



MEMORANDUM
DHR No. 22-2006

DATE: July 28, 2006

TO: Department Heads
Personnel Officers
Labor Organizations

FROM: Philip A. Ginsburg
Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg", written over a horizontal line.

SUBJECT: CITY UNIVERSITY – FALL 06 ENROLLMENT

Over the last several months, you have received information regarding City University. City University is a program that can develop the skills and potential of City employees, assist in career development of City employees and strengthen the City's ability to provide services in a changing environment.

Summary of the Summer 2006 Program

The Summer 2006 program of City University offered three Professional Development Certificate programs: Project Management Certificate Program; Human Resource Management Certificate Program and Professional Communications Program. Over 20 City employees participated in the summer session. These employees completed approximately one-half of the required classes for their certificates and will be completing their programs in this upcoming semester.

Fall 2006 Program

The Fall 2006 program of City University will begin in August and are composed of the following classes:

San Francisco State University – College of Extended Learning

- Project Management Certificate Program
<http://www.cel.sfsu.edu/brochures/fall06/project.pdf>
- Human Resource Management Certificate Program
<http://www.cel.sfsu.edu/brochures/fall06/hrm.pdf>
- Professional Communication Skills Program
<http://www.cel.sfsu.edu/brochures/fall06/communication.pdf>

City College of San Francisco

- Microcomputer Applications for Business
- Business and Technical Report Writing

City University brochures will be sent to you describing the classes, costs, enrollment process and other frequently asked questions. **NOTE: Deadline for enrollment is Friday, August 11, 2006.**

Join the City University Planning Group

We are in the beginning stages of building the infrastructure of City University and need the participation of City Departments, learning institutions, labor organizations, the business and philanthropic community. Please join us at a City University Planning Group meeting on **Wednesday, September 13, 2006 at 9:00 am, 44 Gough Street, Room 101.** Or, if you are unable to attend, but would like to participate, please let us know.

Should you want more background on the City University program, please go to DHR's website at www.sfgov.org/dhr and click on DHR Memos (#09-2006).

If you have any questions, please contact Donna Kotake (557-4912) donna.kotake@sfgov.org or Maria Ryan (551-8948) maria.ryan@sfgov.org at the DHR-Workforce Development Unit.

cc: Donna Kotake, Director, Workforce Development
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