

South County Job Center

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

Mon	Tue	Wed	Thu	Fri
3 8:30-12:30 Introduction to Computers	4 8:30-12:30 Introduction to Computers	5 8:30-12:30 Introduction to Computers	6 8:30-12:30 Introduction to Computers	7
10 8:30-12:30 MS Word Basic	11 8:30-12:30 MS Word Basic	12 8:30-12:30 MS Word Basic	13 8:30-12:30 MS Word Basic	14
17 8:30-12:30 Google Drive	18 8:30-12:30 Google Drive	19 8:30-12:30 Google Drive	20 8:30-12:30 Google Drive	21
24 8:30-12:30 MS Word Intermediate	25 8:30-12:30 MS Word Intermediate	26 8:30-12:30 MS Word Intermediate	27 8:30-12:30 MS Word Intermediate	28

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.
 For more on this please speak to a Talent Coach.

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)