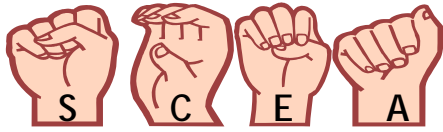


Monday	Tuesday	Wednesday	Thursday	Friday
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**Scarborough Centre for  
Employment Accessibility**

**To sign up call:**  
**416-396-8100 or 416-396-8101**  
**TTY: 416-396-8095**  
[www.next-steps.ca](http://www.next-steps.ca)

**September 2010  
Program Calendar**

		1 Organizing Your Job Search Using <b>MS Excel:</b> Part 1 – 9 am -12 pm Part 2 – 1am - 4 pm		2 Organizing Your Job Search Using <b>MS Excel:</b> Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm		3 Introduction to <b>Computers</b> 9 am - 12 pm Introduction to <b>Internet</b> for Job Search 1 - 4 pm			
6  CLOSED		7 Using <b>Email</b> to Job Search 9 am - 12 pm Managing Your Time Using <b>MS Outlook</b> 1 pm – 4 pm <b>Drop In Job Coaching</b> 1 pm - 4 pm <b>Gain Relevant Work Experience at a Financial Corp. Practice Firm</b> 9:30 am - 11:30 am		8 Managing Your Contacts Using <b>MS ACCESS:</b> Part 1 – 9 am-12 pm Part 2 - 1-4 pm <b>ODSP &amp; Ontario March of Dimes Info Session</b> 9-11am		9 Managing Your Contacts Using <b>MS ACCESS:</b> Part 3- 9 am-12 pm Part 4 - 1-4 pm		10 <b>PowerPoint</b> for Interviews 9am-12pm Creating Business Cards Using <b>Publisher</b> 1 - 4 pm <b>Resume Reviews &amp; Interview Practice</b> (by appointment) 1 - 4 pm	
13 (EAE) Managing Your Contacts Using <b>MS ACCESS:</b> Part 1 – 9 am-12 pm Part 2 - 1-4 pm		14 (EAE) Managing Your Contacts Using <b>MS ACCESS:</b> Part 3- 9 am-12 pm Part 4 - 1-4 pm <b>Drop In Job Coaching</b> 1 pm - 4 pm		15 Creating Documents & Resumes Using <b>MS Word:</b> Part 1 – 9 am – 12:00 Part 2 – 1pm- 4pm		16 Creating Documents & Resumes Using <b>MS Word:</b> Part 3 9 am – 12:00 Part 4 1pm – 4pm		17 <b>Interview Success</b> 1 - 4 pm	
20 (EAE)Creating Documents & Resumes Using <b>MS Word:</b> Part 1 – 9 am-12 pm Part 2 - 1-4 pm <b>Gain Relevant Work Experience at a Financial Corp. Practice Firm</b> 9:30 am - 11:30 am		21 (EAE)Creating Documents & Resumes Using <b>MS Word:</b> Part 3 – 9 am-12 pm Part 4 - 1-4pm <b>Drop In Job Coaching</b> 1 pm – 4 pm		22 Organizing Your Job Search Using <b>MS Excel:</b> Part 1 – 9 am -12 pm Part 2 – 1am - 4 pm		23 Organizing Your Job Search Using <b>MS Excel:</b> Part 3 – 9 am -12 pm Part 4 – 1pm - 4 pm		24 (EAE) <b>PowerPoint</b> for Interviews 9am-12pm Creating Business Cards Using <b>Publisher</b> 1pm-4pm <b>Resume Reviews &amp; Interview Practice</b> (by appointment) 1 - 4 pm	
27 (EAE) Organizing Your Job Search Using <b>MS Excel:</b> Part 1 - 9 am-12 pm Part 2 - 1-4 pm		28 (EAE) Organizing Your Job Search Using <b>MS Excel:</b> Part 3 9-12 pm Part 4 1-4pm		29 <b>Starting a Business</b> 10am -12pm <b>NEXT-STEPS JOB FAIR</b> SCARBOROUGH CIVIC CENTRE 150 Borough Drive 1-5pm		30 Introduction to <b>Computers</b> 9 am - 12 pm Introduction to <b>Internet</b> for Job Search 1 - 4 pm <b>Drop In Job Coaching</b> 1 - 4 pm			

Scarborough Centre for Employment Accessibility  
 3478 Lawrence Avenue East, Unit C006  
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Operated by:



**EMPLOYMENT ONTARIO**

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