

***STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions.

1999	MTWTH	8:00 am — 12:00 pm	REMOTE
2002	S	8:00 am — 12:00 pm	REMOTE
2000	MTWTH	12:30 pm — 4:30 pm	REMOTE
2001	TTH	5:00 pm — 9:00 pm	REMOTE

***STV 22 — Beginning Account Clerk** - Students will study full cycle accounting in Chapters 1-16: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format.

2003	MTWTH	8:00 am — 12:00 pm	REMOTE
2004	S	8:00 am — 12:00 pm	REMOTE
2005	MTWTH	12:30 pm — 4:30 pm	REMOTE
2006	TTH	5:00 pm — 9:00 pm	REMOTE

***STV 23 — Advanced Account Clerk** - Students will study advanced accounting in chapters 17-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats.

2007	MTWTH	8:00 am — 12:00 pm	REMOTE
2008	S	8:00 am — 12:00 pm	REMOTE
2009	MTWTH	12:30 pm — 4:30 pm	REMOTE
2010	TTH	5:00 pm — 9:00 pm	REMOTE

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.

2011	MTWTH	8:00 am — 12:00 pm	6/28-8/5	REMOTE/HYBRID
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STV 50 — Customer Service Skills - This course covers office procedures, telephone skills, problem solving, interpersonal communication, and other business issues.

2012	MTWTH	8:00 am — 12:00 pm	6/14-6/24	REMOTE/HYBRID
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STV 55 — Office Equipment - This class prepares you for life in the office through hands on use of office equipment .

2055	TTH	8:00 am — 12:00 pm	6/15—7/8	REMOTE
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CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

June 14 – August 7, 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."

***STV 11 — Beginning Keyboarding**

1987	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1988	MTWTH	12:00 pm — 4:00 pm	REMOTE
1989	MW	4:00 pm — 7:00 pm	REMOTE

***STV 12 — Intermediate Keyboarding**

1990	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1991	MTWTH	12:00 pm — 4:00 pm	REMOTE
1992	MW	4:00 pm — 7:00 pm	REMOTE

***STV 13 — Advanced Keyboarding**

1993	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1994	MTWTH	12:00 pm — 4:00 pm	REMOTE
1995	MW	4:00 pm — 7:00 pm	REMOTE

***STV 14 — Keyboarding/HS Credit**

1997	MTWTH	12:00 pm — 4:00 pm	REMOTE
1998	MW	4:00 pm — 7:00 pm	REMOTE

STV 70 — Introduction to Computers

2019	TTH	8:00 am — 12:00 pm	7/27-8/5	REMOTE
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STV 80 — Windows

2022	MW	8:00 am — 12:00 pm	7/26-8/4	REMOTE
2023	MW	5:30 pm — 9:30 pm	6/14-6/23	REMOTE

STV 140 — Internet

2031	MW	8:00 am — 12:00 pm	7/12-7/21	REMOTE
2030	MW	12:30 pm — 4:30 pm	7/26-8/4	REMOTE
2039	TTH	12:30 pm — 4:30 pm	7/27-8/5	REMOTE

STV 100 — Beginning Microsoft Word

2029	MW	12:30 pm — 4:30 pm	6/14-7/21	REMOTE
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STV 90 — Beginning Microsoft Excel

2025	TTH	8:00 am — 12:00 pm	6/15-7/22	REMOTE
2026	TTH	12:30 pm — 4:30 pm	6/15-7/22	REMOTE

STV 91 — Microsoft Advanced Excel

2028	MW	5:30 pm — 9:30 pm	6/28-8/4	REMOTE
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STV 138 — Outlook

2034	S	8:00 am — 12:00 pm	6/19-8/7	REMOTE
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STV 111 — Microsoft PowerPoint

2032	MW	8:00 am — 12:00 pm	6/14-7/7	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.

2013	MTWTH	8:30 am — 12:30 pm	6/14-8/5	REMOTE
2014	TTH	12:30 pm — 4:30 pm	6/15-8/5	REMOTE
2015	MW	4:00 pm — 8:00 pm	6/14-8/4	REMOTE

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

2016	TTH	12:30 pm — 4:30 pm	6/15-8/5	REMOTE
2017	MW	4:00 pm — 8:00 pm	6/14-8/4	REMOTE

STV 60 — Pathways to Health Careers

2042	TTH	7:00 pm — 9:00 pm	6/15-8/5	REMOTE
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STV 250 — Practical Mathematics for Trades

2038	MTWTH	8:00 am — 12:00 pm	6/14-8/5	REMOTE
2040	MTWTH	12:30 pm — 4:30 pm	6/14-8/5	REMOTE

STV 120 — Computer Lab Open Lab for Garfield Campus students. "may join at any time"

2041	MTWTH	8:00 am — 9:00 pm	REMOTE
	F	8:00 am — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm	REMOTE