

continuing education

invest in yourself

professional development courses



be innovative

Adobe Suite CS6

find balance

Bookkeeping

develop skills

Microsoft Office

keep cool

Managing Stress
in the Workplace

present creatively

SMART Boards®

chinook learning services



Calgary Board
of Education

experience



invest in yourself

professional development

The Calgary Board of Education invites you to make an important investment in yourself. Find balance with *Bookkeeping Basics*, lead success by taking *Decision-Making for Managers* or get creative with *Adobe Suite CS6*. Chinook Learning Services has hundreds of professional development courses to help you upgrade your skills or advance your career. Talk to us today and let us put your passion to work for you.

Naomi E. Johnson
Chief Superintendent of Schools
Calgary Board of Education

P.S. We also offer many programs for your personal enjoyment.

Online lifelong Learning

Accessible, flexible & affordable – one course at a time

- It's easy to learn something new with a Chinook Learning Services online course. Chinook Learning Services is pleased to provide you with a wide selection of online courses designed to give you the flexibility and convenience of learning on your own time.

Our Internet-based classes are fully interactive with instructor-led sessions and student discussion areas where you and fellow students can connect and discuss the course.

Choose from a variety of online courses in the areas of:

- Accounting & Finance
- Business
- Computer Applications
- Design & Composition
- Teaching & Education
- Technology
- Writing & Publishing

For a complete listing of online classes, visit ChinookLearningServices.com

Online Learning Courses are value priced at \$119!



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[follow us on twitter @ChinookLearning](#)

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Spectacular Saturdays (see centre section)

Locations (see centre section)

Registration Information (see centre section)

Mail-in /Fax-in Registration Form (see centre section)

DON'T DELAY, REGISTER TODAY

Register early to avoid the disappointment of having a great learning experience cancelled due to insufficient enrolment.

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, e-mailing ChinookContEd@cbe.ab.ca or downloading it from our website.*

GETTING THERE *See page 17 of the personal development 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.*

CORPORATE TEAMBUILDING *Interested in a unique and fun teambuilding event for your staff? We can customize a workshop for you. Call 403-777-7575 Ext. 2513.*

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 13
- Business Communication page 19
- CBE Office Administration Certificate Program (OACP) page 11
- Computer Skills & Workplace Integration page 3
- Core Leadership Development page 15
- English Language Learning Assistant 1 page 18
- Library Assistant page 18
- Literary Braille Transcription Online page 18
- Nemeth Braille Online page 18
- Noon Supervision Service page 18
- Supporting Orientation & Mobility page 19

See our website for the following:

- English Language Learning Assistant 2

info | for a complete listing for all courses, consult the index on page 21.

"After having taken this course, I can now do all the same stuff, but in a fraction of the time. The excellent, knowledgeable, patient teacher has vastly improved the speed at which I can do my job."

- Chinook Learning Services computer training participant

OUR COMPUTER TRAINING CENTRE 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 Ertlon Campus for advice and assistance in determining your skill level. Contact Computer Training at 403-777-7966.

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.

For **CUSTOMIZED GROUP TRAINING** for your company or organization call 403-777-7966.

COMPUTER INSTRUCTORS WANTED

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

FOR AN EASY AND CONVENIENT WAY to learn computer skills, [Online Training on page 8](#).

SEND 4 AND THE 5TH ONE IS FREE

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

COURSE CONTENT may vary depending on the software version taught. The instructor will endeavour to cover all of the content as per the course outline.

CORPORATE TRAINING

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 training product. Call Franca Best at 403-777-7575 Ext. 2513 to find out more information on Corporate Training.

FOR MORE INFORMATION on our computer courses, contact us at 403-777-7966 or clserlton@cbe.ab.ca

Chinook Learning Services offers **CERTIFICATES OF RECOGNITION PROGRAMS**. For a listing, see page 1.



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

Accounting

All accounting classes are taught by qualified, professional accountants.

For *Bookkeeping 1 - Basics* and *Bookkeeping 2 - Accounting Essentials*, see page 13.

QuickBooks - Level 1 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. Limited seating. Prerequisite: *Bookkeeping 1 - Basics* and recommended prerequisite: *Windows* or equivalent experience.

12 Hours

Fee: \$289

77266 Fri, Sat 9 a.m. - 4 p.m. Sep 20 & 21
Ertlon Campus S.W.

77267 Fri, Sat 9 a.m. - 4 p.m. Oct 11 & 12
Ertlon Campus S.W.

77268 Sat 9 a.m. - 4 p.m. Nov 30 & Dec 7
Ertlon Campus S.W.

QuickBooks - Level 2 OACP

A continuation of QuickBooks - Level 1. Learn to manage a wide range of transactions that can be encountered during regular bookkeeping. Limited seating. Recommended prerequisite: *QuickBooks - Level 1* or call 403-777-7966.

12 Hours**Fee: \$289**

77275 Tue, Thu 6 p.m. - 9 p.m. Nov 5, 7, 12 & 14
Erlton Campus S.W.

Simply Accounting - Level 1

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. Limited seating. Prerequisite: *Bookkeeping 1 - Basics* and recommended prerequisite: *Windows* or equivalent experience.

12 Hours**Fee: \$289**

77389 Tue, Thu 6 p.m. - 9 p.m. Sep 24, 26, Oct 1 & 3
Erlton Campus S.W.

77390 Fri, Sat 9 a.m. - 4 p.m. Nov 8 & 9
Erlton Campus S.W.

Simply Accounting - Level 2

A continuation of Simply Accounting - Level 1 covering such topics as month-end reconciliations, remitting GST and payroll. Limited seating. Recommended prerequisite: *Simply Accounting - Level 1* or call 403-777-7966.

12 Hours**Fee: \$289**

77398 Fri, Sat 9 a.m. - 4 p.m. Dec 13 & 14
Erlton Campus S.W.

Beginner Computing

COMPUTER LITERACY is a necessary skill in today's society. If you are new to computers, these are the courses to get you started. You should have basic mouse skills to take any introductory computer course beyond *Computers for the Absolute Beginner*.

Computers for the Absolute Beginner

COMFORTABLY PACED

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 *Introduction to Personal Computing & Online Skills* or *Windows*.

6 Hours**Fee: \$185**

77040 Sat 9 a.m. - 4 p.m. Sep 14
Erlton Campus S.W.

77258 Sat 9 a.m. - 4 p.m. Nov 2
Spectacular Saturdays
Viscount Bennett Centre S.W.

77420 Mon 9 a.m. - 4 p.m. Nov 4
Erlton Campus S.W.

77043 Tue 9 a.m. - 4 p.m. Dec 3
Erlton Campus S.W.

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

Computer Skills & Workplace Integration Certificate of Recognition

Are you considering rejoining the work force? Up-to-date training on the Windows Operating system and using Microsoft® Office is valuable in any workplace. The courses in the Computer Skills & Workplace Integration Certificate of Recognition enable you to combine your software skills to complete in-class projects during Project Integration 1 & 2. This 108-hour program prepares you to embark on an office career or to improve your career opportunities.

Recommended prerequisites:

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

Completion Requirements:

Achievement of this Certificate of Recognition requires the completion of the mandatory courses listed below 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
- Word - Level 1
- Excel - Level 1
- PowerPoint - Level 1
- Project Integration 1
- Outlook - Level 1
- Word - Level 2
- Publisher - Level 1
- Excel - Level 2
- Visio - Level 1
- Access - Level 1
- Project Integration 2

18 Classes

77164 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m.
Oct 2, 3, 4, 7, 8, 9, 10, 11, 21, 22, 23, 24, 25, 28, 29, 30, 31 & Nov 1
Erlton Campus S.W.

77212 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m.
Nov 20, 21, 22, 25, 26, 27, 28, 29,
Dec 9, 10, 11, 12, 13, 16, 17, 18, 19 & 20
Erlton Campus S.W.

