

South County Job Center

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

Mon	Tue	Wed	Thu	Fri
2 8:30-12:30 MS Excel Intermediate	3 8:30-12:30 MS Excel Intermediate	4 8:30-12:30 MS Excel Intermediate	5 8:30-12:30 MS Excel Intermediate	6
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	13
16 8:30-12:30 Business Writing	17 8:30-12:30 Business Writing	18 8:30-12:30 Business Writing	19 8:30-12:30 Business Writing	20
23 8:30-12:30 Bookkeeping & Accounting Intermediate	24 8:30-12:30 Bookkeeping & Accounting Intermediate	25 8:30-12:30 Bookkeeping & Accounting Intermediate	26 8:30-12:30 Bookkeeping & Accounting Intermediate	27 8:30-12:30 Bookkeeping & Accounting Intermediate

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)