

**City College of San Francisco . School of Health and Physical Education
John Adams Campus/DeAvila Site
1351 Haight Street . San Francisco, CA 94117 . (415) 561-1900**



**SPRING SEMESTER
JANUARY 12 - MAY 22, 2009**



MEDICAL RECEPTIONIST CERTIFICATE PROGRAM

The Medical Receptionist Certificate Program trains students to perform administrative duties for employment as a receptionist in physicians' offices, hospitals, outpatient clinics, and home care agencies. The program concentrates on medical-clerical skills and computer applications.

PREREQUISITES:

Successful completion of English 90 or placement into English 92 OR successful completion of ESL 150 or placement into ESL 82.

PROGRAM REQUIREMENTS:

1. 18 years of age minimum

Upon Acceptance:

2. physical examination and negative TB test of chest x-ray
3. white lab coat and name tag for work experience

Degree:

The Medical Receptionist Program offers a Certificate of Completion.

For an information packet, please call (415) 561-1900 or visit our web site at www.ccsf.edu. For questions regarding the Medical Receptionist Certificate Program, please contact Dory Rincon at (415) 561-1821 or Linda Fiore at (415) 561-1827.

TUITION: (subject to change without prior notice)

- \$20.00 per semester unit for California residents
- \$179.00 per semester unit for non-residents (plus \$20 per semester unit enrollment fee)
- \$16.00 for Student Health Benefit Fee for ALL students
- \$5.00 material fee for selected classes

FINANCIAL AID:

To receive information about financial aid, call the financial aid counselor at Phelan Campus, 239-3576 and request an appointment or contact the financial aid counselor, Winnie Yiu at John Adams, 1860 Hayes Street, Room 133B, (415) 561-1012.

It is the policy of the CCSF to provide all persons with equal employment and educational opportunities regardless of race, color, religion, sex, national origin, sexual orientation, marital status, age or handicap.

APPLICATION AND ENROLLMENT PROCEDURES ON REVERSE SIDE

ENROLLMENT PROCEDURES

Enrollment procedures for students applying to the Medical Receptionist Certificate Program consist of the following steps:

1. CCSF APPLICATION
2. PLACEMENT TEST
3. ORIENTATION AND COUNSELING
4. REGISTRATION

CCSF ADMISSION APPLICATION

All students who are new to City College of San Francisco must complete and file an application with the Office of Admissions and Records in person or by mail to: City College of San Francisco, 50 Phelan Ave., Room E107, San Francisco, CA 94112., or can be done also online: <https://www.ccsf.edu/Forms/application.shtml>

PLACEMENT TEST

All students who are new to City College of San Francisco must take a placement test in English/Math or ESL/Math. (Exceptions to this requirement are listed below.) **You must present a photo I.D. (driver's license, passport, etc.) at the time you take the test.**

Placement tests are held at the **John Adams Campus, 1860 Hayes Street and DeAvila Site, 1351 Haight Street** on the following dates:

Please arrive 10 minutes before the schedule in order to be seated. Seating is limited to 30.

Monday	September 22, 2008	1:30pm, DeAvila, 1351 Haight St., Room 102	Native English / Math / Algebra
Wednesday	October 1, 2008	5:30pm, John Adams, 1860 Hayes St., Room 135	Native English / Math / Algebra
Thursday	October 30, 2008	1:30pm, DeAvila, 1351 Haight St., Room 102	Native English / Math / Algebra

Monday	September 22, 2008	5:30pm, DeAvila, 1351 Haight St., Room 102	English as Second Language / Math / Algebra
Wednesday	October 1, 2008	1:30pm, John Adams, 1860 Hayes St., Room 135	English as Second Language / Math / Algebra
Thursday	October 30, 2008	5:30pm, John Adams, 1860 Hayes St., Room 130	English as Second Language / Math / Algebra

Students who test on one of the above dates will receive their results at the orientations listed below. **You must present a photo I.D. to pick up in person.** You may print out your test results online at <https://ocean.ccsf.edu> after five working days, if your CCSF Admissions Application is on file. <https://www.ccsf.edu/Forms/cgi-bin/application.cgi>

Exemptions to the City College Placement Test are as follows:

1. You have an A.A./A.S. degree or higher from an U.S. accredited school.
2. You may be eligible for an English test waiver, if you have completed English 1A or the equivalent at another college. To apply for this waiver, take a copy of your transcript to the Phelan Campus, Admissions and Records, Conlan Hall, Room 107.

ORIENTATION AND COUNSELING

All applicants must attend an orientation. You must bring ONE of the following documents with you:

1. Copy of your CCSF Placement Test results or test waiver
2. Copy of your CCSF transcript
3. Copy of your college transcript or diploma indicating an award of an Associate of Arts or Associate of Science degree or higher

Orientations are held at the **DeAvila Site, 1351 Haight Street** on the following date:

Orientation Date

Time & Room

Monday, December 8, 2008

4:00 p.m., 3rd Floor, Room 307

To be followed by general counseling

Orientations last approximately 1 hour and 30 minutes. **Due to limited space, we cannot allow visitors or children.**

For testing dates in November, December and January, please telephone (415) 239-3128 or pick up a test schedule at one of the CCSF campuses or at http://www.ccsf.edu/Services/Matriculation_Office/test.htm. If you test during these months, you are responsible for picking up your own test results and bringing them to the orientation. Your results will be ready 5 working days after you take the test.