



OUR VISION:

PROMOTE tuition-free job training classes, business programs and educational solutions.

PROVIDE hands-on computer training in office support, accounting/bookkeeping, small business, and green business with job matching referral services.

PREPARE students for an increasingly competitive job market.



415.239.3203
www.ccsf.edu/bus

CITY COLLEGE OF SAN FRANCISCO OFFERS YOU:

UNBEATABLE VALUE CCSF offers low-cost credit and free noncredit courses in an incredible array of career and technical programs and academic disciplines. In addition to affordable tuition, you can take advantage of the College's financial aid, scholarships, book loan, and work study opportunities while achieving your educational goals.

OPPORTUNITIES FOR ALL Hope to enter or advance in a career? Plan to transfer? Want to improve your English? Seek personal enrichment opportunities? CCSF's doors are open to you. If you are 18 years of age or older or if you have a high school degree or G.E.D., you can choose from thousands of CCSF courses. Some programs may require specific preparation in order to participate. Current high school students may be eligible for courses through concurrent enrollment.

LOCATIONS IN YOUR NEIGHBORHOOD With a dozen campuses and nearly 200 instructional sites throughout San Francisco, you are bound to find CCSF near your home or work. Our locations run classes day, night, and on the weekends—making courses convenient for your schedule.

HIGH-QUALITY TEACHING CCSF's faculty have a passion for teaching and excellent qualifications. Nearly all have Master's degrees and many hold Doctorates in their instructional area. Students in career and technical programs benefit from faculty who are dedicated to teaching and keep their skills current by continuing to work in the field.

NONCREDIT BUSINESS PROGRAMS

CITY COLLEGE OF SAN FRANCISCO



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It is the policy of the San Francisco Community College District to comply with all laws related to and provide all persons with equal opportunity in all of its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity or status as a Vietnam-era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender or questioning person.

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SATISFACTION does not come with achievement,
but with EFFORT. Full effort is full VICTORY.

—MAHATMA GANDHI

EARN A CERTIFICATE

We offer various certificate programs that can prepare students for employment in an array of fields, many which can be completed in one or two semesters, depending on the track or skills desired. Our new learner certificates provide a brief but intensive course of study in a particular area so that students may develop or retool on specific business and computer workplace skills, train for an entry-level position in the modern office, advance to a better position, or prepare for advancement to credit business programs.

BUSINESS TECHNOLOGY JOB TRAINING SOLUTIONS

Business Technology Job Training offers a broad range of short and long-term program certificates specific to business technology workplace needs. Our goal is to prepare students to respond to an increasingly tight job market by providing the technological and business communication skills required in the workplace. Comprehensive instruction is offered in traditional classroom and in computer labs equipped with industry standard hardware and software.



GREEN AND SUSTAINABLE SMALL BUSINESS

Our Green Small Business program is designed to work with small business owners, managers and others who desire to know the challenges and advantages of operating a green business. This certificate will give small business owners an overview of the aspects of being green, how to get green certificate, how to market your certificate once you get it and the costs and benefits of greening your business. The classes will explore the essential concepts of green and sustainable business, how to create comprehensive strategies and implement policies to achieve these business goals.

SUPERVISION AND BUSINESS MANAGEMENT

Our Supervision and Business Management program prepares students for positions in business or government, and for experienced persons upgrading their supervisory and business management skills. This certification stresses leadership skills, communication, motivation, personnel and human relations; computing, problem solving, and decision-making; planning, organizing, staffing, directing, and controlling operations.

SMALL BUSINESS PROGRAM

Small Business Classes provide complete basic knowledge to the student interested in starting his or her own small business. Our goal is to make sure that students have all the knowledge needed to organize, fund, launch and run a small business successfully. Classes meet only once or over a short term and are at night to meet students' scheduling needs. A Small Business Certificate is available for interested students. Find out if this is the time for you to create your own job!

INTERNATIONAL BUSINESS

Our International Business certificate is designed to prepare students currently operating their own businesses to expand into international markets, students who are considering starting their own export/import business, and students preparing to improve their job skills to enter or advance in the field of international business. Students will review business practices and trade issues with the countries of Asia, Europe, Africa, Middle East, and Latin America.

JOB MATCHING PROGRAM

Our Business Job Matching Program matches qualified Business students with local Bay Area jobs. This is a free service to business students and employers. Students learn to prepare professional looking resumes and learn interview skills. Resumes are forwarded to employers who contact students directly to interview.

APPLICATION

City College of San Francisco's noncredit business classes are tuition free to California residents over the age of 18. Apply online at www.ccsf.edu or in-person at any one of our many campus locations.



It is never too soon
or too late to begin learning.

JOB TRAINING SOLUTIONS