April 2024

3434 Branard 77027
713-626-8320
METRO #84, #25, #82
www.ccschouston.org

JobNet

Workshops & Computer Training
<u>All Clients Must Start With Orientation</u>

CCSC

JobNet Hours
Mon. – Thu.   9:00 AM - 3:00 PM
Fri.   9:00 AM - 1:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 **Self-paced Computer Training** **9:30-11:30**	**2** **Windows Basics | 10:00-12:00** **Excel Day 1 | 12:30-3:00**	**3**	**4** **Computer Basics | 10:00-12:00** **Excel Day 2 | 12:30-3:00**	**5** **Orientation | 9:00** **Self-paced Computer Training** **9:30-11:30**
8 **Self-paced Computer Training** **9:30-11:30** **Linkedin | 1:00-3:00**	**9** **Windows Basics | 10:00-12:00** **Excel Day 3 | 12:30-3:00**	**10** **Art of Interviewing | 1-3:00**	**11** **Computer Basics | 10:00-12:00**	**12** **Orientation | 9:00-10:00 am** **Self-paced Computer Training** **9:30-11:30**
15 **Self-paced Computer Training** **9:30-11:30** **Job Hunters Over 50 | 1:00-3:00**	**16** **Windows Basics | 10:00-12:00** **Word Day 1 | 12:30-3:00** **Resume Building | 2:00-3:00**	**17** **Marketing Yourself | 12:00-1:00** **Effective Communication | 1-2:30**	**18** **Computer Basics | 10:00-12:00** **Word Day 2 | 12:30-3:00**	**19** **Orientation | 9:00-10:00 am** **Self-paced Computer Training** **9:30-11:30** **Job Search and Interviewing | 11:30-1:00**
22 **Self-paced Computer Training** **9:30-11:30**	**23** **Windows Basics | 10:00-12:00** **PowerPoint Day 1 | 12:30 –3:00** **Emotional Intelligence in the Workplace | 1- 2:30**	**24** **Networking for Success | 1-3:00**	**25** **Computer Basics | 10:00-12:00** **Powerpoint Day 2 | 12:30-3:00** **Transferable Soft Skills | 1- 2:30**	**26** **Orientation | 9:00-10:00 am** **Self-paced Computer Training** **9:30-11:30**
29 **Self-paced Computer Training** **9:30-11:30**	**30** **Windows Basics | 10:00-12:00**	**1**		