The Downtown Business Computing Lab is for the use of CCSF students who are completing homework assignments for Business Department credit and noncredit classes. To use the lab, you must enroll in a Business course and enroll with an instructor to access a computer lab. Printing is limited to course assignments and should not exceed a maximum of 10 pages.

To enroll:
- You must have a student I.D. and a CCSF registration ticket that lists your business classes.
- Show your picture ID and the registration ticket to the faculty in the lab.
- Complete the add form.

How to Use the Lab

Sign-in: Sign-in each day that you use the lab.

Virus check: To ensure that you don’t “get” or “give” a computer virus, scan your media before starting to work.

Printing: Limit printing to one copy of assignments. No printing of documentation or of multiple copies. You will be asked to leave if you abuse printing privileges.

Before you leave: When you are finished working, ALWAYS close your document and exit the program. Close all desktop windows. Be sure to remove your floppy, zip, or flash drive.

Other Lab Policies

Assistance: The faculty monitor’s main job is to oversee the computer lab and monitor attendance procedures, student safety, and equipment malfunctions. He or she may be able to help you occasionally with software questions, depending on his or her expertise. However, students are expected to work independently and complete assignments on their own.

Food and drink: Put away all visible containers of food or drink before entering the lab. Water is considered a “drink.” No eating, drinking or smoking in the lab.

Internet usage: Accessing the Internet is limited to sites needed for homework assignments for Business Department credit and noncredit classes. (For example, playing games and online shopping are not acceptable uses.) Displaying or printing material that may be offensive to others a lab user is prohibited.


E-mail Usage: Sending or receiving e-mail is limited to class homework assignments.

Cell phones and beepers: Please turn off your cell phone before entering the lab. If you want to make a call, go outside the lab.

Working with software: use of software, including the Internet and e-mail, is limited to that needed to complete homework assignments for Business Department classes. Copy your programs or data to the hard disk is prohibited unless specifically assigned. Leave workstations as you found them. Any changes to a station that you make inadvertently or in accordance with an assignment should be reset before leaving.

Deleting files from the hard disk or changing configurations will result in suspension of lab privileges and/or disciplinary action. destruction or changes to hardware or software is subject to disciplinary action by the college, including suspension from lab/class, payment of restitution, or other action deemed appropriate by campus authorities.

Your valuables: Keep your valuables with you at all times. If you have lost an item, check first with the instructor, then at the official CCSF Lost and Found, located on the 1st floor with campus police.

Courtesy: Students are expected to be polite to other students and staff at all times. No disturbing conversation or groups. Students that create a disturbance will be asked to leave immediately.