

*Earn a FREE mini-certificate by taking just a few courses.
You can even complete two or three!!!*

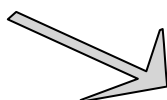


John Adams Center

Offers 8 FREE Mini-Certificate Programs for Fall 2013

- Basic Word Processing
 Advanced Word Processing
 Excel Basics
 Excel Specialist
 Business Office Publishing
 Basic Customer Service
 Basic Computer Concepts
 Specialized Accounting Skills

Below are the Fall 2013 class schedules for courses towards a **Word Processing** mini-certificate. Simply complete one section of each required course to qualify.



Basic Word Processing Noncredit Certificate

Courses	Hours
BOSS 5500 Keyboarding for Computers.....	45
WOPR 9486 Microsoft Word for Business I.....	45
WOPR 9995 Microsoft Word for Business II.....	45
Total Hours	135

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
8:15 AM-10:30AM	08/14/13-09/12/13	MTWR	WOPR	9486	Microsoft Word for Business I/ CRN #81066	228
8:15 AM-10:30AM	09/16/13-10/16/13	MTWR	WOPR	9995	Microsoft Word for Business II/ CRN #81169	228
9:00AM-11:15AM	08/16/13-12/13/13	F	BOSS	5500	Keyboarding for Computers/ CRN #81201	201
OR 11:30AM-1:45PM	08/16/13-12/13/13	F	BOSS	5500	Keyboarding for Computers/ CRN #81202	201

Advanced Word Processing Noncredit Certificate

Courses	Hours
BOSS 5500 Keyboarding for Computers.....	45
WOPR 9996 Microsoft Word for Business III.....	45
WOPR 9997 Word Processing-Special Projects ..	45
Total Hours	135

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
8:15AM-10:30AM	10/17/13-11/14/13	MTWR	WOPR	9996	Microsoft Word for Business III/ CRN #80251	228
8:15AM-10:30AM	11/18/13-12/19/13	MTWR	WOPR	9997	Word Processing-Special Projects/ CRN #81333	228
9:00AM-11:15AM	08/16/13-12/13/13	F	BOSS	5500	Keyboarding for Computers/ CRN #81201	201
OR 11:30AM-1:45PM	08/16/13-12/13/13	F	BOSS	5500	Keyboarding for Computers/ CRN #81202	201

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 call *Margaret Choy* at (415) 561-1806/ citycollegejobdev@yahoo.com, Room 44.

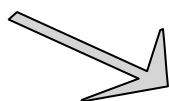
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FREE Mini-Certificate Programs for Fall 2013

Below are the Fall 2013 class schedules for courses towards an **Excel** mini-certificate.
Simply complete one section of each required course to qualify.



Excel Basics Noncredit Certificate

Courses	Hours
COMP 9900 Microsoft Excel for Business I.....	45
COMP 9904 Microsoft Excel for Business II	45
Total Hours	90

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
10:45AM-1:00PM	08/14-09/12/13	MTWR	COMP	9900	Microsoft Excel for Business I/ CRN: #80230	231
10:45AM-1:00PM	09/16-10/16/13	MTWR	COMP	9904	Microsoft Excel for Business II/ CRN: #80233	231

Excel Specialist Noncredit Certificate

Courses	Hours
BOSS 2500 Business Math with Spreadsheets I.....	45
COMP 9932 Excel for Accounting Principle.....	45
COMP 9909 Microsoft Excel for Business III.....	45
Total Hours	135

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
10:45AM-1:00PM	10/17-11/14/13	MTWR	COMP	9909	Microsoft Excel for Business III/ CRN: #80236	231
08:15AM-10:30AM	11/18-12/19/13	MTWR	BOSS	2500	Business Math with Spreadsheets I/ CRN: #81172	234
10:45AM-1:00PM	11/18-12/19/13	MTWR	COMP	9932	Excel for Accounting Principle/ CRN: #80863	231

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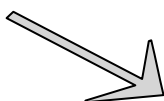
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Free Mini-Certificate Programs for Fall 2013

Below are the Fall 2013 class schedules for courses towards a
Business Office Publishing Basics and **Basic Customer Service** mini-certificate.
Simply complete one section of each required course to qualify.



