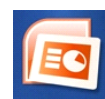


FREE!

FALL 2013

BUSINESS OFFICE SUPPORT SKILLS-PHASE II

NONCREDIT BUSINESS CERTIFICATE
One Semester Program



A **two-semester** certificate program which prepares students for mid-to high level office positions. Topics to be covered include proficiency in **Microsoft Office 2010** applications (Windows and File Organization, Word, Excel, Access, PowerPoint, and Outlook). Students will achieve a minimum typing speed of 50 wpm.

Prerequisite requirements: Completion of the Certificate of Competency in *Business Office Support Skills, Phase I* and the following courses: Microsoft Excel for Business II, Microsoft Access for Business I, and Microsoft Word for Business II.

Required Courses & Course Hours

BOSS 4510 Business Communications	45
BOSS 5500 Keyboarding for Computers	
OR BOSS 5501 Keyboarding - Skill Development.....	45-90
BOSS 5510 Document Formatting & Production.....	90
OR both of the following:	
COMP 9941 Simulated Projects for MS Office– Self-Paced and WOPR 9996 Microsoft Word for Business III.....	90
COMP 9909 Microsoft Excel for Business III.....	45
COMP 9910 Microsoft Access for Business II.....	45
COMP 9928 PowerPoint for Business	45
COMP 9936 Using Outlook for Office Support Level I.....	45
Total hours to complete the Business Office Support Skills II Certificate Program.....	360–540

- **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, Room 44.
- **Visit** the *CCSF Noncredit Business Department* website at www.ccsf.edu/bus and click on Business Technology to find out about other Noncredit Certificate Programs at other CCSF center locations.

Fall 2013 Suggested Schedule on backside >>>

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BUSINESS OFFICE SUPPORT SKILLS-PHASE II

Noncredit Business Certificate
FALL 2013 Suggested Schedule

TIME	DATES	DAYS	SUBJ	CRS#	CRN#/COURSE TITLE	RM
08:15-10:30	09/16/13-10/16/13	MTWR	COMP	9910	CRN #80911 Microsoft Access for Business II	231
10:45-01:00	08/14/13-10/16/13	MW	BOSS	4510	CRN #81344 Business Communications	201
	10/17/13-11/14/13	MTWR	COMP	9909	CRN #80236 Microsoft Excel for Business III	231
1:15-03:30	08/14/13-12/18/13	MW	BOSS	5501	CRN #81198 Keyboarding-Skill Development	201
	08/15/13-10/17/13	TR	COMP	9928	CRN #80913 PowerPoint for Business	234
	10/22/13-12/19/13	TR	COMP	9936	CRN #80866 Using Outlook for Office Support	234
3:45-06:00	08/14/13-12/18/13	MW	BOSS	5510	CRN #81224 Document Formatting and Production	201