

South County Job Center

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

Mon	Tue	Wed	Thu	Fri
			1	2
5 8:30-12:30 MS Excel Basic	6 8:30-12:30 MS Excel Basic	7 8:30-12:30 MS Excel Basic	8 8:30-12:30 MS Excel Basic	9 8:30-12:30 MS Excel 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	16 8:30-12:30 Bookkeeping & Accounting Basic
19 8:30-12:30 MS Word Intermediate	20 8:30-12:30 MS Word Intermediate	21 8:30-12:30 MS Word Intermediate	22 8:30-12:30 MS Word Intermediate	23 8:30-12:30 MS Word Intermediate
26 8:30-12:30 Business Writing	27 8:30-12:30 Business Writing	28 8:30-12:30 Business Writing	29 8:30-12:30 Business Writing	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)