

**South County Job Center**

379 Tomkins Court, Gilroy CA 95020 - 408-758-3477

Mon	Tue	Wed	Thu	Fri
			1 8:30-12:30 Business Writing (carry over from January)	2
5 8:30-12:30 Bookkeeping & Accounting Advanced	6 8:30-12:30 Bookkeeping & Accounting Advanced	7 8:30-12:30 Bookkeeping & Accounting Advanced	8 8:30-12:30 Bookkeeping & Accounting Advanced	9 8:30-12:30 Bookkeeping & Accounting Advanced
12 8:30-12:30 Introduction to Computers	13 8:30-12:30 Introduction to Computers	14 8:30-12:30 Introduction to Computers	15 8:30-12:30 Introduction to Computers	16
19 <b>CLOSED PRESIDENT'S DAY</b>	20 8:30-12:30 Presentation Survival Skills	21 8:30-12:30 Presentation Survival Skills	22 8:30-12:30 Presentation Survival Skills	23 8:30-12:30 Presentation Survival Skills
26 8:30-12:30MS Word Basic	27 8:30-12:30MS Word Basic	28 8:30-12:30MS Word Basic	1 8:30-12:30MS Word Basic	

Workshop Pre-Requisites: Please refer to the current work2future Workshop Catalog for information regarding workshops that require a pre-requisite.  
 For more information please speak to a Career Adviser.

If you are enrolled in a workshop you must **arrive at the workshop ten minutes early to claim your seat**. If you do not arrive ten minutes early your seat may be given to someone on the wait list. If you are late to a workshop (you arrive between ten minutes from the beginning of the workshop to the workshop start time) and there are still seats available for the workshop you will be given a seat. Classes start ON TIME. Anyone entering the class late will NOT be allowed into the class unless you have a validated excuse from the front office. (The excuse must be an emergency or job related – e.g., on a call or Interview)