

SPRING 2018 BUSINESS OFFICE TECHNOLOGY PREREGISTRATION FORM

Student I.D. # (Required)	New students can obtain an Auto-Generated Student I.D. Number at any Campus or Center kiosk or online at www.ccsf.edu/dtn	
Last Name:	First Name:	Birthdate: (Month / Day / Year)
Phone:	E-mail:	ENROLLED in a Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No Certificate Name:

Directions: Click an **X** next to the CRN number. Incomplete information will void your preregistration.

X	CRN	COURSE	TITLE	DAYS	TIMES	RM	INSTRUCTOR	DATES	HR
FULL SEMESTER									
	46042	BOSS 4510	Business Communications	F	08:30AM–10:45AM	514	Barrett, C	01/19/18–05/23/18	45
	47952	COMP 9908	Computer & Web-based Apps	SAT	08:30AM–10:45AM	516	Wilson, M	01/20/18–05/23/18	45
	47854	COMP 9909	Microsoft Excel Level III	F	08:30AM–10:45AM	515C	Fung, A	01/19/18–05/23/18	45
	47860	COMP 9941	Certiport	F	08:30AM–10:45AM	515A	Wilson, M	01/19/18–05/23/18	45
	47968	ACBO 9205	Quickbooks Complete	TR	10:30AM–12:45PM	516	Gaines, T	01/16/18–05/22/18	90
	47619	COMP 9905	Intro to Windows for MS Office	F	11:00AM–01:15PM	515C	Fung, A	01/19/18–05/23/18	45
	47081	COMP 9942	Free Microcomputer Lab	F	11:00AM–01:15PM	515C	Fung, A	01/19/18–05/23/18	45
	47216	ACBO 9210	Income Tax Preparation	SAT	11:15AM–01:30PM	515A	Webb, Y	01/20/18–05/22/18	45
	46498	COMP 9967	Google Apps I	SAT	11:15AM–01:30PM	516	Wilson, M	01/20/18–05/23/18	45
JANUARY & FEBRUARY									
	47631	COMP 9936	Outlook for Offc Support	TR	10:30AM–12:45PM	515C	Wilson, M	01/16/18–03/15/18	45
	47447	BOSS 5500	Keyboarding for Computers	MW	10:30AM–12:45PM	515C	Gaines, T	01/17/18–03/14/18	45
	45902	BOSS 5506	The Numeric Keypad	MW	10:30AM–12:45PM	515C	Gaines, T	01/17/18–02/05/18	15
	47083	COMP 9942	Free Microcomputer Lab	MW	10:30AM–12:45PM	515A	Padilla, R	01/17/18–03/14/18	45
	47964	COMP 9959	Photoshop Creative Cloud	MW	10:30AM–12:45PM	515A	Padilla, R	01/17/18–03/14/18	45
	47467	ACBO 9210	Income Tax Preparation	MTWR	10:30AM–12:45PM	514	Webb, Y	02/14/18–03/15/18	45
	48015	BOSS 5506	The Numeric Keypad	MW	10:30AM–12:45PM	515C	Gaines, T	02/17/18–03/12/18	15
	45872	BOSS 4500	Business English I	TR	01:00PM–03:15PM	516	Schaefer, I	01/16/18–03/15/18	45
	47082	COMP 9942	Free Microcomputer Lab	TR	05:30PM–07:45PM	516	Fung, A	01/16/18–03/15/18	45
	46246	COMP 9900	Microsoft Excel Business I	TR	05:30PM–07:45PM	516	Fung, A	01/16/18–03/15/18	45
	47960	COMP 9935	Business Web Graphics	TR	06:00PM–08:15PM	515C	McNeal, M	01/16/18–03/15/18	45
MARCH & APRIL									
	47955	COMP 9917	Individual Web Sites w/WordPress	MW	08:00AM–10:15AM	515A	Padilla, R	03/19/18–05/23/18	45
	47640	COMP 9942	Free Microcomputer Lab	MW	10:30AM–12:45PM	515A	Padilla, R	03/19/18–05/23/18	45
	47610	BOSS 5500	Keyboarding for Computers	MW	10:30AM–12:45PM	515C	Gaines, T	03/19/18–05/23/18	45
	47947	BOSS 5506	The Numeric Keypad	MW	10:30AM–12:45PM	515C	Gaines, T	03/19/18–04/11/18	15
	47845	COMP 9899	Electronic Publishing w/InDesign	MW	10:30AM–12:45PM	515A	Padilla, R	03/19/18–05/23/18	45
	47863	COMP 9977	Microsoft OneNote	TR	10:30AM–12:45PM	514	Wilson, M	03/20/18–05/22/18	45
	46492	BOSS 3500	Job Preparation	MW	01:00PM–03:15PM	515A	Padilla, R	03/19/18–05/23/18	45
	45875	BOSS 4501	Business English II	TR	01:00PM–03:15PM	516	Schaefer, I	03/20/18–05/22/18	45
	47072	COMP 9904	Microsoft Excel Level II	TR	05:30PM–07:45PM	516	Fung, A	03/20/18–05/22/18	45
	47078	COMP 9942	Free Microcomputer Lab	TR	05:30PM–07:45PM	516	Fung, A	03/20/18–05/22/18	45
	47957	COMP 9919	Dreamweaver for Business	TR	06:00PM–08:15PM	515C	McNeal, M	03/20/18–05/22/18	45
	48016	BOSS 5506	The Numeric Keypad	MW	10:30AM–12:45PM	515C	Gaines, T	04/19/18–05/09/18	15



