

# TUITION—FREE

Register online at: [www.glendale.edu](http://www.glendale.edu)

**STV 34 — Filing Fundamentals** - Covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject as required by employers.

3549	MW	8:00 am — 12:00 pm	4/26-5/26	REMOTE
3548	MW	12:30 pm — 4:30 pm	2/17-3/17	REMOTE/HYBRID

**STV 35 — On The Job Communication** - This course emphasizes workplace interaction and avoiding barriers to communication. Topics include communication strategies, overcoming negative behaviors in teams/groups, decision making and problem solving

3550	MTH	8:00 am — 12:00 pm	4/19-4/29	REMOTE/HYBRID
3551	MW	12:30 pm — 4:30 pm	5/17-6/9	REMOTE/HYBRID

**STV 40 — 21st Century Employment Strategies** - This course prepares students for success in gaining employment. Topics to be covered include resume development, cover letters, interviewing techniques.

3552	MTH	8:00 am — 12:00 pm	3/1-4/8	REMOTE/HYBRID
3553	MTH	8:00 am — 12:00 pm	5/3-6/9	REMOTE/HYBRID

**STV 50 — Customer Service Skills — Hybrid** This course is partially online. First day attendance is required . This course covers office procedures, telephone skills, problem solving, interpersonal-

3554	MTH	8:00 am — 12:00 pm	2/18-2/25	REMOTE/HYBRID
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## Remote vs. Hybrid

Note: Most spring Business and Life Skills classes will be offered and listed as "Remote" . Remote classes are "live" meaning there are specific class days and times that provide "live" instruction via Zoom on your computer. The instructor may lecture, lead discussions, or assign activities to complete.

Some spring classes will be offered as "Hybrid" classes. While hybrid classes have some "live" classroom time, for part of the scheduled class time, you will be expected to complete assignments on your own at a time that works for you. As an example, a 4 hr "remote" class might meet for 4 hrs straight. A "hybrid" class may have 2 hrs. of live classroom time followed by an additional 2 hrs of work you need to complete on your own.



**TUITION - FREE  
SPRING 2021**

**CONTINUING EDUCATION  
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER  
CLASSES**

**February 16 — June 9, 2021**

**Glendale Community College  
Garfield Campus  
1122 East Garfield Avenue  
Glendale, CA 91205**

**Contact Information:  
(818) 240-1000, ext. 5690  
[www.glendale.edu](http://www.glendale.edu)**

***All classes are subject to change.  
Please check our website for our current classroom schedule***

**\* "Students may join this class at any time."**

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## \*STV 11 — Beginning Keyboarding

3518	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3519	MTWTH	12:00 pm — 4:00 pm	REMOTE
3520	MW	4:00 pm — 7:00 pm	REMOTE

## \*STV 12 — Intermediate Keyboarding

3521	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3522	MTWTH	12:00 pm — 4:00 pm	REMOTE
3523	MW	4:00 pm — 7:00 pm	REMOTE

## \*STV 13 — Advanced Keyboarding

3524	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3525	MTWTH	12:00 pm — 4:00 pm	REMOTE
3526	MW	4:00 pm — 7:00 pm	REMOTE

## \*STV 14 — Keyboarding/HS Credit

3528	MTWTH	12:00 pm — 4:00 pm	REMOTE
3529	MW	4:00 PM — 7:00 PM	REMOTE

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**\*STV 61 — Administrative Medical Assisting** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

3560	MTWTH	8:30 am — 12:30 pm	REMOTE
3561	TTH	12:30 pm — 4:30 pm	REMOTE
3562	MW	4:00 pm — 8:00 pm	REMOTE

**\*STV 62 — Dental Front Office** - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software.

3563	TTH	12:30 pm — 4:30 pm	REMOTE
3564	MW	4:00 pm — 8:00 pm	REMOTE

**STV 63 — Medical Clinical Assisting** - Covers the use of indexing

3565	MTWTH	8:30 am — 12:30 pm	REMOTE
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**STV 31 — Business Writing: Email** - This writing course primarily consists of correctly composing and formatting business e-mail messages as required by employers.

3545	MW	8:00 am — 12:00 pm	2/22-3/10	REMOTE
3544	MW	12:30 pm — 4:30 pm	3/22-4/7	REMOTE/HYBRID

**STV 33 — Business Letter Writing** - This course covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes.

3546	MW	8:00 am — 12:00 pm	3/15-4/7	REMOTE
3547	MW	12:30 pm — 4:30 pm	4/19-5/12	REMOTE

**STV 60 — Pathways to Health Careers**

3566	TTH	7:00 pm — 9:00 pm	REMOTE
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**\*STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions.

