

Learn about **FREE** job training:



Noncredit Business Certificate Orientation/Info Sessions

When: Wednesday, **August 7th** at 12:30 pm – 1:30 pm
Wednesday, **August 21st** at 12:30 pm – 1:30 pm
Wednesday, **September 18th** at 12:30 pm – 1:30 pm
Wednesday, **October 16th** at 12:30 pm – 1:30 pm
Wednesday, **November 20th** at 12:30 pm – 1:30 pm
Wednesday, **December 18th** at 12:30 pm – 1:30 pm

Where: City College of San Francisco, John Adams Center
1860 Hayes Street (at Masonic), Room 139

Find out about:

- Business Certificates for entry-level office support, bookkeeping, & more
- Format of classes for one- and two-semester long programs
- Job opportunities for which the certificates prepare participants
- Support services available including financial aid and job search help
- Registering for day classes

Certificates at the John Adams Center:

- Business Office Support Skills – 1 & 2
- Clerical Support Specialist
- Microsoft Office Specialist
- Computer Applications For Business

- **MINI CERTIFICATES:** Basic Word, Adv Word; Excel Basics, Excel Specialist; Basic Computer Concepts, Business Office Publishing Basics, Basic Customer Service and Specialized Accounting Skills



Ongoing Open Enrollment

For **Orientation/Info** contact **Jim Wong**, Counseling Department, Room 142, 415-561-1929.
For **general info**, contact **Margaret Choy**, 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 CCSF center locations.