



**FREE!**

**FALL 2013**

**MICROSOFT OFFICE SPECIALIST**

NONCREDIT BUSINESS CERTIFICATE

**Two Semester Program**



**PREPARE NOW FOR CLERICAL POSITIONS USING MICROSOFT OFFICE APPLICATIONS**

<b>Required Courses.....</b>	<b>Hours</b>
BOSS 5500 Keyboarding for Computers.....	45
BOSS 5510 Document Formatting & Production.....	90
WOPR 9486 Microsoft Word for Business I.....	45
WOPR 9995 Microsoft Word for Business II .....	45
WOPR 9996 Microsoft Word for Business III.....	45
COMP 9900 Microsoft Excel for Business I.....	45
COMP 9904 Microsoft Excel for Business II.....	45
COMP 9909 Microsoft Excel for Business III .....	45
COMP 9901 Microsoft Access for Business I.....	45
COMP 9910 Microsoft Access for Business II.....	45
COMP 9936 Using Outlook for Office Support, Level I .....	45
COMP 9928 PowerPoint for Business.....	45

**Plus one (1) elective from the following:**

WOPR 9997 Word Processing-Special Projects .....	45
COMP 9938 Publisher for Business Desktop Publishing.....	45

**Total hours to complete Microsoft Office Specialist Certificate Program ----- 630**

- **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* (415) 561-1806/ 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 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 >>>**

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## MICROSOFT OFFICE SPECIALIST

Noncredit Business Certificate  
FALL 2013 Suggested Schedule

TIME	DATES	DAYS	SUBJ	CRS#	CRN#/COURSE TITLE	RM
08:15-10:30	08/14/13-09/12/13	MTWR	WOPR	9486	CRN #81066 Microsoft Word for Business I	228
	09/16/13-10/16/13	MTWR	WOPR	9995	CRN #81169 Microsoft Word for Business II	228
	10/17/13-11/14/13	MTWR	WOPR	9996	CRN #80251 Microsoft Word for Business III	228
	11/18/13-12/19/13	MTWR	WOPR	9997	CRN #81333 Word Processing-Special Projects (elective)	228
09:00-11:15	08/16/13-12/13/13	F	BOSS	5500	CRN #81201 Keyboarding for Computers	201
10:45-01:00	08/14/13-09/12/13	MTWR	COMP	9900	CRN #80230 Microsoft Excel for Business I	231
	09/16/13-10/16-13	MTWR	COMP	9904	CRN #80233 Microsoft Excel for Business II	231
	10/17/13-11/14/13	MTWR	COMP	9909	CRN #80236 Microsoft Excel for Business III	231
01:15-03:30	08/14/13-12/18/13	MW	BOSS	5510	CRN #81227 Document Formatting & Production	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 I	234

**Note:** The remaining courses should be taken **SPRING 2014** to complete the Microsoft Office Specialist

Subject/Course#	Course Title
AAPS 1111	Orientation to Noncredit Certificate Program
COMP 9901	Microsoft Access for Business I
COMP 9910	Microsoft Access for Business II