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

Introduction to Personal Computing & Online Skills

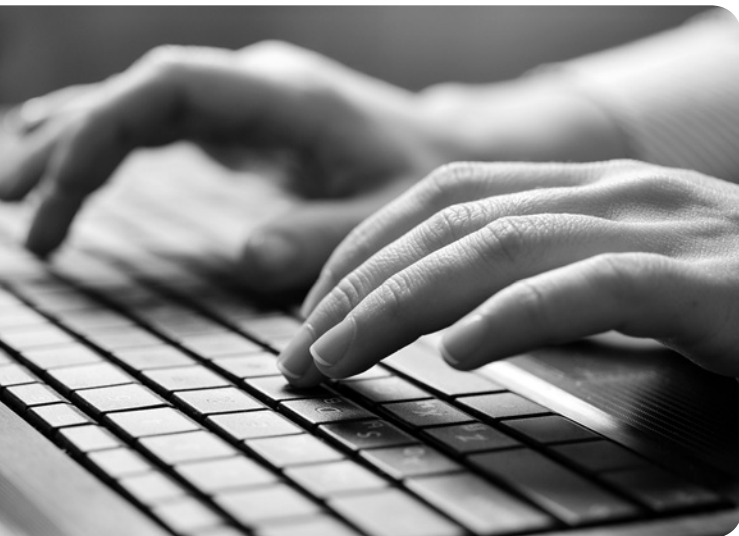
COMFORTABLY PACED

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

12 Hours**Fee: \$225**

77259 Mon, Tue 9 a.m. - 4 p.m. Sep 30 & Oct 1
Erlton Campus S.W.

77260 Mon, Tue 9 a.m. - 4 p.m. Nov 18 & 19
Erlton Campus S.W.



Keyboarding - Level 1 OACP

COMFORTABLY PACED

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 - Level 1* again at half price. Recommended prerequisites: Basic computer knowledge and mouse skills are required.

12 Hours

Fee: \$225

77264 Tue 6 p.m. - 8 p.m. Sep 17, 24, Oct 1, 8, 15 & 22
Erlton Campus S.W.

77265 Wed 6 p.m. - 8 p.m. Nov 13, 20, 27, Dec 4, 11 & 18
Erlton 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.

SHARE THE FUN, SHARE THE LEARNING

Take a course with a friend, family member or co-worker.

To register call 403-777-7224

Windows

Learning how to use an operating system is a fundamental part of your computer training. Most Chinook Learning Services computer training courses require knowledge of Microsoft® Windows.

Windows OACP

COMFORTABLY PACED

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. Content and practice focused. Recommended prerequisite: Comfortable with computers or *Computers for the Absolute Beginner*.

12 Hours

Fee: \$275

77165 Wed, Thu 9 a.m. - 4 p.m. Oct 2 & 3
Erlton Campus S.W.

77213 Wed, Thu 9 a.m. - 4 p.m. Nov 20 & 21
Erlton Campus S.W.

Windows (Express) OACP

ENERGETICALLY PACED

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. Content focused. Recommended prerequisite: Comfortable with computers or *Computers for the Absolute Beginner*.

6 Hours

Fee: \$195

77225 Sat 9 a.m. - 4 p.m. Sep 21
Erlton Campus S.W.

77226 Mon 9 a.m. - 4 p.m. Sep 23
Erlton Campus S.W.

77227 Sat 9 a.m. - 4 p.m. Nov 16
Erlton Campus S.W.

Windows 8 has been added to our online course offerings. Visit our website for details.

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

For information call 403-777-7550

SPECIAL DISCOUNT

Take *Troubleshooting & Maintaining Your PC* and receive a 10% discount when you register for *Troubleshooting Level 2* at the same time.

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**

77277 Sat 9 a.m. - 12 p.m. Nov 2

Spectacular Saturdays

Viscount Bennett Centre S.W.

Troubleshooting - 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**

77278 Sat 1 p.m. - 4 p.m. Nov 2

Spectacular Saturdays

Viscount Bennett Centre S.W.

Word**Word - Level 1 OACP**

COMFORTABLY PACED

Learn to create and edit a basic document, format text and paragraphs, control page appearance and work with tables and graphics. Content and practice focused. Recommended prerequisite: *Windows* or equivalent experience.

12 Hours**Fee: \$250**

77166 Fri, Mon 9 a.m. - 4 p.m. Oct 4 & 7

Erlton Campus S.W.

77214 Fri, Mon 9 a.m. - 4 p.m. Nov 22 & 25

Erlton Campus S.W.

Word - Level 1 (Express) OACP

ENERGETICALLY PACED

Learn to create and edit a basic document, format text and paragraphs, control page appearance and work with tables and graphics. Content focused. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours**Fee: \$185**

77234 Tue 9 a.m. - 4 p.m. Sep 24

Erlton Campus S.W.

77232 Sat 9 a.m. - 4 p.m. Sep 28

Erlton Campus S.W.

77235 Sat 9 a.m. - 4 p.m. Nov 2

Spectacular Saturdays

Viscount Bennett Centre S.W.

77236 Wed 9 a.m. - 4 p.m. Nov 6

Erlton Campus S.W.

77233 Sat 9 a.m. - 4 p.m. Nov 23

Erlton Campus S.W.

Word - Level 2 OACP

COMFORTABLY PACED

Learn to manage lists, customize tables and charts, customize formatting, work with custom styles, modify pictures and create customized graphic elements, control text flow, automate common tasks and perform mail merges. Content and practice focused. Recommended prerequisites: *Windows AND Word - Level 1* or equivalent experience.

12 Hours**Fee: \$250**

77195 Tue, Wed 9 a.m. - 4 p.m. Oct 22 & 23

Erlton Campus S.W.

77216 Tue, Wed 9 a.m. - 4 p.m. Dec 10 & 11

Erlton Campus S.W.

Word - Level 2 (Express) OACP

ENERGETICALLY PACED

Learn to manage lists, customize tables and charts, customize formatting, work with custom styles, modify pictures and create customized graphic elements, control text flow, automate common tasks and perform mail merges. Content focused.

Recommended prerequisites: *Windows AND Word - Level 1* or equivalent experience.

6 Hours**Fee: \$185**

77387 Fri 9 a.m. - 4 p.m. Oct 4

Erlton Campus S.W.

77271 Sat 9 a.m. - 4 p.m. Oct 26

Erlton Campus S.W.

77421 Wed 9 a.m. - 4 p.m. Nov 20

Erlton Campus S.W.

Word - Level 3 (Express) OACP

ENERGETICALLY PACED

Learn to use Word with other programs, collaborate on documents, add reference marks and notes, work with long documents, make documents secure, and create web pages and forms. Content focused. Recommended prerequisites: *Windows AND Word - Level 2* or equivalent experience.

6 Hours**Fee: \$225**

77272 Fri 9 a.m. - 4 p.m. Nov 22

Erlton Campus S.W.

Excel**Excel: 15 Expert Functions & Features in a Day NEW**

MS 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: \$195**

77428 Fri 9 a.m. - 4 p.m. Oct 18

Erlton Campus S.W.

77429 Thu 9 a.m. - 4 p.m. Nov 14

Erlton Campus S.W.

CORPORATE TEAMBUILDING

Interested in a unique and fun teambuilding event for your staff? We can customize a workshop for you. Contact Franca Best at 403-777-7575 Ext. 2513 or email flbest@cbe.ab.ca

Excel - Level 1 OACP

COMFORTABLY PACED

Learn to create, modify and format a basic worksheet, perform calculations, develop and print the contents of a workbook and customize the layout of the Excel window. Content and practice focused. Recommended prerequisite: *Windows* or equivalent experience.

12 Hours**Fee: \$275**

- 77183 Wed, Thu 9 a.m. - 4 p.m. Sep 25 & 26
Erlton Campus S.W.
- 77181 Sat 9 a.m. - 4 p.m. Oct 5 & 12
Erlton Campus S.W.
- 77179 Tue, Wed 9 a.m. - 4 p.m. Oct 8 & 9
Erlton Campus S.W.
- 77184 Wed 6 p.m. - 9 p.m. Oct 16, 23, 30 & Nov 6
Erlton Campus S.W.
- 77180 Tue, Wed 9 a.m. - 4 p.m. Nov 26 & 27
Erlton Campus S.W.
- 77182 Sat 9 a.m. - 4 p.m. Nov 30 & Dec 7
Erlton Campus S.W.
- 77388 Mon, Tue 9 a.m. - 4 p.m. Dec 16 & 17
Erlton Campus S.W.

