

**ONLINE SIGN-UP BY**  
**OCTOBER 31<sup>ST</sup>**  
**DEADLINE**  
**TUITION FREE**

[www.ccsf.edu/bus/signup](http://www.ccsf.edu/bus/signup)

**ONLINE Web4 REGISTRATION**  
**NOVEMBER 12-30<sup>TH</sup>**  
**BUSINESS TECH & COMMUNICATION**  
**NONCREDIT**  
 School of Business

Get Your Online Student I.D. Today!

SPRING 2014

Learn to market your technological and business communication skills by learning the language of business software, business English and communication, customer service, and accounting. **MS Word, MS Excel, MS PowerPoint, MS Publisher, MS Access, Adobe Dreamweaver, Adobe Photoshop Elements, Adobe InDesign, Adobe Flash, Adobe Acrobat, Google Docs, MS SkyDrive, Windows, and Intuit QuickBooks.** Info: [rpadilla@ccsf.edu](mailto:rpadilla@ccsf.edu)

Chinatown / North Beach | Civic Center | Downtown | John Adams | Mission

**CHINATOWN / NORTH BEACH**

Accounting Assistant  
 Clerical Accounting  
 Computerized Accounting Specialist  
 QuickBooks for Accounting

**QUICK SKILLS**

Excel Basics  
 Excel Specialist

**MISSION CENTER**

Clerical Accounting  
 Construction Administrative Assistant  
 Business Skills for the Medical Office  
 Business Office Support Skills I  
 QuickBooks for Accounting

**QUICK SKILLS**

Excel Basics  
 Office Publishing Basics  
 Web Pages Basics  
 Web Pages Intermediate

**DOWNTOWN CENTER**

Accounting Assistant  
 Business Office Support Skills I  
 Computer Applications for Business  
 QuickBooks for Accounting

**QUICK SKILLS**

Basic Word Processing  
 Advanced Word Processing  
 Excel Basics  
 Excel Specialist  
 Office Publishing Basics  
 Office Publishing Specialist  
 Web Pages Basics  
 Web Pages Intermediate  
 Specialized Accounting Skills  
 Bus. Office Skills for Customer Service  
 Basic Computer Concepts

EDD Recognized Programs Certificates  
 Financial Aid Assistance Availability on Select  
 Program Offerings

**BUSINESS NONCREDIT**  
**SAN FRANCISCO**

**JOHN ADAMS**

Business Office Support Skills I  
 Business Office Support Skills II  
 Clerical Support Specialist  
 Microsoft Office Specialist  
 QuickBooks for Accounting

**QUICK SKILLS**

Basic Word Processing  
 Advanced Word Processing  
 Excel Basics  
 Excel Specialist  
 Office Publishing Basics  
 Specialized Accounting Skills  
 Bus. Office Skills for Customer Service  
 Basic Computer Concepts

**Chinatown / North Beach**

808 Kearny St  
 S.F., CA 94133  
 415.561.1853

**Civic Center**

750 Eddy St  
 S.F., CA 94109  
 415.561.1871

**Downtown**

88 4th St  
 S.F., CA 94103  
 415.267.6500

**John Adams**

1860 Hayes St  
 S.F., CA 94117  
 415.561.1900

**Mission**

1125 Valencia St  
 S.F., CA 94110  
 415.920.6000