



Tuition Free

Job Training

Downtown Campus

FALL 2009

Enrollment Instructions: Complete a non-credit application online at www.ccsf.edu/dtn in English, Chinese, or Spanish or visit us at 88 4th Street (at Mission Street) and try out one of our many computer registration kiosks (Print your receipt and note your student I.D. number. **OR** Attend the first day of class and register and enroll-in-class with the instructor after the registration period has closed. Registered ESL students need only complete an Add Form in class.

3rd Quarter • October

ACBO 9207	84863	Basic Accounting Concepts II	TR	08:00-10:30 AM	722	10/20-12/17/09	Webb, Y	
WOPR 9995	83897	Word Processing - Intermediate	MW	08:00-10:30 AM	514	10/19-12/16/09	Wilson, M	
COMP 9947	85208	Windows Folder & File	MTWR	08:00-10:30 AM	516	10/19-10/27/09	Padilla, R	
BOSS 2500	85252	Business Math/Excel	MW	08:00-10:30 AM	515A	10/19-12/16/09	Webb, Y	
WOPR 9993	85244	MS Word Essentials II	MTWR	08:00-10:30 AM	516	10/28-11/05/09	Padilla, R	
COMP 9888	85181	Spreadsheets- Level 3	F	09:00-12:00 PM	514	10/30-12/18/09	Jackson, L	
COMP 9949	85211	Dreamweaver I	F	09:00-12:00 PM	516	10/30-12/11/09	McNeal, M	
COMP 9867	84868	MS Excel Essentials I	MTWR	10:30-01:00 PM	515A	10/28-11/05/09	Padilla, R	
WOPR 9991	84751	MS Word Essentials I	MTWR	10:30-01:00 PM	515A	10/19-10/27/09	Padilla, R	
COMP 9911	85197	Databases - Advanced	MTWR	10:30-01:00 PM	514	10/19-11/17/09	Hudson, J	
COMP 9938	84900	Publisher for Desktop Publishing	MTWR	10:30-01:00 PM	516	10/19-11/17/09	Jackson, L	
WOPR 9994	85246	Word Processing - Level 3	MTWR	01:00-03:30 PM	515A	10/19-10/27/09	Schaefer, I	
COMP 9904	80833	Microsoft EXCEL-Intermediate	MW	01:00-03:30 PM	514	10/19-12/16/09	Jackson, L	
COMP 9902	85193	Graphics for Business	TR	01:00-03:30 PM	515C	10/20-12/17/09	Jackson, L	
COMP 9959	84937	Photoshop Elements	TR	05:00-07:30 PM	516	10/20-12/17/09	McNeal, M	
COMP 9896	84315	Individual Projects	MW	05:00-07:30 PM	516	10/19-12/16/09	Tong, P	
BOSS 2500	85249	Business Math/Excel	TR	05:00-07:30 PM	514	10/20-12/17/09	Jones, K	
COMP 9922	85377	Flash for Bus/Office Presentation	TR	05:00-07:30 PM	515C	10/20-12/17/09	Skolnick,	
COMP 9904	80834	Microsoft EXCEL-Intermediate	TR	07:30-10:00 PM	514	10/20-12/17/09	Jones, K	
COMP 9934	84192	Bus Web Pages	TR	07:30-10:00 PM	515C	10/20-12/17/09	Skolnick, J	
COMP 9919	84887	Dreamweaver for Basic Business	TR	07:30-10:00 PM	516	10/20-12/17/09	McNeal, M	

4th Quarter • November

COMP 9964	85229	Microsoft Outlook Essentials	MTWR	08:00-10:30 PM	516	11/09-11/17/09	Padilla, R	
COMP 9951	85216	MS PowerPoint	MTWR	08:00-10:30 PM	516	11/18-11/30/09	Padilla, R	
COMP 9948	84925	Acrobat Bus/Office Doc Conversion	MTWR	08:00-10:30 PM	516	12/01-12/09/09	Padilla, R	
COMP 9952	84545	Internet & Email	MTWRF	08:00-10:30 PM	516	12/10-12/17/09	Padilla, R	
COMP 9894	85190	Microsoft Access Essentials I	MTWR	10:30-01:00 PM	515A	11/09-11/17/09	Padilla, R	
COMP 9908	85382	Micro App - Current Topics	MTWR	10:30-01:00 PM	514	11/18-12/17/09	Hudson, J	
COMP 9936	85133	Outlook for Offc Support, Level I	MTWR	10:30-01:00 PM	515A	11/18-12/17/09	Jackson, L	
COMP 9922	84892	Flash for Bus/Office Presentation	MTWR	10:30-01:00 PM	516	11/18-12/17/09	Padilla, R	
WOPR 9995	81036	Word Processing - Intermediate	MTWR	01:00-03:30 PM	515A	11/18-12/17/09	Schaefer, I	



Tuition Free Business Technology

Job Training

CERTIFICATE OF COMPETENCY BUSINESS OFFICE SUPPORT SKILLS, PHASE I

360-450 Hours

Prepare students for entry-level office positions. Topics to be covered include basic skills in Microsoft Office Applications (Windows and File Organization, Word, Excel, Access, PowerPoint, Outlook), Data Entry/10Key, Customer Service, and general office procedures. Students will achieve a minimum typing speed of 35 wpm. Advisory: Eligibility for noncredit ESL levels 5/6.

BOSS 5501	Keyboarding: Skill Development	90 hours
or BOSS 5502	Clerical Keyboarding	180 hours
or BOSS 5503	Keyboarding All Levels	180 hours
COMP 9889	Intro to Microsoft Office Applications	90 hours
<i>or All of the following:</i>		
COMP 9947	Windows Folder & File Concepts	15 hours
WOPR 9991	Microsoft Word Essentials I	15 hours
WOPR 9993	Microsoft Word Essentials II	15 hours
COMP 9867	Microsoft Excel Essentials I	15 hours
COMP 9894	Microsoft Access Essentials I	15 hours
COMP 9964	Microsoft Outlook Essentials	15 hours
BOSS 3501	Customer Service	15 hours
COMP 9951	Microsoft PowerPoint	15 hours
BOSS 5506	Keyboarding: The Numeric Pad	15 hours
BOSS 4503	Business English	90 Hours
BOSS 5509	Office Procedures for the 21st Century	45 Hours

Enroll in Noncredit at:
www.ccsf.edu/bus

Alemany	Chinatown/North Beach	Downtown	John Adams	Mission	Southeast
750 Eddy Street	940 Filbert Street	88 4th Street	1860 Hayes St.	1125 Valencia St.	1800 Oakdale Avenue
San Francisco, CA 94109	San Francisco, CA 94133	San Francisco, CA 94103	San Francisco, CA 94117	San Francisco, CA 94110	San Francisco, CA 94124
415.561.1875	415.561.1850	415.267.6500	415.561.1900	415.920.6000	415.550.4300