



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 CAREER EDUCATION
ccsf.edu/explore
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 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

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.



Education and Child Development

CHILD DEVELOPMENT

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.



Tools and Trades

CULINARY ARTS BASIC TRAINING

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

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.



Health and Safety

EMERGENCY MEDICAL TECHNICIAN

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

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


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