

South County Job Center

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

Mon	Tue	Wed	Thu	Fri
4 HOLIDAY	5	6	7	8
11 8:30-12:30 MS Excel Basic	12 8:30-12:30 MS Excel Basic	13 8:30-12:30 MS Excel Basic	14 8:30-12:30 MS Excel Basic	15
18 8:30-12:30 Bookkeeping & Accounting Basic	19 8:30-12:30 Bookkeeping & Accounting Basic	20 8:30-12:30 Bookkeeping & Accounting Basic	21 8:30-12:30 Bookkeeping & Accounting Basic	22 8:30-12:30 Bookkeeping & Accounting Basic
25 8:30-12:30 Google Drive	26 8:30-12:30 Google Drive	27 8:30-12:30 Google Drive	28 8:30-12:30 Google Drive	29

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)