

# 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.

4699	MW	8:00 am — 12:00 pm	8/30-9/29	IN PERSON OR REMOTE MP 213
4700	MW	12:30 pm — 4:30 pm	11/15-12/15	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

4701	MTH	8:00 am — 12:00 pm	8/30-9/9	REMOTE/HYBRID
4702	MW	12:30 pm — 4:30 pm	10/18-11/10	IN PERSON OR REMOTE MP 213

**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.

4703	MTH	8:00 am — 12:00 pm	9/13-10/21	REMOTE/HYBRID
4704	MTH	8:00 am — 12:00 pm	11/8-12/13	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-

4707	MTH	8:00 am — 12:00 pm	10/25-11/4	REMOTE/HYBRID
------	-----	--------------------	------------	---------------

## Remote vs. Hybrid

Note: Most fall 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 fall 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  
FALL 2021**

**CONTINUING EDUCATION  
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER  
CLASSES**

**August 30 — December 15, 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."**

# TUITION — FREE

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

## \*STV 11 — Beginning Keyboarding “may join at any time”

4673	MTWTHFS	8:00 am — 12:00 pm	REMOTE (MW MP 315)
4674	MTWTH	12:00 pm — 4:00 pm	REMOTE (M MP 315)
4675	MW	4:00 pm — 8:00 pm	REMOTE

## \*STV 12 — Intermediate Keyboarding “may join at any time”

4676	MTWTHFS	8:00 am — 12:00 pm	REMOTE (MW MP 315)
4677	MTWTH	12:00 pm — 4:00 pm	REMOTE (M MP 315)
4678	MW	4:00 pm — 8:00 pm	REMOTE

## \*STV 13 — Advanced Keyboarding “may join at any time”

4679	MTWTHFS	8:00 am — 12:00 pm	REMOTE (MW MP 315)
4680	MTWTH	12:00 pm — 4:00 pm	REMOTE (M MP 315)
4681	MW	4:00 pm — 8:00 pm	REMOTE

## \*STV 14 — Keyboarding/HS Credit “may join at any time”

4683	MTWTH	12:00 pm — 4:00 pm	REMOTE (M MP 315)
4684	MW	4:00 PM — 8:00 pm	REMOTE

# TUITION—FREE

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

## \*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”

4708	MTWTH	8:30 am — 12:30 pm	REMOTE
4710	TTH	11:00 am — 3:00 pm	REMOTE
4709	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”

4712	TTH	11:00 am — 3:00 pm	REMOTE
4713	MW	4:00 pm — 8:00 pm	REMOTE

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

4711	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.

4705	MW	8:00 am — 12:00 pm	10/4-10/20	IN PERSON OR REMOTE MP 213
4697	MW	12:30 pm — 4:30 pm	8/30-9/15	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.

4698	MW	8:00 am — 12:00 pm	10/25-11/17	IN PERSON OR REMOTE MP 213
4706	MW	12:30 pm — 4:30 pm	9/20-10/13	REMOTE/HYBRID

## STV 60 — Pathways to Health Careers

4973	TTH	7:00 pm — 9:00 pm	REMOTE
------	-----	-------------------	--------

# TUITION—FREE

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

**\*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”

4685	MWF	8:00 am — 12:00 pm	REMOTE
4686	S	8:00 am — 12:00 pm	REMOTE
4687	TTHF	12:30 pm — 4:30 pm	REMOTE (TTH TR 307)
4688	TTH	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”

4689	MWF	8:00 am — 12:00 pm	REMOTE
4690	S	8:00 am — 12:00 pm	REMOTE
4691	TTHF	12:30 pm — 4:30 pm	REMOTE (TTH TR 307)
5030	TTH	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”

4693	MWF	8:00 am — 12:00 pm	REMOTE
4694	S	8:00 am — 12:00 pm	REMOTE
4695	TTHF	12:30 pm — 4:30 pm	REMOTE (TTH TR 307)
4696	TTH	5:00 pm — 9:00 pm	REMOTE