Excel - Level 1 (Express) OACP

ENERGETICALLY PACED

Learn to create, modify and format a basic worksheet, perform calculations, develop and print the contents of a workbook and customize the layout of the Excel window. Content focused. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours**Fee: \$195**

- 77244 Fri 9 a.m. - 4 p.m. Sep 20
Erlton Campus S.W.
- 77241 Thu 9 a.m. - 4 p.m. Oct 10
Erlton Campus S.W.
- 77239 Tue 9 a.m. - 4 p.m. Oct 15
Erlton Campus S.W.
- 77240 Sat 9 a.m. - 4 p.m. Nov 2
Spectacular Saturdays
Viscount Bennett Centre S.W.
- 77245 Mon 9 a.m. - 4 p.m. Nov 4
Erlton Campus S.W.
- 77246 Tue, Wed 6 p.m. - 9 p.m. Nov 12 & 13
Erlton Campus S.W.
- 77242 Tue 9 a.m. - 4 p.m. Nov 19
Erlton Campus S.W.
- 77243 Thu 9 a.m. - 4 p.m. Dec 5
Erlton Campus S.W.

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, e-mailing ChinookContEd@cbe.ab.ca or downloading it from our website.

**Excel - Level 2 OACP**

COMFORTABLY PACED

Learn to create and apply templates, create and modify charts, work with graphic objects, calculate with advanced formulas, sort and filter data, and use Excel with the Web. Content and practice focused. Recommended prerequisites: *Windows AND Excel - Level 1* or equivalent experience.

12 Hours**Fee: \$275**

- 77202 Wed, Thu 9 a.m. - 4 p.m. Oct 16 & 17
Erlton Campus S.W.
- 77200 Fri, Mon 9 a.m. - 4 p.m. Oct 25 & 28
Erlton Campus S.W.
- 77203 Mon, Tue 9 a.m. - 4 p.m. Nov 25 & 26
Erlton Campus S.W.
- 77201 Fri, Mon 9 a.m. - 4 p.m. Dec 13 & 16
Erlton Campus S.W.

Excel - Level 2 (Express) OACP

ENERGETICALLY PACED

Learn to create and apply templates, create and modify charts, work with graphic objects, calculate with advanced formulas, sort and filter data, and use Excel with the Web. Content focused. Recommended prerequisites: *Windows AND Excel - Level 1* or equivalent experience.

6 Hours**Fee: \$195**

- 77385 Fri 9 a.m. - 4 p.m. Sep 27
Erlton Campus S.W.
- 77269 Wed 9 a.m. - 4 p.m. Oct 23
Erlton Campus S.W.
- 77386 Wed 9 a.m. - 4 p.m. Nov 6
Erlton Campus S.W.
- 77270 Thu 9 a.m. - 4 p.m. Nov 21
Erlton Campus S.W.

Excel - Level 3 (Express)

ENERGETICALLY PACED

Learn to customize workbooks, collaborate with others using workbooks, audit worksheets, analyze data, work with multiple workbooks, import and export data, and structure workbooks with XML. Content focused. Recommended prerequisites: *Windows AND Excel - Level 2* or equivalent experience.

6 Hours**Fee: \$225**77255 Fri 9 a.m. - 4 p.m. Oct 18
Erlton Campus S.W.77256 Wed 9 a.m. - 4 p.m. Oct 30
Erlton Campus S.W.77257 Thu 9 a.m. - 4 p.m. Nov 28
Erlton Campus S.W.**Excel In A Week**

ENERGETICALLY PACED

Learn the content covered in our Excel - Level 1, 2 and 3 courses in just one week. The Excel series of courses meets the Microsoft® Proficiency Guidelines for Excel at the Core and Expert level. Content and practice focused. Recommended prerequisite: *Windows* or equivalent experience.

24 Hours**Fee: \$679**77254 Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. Oct 15, 16, 17 & 18
Erlton Campus S.W.**Early Bird Fee: \$629**

(Register by 4:30 p.m., Oct 1 and save!)

Pivot Tables & Analysis Tools

ENERGETICALLY PACED

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 PivotTables! Recommended prerequisites: *Windows AND Excel Level 2* or equivalent experience.

3 Hours**Fee: \$119**77394 Tue 6 p.m. - 9 p.m. Oct 8
Erlton Campus S.W.77395 Wed 6 p.m. - 9 p.m. Nov 20
Erlton Campus S.W.**Access**

Access - the Microsoft® Office Database Management System provides relational database power to give you the information you need to make better decisions. Access delivers powerful tools for managing and analyzing data.

Access - Level 1 OACP

COMFORTABLY PACED

Learn introductory concepts of database development including how to design a table and add, edit, locate, sort and delete records. Content and practice focused. Recommended prerequisites: *Windows AND Excel - Level 1* or equivalent experience.

12 Hours**Fee: \$275**77209 Wed, Thu 9 a.m. - 4 p.m. Oct 30 & 31
Erlton Campus S.W.77210 Wed, Thu 9 a.m. - 4 p.m. Dec 18 & 19
Erlton Campus S.W.**Access - Level 2 (Express)**

ENERGETICALLY PACED

Build on Level 1. Learn to take advantage of relational database efficiency by establishing relationships and enforcing referential integrity, and sound table design techniques to control data entry and automate tasks. Content focused. Recommended prerequisites: *Windows AND Access - Level 1* or equivalent experience.

6 Hours**Fee: \$195**77262 Fri 9 a.m. - 4 p.m. Nov 8
Erlton Campus S.W.**Access - Level 3 (Express)**

ENERGETICALLY PACED

Learn how to use a variety of complex query techniques, create more efficient forms and reports, and create and use macros to automate their forms. Gain experience with Internet-related features, including hyperlinks and the Web toolbar. The Access series of courses meets the Microsoft® Proficiency Guidelines for Access at the Core level. Content focused. Recommended prerequisites: *Windows AND Access - Level 2* or equivalent experience.

6 Hours**Fee: \$225**77263 Fri 9 a.m. - 4 p.m. Nov 15
Erlton Campus S.W.**PowerPoint****PowerPoint - Level 1 (Express) OACP**

ENERGETICALLY PACED

Learn to create, manipulate and prepare to deliver presentations. Topics covered are formatting text slides, adding tables and charting data in a presentation, modifying objects on slides and adding images to a presentation. Content focused. Looking for a companion course? Take *Speaking with Confidence*. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours**Fee: \$185**77189 Fri 9 a.m. - 4 p.m. Sep 27
Erlton Campus S.W.77185 Thu 9 a.m. - 4 p.m. Oct 10
Erlton Campus S.W.77187 Sat 9 a.m. - 4 p.m. Oct 19
Erlton Campus S.W.77186 Thu 9 a.m. - 4 p.m. Nov 28
Erlton Campus S.W.77188 Sat 9 a.m. - 4 p.m. Dec 14
Erlton Campus S.W.**PowerPoint - Level 2 (Express)**

ENERGETICALLY PACED

Learn to create a design template, organize charts and diagrams, add special effects to your presentation and use functionality that will enable you to deliver live, self-service and online presentations. Content focused. Recommended prerequisites: *Windows AND PowerPoint - Level 1* or equivalent experience.

6 Hours**Fee: \$185**77392 Fri 9 a.m. - 4 p.m. Nov 29
Erlton Campus S.W.

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

Microsoft® Office Series

Office In A Week

ENERGETICALLY PACED

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

30 Hours

Fee: \$679

77251 Mon, Tue, Wed, Thu, Fri 9 a.m. - 4 p.m. Sep 23, 24, 25, 26 & 27
Erlton Campus S.W.

Early Bird Fee: \$629

(Register by 4:30 p.m., Sep 9 and save!)

Office on Saturdays

ENERGETICALLY PACED

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 - Level 1*.

30 Hours

Fee: \$679

77223 Sat 9 a.m. - 4 p.m. Sep 21, 28, Oct 5, 12 & 19
Erlton Campus S.W.

Early Bird Fee: \$629

(Register by 4:30 p.m., Sep 7 and save!)

77249 Sat 9 a.m. - 4 p.m. Nov 16, 23, 30, Dec 7 & 14
Erlton Campus S.W.

Early Bird Fee: \$629

(Register by 4:30 p.m., Nov 1 and save!)

Word & Excel - High-Level MS Office Clinic

ENERGETICALLY PACED

Executive Assistants are critical to the success of an organization and that success is enabled by highly efficient computer skills. However, taking time to maintain and improve skills can be challenging. Enhance your professional skills and self-confidence by attending a day of Microsoft® Office training for high level users. Our expert trainers cover topics in the use of Word and Excel that are useful in the workplace but are often not addressed in computer training courses. The day includes: expert instruction, a continental breakfast and lunch. Seating is limited to 15. Registration deadline: Noon on Friday, October 18.

