

**South County Job Center**

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

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
4 8:30-12:30 MS Word Advanced	5 8:30-12:30 MS Word Advanced	6 8:30-12:30 MS Word Advanced	7 8:30-12:30 MS Word Advanced	8
11 8:30-12:30 Bookkeeping & Accounting Basic	12 8:30-12:30 Bookkeeping & Accounting Basic	13 8:30-12:30 Bookkeeping & Accounting Basic	14 8:30-12:30 Bookkeeping & Accounting Basic	15 8:30-12:30 Bookkeeping & Accounting Basic
18 8:30-12:30 MS Excel Basic	19 8:30-12:30 MS Excel Basic	20 8:30-12:30 MS Excel Basic	21 8:30-12:30 MS Excel Basic	22  <b>CLOSED</b> <b>Christmas Day</b> <b>(Observed)</b>
25  <b>CLOSED</b> <b>CHRISTMAS DAY</b>	21	22	23	29  <b>CLOSED</b> <b>New Years Eve</b> <b>(Observed)</b>

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

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)