

FREE!

FALL 2013

CLERICAL SUPPORT SPECIALIST

NONCREDIT BUSINESS CERTIFICATE

Two Semester Program



PREPARE NOW FOR GENERAL OFFICE SUPPORT POSITIONS!

Required Courses and Hours

BOSS 5501 Keyboarding-Skill Development.....	90
BOSS 5510 Document Formatting and Production.....	90
BOSS 5509 Office Procedures of the 21st Century.....	45
COMP 9245 Windows Essentials for MS Office Applications.....	30
COMP 9952 Internet and E-mail for the Business Office.....	15
WOPR 9486 Microsoft Word for Business I.....	45
WOPR 9995 Microsoft Word for Business II.....	45
BOSS 4503 Business English.....	90
BOSS 4510 Business Communications.....	45
COMP 9900 Microsoft Excel for Business I.....	45
COMP 9894 Microsoft Access Essentials I.....	15
COMP 9951 PowerPoint Essentials.....	15
COMP 9964 Microsoft Outlook Essentials.....	15
COMP 9959 Photoshop Elements.....	45
BOSS 3500 Job Preparation.....	45
ACBO 9216 Recordkeeping for the Business Office.....	45
Total hours to complete the Clerical Support Specialist Certificate Program.....	720

- 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 learn about other Noncredit Certificate Programs at other community CCSF center locations.
- This program is eligible for financial assistance. Please consult a financial aid counselor for more information.

Fall 2013 Suggested Schedule on backside >>>

FREE!

CLERICAL SUPPORT SPECIALIST

Noncredit Business Certificate
FALL 2013 Suggested Schedule



Note: The remaining courses should be taken SPRING 2014 to complete the Clerical Support Specialist Program.