6 Hours

Fee: \$279

77418 Mon 9 a.m. - 4 p.m. Oct 21
Erlton Campus S.W.

OACP Testing Day

Computer Training assessment testing opportunity for OACP students. The session is free but you must register to reserve your seat. Please allow one hour for each assessment.

3 Hours

Free

77396 Wed 6 p.m. - 9 p.m. Dec 11
Erlton Campus S.W.

For Online Skills, see page 10.

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



Online Training

Adobe Pack: Perfect Your Design with the Latest Adobe Training

Our Adobe Pack library gives design professionals the most comprehensive suite of tools for achieving excellence with Adobe applications. 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. Who said creativity can't be efficient?

The Adobe Pack will make tasks easier, and increase efficiency and precision. This collection of multi-level courses is perfect for PC and Mac users. Here are a few of the applications included in the Adobe Pack library:

- Adobe Dreamweaver®
- Adobe Flash®
- Adobe Illustrator®
- Adobe InDesign®
- Adobe Photoshop®

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. Self-paced courses plus resources

77409 12 months subscription \$879

77410 6 months subscription \$679

Desktop Applications Complete Collection

A complete learning solution for your desktop applications. Leverage your software investment with our complete collection of Desktop Application courses and resources. 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, this collection will sharpen skills and enhance user ability. The courses and resources in this collection address popular desktop operating systems and general office applications, including Microsoft® Office Suite, Open Office, Windows, MAC OS, Lotus Smart Suite, Crystal Reports, QuickBooks, and more.

A comprehensive collection for the most popular applications - Desktop Application courses and resources for creating spreadsheets, memos, presentations, emails, and more-all in one library. This collection covers seven relevant categories:

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

Self-paced Courses plus resources (MS Office versions 2003 to 2010)

77407 12 months subscription \$879

77408 6 months subscription \$679

Project

Project - Levels 1 & 2

ENERGETICALLY PACED

MS Office 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. Content focused. 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

77276 Tue, Wed 9 a.m. - 4 p.m. Nov 12 & 13
Erlton Campus S.W.

Outlook

Outlook - Level 1 OACP

COMFORTABLY PACED

Learn the fundamentals of using Outlook to coordinate mail, appointments, events, meetings, tasks and contacts. Content and practice focused. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours

Fee: \$195

77191 Mon 9 a.m. - 4 p.m. Oct 21
Erlton Campus S.W.

77194 Tue, Thu 6 p.m. - 9 p.m. Nov 19 & 21
Erlton Campus S.W.

77192 Mon 9 a.m. - 4 p.m. Dec 9
Erlton Campus S.W.

Publishing & Multimedia

Gain the skills you need to create outstanding documents, dynamic digital video or intriguing graphics.

Adobe Suite CS6

ENERGETICALLY PACED

Become familiar with all the components of Adobe Suite CS6 including Acrobat, Illustrator and InDesign in 18 hours. A manual for each component covered in depth will be included with the registration fee. Content focused. Recommended prerequisite: *Windows* or equivalent experience.

18 Hours

Fee: \$629

77224 Tue, Wed, Thu 9 a.m. - 4 p.m. Oct 15, 16 & 17
Erlton Campus S.W.

Early Bird Fee: \$579

(Register by 4:30 p.m., Oct 1 and save!)

CORPORATE LANGUAGE TRAINING

Does your organization need a course to give staff an introduction to a second language? Contact Donna Crowe at 403-777-7574 Ext. 2516 or e-mail dmcrowe@cbe.ab.ca

Adobe Acrobat 10 (Express)

ENERGETICALLY PACED

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. Content focused. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours

Fee: \$225

77417 Tue 9 a.m. - 4 p.m. Oct 15
Erlton Campus S.W.

Adobe Illustrator CS6 (Express)

ENERGETICALLY PACED

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. Content focused. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours

Fee: \$225

77427 Thu 9 a.m. - 4 p.m. Oct 17
Erlton Campus S.W.

Adobe InDesign CS6 (Express)

ENERGETICALLY PACED

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. Content focused. Recommended prerequisite: *Windows* or equivalent experience.

6 Hours

Fee: \$225

77221 Wed 9 a.m. - 4 p.m. Oct 16
Erlton Campus S.W.

Adobe Photoshop CS6 - Level 1

COMFORTABLY PACED

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. Content and practice focused. Recommended prerequisite: *Windows* or equivalent experience.

12 Hours

Fee: \$295

77422 Sat 9 a.m. - 4 p.m. Nov 16 & 23
Erlton Campus S.W.



LUNCH AND LEARN WEBINAR SERIES.

A convenient and cost effective way to get the information you need. For a list of dates and current topics visit our website.

GETTING THERE

See the centre section for course locations and addresses.

Publisher - Level 1 OACP

ENERGETICALLY PACED

This is an introduction to one of the easiest desktop publishing programs available today using Microsoft® Publisher. Review desktop publishing concepts and then look at how to create documents such as newsletters, flyers and brochures. Content focused. Recommended prerequisites: *Windows AND Word - Level 1* or equivalent experience.

6 Hours**Fee: \$185**77196 Thu 9 a.m. - 4 p.m. Oct 24
Erlton Campus S.W.77197 Thu 9 a.m. - 4 p.m. Dec 12
Erlton Campus S.W.**Visio****Visio**

ENERGETICALLY PACED

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: \$195**77206 Tue 9 a.m. - 4 p.m. Oct 29
Erlton Campus S.W.77207 Tue 9 a.m. - 4 p.m. Dec 17
Erlton Campus S.W.**Web Based**

The growing importance of this revolutionary communication, business and research tool has also created a demand for individuals who possess the technical and strategic skills to create and manage Internet resources. To accommodate this need, businesses are looking for a recognizable standard of technical competence and organizational savvy.

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 about the do's and don't's to help you navigate online tools like Facebook, LinkedIn, Twitter, Scribd and blogging. Prerequisite: *Windows* or equivalent experience.

3 Hours**Fee: \$99**77383 Thu 6 p.m. - 9 p.m. Sep 26
Erlton Campus S.W.77384 Tue 6 p.m. - 9 p.m. Dec 17
Erlton Campus S.W.

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

Dreamweaver CS6 OACP

ENERGETICALLY PACED

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. Content focused. This course is also part of the CBE Office Administration Certificate Program (OACP). Recommended prerequisite: Familiarity with the Internet and proficiency in Windows.

18 Hours**Fee: \$395**77261 Sat 9 a.m. - 4 p.m. Oct 26, Nov 2 & 9
Erlton Campus S.W.

For SMART Boards® - An Introduction, see page 19.

I COULD TEACH A COURSE LIKE THAT!

Do you want to share your experience with others? Continuing Education would like to hear from you. Request a Course Proposal Package by phoning Continuing Education at 403-777-7550, e-mailing ChinookContEd@cbe.ab.ca or downloading it from our website.

Spectacular
Saturdaystake 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 the center section.

November 2
2013Viscount Bennett Centre,
2519 Richmond Road S.W.**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

Office Administration Certificate Program



Want to advance your career as an Office Administrative Professional?



Calgary Board of Education

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 at www.chinooklearningservices.com or contact Franca Best at 403-777-7575 Ext. 2513, fbest@cbe.ab.ca
For individual course listings, see index on page 21.

