

TUITION FREE BUSINESS NONCREDIT



FALL 2016 PREREGISTRATION FORM

<b>Date:</b>	<b>Student I.D. # (Required):</b>	<b>New students can obtain an Auto-Generated Student I.D. Number at any Center Kiosk or at <a href="http://www.ccsf.edu/dtn">www.ccsf.edu/dtn</a></b>	
<b>Last Name:</b>		<b>First Name:</b>	<b>Birthday: (Month / Day / Year)</b>
<b>Phone:</b>		<b>E-mail:</b>	<b>ENROLLED in a Business Certificate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>CERTIFICATE NAME:</b> ▼
<b>Directions:</b> Place an <b>X</b> next to the <b>CRN</b> number. Incomplete information will <b>void</b> or <b>delay</b> your preregistration. (Save Document Before Printing) ▶			

CRN	SUBJECT	TITLE	DAYS	TIMES	LOC	INST	DATES
<b>8:00 &amp; 8:30 AM</b>							
82991	COMP 9857	MS Office with Simulated Projects	MW	08:00 AM–10:15 AM	514	Wilson, M.	08/15/16-12/14/16
82621	COMP 9959	Photoshop Elements	TR	08:00 AM–10:15 AM	516	McNeal, M.	08/16/16–10/13/16
82587	WOPR 9990	Word Processing (Multi-Level)	TR	08:00 AM–10:15 AM	514	Wilson, M.	08/16/16–12/15/16
82887	COMP 9917	Individual Websites - WordPress	SAT	08:30 AM–10:45 AM	516	Durso, K.	08/12/16–12/16/16
82889	WOPR 9918	Business Websites - Muse	SAT	11:00 AM–01:15 PM	516	Durso, K.	08/12/16–12/16/16
82620	COMP 9959	Photoshop Elements	F	08:30 AM–10:50 AM	516	Fung, A.	08/12/16–12/16/16
<b>10:30 AM</b>							
82992	COMP 9922	Flash for Bus/Office Presentation	MW	10:30 AM–12:45 PM	516	McNeal, M.	08/15/16-10/12/16
82951	COMP 9908	Computer & Web Application	TR	10:30 AM–12:45 PM	515C	McNeal, M.	08/16/16–10/13/16
81504	COMP 9921	Internet & Social Customer Service	TR	10:30 AM–12:45 PM	516	Pugh, R.	08/16/16–10/13/16
82767	ACBO 9206	Basic Accounting Concepts I	MTWR	10:30 AM–12:45 PM	515A	Webb, Y.	08/15/16–09/13/16
80234	COMP 9905	Intro to Windows for MS Office	MTWR	10:30 AM–12:45 PM	514	Wilson, M.	08/15/16–09/13/16
82264	BOSS 5500	Keyboarding for Computers	TR	10:30 AM–12:45 PM	515B	Chypyha, E.	08/16/16–10/13/16
<b>11:00 AM</b>							
82566	COMP 9908	Computer & Web Applications	F	11:00 AM–01:50 PM	515A	Fung, A.	08/12/16–12/16/16
<b>01:00 PM</b>							
81339	BOSS 4500	Business English I	MW	01:00 PM–03:15 PM	516	Pugh, R.	08/15/16–10/12/16
82067	BOSS 4510	Business Communication	TR	01:00 PM–03:15 PM	516	Pugh, R.	08/16/16–10/13/16
80226	COMP 9900	Microsoft Excel for Business I	TR	01:00 PM–03:15 PM	514	Webb, Y.	08/16/16–10/13/16
<b>03:30 PM</b>							
82883	COMP 9900	Microsoft Excel for Business I	MW	03:30 PM–05:45 PM	514	Jones, K.	08/15/16–10/12/16
82550	ACBO 9208	QuickBooks: Level 1	TR	03:30 PM–05:45 PM	514	Jones, K.	08/16/16–10/13/16

- Do not enroll in classes you do not plan to attend. No shows create risk factors for course cancellations.
- 80% attendance and a passing grade of C or better is required in all program certificate course work.
- Do not overlap classes when planning a course. Carefully Check Dates & Times. **Conflicts will void or delay registration.**
- Download a Planning Guide to assist you in the selection of your courses at [www.ccsf.edu/dtn/cert](http://www.ccsf.edu/dtn/cert)

