

**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>
1 8:30-12:30 Intro to Computers	2 8:30-12:30 Intro to Computers	3 8:30-12:30 Intro to Computers	4 8:30-12:30 Intro to Computers	5
8 8:30-12:30 MS Word Basic	9 8:30-12:30 MS Word Basic	10 8:30-12:30 MS Word Basic	11 8:30-12:30 MS Word Basic	12 8:30-12:30 MS Word Basic
15 8:30-12:30 MS Excel Basic	16 8:30-12:30 MS Excel Basic	17 8:30-12:30 MS Excel Basic	18 8:30-12:30 MS Excel Basic	19 8:30-12:30 MS Excel Basic
22 8:30-12:30 Administrative Support	23 8:30-12:30 Administrative Support	24 8:30-12:30 Administrative Support	25 8:30-12:30 Administrative Support	26
29	30	31	1	

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)