Office Administration Level 1

- Telephone Etiquette
- Dealing with Difficult People
- Customer Service
- Listening for Better Communication
- Time & Task Management
- Records Management and Retention
- Windows
- Online Skills

Office Administration Level 2

- Writing Skills for Business
- Proofreading Perfected!
- Bookkeeping 1 - Basics
- Keyboarding - Level 1
- Word - Level 1
- Outlook - Level 1

Office Administration Level 3

- Business English Grammar
 - Teambuilding
 - Managing Stress in the Workplace
- OR
- Troubleshooting & Maintaining Your PC
 - QuickBooks - Level 1
 - Word - Level 2
 - Excel - Level 1
- OR
- Publisher - Level 1
 - PowerPoint - Level 1

Office Administration Level 4

- Speaking with Confidence
- Meetings, Agendas & Minutes
- Leadership Skills for Managers
- QuickBooks - Level 2
- Excel - Level 2
- Word - Level 3

Office Administration Level 5

- Negotiate for Win-Win Results
 - Conflict Resolution for the Workplace
 - Ethics Management
 - Project Management - An Overview
- OR
- Dreamweaver

Recommended Optional Courses

- Manage Your Workplace Emotions
- Personal Shorthand
- Supervisory Training
- Coaching Your Business Team
- Access - Level 1
- Understanding Financial Statements & Budgeting

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

For more information on our computer courses, contact us at 403-777-7966 or email clserlton@cbe.ab.ca

Corporate Training - Your Solution Partner

At Chinook Learning Services, we can help by offering face-to-face and virtual 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 scheduled courses, or we can bring our courses directly to your workplace or your computer. As well, we will conduct formal or informal assessments to help identify the knowledge your staff requires to effectively respond to the challenges they are facing in the workplace.



See course listings for the comprehensive list.

Communications

Strong communication skills are critical. We have a number of topics in this area to meet the demands of a highly effective work team.

- business writing
- speaking
- proofreading
- grammar
- spelling

Graphic Applications

Gain the skills to create outstanding documents, dynamic digital video or intriguing graphics using

- Adobe Suite
- Photoshop
- Publisher
- Dreamweaver

Skills Development

We offer various topics to help the corporate work team tackle typical day-to-day challenges. Topics include

- speed reading
- minute taking
- shorthand
- memory skills
- proofreading
- email

Microsoft® Applications

Keeping your technical skills current.

- Access
- Excel
- Outlook
- PowerPoint
- Project
- Windows
- Word
- Visio
- Introduction to Personal Computing & Online Skills

Accounting Applications

Dependable accounting software and practices are critical to any organization.

- Bookkeeping/Accounting
- Quickbooks
- Simply Accounting

Teambuilding

Choose from a variety of teambuilding activities to help you organize a memorable and effective training experience. Consider a hands-on teambuilding event involving painting or drawing, or learning a new language.

Management & Administration

The topics in this area cover a variety of business and management related topics that focus on both personal and professional effectiveness.

"The customer service workshop Chinook delivered was excellent and Drew Price did an amazing job! All of the feedback I received from the employees that were reluctant to attend was all very positive. The training was mandatory and many had worked the night before. Needless to say they were entertained and Drew did a great job. I will definitely call Chinook again for follow-up training in 6 months to reinforce the training that has occurred."

*-Tammy Whitney, Executive Director
Dit'onik'odza Limited Partnership & Guja Nats'iyini'hi Board*

**Contact Franca Best at 403-777-7575 Ext.2513 or
email fbest@cbe.ab.ca and we will customize any course.**

"I have taken a few accounting courses before, but have never had one so easy to understand and follow like this one. It is the best of all."

- Chinook Learning Services finance participant

Accounting

All accounting classes are taught by qualified, professional accountants.

Bookkeeping 1 - Basics 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.

A modified fee is available for students who have taken this course in the last two years. See Course Outline. Read Course Reviews. This course is also part of the CBE Office Administration Certificate Program (OACP). This course is also part of the Bookkeeping Principles & Applications Certificate of Recognition Program.

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

4 Classes

Fee: \$309

76962 Fri 6 p.m. - 9 p.m. Sep 27 & Oct 4
Sat 8:30 a.m. - 3 p.m. Sep 28 & Oct 5
Erlton Campus S.W.

76963 Fri 6 p.m. - 9 p.m. Nov 15 & 22
Sat 8:30 a.m. - 3 p.m. Nov 16 & 23
Viscount Bennett Centre S.W.

Bookkeeping 2 - Accounting Essentials

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. Prerequisite: *Bookkeeping 1 - Basics*.

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

2 Classes

Fee: \$289

76965 Sat 8:30 a.m. - 3:00 p.m. Nov 30 & Dec 7
Viscount Bennett Centre S.W.

Bookkeeping Principles & Applications Practicum

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.

9 Hours

For dates and times refer to our website.

Fee: \$329

Understanding Financial Statements & Budgeting OACP

Learn to read and interpret financial statements, which are the result of recording transactions for a period of time. Apply concepts in order 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.

A modified fee is available for students who have taken this course between 2010 and 2013. Contact registration for more information.

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

1 Class

Fee: \$189

76967 Sat 8:30 a.m. - 4 p.m. Nov 2

Spectacular Saturdays

Viscount Bennett Centre S.W.

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 Practicum 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.

- Bookkeeping 1 – Basics (18 hours)
- Bookkeeping 2 – Accounting Essentials (12 hours)
- Practicum – Bookkeeping (6 hours)
- QuickBooks - Level 1 (12 hours) and QuickBooks - Level 2 (12 hours)

OR

- Simply Accounting - Level 1 (12 hours) and Simply Accounting - Level 2 (12 hours)
- Practicum - QuickBooks or Simply Accounting (3 hours)
- Understanding Financial Statements & Budgeting (7 hours)
- Taxation Basics (12 hours) - Optional

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.

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 Practicums.

To Register call 403-777-7224

Take advantage of the Calgary Board of Education, Office Administration Certificate Program. See page 11. Courses applicable to this program are identified with OACP.

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

Visit www.ChinookLearningServices.com/ContEd.html

The class is quite dynamic and will take you from sitting and hearing to sitting and operating a forklift in no time." - Chinook Learning Services forklift training participant

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. 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

- 76785 Thu 6 p.m. - 9 p.m. Sep 26
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Sep 28
Bugle Forklift Sales & Rentals S.E.
- 76786 Thu 6 p.m. - 9 p.m. Oct 24
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Oct 26
Bugle Forklift Sales & Rentals S.E.
- 76787 Thu 6 p.m. - 9 p.m. Nov 21
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Nov 23
Bugle Forklift Sales & Rentals S.E.
- 76788 Thu 6 p.m. - 9 p.m. Dec 12
Viscount Bennett Centre S.W.
Sat 9 a.m. - 2 p.m. Dec 14
Bugle Forklift Sales & Rentals S.E.

DON'T DELAY, REGISTER TODAY

Register early to avoid the disappointment of having a great learning experience cancelled due to insufficient enrolment.

interpersonal skills

"I left this class every week feeling like a million bucks! I felt accomplished and confident!"

- Chinook Learning Services interpersonal skills participant

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.

Instructor: Lisa Bjerke, Master of Speech-Language Pathology (MSLP)

1 Class

Fee: \$229

- 76968 Sat 9 a.m. - 4 p.m. Nov 2
Spectacular Saturdays
Viscount Bennett Centre S.W.

Communication & Effective Relationships

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: \$329

- 77432 Sat 9 a.m. - 4 p.m. Jan 18 - Feb 1
Erlton Campus S.W.

To register call 403-777-7224

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: \$159

- 76975 Fri 9 a.m. - 4 p.m. Nov 8
Erlton Campus S.W.

Listening for Better Communication OACP

Listening effectively is more than just hearing; it's the ability to receive, attend to, interpret and respond to oral messages and other cues, such as body language. Improve your productivity, boost morale and ultimately save money. Adapt your listening habits and identify factors that limit effective listening. Learn appropriate responses and help others listen better to you at home and at work.

Instructor: Lynne Thornton (see profile on our website)

1 Class

Fee: \$149

- 76978 Sat 9 a.m. - 3:30 p.m. Nov 2
Spectacular Saturdays
Viscount Bennett Centre S.W.

For information call 403-777-7550

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**

76981 Sat 12:30 p.m. - 3:30 p.m. Nov 2

Spectacular Saturdays

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)

1 Class**Fee: \$159**

76982 Wed 9 a.m. - 4 p.m. Oct 16

Erlton Campus S.W.

Speaking With Confidence 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. Looking for a companion course? Take *PowerPoint - Level 1 (Express)*.

7 Classes**Fee: \$329**

76989 Thu 6 p.m. - 9 p.m. Oct 17 - Nov 28

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**

76994 Mon 6 p.m. - 9 p.m. Nov 4

Erlton Campus S.W.

Leadership & Management**Conflict Resolution for the Workplace 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: \$249**

76971 Fri, Sat 9 a.m. - 4 p.m. Oct 11 & 12

Erlton Campus S.W.

