BUSINESS OFFICE TECHNOLOGY
SUMMER and Fall 2017 PREREGISTRATION FORM

Date:	Student I.D. # (Required):	New students can obtain an Auto-Generated Student I.D. Number at any Center Kiosks or at www.ccsf.edu/dtn/apply
Last Name:	First Name:	Birthday: (Month / Day / Year)
Phone:	E-mail:	ENROLLED in a Business Certificate? ☐ Yes ☐ No CERTIFICATE NAME: ▼

Directions: Click an **X** next to the **CRN** number. Incomplete information will **void** your preregistration. **Save and email to: rpadilla@ccsf.edu** ▶

SUMMER CLASSES START JUNE 12ᵀᴴ – END JULY 21ˢᵀ
MONDAY - THURSDAY

X	CRN	SUBJECT	TITLE	TIMES	LOC	INSTRUCTOR
Morning						
	63002	ACBO 9206	**Basic Accounting Concepts I**	09:00-10:50AM	515A	Webb, Y
	63022	COMP 9959	**Photoshop Elements**	09:00-10:50AM	516	Fung, A
	63142	WOPR 9995	**MS Word for Bus. I**	09:00-10:50AM	514	Wilson, M
	63009	COMP 9905	**Intro. to Windows for MS Offic**	11:00-12:50PM	514	Wilson, M
Evening						
	62835	ACBO 9208	**QuickBooks: Level 1**	05:30-07:20PM	515A	Webb, Y
	63007	COMP 9900	**Microsoft Excel Business I**	05:30-07:20PM	516	Fung, A

COMPUTER LABS

X	CRN	SUBJECT	TITLE	TIMES	LOC	INSTRUCTOR
Morning						
	63019	COMP 9942	**Microcomputer Lab**	11:00-12:50PM	514	Wilson, M
Evening						
	62846	COMP 9942	**Microcomputer Lab**	05:30-07:20PM	516	Fung, A

Computer labs are for Business Department students in credit and noncredit classes only.   **Note:** Certiport practice training and practice testing Pass Codes will be accessible during the Summer, but ONLY proctored exams will be available during the Fall 2017 semester.

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. If admissions reports a full class please attend the first class meeting. Program Certificate Students that demonstrate employment needs take priority.

- 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/bus**

FALL 2017
PREREGISTRATION FORM

Directions: Complete the **backside** and click an **X** next to the CRN number. Incomplete information will void your preregistration. Save and email to: rpadilla@ccsf.edu, **New students can obtain an Auto-Generated Student I.D. Number at www.ccsf.edu/dtn/apply**

X	CRN	SUBJECT	TITLE	DAYS	TIME	RM	DATES
Full Semester August - December 2017							
	82587	WOPR 9990	Word Processing (Multi-level)	TR	08:00 AM–10:15 AM	514	08/22/17–12/21/17
	83182	BOSS 4510	Business Communications	F	08:30 AM–10:45 AM	514	08/25/17–12/22/17
	80234	COMP 9905	Intro. Windows for MS Office	F	08:30 AM–10:45 AM	515A	08/25/17–12/22/17
	81504	COMP 9921	Intro to the Internet for Offce	F	08:30 AM–10:45 AM	516	08/25/17–12/22/17
	82620	COMP 9959	Photoshop Elements	F	08:30 AM–10:50 AM	515C	08/25/17–12/22/17
	82566	COMP 9908	Computer & Web-based Apps	SAT	08:30 AM–10:50 AM	516	08/19/17–12/16/17
	82991	COMP 9857	MS Office w/Simulated Projects	MW	10:30 AM–12:45 PM	514	08/21/17–12/20/17
	82992	COMP 9922	Flash for Bus/Office Presentat	F	11:00 AM–01:50 PM	516	08/25/17–12/22/17
August 2017							
	82553	BOSS 5506	Keyboarding:The Numeric Keypad	MW	10:30 AM–12:45 PM	515C	08/21/17–09/11/17
	83138	COMP 9941	Free Certiport (Self-Paced)	MW	08:00 AM–10:30 AM	515A	08/21/17–10/23/17
	81688	ACBO 9208	QuickBooks: Level 1	MW	08:00 AM–10:15 AM	514	08/21/17–10/23/17
	82621	COMP 9959	Photoshop Elements	MW	10:30 AM–12:45 PM	515A	08/21/17–10/23/17
	83183	BOSS 5500	Keyboarding for Computers	MW	10:30 AM–12:45 PM	515C	08/21/17–10/23/17
	81339	BOSS 4500	Business English I	MW	10:30 AM–12:50 PM	516	08/21/17–10/23/17
	82767	ACBO 9206	Basic Accounting Concepts I	TR	10:30 AM–12:45 PM	515C	08/22/17–10/19/17
	82887	COMP 9917	Individual Web Sites (WordPress)	TR	10:30 AM–12:45 PM	515A	08/22/17–10/19/17
	82899	COMP 9938	Publisher for Dsktop Publsng	TR	10:30 AM–12:45 PM	514	08/22/17–10/19/17
	82990	COMP 9245	Windows Essentials for MS Office	SAT	10:30 AM–12:45 PM	515C	09/02/17-11/18/17
October 2017							
	82596	ACBO 9209	QuickBooks: Level 2	MW	08:00 AM–10:15 AM	514	10/25/17–12/20/17
	81032	ACBO 9207	Basic Accounting Concepts II	TR	10:30 AM–12:45 PM	515C	10/24/17–12/21/17
	83180	BOSS 4501	Business English II	MW	10:30 AM–12:50 PM	516	10/25/17–12/20/17
	83184	BOSS 5500	Keyboarding for Computers	MW	10:30 AM–12:45 PM	515C	10/25/17–12/20/17
	83187	BOSS 5506	Keyboarding:The Numeric Keypad	MW	10:30 AM–12:45 PM	515C	10/25/17–11/03/17
	83139	COMP 9941	Free Certiport (Self-Paced)	MW	10:30 AM–12:45 PM	515A	10/25/17–12/20/17
	82889	COMP 9918	Business Web Sites (Adobe Muse)	TR	10:30 AM–12:45 PM	515A	10/24/17–12/21/17
	83173	BOSS 3500	Job Preparation	TR	01:00 PM–03:15 PM	515A	10/24/17–12/21/17
Evening MS Excel 2016							
	80226	COMP 9900	Microsoft Excel Business I	TR	06:00 PM-08:15 PM	516	08/22/17–10/19/17
	83190	COMP 9904	Microsoft Excel Business II	TR	06:00 PM-08:15 PM	516	10/24/17–12/21/17
Computer Labs - Business Department Students Only							
	82243	COMP 9942	Microcomputer Lab	MW	08:00 AM–10:30 AM	515A	08/21/17–10/19/17
	81045	COMP 9942	Microcomputer Lab	TR	06:00 PM–08:15 PM	516	08/22/17–10/19/17
	82242	COMP 9942	Microcomputer Lab	MW	10:30 AM–12:45 PM	515A	10/25/17–12/20/17
	81319	COMP 9942	Microcomputer Lab	TR	06:00 PM–08:15 PM	516	10/24/17–12/21/17