

What are the benefits of taking these courses?

- Learning new ways to do tasks
- Learning new skills applicable to your work for the City
- Gaining new computer skills or improving your computer skills
- Practicing these skills over an extended period of time
- Dedicated learning time
- Meeting employees from other City departments
- Meeting professionals from outside of the City
- Showing initiative, that can be later documented during performance appraisals



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Questions about enrollment and CCSF policies about City University

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Questions about City College coursework, instructors, textbooks, and times OR
<http://www.ccsf.edu/Catalog/>

City and County of San Francisco, Department of Human Resources
Workforce Development Unit
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City University

Investing in CCSF's Workforce

Skill Development Classes through City College



In May 2005, Mayor Newsom directed DHR to create City University to ensure San Francisco has the most educated and highly trained local government workforce.

DHR is addressing the importance of skills development City employees by offering the following classes:

- Microcomputer Applications for Business
- Business and Technical Report Writing

Who can participate?

- Current full-time City employees who have completed their probationary period (if applicable)
- Must meet the prerequisites per course description (if applicable)
- Must have supervisor approval

What does participation mean?

You may choose to enroll in selected classes to upgrade your skills in specific areas. Mastery of each selected class will earn you a course *Certificate of Completion*.

How much does a class cost?

These classes are provided through City University at no cost to eligible City employees.

Do I get college credit for these classes?

Yes, you will get college credit.

What classes can I choose?

The following is a brief description of each course.

Microcomputer Applications for Business

3 units – Lecture and Lab. Introduction to the fundamental concepts and skills of the operating system and the three most frequently used computer software program applications used in business: word processing, electronic spreadsheets, and database management.
Tuesdays & Thursdays- 4-5:30pm

Business and Technical Report Writing

3 units – Lecture. Practice in techniques of primary and secondary research and in writing informal, formal, and technical reports, which describe clearly, solve problems, present ideas persuasively, and evaluate alternatives. Computers and word processing and editing software programs are available as writing tools.
Mondays & Wednesdays, 7:30-9am

How will time in class be compensated?

If the class is held during your regularly scheduled work hours, DHR is encouraging City Departments to allow employees up to 50% of work time to attend the class. The remainder of the class time will be the employee's own time.

- Classroom time held during your non-work hours
- Commute time to and from the classroom location
- Time spent on lab work
- Time spent on homework

Where will classes be held?

City College's Main Campus
50 Phelan Avenue (at Ocean).
Accessible by public transit.

Do I pay for textbooks?

Some classes may require textbooks. If so, you are responsible for purchasing them. City College sells new and used books, and also has a buy-back policy.

What is the enrollment process?

1. Enroll in City College's Credit Division at www.ccsf.edu/AR/
If you took credit classes at City College in the past, you do not need to enroll.
2. After completing the form, submit the information on-line, print out the last page and sign the form.
3. Complete the Supervisor Approval form (http://www.sfgov.org/site/dhr_page.asp?id=34299) and have your supervisor approve your participation in City University.
4. Submit the City College signature page (from the on-line application) and the Supervisor Approval form to DHR – Workforce Development Unit at 44 Gough Street.
5. Upon registration in your class, you will receive a confirmation from DHR – Workforce Development Unit.