Critical Thinking: Practical Questions & Problem Solving NEW

This practical course explores the nature and process of critical thinking, and the many ways it can be applied to everyday problems in the workplace. Learn the skills and techniques required to think clearly, independently, and efficiently. This interactive course teaches how to identify the true nature of a problem, how to question and research, how to weigh the veracity and credibility of a source, and how to apply these skills in solving problems. Join us for this interactive and challenging course, and sharpen your thinking and problem solving skills!

1 Class**Fee: \$159**

77378 Fri 9 a.m. - 4 p.m. Nov 22

Erlton Campus S.W.

Core Leadership Development NEW

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: 10 Courses (105 hours)

- *Coaching Your Business Team - 6 hours*
- *Communication & Effective Relationships - 18 hours*
- *Conflict Resolution for the Workplace - 12 hours*
- *Critical Thinking: Practical Questions & Problem Solving - 6 hours*
- *Decision Making for Managers - 6 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*
- *Behavioral 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*

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**

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)

2 Classes

Fee: \$159

76972 Tue, Wed 6 p.m. - 9 p.m. Oct 15 & 16
Erlton Campus S.W.

Dealing with Difficult People 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

76973 Sat 9 a.m. - 4 p.m. Oct 26
Erlton Campus S.W.

Decision Making for Managers NEW

Excellence in leadership and decision making involves a combination of analytical and creative thinking processes. Join us for this interactive course and assess your decision making and problem solving styles. Learn about effective decision making processes and how to apply the skills of critical thinking, creative thinking, and effective problem solving to make sound, balanced decisions.

Instructor: Janet Desautels (see profile on website)

1 Class

Fee: \$159

76974 Thu 9 a.m. - 4 p.m. Dec 12
Erlton Campus S.W.

Ethics Management OACP

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

2 Classes

Fee: \$189

76976 Tue 6 p.m. - 9 p.m. Nov 12 & 19
Erlton Campus S.W.

Leadership Skills for Managers 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

76977 Fri, Sat 9 a.m. - 4 p.m. Oct 18 & 19
Erlton Campus S.W.

Lunch & Learn Webinar Series NEW

\$45 each plus applicable online registration fees.

These 50-minute Webinars allow you and your staff a convenient opportunity to learn about topics relevant to your work without having to spend time and money travelling. Attend a webinar from an office desk or gather several staff members in a conference room. All that is needed is a computer with an Internet connection and a web browser. Online registration is available for the following:



*New Webinars are being added frequently.
Visit our website for details.*

Negotiate for Win-Win Results 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

76983 Thu, Fri 9 a.m. - 4 p.m. Dec 5 & 6
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: Mike Haden*

4 Classes

Fee: \$269

76987 Tue 6 p.m. - 9 p.m. Oct 15 - Nov 5
Erlton Campus S.W.

Records Management & Retention OACP

Suffering from information overload? Find yourself saying, 'I know it's here somewhere'? Discover the basic concepts used in the successful management of information resources at the Calgary Board of Education. In this introductory course, learn about filing guidelines, electronic file management, and the structure and life cycle of records.

Instructor: Gillian Corbett

2 Classes

Fee: \$139

76988 Mon 6 p.m. - 8:30 p.m. Nov 18 & 25
Highfield Centre S.E.

TAKE ADVANTAGE OF THE CBE'S OFFICE ADMINISTRATION CERTIFICATE PROGRAM (OACP). Courses applicable to this program are identified with OACP. See page 11 for more information.

For information about the Business Communication Certificate of Recognition see page 19.

Small Business - Get Started

Tired of helping someone else get rich or need a new challenge in your life? Get started in your own business but before you do, find out what it really takes to become successful in business. Learn from an experienced business owner to evaluate your potential as a business owner, research business opportunities, prepare a business plan, obtain financing, organize the best legal structures for your business, select a location, choose an accounting system, read financial statements and deal with tax issues.

Instructor: Allen Thiessen

1 Class**Fee: \$149**

77377 Sat 9 a.m. - 4 p.m. Nov 2
Spectacular Saturdays
Viscount Bennett Centre 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*

3 Classes**Fee: \$329**

76992 Wed 9 a.m. - 3 p.m. Nov 13 - 27
Erlton Campus S.W.

Teambuilding OACP

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

1 Class**Fee: \$159**

76993 Thu 9 a.m. - 4 p.m. Oct 17
Erlton Campus S.W.

Time & Task Management OACP

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

1 Class**Fee: \$159**

76995 Sat 9 a.m. - 4 p.m. Oct 12
Erlton Campus S.W.

GIVE THE GIFT OF LEARNING, GIVE A GIFT CERTIFICATE

Buy someone you care about a gift certificate for a course. Call 403-777-7224.

professional exam preparation

"Chinook is the place to go if you are looking to further your adult learning experiences by learning new skills in a very welcoming adult learning environment. I will definitely take another program that will let me learn new skills. More Power!

- Chinook Learning Services professional exam preparation participant

Engineering - APEGA**FE Exam Preparation**

This is a refresher course for the Fundamentals of Engineering (FE) License Exam (General Discipline) which APEGA uses as a confirmatory examination to validate the quality of an applicant's undergraduate degree. This course is ideal for those required to take the confirmatory exam and those who wish to work towards a United States Licensure. In this course, topics are reflective of those covered in the AM Session and PM Session (General Discipline) of the exam. For each topic, theory is reviewed in combination with realistic examples, and exercises and assignments are given to apply the theories. In addition, successful exam writing strategies are presented. In the final session, a mock exam which simulates the actual FE Exam is provided to ensure familiarity with the format. This is followed by review and discussion in the afternoon. The *FE Reference Handbook (8th Edition)* is provided for this course.

15 Classes**Fee: \$1289**

For dates and times refer to our website.

NPPE Preparation Course (APEGA)

As a prerequisite for registration in the 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: \$459**

76997 Tue, Thu 6 p.m. - 9 p.m. Sep 12, 17, 26, Oct 3 & 10
Erlton Campus S.W.

77376 Thu 6 p.m. - 9 p.m. Dec 5, 12, 19, Jan 9 & 16
Erlton Campus S.W.

"I could see the instructor's dedication and passion; she is a real inspiration."

- Chinook Learning Services school-based training participant

CBE Classroom Support Programs

Watch our website for new programs for CBE employees.
Call 403-777-7550 to find out more.

For online classroom support courses, visit our website.

CBE Staff: If you are interested in working in a French Immersion or Spanish Bilingual school, check out Languages for Parents courses on page 6 in the Personal Development section.

Registration in these programs is limited to parents/caregivers of children in French or Spanish elementary schools and current CBE employees.

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. *Instructor: Doloris Duval*

12 Classes

Fee: \$549

76777 Tue 5 p.m. - 7:30 p.m. Sep 24 - Dec 10
Viscount Bennett Centre S.W.

Literary Braille Transcription Online Certificate of Recognition

Braille is a writing system which enables blind and partially sighted people to read and write through touch. Learn to transcribe print into uncontracted and contracted Braille as well as interline Braille with print. Generate Braille using a braille and a software program. Understand different Braille Codes and Formats. Access the course from your home computer. Classes are delivered online through the CBE's D2L program and Elluminate. *Instructor: Carolyn Malcolm, Certified Braille Transcriber.*

17 Classes

Fee: \$350

76813 Thu*7 p.m. - 8:30 p.m. Sep 19 - June 20
Online
*Note | The final exam for this course is on Friday, June 20, 2014
See our website for a detailed schedule

Nemeth Braille Online Certificate of Recognition

Nemeth is a braille code for mathematics and science notation. Learn to transcribe math and science text into braille and interline Nemeth braille with print. This course includes an introduction to the Braille Code for Chemical Notation. Access the course from your home computer. Classes are delivered online through the CBE's D2L and Elluminate. This course requires additional hours of homework. *Instructors: Carolyn Malcolm, Certified Braille Transcriber & Leanne Makowski.*

16 Classes

Fee: \$350

76823 Wed* 7 p.m. - 8:30 p.m. Sep 18 - Mar 14
Online

*Note | The final exam for this course is on Friday, March 14, 2014
See our website for a detailed schedule

To register call 403-777-7224

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.

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

10 Classes

Fee: \$449

76812 Tue 5 p.m. - 8 p.m. Oct 1 - Dec 3
Henry Wise Wood High School S.W.

SPECIAL DISCOUNT

Register for all 3 Great Reads courses at the same time and save 25%!

