

TUITION—FREE

Register online at: 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.

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|------|-----|--------------------|---------|---------------|
| 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-

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|------|-----|--------------------|-----------|---------------|
| 3554 | MTH | 8:00 am — 12:00 pm | 2/18-2/25 | REMOTE/HYBRID |
|------|-----|--------------------|-----------|---------------|

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**

***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 “may join at any time”

| | | | |
|------|---------|--------------------|--------|
| 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 “may join at any time”

| | | | |
|------|---------|--------------------|--------|
| 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 “may join at any time”

| | | | |
|------|---------|--------------------|--------|
| 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 “may join at any time”

| | | | |
|------|-------|--------------------|--------|
| 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. “may join at any time”

| | | | |
|------|-------|--------------------|--------|
| 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. “may join at any time”

| | | | |
|------|-----|--------------------|--------|
| 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

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|------|-------|--------------------|--------|
| 3565 | MTWTH | 8:30 am — 12:30 pm | REMOTE |
|------|-------|--------------------|--------|

STV 31 — Business Writing: Email - This writing course primarily consists of correctly composing and formatting business e-mail messages as required by employers.

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|------|----|--------------------|-----------|---------------|
| 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.

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|------|----|--------------------|-----------|--------|
| 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. “may join at any time”

| | | | |
|------|------|--------------------|--------|
| 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. “may join at any time”

| | | | |
|------|------|--------------------|--------|
| 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. “may join at any time”

| | | | |
|------|------|--------------------|--------|
| 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. “may join at any time”

| | | | |
|------|-------|-------------------|--------|
| 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 |
|------|----|--------------------|-----------|--------|

STV 113 — Microsoft Access

| | | | | |
|------|----|------------------|---------|--------|
| 3595 | MW | 5:30 pm — 9:30pm | 5/3-6/9 | REMOTE |
|------|----|------------------|---------|--------|

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 |
|------|-----|-------------------|----------|--------|