



# Short-Term Training

*The paths are many. The choice is yours.*

*City College of San Francisco offers an extensive schedule of day, evening, and weekend classes to help you reach your goals.*



[ccsf.edu/explore](https://ccsf.edu/explore)  
[careerservices@ccsf.edu](mailto:careerservices@ccsf.edu)

# Short-Term Training

CCSF offers a range of short-term training options to help you quickly upskill and enter the workforce. The following are examples of courses offered each semester. Please check [ccsf.edu/schedule](https://ccsf.edu/schedule) for specific course descriptions and start dates. Credit and noncredit program options are available.



## Business Management and Entrepreneurship

### **BUSINESS OFFICE TECHNOLOGY**

[ccsf.edu/administrative-support-office-technology](https://ccsf.edu/administrative-support-office-technology)

Designed for students who want to grow their business office skills but who may not be interested in pursuing a degree. The curriculum prepares students for business positions such as administrative and office assistants.



## Tools and Trades

### **CULINARY ARTS BASIC TRAINING**

[ccsf.edu/culinary-arts](https://ccsf.edu/culinary-arts)

Introduction to kitchen basics, such as equipment use, safety, and sanitation. In addition, this course focuses on culinary fundamentals such as knife skills, classic cooking methods and preparation, vocabulary and basic kitchen math.

### **CUSTODIAL**

[ccsf.edu/custodial-training](https://ccsf.edu/custodial-training)

This training offers preparation for entry level employment as a custodian. This non-credit course includes 108 hours of training in safety, use of tools, equipment, chemicals, materials and supplies, and the proper application of dusting, sweeping, mopping, ladder use, scaffolds, various floor machines and specialized equipment.



## Education and Child Development

### **CHILD DEVELOPMENT**

[ccsf.edu/child-development-family-childcare](https://ccsf.edu/child-development-family-childcare)

This certificate is appropriate for those students interested in opening or further developing a licensed family child care program or beginning a career in family child care.



## Health and Safety

### **EMERGENCY MEDICAL TECHNICIAN**

[ccsf.edu/emergency-medical-technician-emt](https://ccsf.edu/emergency-medical-technician-emt)

This course will introduce you to the knowledge and skills for an entry-level EMT position. Upon completion of the program, you will be eligible to take the National Registry for EMT Certification and apply for the state licensing.

### **PHLEBOTOMY**

[ccsf.edu/phlebotomy-technician](https://ccsf.edu/phlebotomy-technician)

This course prepares the entry level health care practitioner for certification as Phlebotomy Technician. Includes topics such as: infection control, safety, medical terminology, patient preparation, skin puncture, and post puncture care. Includes practice completing skin and vein punctures in a clinical setting.



### **CAREER EDUCATION**

50 Frida Kahlo Way  
San Francisco, CA 94112  
[ccsf.edu/explore](https://ccsf.edu/explore)  
[careerservices@ccsf.edu](mailto:careerservices@ccsf.edu)