Great Reads for Grades K-3 NEW

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: Jilliane Yawney, BFA, M.LIS.*

1 Class

Fee: \$59

77440 Thu 6:30 p.m. - 9 p.m. Nov 21
Viscount Bennett Centre S.W.

Great Reads for Grades 4-6 NEW

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: Jilliane Yawney, BFA, M.LIS.*

1 Class

Fee: \$59

77441 Thu 6:30 p.m. - 9 p.m. Nov 28
Viscount Bennett Centre S.W.

Great Reads for Teens

Learn about the latest and greatest books for teens! This course surveys current and popular young adult literature, covering various genres as well as books at a variety of reading levels. Reading materials covered are suitable for Grades 7 - 12.

Instructor: Jilliane Yawney, BFA, M.LIS

1 Class

Fee: \$59

76795 Thu 6:30 p.m. - 9 p.m. Dec 5
Viscount Bennett Centre 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.

1 Class

Fee: \$129

76824 Thu 8:30 a.m. - 4 p.m. Oct 24
Erlton Campus S.W.

77044 Fri 8:30 a.m. - 4 p.m. Nov 22
Erlton Campus S.W.

For information call 403-777-7550

Providing Feedback to Learners

Are you an educational assistant, coach, parent or teacher looking for ways to help children learn? Providing quality feedback may be the answer. Research shows that providing effective feedback is one of the best methods to improve learning. This course is designed to provide an overview of the principles of feedback for learning and will include rich discussion and knowledge building as well as practical activities. Learn what feedback for learning is and why it is important, when and how to provide feedback, and how to use the information gathered to improve learning.

Instructors: Barb Adams & Alexandra Caso-Gustafson

4 Classes

Fee: \$179

76831 Thu 5 p.m. - 7:30 p.m. Nov 7 - 28
Viscount Bennett Centre S.W.

SMART Boards® - An 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: Suhayl Patel, B Math, B Ed

3 Classes

Fee: \$99

76851 Tue 5 p.m. - 6:30 p.m. Sep 24 - Oct 8
Viscount Bennett Centre S.W.

76852 Tue 5 p.m. - 6:30 p.m. Oct 22 - Nov 5
Viscount Bennett Centre S.W.

77045 Tue 5 p.m. - 6:30 p.m. Nov 19 - Dec 3
Viscount Bennett Centre S.W.

Storytelling for Classroom Support

Oral storytelling is a powerful medium for communication and a great way to enhance classroom learning. Learn to tell oral stories using good speech techniques and explore how storytelling can be used to support the curriculum. Leave with enhanced communication skills that will benefit both elementary and junior high school classrooms.

Instructor: Jilliane Yawney, BFA, M.LIS

4 Classes

Fee: \$159

76868 Tue 7 p.m. - 9 p.m. Nov 5 - 26
Viscount Bennett Centre S.W.

Supporting Orientation & Mobility

Certificate of Recognition **NEW**

Under the direction of an Orientation & Mobility Instructor, learn strategies to support students who are blind and/or visually impaired, including movement, orientation and mobility techniques. Participants are blindfolded for varying periods of time as well as videotaped throughout the course. Videotapes are destroyed after the course is over.

Instructors: Cathy Bell & Malgorzata Zelek-Kukialka

5 Classes

Fee: \$750

77375 Wed, Thu, Fri, Mon, Tue 9 a.m. - 3:30 p.m. Aug 21 - 27
Viscount Bennett Centre S.W.

CORPORATE TEAMBUILDING

Interested in a unique and fun teambuilding event for your staff? We can customize a workshop for you. Contact Franca Best at 403-777-7575 Ext. 2513 or email fbest@cbe.ab.ca

writing & workplace skills

"The instructor is amazing and teaches in a way that makes it very easy to understand and retain the information." - Chinook Learning Services writing & workplace skills participant

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

Business Writing

Business English Grammar **OACP**

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

Instructor: Helen Toews

4 Classes

Fee: \$269

77006 Tue, Thu 6 p.m. - 9 p.m. Sep 24 - Oct 3
Erilton Campus S.W.

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, e-mailing ChinookContEd@cbe.ab.ca or downloading it from our website.

Proposal Writing

Non-government organizations (NGO's) frequently rely on outside financial support to maintain, expand or create programs and services. Writing clear, thorough and targeted proposals is therefore essential to an NGO's success. Mastering the art of proposal writing requires a unified approach in its overall management. Gain understanding and learn to create a solid program plan. Learn to use a format that is immediately recognized and accepted. *Instructor: Darlene Readwin (see profile on our website)*

1 Class**Fee: \$159**

77011 Thu 9 a.m. - 4 p.m. Nov 14
Erlton Campus S.W.

Writing Skills for Business OACP

Poor writers smother even the most important business messages. Develop positive writing skills for today's business. Learn to write effective e-mails, memos, letters, reports and presentations. Presented by Cooper Communication Ltd.

7 Classes**Fee: \$349**

77015 Wed 6 p.m. - 9 p.m. Oct 23 - Dec 4
Erlton Campus S.W.

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! This course can also be taken as a Lunch & Learn Webinar.

Instructor: Sandra Hébert (see profile on our website)

1 Class**Fee: \$139**

77007 Sat 9 a.m. - 3 p.m. Oct 19
Erlton Campus S.W.

Memory Mechanics

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

Instructor: Bruce Lee (see profile on our website)

1 Class**Fee: \$99**

77008 Sat 9 a.m. - 12 p.m. Nov 2
Spectacular Saturdays
Viscount Bennett Centre S.W.

Personal Shorthand OACP

Record telephone messages and meeting minutes as fast as the spoken word. This shorthand course uses only the letters of the alphabet and no symbols. Course includes a home study workbook, use of a library of audio practice recordings, weekly instructional/practice sessions. Personal Shorthand can be transcribed using Microsoft Word. A certificate of competence is awarded upon meeting the exit standard of 50 w.p.m., completing the testing and attending 70% of class time. Success in this course depends on your commitment to work at home between class sessions. If you've taken Personal Shorthand with us in the past 2 years, and wish to increase your speed, take Personal Shorthand again for half price. Recommended companion course *Meetings, Agenda and Minutes*.