3530	MWF	8:00 am — 12:00 pm	REMOTE
3531	S	8:00 am — 12:00 pm	REMOTE
3532	TTHF	12:30 pm — 4:30 pm	REMOTE
3533	TU	5:00 pm — 9:00 pm	REMOTE

**\*STV 22 — Beginning Account Clerk** - Students will study full cycle accounting in chapters 1-17: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format.

3534	MWF	8:00 am — 12:00 pm	REMOTE
3535	S	8:00 am — 12:00 pm	REMOTE
3536	TTHF	12:30 pm — 4:30 pm	REMOTE
3537	TU	5:00 pm — 9:00 pm	REMOTE

**\*STV 23 — Advanced Account Clerk** - Students will study advanced accounting in chapters 18-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats.

3538	MWF	8:00 am — 12:00 pm	REMOTE
3539	S	8:00 am — 12:00 pm	REMOTE
3540	TTHF	12:30 pm — 4:30 pm	REMOTE
3541	TU	5:00 pm — 9:00 pm	REMOTE

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## STV 70—Introduction to Computers

3568	S	8:00 am — 12:00 pm	2/20-3/13	REMOTE
3571	MW	12:30 pm — 4:30 pm	5/17-5/26	REMOTE

## STV 80 — Windows

3574	S	8:00 am — 12:00 pm	3/20-4/10	REMOTE
3575	MW	12:30 pm — 4:30 pm	6/2-6/9	REMOTE
3576	MW	5:30 pm — 9:30 pm	4/19-4/28	REMOTE

## STV 140 — Internet

3599	S	8:00 am — 12:00 pm	5/1-5/15	REMOTE
3598	F	9:00 am — 1:00 pm	5/21-6/4	REMOTE

## STV 120 — Computer Lab Open Lab for Garfield Campus students.

3596	MTWTH	8:00 am — 9:00 pm	REMOTE
	F	8:00 am — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm	REMOTE

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## STV 100 — Beginning Microsoft Word

3588	MW	8:00 am — 12:00 pm	3/15-4/28	REMOTE
3591	F	9:00 am — 1:00 pm	2/19-5/14	REMOTE
3589	TTH	12:30 pm — 4:30 pm	3/16-4/29	REMOTE
3590	TTH	5:30 pm — 9:30 pm	2/16-3/25	REMOTE

## STV 101—Advanced Microsoft Word

3655	TTH	12:30 pm — 4:30 pm	5/4-6/8	REMOTE
3592	TTH	5:30 pm — 9:30 pm	3/30-5/13	REMOTE

## STV 90 — Beginning Microsoft Excel

3577	MW	8:00 am — 12:00 pm	5/3-6/9	REMOTE
3578	MW	12:30 pm — 4:30 pm	2/17-3/24	REMOTE
3580	S	12:30 pm — 4:30 pm	2/20-5/15	REMOTE
3579	TTH	5:30 pm — 9:30 pm	2/16-3/25	REMOTE

## STV 91 — Microsoft Advanced Excel

3581	MW	12:30 pm — 4:30 pm	3/29-5/12	REMOTE
3582	TTH	5:30 pm — 9:30 pm	3/30-5/13	REMOTE

## STV 95 — QuickBooks Automated Accounting

3583	TTH	8:00 am — 12:00 pm	2/16-3/11	REMOTE
3584	TTH	8:00 am — 12:00 pm	4/20-5/13	REMOTE
3585	MW	5:30 pm — 9:30 pm	2/17-3/10	REMOTE

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## STV 97 — Peachtree Automated Accounting

3586	TTH	8:00 am — 12:00 pm	3/16-4/8	REMOTE
3587	MW	5:30 pm — 9:30 pm	3/15-4/7	REMOTE

## STV 138 — Microsoft Outlook

3597	MW	8:00 am — 12:00 pm	2/17-3/10	REMOTE
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## STV 113 — Microsoft Access

3595	MW	5:30 pm — 9:30pm	5/3-6/9	REMOTE
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## STV 111 — Microsoft PowerPoint

3593	TTH	12:30 pm — 4:30 pm	2/16-3/11	REMOTE
3594	TTH	5:30 pm — 9:30 pm	5/18-6/8	REMOTE

## STV 150 — Integrated Technology

3600	TTH	5:30 pm — 9:30 pm	5/18-6/8	REMOTE
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