

# FREE!

## FALL 2013

# BUSINESS OFFICE SUPPORT SKILLS I

NONCREDIT BUSINESS CERTIFICATE  
One Semester Program



A **one-semester** certificate program which familiarizes students with the skills needed for entry-level office positions. Topics include basic skills in **Microsoft Office 2010** applications (Windows and File organization, Word, Excel, Access, PowerPoint, and Outlook), data entry/10 key, customer service, and general office procedures. Students will achieve a minimum typing speed of 30 wpm.

### Required Courses & Course Hours

BOSS 3501 Customer Service Skills .....	15
BOSS 4500 Business English I .....	45
BOSS 4501 Business English II .....	45
BOSS 5501 Keyboarding - Skill Development .....	90
BOSS 5506 Computer Keyboarding: The Numeric Keypad.....	15
BOSS 5509 Office Procedures for the 21st Century .....	45
COMP 9889 Intro to MS Office Applications for Business.....	90
COMP 9928 PowerPoint for Business .....	15
<b>Total hours to complete the Business Office Support Skills I Certificate Program .....</b>	<b>360</b>

- **To register**– please make an appointment to see a counselor (*Jim Wong*) in Room 142, or call (415) 561-1925.
- **For general questions** regarding Noncredit Business Certificate Programs at John Adams Center, please contact *Margaret Choy* at (415) 561-1806/ [citycollegejobdev@yahoo.com](mailto:citycollegejobdev@yahoo.com), Room 44.
- Visit the **CCSF Noncredit Business Department** website at [www.ccsf.edu/bus](http://www.ccsf.edu/bus) and click on Business Technology to find out about other Noncredit Certificate Programs at other CCSF centers locations.

### FALL 2013 Suggested Schedule

TIME	DATES	DAYS	SUBJ	CRS#	CRN#/COURSE TITLE	RM
9:00-11:15	09/06/13-10/18/13	F	BOSS	5506	CRN #81350 Computer Keyboarding– The Numeric Keypad	201
	10/25/13-12/06/13	F	BOSS	3501	CRN #81337 Customer Service Skills	201
10:45-1:00	08/15/13-10/17/13	TR	BOSS	4500	CRN #82055 Business English I	201
	10/22/13-12/19/13	TR	BOSS	4501	CRN #81209 Business English II	201
1:15-3:30	08/14/13-12/18/13	MW	COMP	9889	CRN #81127 Intro to Microsoft Office Application	234
	08/15/13-10/17/13	TR	COMP	9928	CRN #80913 PowerPoint for Business	234
3:45-6:00	08/14/13-12/18/13	MW	BOSS	5501	CRN #81199 Keyboarding Skill Development	201
	08/15/13-10/17/13	TR	BOSS	5509	CRN #82056 Office Procedure for the 21st Century	201