CRN	SUBJECT	TITLE	DAYS	TIMES	LOC	INST	DATES
<b>10:30 AM - SEPTEMBER</b>							
81032	ACBO 9207	Basic Accounting Concepts II	MTWR	10:30 AM–12:45 PM	515A	Webb, Y.	09/14/16–10/13/16
82899	COMP 9938	Publisher for Business Desktop	MTWR	10:30 AM–12:45 PM	514	Wilson, M.	09/14/16–10/13/16
<b>8:00 AM - OCTOBER</b>							
82622	COMP 9959	Photoshop Elements	MW	08:00 AM–10:30 AM	516	McNeal, M.	10/17/16–12/14/16
<b>10:30 AM -</b>							
81688	ACBO 9208	QuickBooks: Level 1	MTWR	10:30 AM–12:45 PM	515C	Webb, Y.	10/17/16–11/15/16
82553	BOSS 5506	The Numeric Keypad	TR	10:30 AM–12:45 PM	515B	Chypyha, E.	10/20/16–11/08/16
82065	BOSS 3500	Job Preparation	TR	10:30 AM–12:45 PM	516	Pugh, R.	10/20/16–12/15/16
82769	BOSS 5500	Keyboarding for Computers	TR	10:30 AM–12:45 PM	515B	Chypyha, E.	10/20/16–12/15/16
<b>01:00 PM</b>							
81341	BOSS 4501	Business English II	MW	01:00 PM–03:15 PM	516	Pugh, R.	10/17/16–12/14/16
80231	COMP 9904	Microsoft Excel for Business II	TR	01:00 PM–03:15 PM	514	Webb, Y.	10/20/16–12/15/16
80861	COMP 9928	PowerPoint for Business	TR	01:00 PM–03:15 PM	516	Pugh, R.	10/20/16–12/15/16
<b>03:30 PM</b>							
82884	COMP 9904	Microsoft Excel for Business II	MW	03:30 PM–05:45 PM	514	Jones, K.	10/17/16–12/14/16
82597	ACBO 9209	QuickBooks: Level 2	TR	03:30 PM–05:45 PM	514	Jones, K.	10/20/16–12/15/16
<b>10:30 AM - NOVEMBER</b>							
82990	COMP 9245	Windows for MS Office App	MW	10:30 AM–12:45 PM	516	McNeal, M.	11/07/16–12/14/16
82596	ACBO 9209	QuickBooks: Level 2	MTWR	10:30 AM–12:45 PM	515C	Webb, Y.	11/16/16–12/15/16
82209	COMP 9901	Microsoft Access for Business I	MTWR	10:30 AM–12:45 PM	514	Wilson, M.	11/16/16–12/15/16
82554	BOSS 5506	The Numeric Keypad	TR	10:30 AM–12:45 PM	515B	Chypyha, E.	11/29/16–12/15/16

<b>MICROCOMPUTER LABS</b>							
<b>AUGUST</b>							
82243	COMP 9942	F		08:30 AM–10:50 AM	516	Fung, A.	08/12/16–12/16/16
82466	COMP 9942	MTWR		10:30 AM–12:45 PM	515A	Webb, Y.	08/15/16–09/13/16
82242	COMP 9942	F		11:00 AM–01:50 PM	516	Fung, A.	08/12/16–12/16/16
82470	COMP 9942	TR		01:00 PM–03:15 PM	514	Webb, Y.	08/16/16–10/13/16
81319	COMP 9942	TR		03:30 PM–05:45 PM	514	Jones, K.	08/16/16–10/13/16
<b>SEPTEMBER</b>							
82468	COMP 9942	MTWR		10:30 AM–12:45 PM	515A	Webb, Y.	09/14/16–10/13/16
<b>OCTOBER</b>							
82469	COMP 9942	TR		01:00 PM–03:15 PM	514	Webb, Y.	10/20/16–12/15/16
81045	COMP 9942	TR		03:30 PM–05:45 PM	514	Jones, K.	10/20/16–12/15/16



APPLY

[www.ccsf.edu/bus/certiport](http://www.ccsf.edu/bus/certiport)

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](http://www.ccsf.edu). If admissions reports a full class please attend the first class meeting. Program Certificate Students that demonstrate employment needs take priority.

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