

**South County Job Center**

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

Mon	Tue	Wed	Thu	Fri
1 8:30-12:30 MS PowerPoint Intermediate	2 8:30-12:30 MS PowerPoint Intermediate	3 8:30-12:30 MS PowerPoint Intermediate	4 8:30-12:30 MS PowerPoint Intermediate	5
8 8:30-12:30 Presentation Survival Skills	9 8:30-12:30 Presentation Survival Skills	10 8:30-12:30 Presentation Survival Skills	11 8:30-12:30 Presentation Survival Skills	12
15 8:30-12:30 Integrating Microsoft Basics	16 8:30-12:30 Integrating Microsoft Basics	17 8:30-12:30 Integrating Microsoft Basics	18 8:30-12:30 Integrating Microsoft Basics	19
22 8:30-12:30 Bookkeeping & Accounting Basic	23 8:30-12:30 Bookkeeping & Accounting Basic	24 8:30-12:30 Bookkeeping & Accounting Basic	25 8:30-12:30 Bookkeeping & Accounting Basic	26 8:30-12:30 Bookkeeping & Accounting Basic
29  <b>HOLIDAY</b>	30	31		

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

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)