Business Noncredit Tuition Free

DOWNTOWN CENTER

Self-Paced Single Subject Certiport Industry Standard Certificates

Certiport certifications are valuable, professional credentials which are globally recognized standards for digital literacy and desktop computing proficiency. Students can enroll in any course and concurrently enroll in our self-paced certification program.

MICROSOFT OFFICE SPECIALIST (5 Certificates)	EXPERT (2 Certificates)	MASTER (1 Certificate)
GMetrix - Word Core	GMetrix - Word Expert	GMetrix - Word Expert
GMetrix - Excel Core	GMetrix - Excel Expert	GMetrix - Excel Expert
GMetrix - PowerPoint Core		GMetrix - PowerPoint
GMetrix - Access Core		and choose one elective
GMetrix - Outlook Core		GMetrix - Access
		GMetrix - Outlook

Quick Skills Certificates 45 - 600 Hours

135 Hours	Basic Computer Concepts Noncredit Certificate
225 Hours	Excel Specialist Noncredit Certificate
315 Hours	Electronic Publishing Noncredit Certificate
315 Hours	Customer Service Noncredit Certificate
375 Hours	QuickBooks & Spreadsheets for Accounting Noncredit Certificate
450 Hours	Basic Business Skills in the Medical Office Noncredit Certificate
450 Hours	Business Website Builders Noncredit Certificate
555-585 Hours	Computer Applications Business Noncredit Certificate

Certificate Course Waivers: rpadilla@ccsf.edu

Certificates Over 600 Hours

735-780	Accounting Assistant Noncredit Certificate
685 Hours	Business Office Support Skills Noncredit Certificate
690-720 Hours	Cloud-Based Electronic Communication Noncredit Certificate
630-675 Hours	Microsoft Office Specialist Noncredit Certificate
690-720 Hours	Computerized Accounting Specialist Noncredit Certificate

More Information & Certificate Planning Guides
www.ccsf.edu/bus

Students who do not show on the first day of a class lose registration priority unless prior arrangements are made with the instructor. Instructor contact information available at www.ccsf.edu. Click Employee Directory. Program Certificate Students who demonstrate employment needs take priority. All program certificate classes require 80% attendance and a passing grade.

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ASSOCIATED STUDENTS
415-267-6575

intake & ed plans
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NEW STUDENT COUNSELING
415-267-6555

questions and waivers
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BUSINESS NONCREDIT
rpadilla@ccsf.edu

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415-267-6565

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DISABLED STUDENT SERVICES
415-452-5482