer policy

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

Income Tax Policy for Non-Credit Continuing Education

Chinook Learning Services, Calgary Board of Education, is certified by Human Resources and Skills Development Canada to be a designated educational institution for the purposes of sections 118.5 and 118.6 of the Income Tax Act. Canada Revenue Agency Income Tax Act applies only to those programs or courses offered by our institution which have been designated to provide students with sufficient skills to enable them to work in or improve their skills in a recognized occupation. Students who have attained the age of 16 years may qualify for a tuition credit, if their total tuition fees exceed \$100. Certification by Human Resources and Skills Development Canada in no way guarantees that Canada Revenue Agency will automatically accept receipts for all courses or programs offered by our institution, for tuition tax credit purposes. Students who qualify for an education credit can submit a request, for a T2202A to the Chinook Learning Services Registration office.

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

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

mail-in | fax-in registration**f | 403-777-8848**

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

Date _____

Student Name _____ Birthdate (dd/mm/yy) _____

Address _____ Gender female male

City _____ Postal Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email address _____ I would like to receive my course receipt via email yes no

- I am interested in receiving electronic messages including e-newsletters or other information about the courses and services offered by Chinook Learning Services.

How did you hear about our programs? _____

Course Title #1 _____ Course Code _____ Fee _____

Course Title #2 _____ Course Code _____ Fee _____

Course Title #3 _____ Course Code _____ Fee _____

Total _____

PAYMENT METHOD:

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

 Personalized Cheque Money Order MasterCard Visa
Please submit one cheque/money order per course payable to the *Calgary Board of Education*.

Card Holder's Name _____

Card # _____ Expiry Date _____

Card Holder's Signature _____

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

DO NOT MAIL CASH.

MAIL TO:

Chinook Learning Services, Registration

Viscount Bennett Centre, Room 162

2519 Richmond Road S.W.

Calgary, AB T3E 4M2

Confirmation of your registration will be sent to you.

*See page 15 in the Personal Development section for Withdrawal / Transfer policy***Protection of Privacy Act**

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

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

To register call 403-777-7224

For information call 403-777-7550