Business Office Publishing Basics Noncredit Certificate

Courses	Hours
COMP 9938 Publisher for Desktop Publishing	45
COMP 9907 Desktop Publishing for Business II.....	45
COMP 9959 Photoshop Elements.....	45
Total Hours	135

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
10:45AM-1:00PM	09/16 - 10/16/13	MTWR	COMP	9938	Publisher for Desktop Publsng/ CRN: #80867	228
10:45AM-1:00PM	10/17 - 11/14/13	MTWR	COMP	9907	Desktop Publsng for Business II / CRN: #80351	228
10:45AM-1:00PM	11/18 - 12/19/13	MTWR	COMP	9959	Photoshop Elements / CRN: #81054	228

Basic Customer Service Noncredit Certificate

Courses	Hours
BOSS 4510 Business Communication	45
BOSS 3501 Customer Service Skills	15
WOPR 9486 Microsoft Word for Business I	45
BOSS 5500 Keyboarding for Computers.....	45
COMP 9952 Internet & E-mail.....	15
Total Hours	165

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
8:15AM-10:30AM	08/14 - 09/12/13	MTWR	WOPR	9486	Microsoft Word for Business I/ CRN #81066	228
8:15AM-10:30AM	11/06 - 11/14/13	MTWR	COMP	9952	Internet & Email / CRN: #81151	234
09:00AM-11:15AM	10/25 - 12/06/13	F	BOSS	3501	Customer Service Skills / CRN: #81337	201
10:45AM-1:00PM	08/14 - 10/16/13	MW	BOSS	4510	Business Communication/ CRN: #81344	201
11:30AM-1:45PM	08/16 - 12/13/13	F	BOSS	5500	Keyboarding for Computers / CRN: #81202	201

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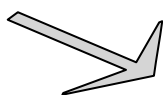
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FREE Mini-Certificate Programs for Fall 2013

Below are the Fall 2013 class schedules for courses towards a **Basic Computer Concepts** and **Specialized Accounting Skills** mini-certificate. Simply complete one section of each required course to qualify.



Basic Computer Concepts Noncredit Certificate

Courses	Hours
BOSS 5500 Keyboarding for Computers.....	45
COMP 9905 Intro to Windows for MS Office Applications .45	45
COMP 9921 Intro to Internet for Office Support.....	45
Total Hours	135

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
09:00AM-11:15AM	08/16-12/13/13	F	BOSS	5500	Keyboarding for Computers/ CRN #81201	201
10:45AM-01:00PM	08/14-09/12/13	MTWR	COMP	9905	Intro to Windows for MS Office Apps CRN: #80235	228
11:30AM-01:45PM	08/16-12/13/13	F	COMP	9921	Intro to Internet for Office Support CRN: #81307	201

Specialized Accounting Skills Noncredit Certificate

Courses	Hours
ACBO 9210 Income Tax Prep: Intro	15
ACBO 9213 QuickBooks A/P and A/R	15
ACBO 9214 QuickBooks: Payroll.....	15
BOSS 5506 Computer Keyboarding: The Numeric Keypad	15
BOSS 5505 Keyboarding Quick Course.....	15
<i>*(not offered at JAD Center—substitute with BOSS 5500—45 hours)</i>	
Total Hours	75

Fall 2013 Suggested Schedule

TIMES	DATES	DAYS	SUBJ	CRS#	COURSE TITLE/CRN#	RM
09:00AM-11:15AM	09/06-10/18/13	F	BOSS	5506	Computer Keyboarding-The Numeric Keypad CRN: #81350	201
10:45AM-01:00PM	11/18-11/26/13	MTWR	ACBO	9213	QuickBooks— A/P, A/R/ CRN: #80928	234
10:45AM-01:00PM	12/02-12/10/13	MTWR	ACBO	9214	QuickBooks- Payroll /CRN: #81297	234
10:45AM-01:00PM	12/11-12/19/13	MTWR	ACBO	9210	Income Tax Preparation/ CRN: #81954	234
11:30AM-01:45PM	08/16-12/13/13	F	BOSS	5500	*Keyboarding for Computers/ CRN: #81202 <i>(substitute for BOSS 5505 Keyboarding: Quick Course)</i>	201

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