

<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>Birthdate: (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.			

X	CRN	COURSE	TITLE	DAYS	TIME	RM	INST.	DATES
<b>8:00 AM</b>								
	47233	COMP 9908	Computer & Web-based Apps	MW	08:00 AM–10:15 AM	515A	Padilla, R.	03/23/16–05/25/16
	46252	COMP 9907	Desktop Publishing for Bus II	TR	08:00 AM–10:15 AM	515A	Padilla, R.	03/22/16–05/26/16
	45856	WOPR 9996	MS Word for Bus III	MTWR	08:15 AM–10:30 AM	514	Wilson, M.	03/22/16–04/26/16
<b>10:30 AM</b>								
	47651	SMBU 9477	eBay for Your Small Business	MW	10:30 AM–01:20 PM	515A	Padilla, R.	03/09/16–03/16/16
	46492	BOSS 3500	Job Preparation	MW	10:30 AM–12:45 PM	515A	Padilla, R.	03/23/16–05/25/16
	45821	BOSS 5509	Office oc for the 21st Cent	MW	10:30 AM–12:45 PM	516	Pugh, R.	03/23/16–05/25/16
	46494	BOSS 4501	Business English II	TR	10:30 AM–12:45 PM	516	Pugh, R.	03/22/16–05/26/16
	46896	COMP 9968	Google Apps for Business II	TR	10:30 AM–12:45 PM	515A	Padilla, R.	03/22/16–05/26/16
	47634	COMP 9938	Publisher Desktop Publishing	TR	10:45 AM–01:00 PM	514	Wilson, M.	03/22/16–05/26/16
	47467	ACBO 9210	Income Tax Prep: Intro	SAT	10:45 AM–01:00 PM	515A	Webb, Y	03/05/16–04/09/16
<b>1:00 PM</b>								
	47451	COMP 9976	MS Office Appl ations I	MW	01:00 PM–03:15 PM	514	Jones, K.	03/23/16–05/25/16
	45875	BOSS 4501	Business English II	MW	01:00 PM–03:15 PM	516	Pugh, R.	03/23/16–05/25/16
	46042	BOSS 4510	Business Communications	TR	01:00 PM–03:15 PM	516	Pugh, R.	03/22/16–05/26/16
	44075	COMP 9904	MS Excel for Bus II	TR	01:00 PM–03:15 PM	514	Jones, K.	03/22/16–05/26/16
<b>6:00 PM</b>								
	47072	COMP 9904	MS Excel for Bus II	MW	06:00 PM–08:15 PM	516	Fung, A.	03/23/16–05/25/16
	46503	COMP 9968	Google Apps for Business II	TR	06:00 PM–08:15 PM	516	McNeal, M.	03/22/16–05/26/16
<b>8:00 AM &amp; 10:45 AM</b>								
	45858	WOPR 9997	Word Processing-Spec. Project	MTWR	08:15 AM–10:30 AM	514	Wilson, M.	04/27/16–05/26/16
	47652	SMBU 9477	eBay for Your Small Business	F	08:15 AM–10:30 AM	514	Padilla, R.	04/29/16–05/13/16
	45902	BOSS 5506	Keyboarding: Numeric Keypad	SAT	10:45 AM–01:00 PM	515A	Webb, Y	04/16/16–05/14/16

### COMPUTER LABS (INDEPENDENT STUDY)

<b>JANUARY - MARCH</b>								
	47080	COMP 9942	Free Computer Lab	F	11:00 AM–01:15 PM	515A	Fung, A.	01/19/16–05/26/16
	47640	COMP 9942	Free Computer Lab	MW	01:00 PM–03:15 PM	514	Jones, K.	01/20/16–03/21/16
	47077	COMP 9942	Free Computer Lab	TR	01:00 PM–03:15 PM	516	Pugh, R.	01/19/16–03/17/16
	47078	COMP 9942	Free Computer Lab	MW	06:00 PM–08:15 PM	516	Fung, A.	01/20/16–03/21/16
	47082	COMP 9942	Free Computer Lab	TR	06:00 PM–08:15 PM	516	McNeal, M.	01/19/16–03/17/16
<b>MARCH - MAY</b>								
	47641	COMP 9942	Free Computer Lab	MW	01:00 PM–03:15 PM	514	Jones, K.	03/23/16–05/25/16
	47081	COMP 9942	Free Computer Lab	TR	01:00 PM–03:15 PM	516	Pugh, R.	03/22/16–05/26/16
	47083	COMP 9942	Free Computer Lab	MW	06:00 PM–08:15 PM	516	Fung, A.	03/23/16–05/25/16
	47079	COMP 9942	Free Computer Lab	TR	06:00 PM–08:15 PM	516	McNeal, M.	03/22/16–05/26/16



Downtown Center  
 88 Fourth Street  
 San Francisco, CA 94103

## Spring 2016 Preregistration Form

Business Technology & English Communication

**Tuition Free Noncredit**

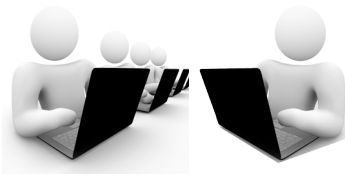
## GETTING STARTED



### What is MOS?

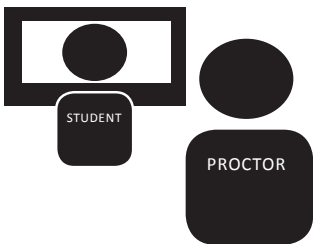
Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries.

Students demonstrate the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables the student to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.



### What is GMetrix?

GMetrix is a program that allows students to train and initiate practice exams on their desktop, laptop, or in a compute lab. It allows students to familiarize themselves with the testing software and overall experience. Students can take an unlimited number of practice exams. **GMetrix software is installed in computer labs or free to download. It requires a Pass Code.**



### What is Certiport?

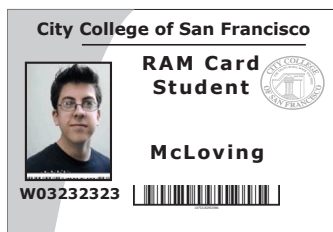
Certiport is a proctored examination administered through a global network of Certiport Authorized Testing Centers. CCSF Certiport candidates are provided a proctored exam after successfully attaining a passing score on GMetrix software.



### I am new to computers, are there any advisories?

Basic computer literacy skills can be daunting tasks to one who has never used a computer before. We recommend students with no computer experience to enroll in **COMP 9245 Windows Essentials for MS Office Applications** or **COMP 9905 Intro to Windows for MS Office Applications**. GMetrix users should have good working knowledge in the use of a mouse, managing various windows, alternating between the use of keyboard and mouse, minimizing windows, and opening and closing files.

### Getting Started: [www.ccsf.edu/bus/cert](http://www.ccsf.edu/bus/cert)



- Obtain a Student I.D. number by applying to City College (Online Application)
- Register to become a Certiport candidate (Online Form)
- Setup a GMetrix account ([www.gmetrix.net](http://www.gmetrix.net))
- Download GMetrix software ([www.gmetrix.net/download](http://www.gmetrix.net/download))
- Enter a Pass Code (check your email, including your junk mail)
- Setup a Certiport account prior to taking a proctored exam ([www.certiport.com](http://www.certiport.com))

Questions: [rpadilla@ccsf.edu](mailto:rpadilla@ccsf.edu)

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