

**South County Job Center**

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

Mon	Tue	Wed	Thu	Fri
		2	3	4
5 8:30-12:30 MS Excel Intermediate	6 8:30-12:30 MS Excel Intermediate	7 8:30-12:30 MS Excel Intermediate	8 8:30-12:30 MS Excel Intermediate	9
12 8:30-12:30 Bookkeeping & Accounting Intermediate	13 8:30-12:30 Bookkeeping & Accounting Intermediate	14 8:30-12:30 Bookkeeping & Accounting Intermediate	15 8:30-12:30 Bookkeeping & Accounting Intermediate	16 8:30-12:30 Bookkeeping & Accounting Intermediate
19 8:30-12:30 MS Excel Advanced	20 8:30-12:30 MS Excel Advanced	21 8:30-12:30 MS Excel Advanced	22 8:30-12:30 MS Excel Advanced	23
26	27	28	29	30

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)