

**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>
30 8:30-12:30 MS Excel Advanced	31 8:30-12:30 MS Excel Advanced	1 8:30-12:30 MS Excel Advanced	2 8:30-12:30 MS Excel Advanced	3
6 8:30-12:30 MS Word Intermediate	7 8:30-12:30 MS Word Intermediate	8 8:30-12:30 MS Word Intermediate	9 8:30-12:30 MS Word Intermediate	10  <b>CLOSED</b> <b>VETERAN'S DAY</b>
13 8:30-12:30 Bookkeeping & Accounting Advanced	14 8:30-12:30 Bookkeeping & Accounting Advanced	15 8:30-12:30 Bookkeeping & Accounting Advanced	16 8:30-12:30 Bookkeeping & Accounting Advanced	17 8:30-12:30 Bookkeeping & Accounting Advanced
20	21	22	23  <b>CLOSED</b> <b>THANKSGIVING</b>	24  <b>CLOSED</b> <b>THANKSGIVING</b>
27 8:30-12:30 Google Drive	28 8:30-12:30 Google Drive	29 8:30-12:30 Google Drive	30 8:30-12:30 Google Drive	

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)