# TUITION — FREE

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

## STV 70—Introduction to Computers

4715	TTH	8:00 am — 12:00 pm	8/31-9/9	REMOTE/HYBRID
5031	MW	8:00 am — 12:00 pm	12/6-12/15	REMOTE
4718	TTH	5:30 pm — 9:30 pm	8/31-9/9	MP 316
4969	MW	5:30 pm — 9:30 pm	10/25-11/3	REMOTE

## STV 80 — Windows

4716	TTH	8:00 am — 12:00 pm	9/14-9/23	REMOTE/HYBRID
4719	F	9:00 am — 1:00 pm	9/3-9/24	REMOTE
4721	TTH	5:30 pm — 9:30 pm	9/14-9/23	MP 316
4717	MW	5:30 pm — 9:30 pm	11/8-11/17	REMOTE

## STV 140 — Internet

4750	TTH	8:00 am — 12:00 pm	9/28-10/7	REMOTE/HYBRID
4752	F	9:00 am — 1:00 pm	10/1-10/22	REMOTE
4751	TTH	5:30 pm — 9:30 pm	9/28-10/7	REMOTE

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

4972	MTWTH	8:00 am — 9:00 pm	REMOTE
	F	8:00 am — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm	REMOTE

# TUITION — FREE

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

## STV 100 — Beginning Microsoft Word

4735	MW	8:00 am — 12:00 pm	10/25-12/1	REMOTE
4736	TTH	12:30 pm — 4:30 pm	8/31-10/7	REMOTE/HYBRID
4738	TTH	5:30 pm — 9:30 pm	8/31-10/7	REMOTE

## STV 101—Advanced Microsoft Word

4739	TTH	12:30 pm — 4:30 pm	10/12-11/18	REMOTE/HYBRID
4740	TTH	5:30 pm — 9:30 pm	10/12-11/18	REMOTE

## STV 90 — Beginning Microsoft Excel

4723	TTH	8:00 am — 12:00 pm	11/9-12/14	REMOTE/HYBRID
4726	S	8:00 am — 12:00 pm	9/4-11/20	REMOTE
4722	MW	12:30 pm — 4:30 pm	9/27-11/3	REMOTE
4724	TTH	5:30 pm — 9:30 pm	11/9-12/14	MP 316

## STV 91 — Microsoft Advanced Excel

4728	MW	12:30 pm — 4:30 pm	11/8-12/15	REMOTE
4729	S	12:30 pm — 4:30 pm	9/4-11/20	REMOTE

## STV 95 — QuickBooks Automated Accounting

4730	TTH	8:00 am — 12:00 pm	8/31-9/23	MP 316
4732	TTH	8:00 am — 12:00 pm	10/26-11/18	MP 316
4731	MW	5:30 pm — 9:30 pm	8/30-9/22	REMOTE

# TUITION — FREE

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

## STV 97 — Peachtree Automated Accounting

4733	TTH	8:00 am — 12:00 pm	9/28-10/21	MP 316
4734	MW	5:30 pm — 9:30 pm	9/27-10/20	REMOTE

## STV 138 — Microsoft Outlook

4748	TTH	8:00 am — 12:00 pm	10/12-11/4	REMOTE
4756	TTH	5:30 pm — 9:30 pm	10/12-11/4	MP 316

## STV 111 — Microsoft PowerPoint

4743	F	9:00 am — 1:00 pm	10/29-12/10	REMOTE
4744	MW	12:30 pm — 4:30 pm	8/30-9/22	REMOTE
4741	TTH	12:30 pm — 4:30 pm	11/23-12/14	REMOTE/HYBRID
4742	MW	5:30 pm — 9:30 pm	11/22-12/15	REMOTE

## STV 150 — Integrated Technology

4755	TTH	5:30 pm — 9:30 pm	11/23-12/14	REMOTE
------	-----	-------------------	-------------	--------

## STV 72 — Google Workspace Fundamentals

5032	MW	8:00 am — 12:00 pm	8/30-9/22	REMOTE
------	----	--------------------	-----------	--------

## STV 73 — Google Workspace Intermediate

5033	MW	8:00 am — 12:00 pm	9/27-10/20	REMOTE
------	----	--------------------	------------	--------