

**SCARBOROUGH CENTRE FOR EMPLOYMENT ACCESSIBILITY
NOVEMBER 2009 – Program Calendar**

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">2</p> <p>(EAE)Organizing Your Job Search Using MS Excel: Part 1 - 9 am-12 pm Part 2 - 1-4 pm</p> <p>Gain Relevant Work Experience at a Financial Corp. Practice Firm 9:30 am - 12 pm</p>	<p align="center">3</p> <p>(EAE)Organizing Your Job Search Using MS Excel: Part 3- 9 am-12 pm Part 4- 1-4pm</p>	<p align="center">4</p> <p>Creating Documents & Resumes Using MS Word: Part 1 – 9 am - 12 pm Part 2 - 1- 4 pm</p>	<p align="center">5</p> <p>Creating Documents & Resumes Using MS Word: Part 3 – 9 am - 12 pm Part 4 – 1 pm - 4 pm</p>	<p align="center">6</p> <p>(ELT) PowerPoint & Outlook 9 am – 4:30 pm</p> <p>Resume Reviews & Interview Practice (by appointment) 9 am – 4 pm</p>
<p align="center">9</p> <p>Organizing Your Job Search Using MS Excel: Part 1 – 9 am-12 pm Part 2 - 1-4pm</p>	<p align="center">10</p> <p>Organizing Your Job Search Using MS Excel: Part 3 – 9 am -12 pm Part 4 – 1am - 4 pm</p>	<p align="center">11</p> <p>(ELT) Microsoft Excel Part 3 & 4 9 am – 2:30 pm</p> <p>Pursuing a career in Business? CENTENNIAL COLLEGE 10 am - 11 am</p>	<p align="center">12</p> <p>(ELT) Microsoft Word Part 1 & 2 9 am – 2:30 pm</p> <p>Resume Reviews & Interview Practice (by appointment) 9 am – 4 pm</p>	<p align="center">13</p> <p>(ELT) Microsoft Word Part 3 & 4 9 am – 2:30 pm</p>
<p align="center">16</p> <p>(EAE)Creating Documents & Resumes Using MS Word: Part 1 – 9 am-12 pm Part 2 - 1-4 pm</p> <p>Gain Relevant Work Experience at a Financial Corp. Practice Firm 9:30 am - 12 pm</p>	<p align="center">17</p> <p>(EAE)Creating Documents & Resumes Using MS Word: Part 3 – 9 am-12 pm Part 4 - 1-4pm</p> <p>Resume Reviews & Interview Practice (by appointment) 9 am – 4 pm</p>	<p align="center">18</p> <p>Managing Your Contacts Using MS ACCESS: Part 1 – 9 am - 12 pm Part 2 – 1 pm - 4pm</p>	<p align="center">19</p> <p>Managing Your Contacts Using MS ACCESS: Part 3 – 9 am - 12 pm Part 4 – 1 pm - 4pm</p> <p>Career Session Sun Life 2-4 pm</p>	<p align="center">20</p> <p>(ELT) Microsoft Excel Part 3 & 4 9 am – 2:30 pm</p> <p>Resume Reviews & Interview Practice (by appointment) 9 am – 4 pm</p>
<p align="center">23</p> <p>(EAE)Managing Your Contacts Using MS ACCESS: Part 1 – 9 am-12 pm Part 2 - 1-4 pm</p>	<p align="center">24</p> <p>(EAE) Managing Your Contacts Using MS ACCESS: Part 3- 9 am-12 pm Part 4 - 1-4 pm</p> <p>Tax Seminar Canadian Revenue Agency 10 am -12 pm</p>	<p align="center">25</p> <p>Introduction to Computers 9 am - 12 pm</p> <p>Introduction to Internet for Job Search 1 - 4 pm</p>	<p align="center">26</p> <p>(ELT) Microsoft Excel Part 1 & 2 9 am – 2:30 pm</p> <p>Resume Reviews & Interview Practice (by appointment) 9 am – 4 pm</p>	<p align="center">27</p> <p>(ELT) Microsoft Excel Part 3 & 4 9 am – 2:30 pm</p> <p>Opening your own Franchise COFFEE CULTURE 1-3 pm</p>
<p align="center">30</p> <p>Using Email to Job Search 9 am - 12 pm</p> <p>Managing Your Time Using MS Outlook 1 pm – 4 pm</p>	<p align="center">Scarborough Centre for Employment Accessibility 3478 Lawrence Avenue East, Unit C006 (Northwest corner at Markham Rd., rear of the building, near Shell Gas Station) Email: scea@tdsb.on.ca ● Website: www.accessibleerc.com</p> <p align="center">Space is limited. To sign up call: 416-396-8100 or 416-396-8101, TTY 416-396-8095 <i>If assistance is required for any of the above sessions, please contact us as soon as possible.</i></p>			

Operated by:



EMPLOYMENT ONTARIO

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