

## **Municipal Government Accounting: As Used in the City & County**

### **City College Course Details**

Course: [ACCT 56](#) Municipal Governmental Acctg.  
Credit: 3 units  
Prerequisite: Knowledge as covered in ACCT 1  
Instructor: Daniel Johnson at [djohnso@ccsf.edu](mailto:djohnso@ccsf.edu)  
CRN: 38573  
Section: 381  
Textbook: Required. Text will be identified during enrollment process.  
Date: Thursdays, 04:00-07:00PM (1/17/07 – 5/22/07)  
Location: Downtown Campus at 88 4th Street, RM 822, San Francisco, CA 94103  
\* Note: Some sessions may be held at a City site; prior notice will be given.

### Public Transit access:

- All Mission Street buses, including Muni #14, #15, #30, and #45.
- Muni underground to 4th & Market Streets
- BART to Powell Street station

### **Instructions for Enrollment**

1. Complete the Supervisor Approval form, including supervisor's signature. Make sure this is done first: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=50514#Enrollment](http://www.sfgov.org/site/sfdhr_page.asp?id=50514#Enrollment)
2. Fax or send by interoffice mail the completed Approval form to DHR-Workforce Development at 415 551-8907 OR interoffice mail: 44 Gough Street
3. As a new student into City College (someone who has been away from CCSF for one semester or more previous to the coming semester), you need to submit an Admissions Application: <https://www.ccsf.edu/Forms/cgi-bin/application.cgi>

Note: In the application, for question 23, fill in the bubble for "I am a new student but I am eligible for an exemption from the matriculation process and choose to do that because," followed by selecting the first or second bubble. Lastly, under the California Residency Certification section, make sure that the box is unchecked for "If you currently are not residing or have lived in California for less than two years check this box." You do not need to fill in residency information following this.

\*You will receive a confirmation for submitting your application. The notification will list the date for when you can go on-line to register for class.

4. On your scheduled day to register, go to: <https://ocean.ccsf.cc.ca.us/Admissions.html>
  - a. On the right hand side is a Student/Employee Login and Pin field. If you have questions, click on the Login Help link.
  - b. Note: After you fill out information on yourself and the class, you are done; **you do not need to continue on to the "Pay Now" page**. Your information has been submitted to registration. You can simply close that screen. DHR will be billed for the approved class.

### **Drop Policy**



*Investing in the City & County's Workforce*

The last day to drop a credit class is February 11th. No notation will appear on your student permanent record. If you withdraw after this date, a "W" will appear on the permanent record. You must also notify DHR by calling or emailing Maria Ryan at [maria.ryan@sfgov.org](mailto:maria.ryan@sfgov.org) or 415-551-8948.