

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labour Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 MS Word Level 1 (1 – 3 pm)	23 Intro to Google Apps (1 – 3 pm)	24 Writing – Building Proper Sentences (10 am – 12 pm)	25	26
27	28	29 MS Word Level 2 (1 – 3 pm)	30 Keeping it together! With Google Drive (1 – 3 pm)			

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Reading – Reading Comprehension (1 – 3 pm)	2	3
4	5	6 MS Word Level 3 (1 – 3 pm)	7 Employment – How to Write a Resume (10 am – 12 pm)	8 Employment – Workplace Communications (10 am – 12 pm)	9	10
11	12 Thanksgiving	13 Digital Technology – Computers & Internet Basics (1 – 3 pm)	14 Employment – How to Write a Cover Letter – (10 am – 12 pm) Employment – Workplace Expectations (1 – 3 pm)	15	16	17
18	19	20 Employment – Email in the Workplace (1 – 3 pm)	21 Employment – Preparing for a Job Interview (10 am – 12 pm) Math – Budgeting Basic (1 – 3 pm)	22 MS Excel Level 1 (1 – 3 pm)	23	24
25	26	27 Digital Technology – Managing Computer Files (1 – 3 pm)	28 Intro to Graphic Design using Canva (1 – 3 pm)	29 MS Excel Level 2 (1 – 3 pm)	30	31

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Writing – Better Grammar & Punctuation 1 (1 – 3 pm)	5 GED - Intro to GED Science (10 am – 12 pm)	6	7
8	9	10	11 Writing – Better Grammar & Punctuation 2 (1 – 3 pm)	12 GED - Intro to GED Social Studies (10 am – 12 pm)	13	14
15	16	17 MS PowerPoint Level 1 (10 am – 12 pm) Essential Skills- Government & You (1 – 3 pm)	18 Writing – Progressive Spelling 1 (10 am – 12 pm)	19 GED – GED Essay Writing (10 am – 12 pm)	20	21
22	23	24 MS PowerPoint Level 2 (10 am – 12 pm)	25 Writing – Progressive Spelling 2 (10 am – 12 pm)	26 Using Canva to Market your Small Business (1 – 3 pm)	27	28
29	30					