

ADMINISTRATIVE PROFESSIONAL CERTIFICATE PROGRAM

"This class has given me confidence in myself and my ability to learn new things."

FREE to CalWORKs participants

Potentially eligible for supportive services

Get started on your
ADMINISTRATIVE CAREER

SIGN UP NOW!!!



Class Session:
November 1st -
February 2017

ADMINISTRATIVE CERTIFICATE PROGRAM IN REDWOOD CITY

- Classes located at Cañada College 4200 Farm Hill Blvd, Redwood City, CA
- Flexible Days and Times; Tuesdays & Thursdays 9am-12 pm & 1pm-4pm
- Instructor; Hilda Sendyk, M.S.

**NOTE: Courses tailored to active participants in HSA programs - Training only, not-for-credit.*



COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY






SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

SESSIONS INCLUDE:

- Computer Systems and Data Management
- Software Applications
- Email Communication
- Customer Service
- Social Media in the Workplace

Mini Certificates

<i>Session Name</i>	<i>Start Date</i>
<i>Morning Classes (Tuesday and Thursday, 9am - 12pm)</i>	
<p><i>Customer Service</i> Four 3-hour sessions</p> 	November 1st
<p><i>Positive Empowerment</i> Two 3-hour Sessions</p>	November 15th
<p><i>Written & Verbal Communication</i> Four 3-hour sessions</p>	November 22nd
<p><i>Time Management Skills</i> One 3-hour session</p>	January 3rd
<p><i>Email Communication</i> Three 3-hour sessions</p> 	January 5th
<p><i>Microsoft Excel - Beginner*</i> Six 3-hour sessions <i>*Required to attend a minimum of four classes to receive the full Administrative Certificate</i></p>	January 17th
<p><i>Microsoft PowerPoint - Beginner*</i> Four 3-hour sessions <i>*Required to attend a minimum of three classes to receive the full Administrative Certificate</i></p>	February 7th
<p><i>Social Media In The Workplace</i> One 3-hour session</p> 	February 23rd
<i>Afternoon Classes (Tuesday and Thursday, 1pm - 4pm)</i>	
<p><i>Computer Systems & Data Management</i> Two 3-hour sessions</p>	November 1st
<p><i>Microsoft Word - Beginner*</i> Six 3-hour sessions <i>*Required to attend a minimum of four classes to receive the full Administrative Certificate</i></p>	November 10th

***Must attend the three Microsoft Office Classes in order to receive the full Administrative Professional Certificate**