4 Classes**Fee: \$299**

77009 Sat 9 a.m. - 4 p.m. Oct 26
Thu 6 p.m. - 8 p.m. Oct 31, Nov 7 & 14
Erlton Campus S.W.

Proofreading Perfected! 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**

77010 Sat 8:30 a.m. - 3 p.m. Oct 26
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**

77013 Sat 9 a.m. - 4 p.m. Nov 9
Erlton Campus S.W.



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

Access - Level 1 OACP	7	Excel - Level 2 OACP	6	Proofreading Perfected! OACP	20
Access - Level 2 (Express)	7	Excel - Level 3 (Express)	7	Proposal Writing	20
Access - Level 3 (Express)	7	FE Exam Preparation	17	Providing Feedback to Learners	19
Adobe Acrobat 10 (Express)	9	Forklift - Sit-Down Training	14	Publisher - Level 1 OACP	10
Adobe Illustrator CS6 (Express)	9	Great Reads for Grades 4-6 NEW	18	QuickBooks - Level 1 OACP	2
Adobe InDesign CS6 (Express)	9	Great Reads for Grades K-3 NEW	18	QuickBooks - Level 2 OACP	3
Adobe Pack	8	Great Reads for Teens	18	Records Management & Retention OACP	16
Adobe Photoshop CS6 - Level 1	9	Introduction to Personal Computing & Online Skills	3	Simply Accounting - Level 1	3
Adobe Suite CS6	9	Keyboarding - Level 1 OACP	4	Simply Accounting - Level 2	3
Bookkeeping 1 - Basics OACP	13	Leadership Advantage	15	Small Business - Get Started	17
Bookkeeping 2 - Accounting Essentials	13	Leadership Skills for Managers OACP	16	SMART Boards® - An Introduction	19
Bookkeeping Principles & Applications Practicum	13	Library Assistant Certificate of Recognition	18	Speaking With Confidence OACP	15
Business English Grammar OACP	19	Listening for Better Communication OACP	14	Speed Reading	20
Canadian English Pronunciation	14	Literary Braille Transcription Online Certificate of Recognition	18	Storytelling for Classroom Support	19
Communication & Effective Relationships	14	Manage Your Workplace Emotions OACP	15	Supervisory Training OACP	17
Computer Skills & Workplace Integration Certificate of Recognition	3	Managing Stress in the Workplace	15	Supporting Orientation & Mobility Certificate of Recognition	19
Computers for the Absolute Beginner	3	Meetings, Agendas & Minutes OACP	20	Certificate of Recognition NEW	19
Conflict Resolution for the Workplace OACP	15	Memory Mechanics	20	Teambuilding OACP	17
Critical Thinking: Practical Questions & Problem Solving NEW	15	Negotiate for Win-Win Results OACP	16	Telephone Etiquette OACP	15
Customer Service OACP	16	Nemeth Braille Online Certificate of Recognition	18	Time & Task Management OACP	17
Dealing with Difficult People OACP	16	Noon Supervision Service Certificate of Recognition	18	Troubleshooting - Level 2	5
Decision Making for Managers NEW	16	NPPE Preparation Course (APEGA)	17	Troubleshooting & Maintaining Your PC OACP	5
Desktop Applications Complete Collection	8	OACP Testing Day	8	Understanding Financial Statements & Budgeting OACP	13
Difficult Conversations	14	Office In A Week	8	Visio	10
Dreamweaver CS6 OACP	10	Office on Saturdays	8	Windows (Express) OACP	4
English Language Learning Assistant 1 Certificate of Recognition	18	Online Skills OACP	10	Windows OACP	4
Ethics Management OACP	16	Outlook - Level 1 OACP	9	Word & Excel - High-Level MS Office Clinic	8
Excel: 15 Expert Functions & Features in a Day NEW	5	Personal Shorthand OACP	20	Word - Level 1 (Express) OACP	5
Excel In A Week	7	Pivot Tables & Analysis Tools	7	Word - Level 1 OACP	5
Excel - Level 1 (Express) OACP	6	PowerPoint - Level 1 (Express) OACP	7	Word - Level 2 (Express) OACP	5
Excel - Level 1 OACP	6	PowerPoint - Level 2 (Express)	7	Word - Level 2 OACP	5
Excel - Level 2 (Express) OACP	6	Project - Levels 1 & 2	9	Word - Level 3 (Express) OACP	5
		Project Management - An Overview OACP	16	Writing Skills for Business OACP	20

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

Central Memorial High School
5111 - 21 St. S.W.

Crescent Heights High School
1019 - 1 St. N.W.

Dr. E.P. Scarlett High School
220 Canterbury Dr. S.W.

Erlton Campus
24 - 28 Ave. S.W.

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

Highfield Centre
3610 - 9 St. S.E.

Lord Beaverbrook High School
9019 Fairmount Dr. S.E.

Sir Winston Churchill High School
5220 Northland Dr. N.W.

Viscount Bennett Centre
2519 Richmond Rd. S.W.

FREE PARKING!

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

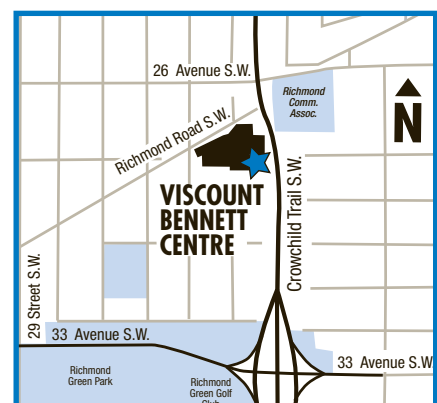
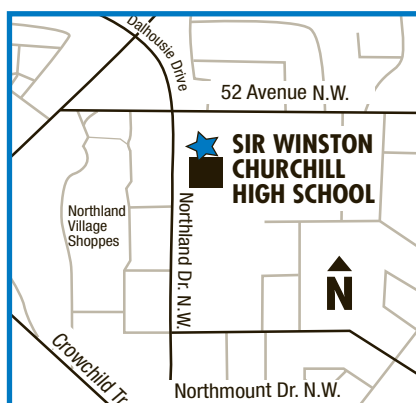
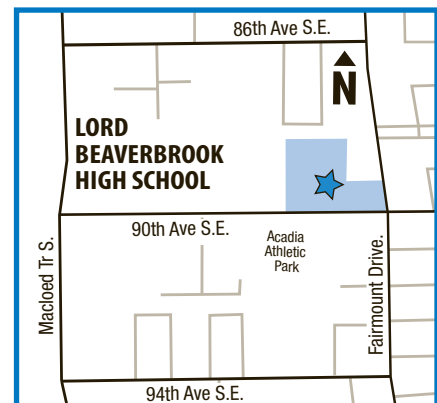
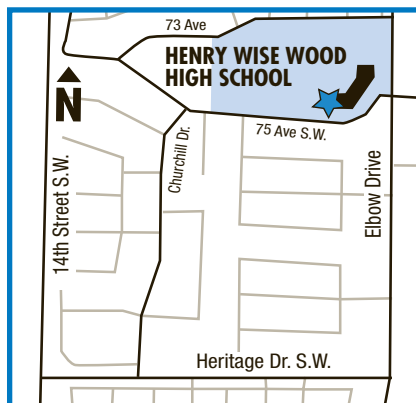
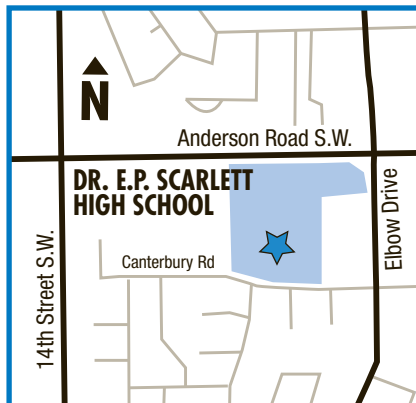
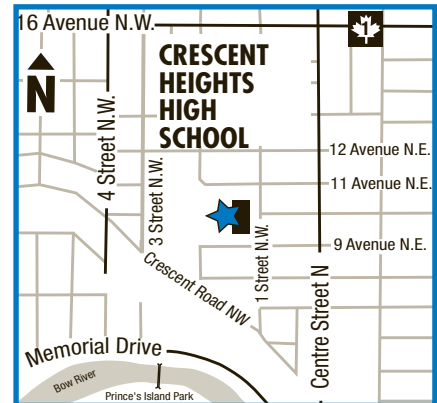
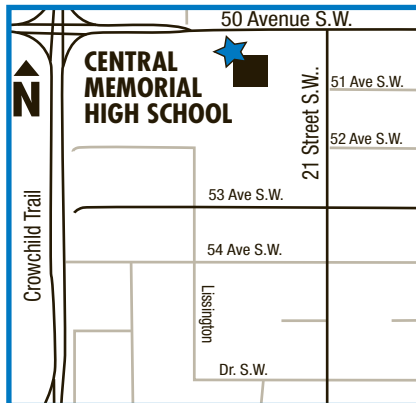
If you do have to park on the street adjacent to the school, please be aware of the posted parking restrictions, and be sensitive to the neighbourhood needs.

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 e-mail 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 - Friday
8:30 a.m. - 4:30 p.m.

Payment: Visa or MasterCard only

2

walk-in |



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

Daytime: Monday - Friday, 8:30 a.m. - 4:30 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 19)

4

mail |



Chinook Learning Services, Registration
Viscount Bennett Centre, Room 162
2519 Richmond Road S.W.
Calgary, AB T3E 4M2
(see form on page 19)

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.

Note: No post-dated cheques will be accepted. A service fee of \$25 is charged for all NSF cheques and declined credit cards. GST is included in course fees where applicable.

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. After a transfer has been processed, a refund will not be issued for a subsequent withdrawal.
3. Refunds will not be issued for any withdrawals processed within 5 business days (Monday-Friday) prior to 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. (T22024)

To register call 403-777-7224

For information call 403-777-7550

mail-in | fax-in registration

f | 403-777-8848

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

E-mail _____

By providing us with your e-mail address, you give Chinook Learning Services permission to contact you by email to receive your receipt, our online course evaluations, newsletters and for marketing purposes. We will not give, lease or sell the information to third parties, and you may opt out of receiving our e-mails at any time.

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 18 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, evaluating and marketing Chinook Learning Services programs and 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 S.W., Calgary AB T3E 4M2 or telephone 403-777-7224.