May 2024

3434 Branard 77027
713-626-8320
METRO #84, #25, #87
www.ccschouston.org

JobNet

Workshops & Computer Training
All Clients Must Start With Orientation

CCSC

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 **CCSC CLOSED**	**2** **Computer Basics | 10:00-12:00**	**3** **Orientation | 9:00** **Self-paced Computer Training 9:30-11:30**
6 **Self-paced Computer Training 9:30-11:30**	**7** **Windows Basics | 10:00-12:00** **Word Day 1 | 12:30-3:00**	**8** **Art of Interviewing|10:00-12:00** **Effective Communication | 1-3:00**	**9** **Computer Basics | 10:00-12:00** **Word Day 2| 12:30-3:00**	**10** **Orientation | 9:00-10:00 am** **Self-paced Computer Training 9:30-11:30**
13 **Self-paced Computer Training 9:30-11:30**	**14** **Windows Basics | 10:00-12:00** **PowerPoint Day 1 | 12:30-3:00** **Success in your New Job | 1:00-2:30**	**15** **Wellness Workshop- Stress Management | 10:00-11:30am** **Networking for Success| 1-3:00**	**16** **Computer Basic | 10:00- 12:00** **PowerPoint Day 2 | 12:30-3:00**	**17** **Orientation | 9:00-10:00 am** **Self-paced Computer Training 9:30-11:30**
20 **Self-paced Computer Training 9:30-11:30** **Job Hunters over 50| 1:00- 3:00**	**21** **Windows Basics | 10:00-12:00** **Excel Day 1 | 12:30 –3:00**	**22** **Getting what you need from Indeed| 1:30- 3:00**	**23** **Computer Basics | 10:00-12:00** **Excel Day 2| 12:30-3:00** **Emotional Intelligence in the Workplace| 1- 2:30**	**24** **Orientation | 9:00-10:00 am** **Self-paced Computer Training 9:30-11:30** **Job Search and Interviewing| 11:30-1:00**
27 **MEMORIAL DAY- CCSC CLOSED**	**28** **Windows Basics| 10:00-12:00** **Excel Day 3| 12:30-3:00**	**29** **LinkedIn 101 | 1:00- 3:00**	**30** **Computer Basics | 10:00-12:00**	**31** **Self-paced Computer Training 9:30-11:30** **Job Search Bootcamp | 9:30-12:30**