

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

1552	MW	8:00 am — 12:00 pm	REMOTE
1553	S	8:00 am — 12:00 pm	REMOTE
1554	MW	12:30 pm — 4:30 pm	REMOTE
1555	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.

1556	MW	8:00 am — 12:00 pm	REMOTE
1557	S	8:00 am — 12:00 pm	REMOTE
1558	MW	12:30 pm — 4:30 pm	REMOTE
1559	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.

1560	MW	8:00 am — 12:00 pm	REMOTE
1561	S	8:00 am — 12:00 pm	REMOTE
1562	MW	12:30 pm — 4:30 pm	REMOTE
1563	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.

1564	MTH	8:00 am — 12:00 pm	1/10— 2/17	REMOTE/HYBRID
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#### Remote vs. Hybrid

Note: Most Winter 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 Winter 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.



## CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

*January 10 — February 17, 2022*

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."

# TUITION — FREE

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

## \*STV 11 — Beginning Keyboarding

1540	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1541	MTWTH	12:00 pm — 4:00 pm	REMOTE
1542	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 12 — Intermediate Keyboarding

1543	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1544	MTWTH	12:00 pm — 4:00 pm	REMOTE
1545	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 13 — Advanced Keyboarding

1546	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1547	MTWTH	12:00 pm — 4:00 pm	REMOTE
1548	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 14 — Keyboarding/HS Credit

1550	MTWTH	12:00 pm — 4:00 pm	REMOTE
1551	MTWTH	4:00 pm — 8:00 pm	REMOTE

## STV 70 — Introduction to Computers

1571	TTH	12:30 pm — 4:30 pm	2/8 — 2/17	REMOTE
1570	MW	5:30 pm — 9:30 pm	1/10 — 1/19	MP 316

## STV 80 — Windows

1650	S	8:00 am — 12:00 pm	1/15 — 2/5	REMOTE
1572	MW	5:30 pm — 9:30 pm	1/24 — 2/2	MP 316

## STV 140 — Internet

1576	MW	8:00 am — 12:00 pm	2/7 — 2/16	REMOTE
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## STV 120 — Computer Lab Open Lab for Garfield Campus students.

1575	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

1573	MW	12:30 pm — 4:30 pm	1/10 — 2/16	REMOTE
1574	MW	5:30 pm — 9:30 pm	1/10 — 2/16	REMOTE

## STV 90 — Beginning Microsoft Excel

1651	TTH	8:00 am — 12:00 pm	1/11 — 2/17	REMOTE
1652	TTH	5:30 pm — 9:30 pm	1/11 — 2/17	REMOTE

## STV 111— Microsoft PowerPoint

1590	TTH	12:30 pm — 4:30 pm	1/11 — 2/3	REMOTE
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## STV 72 — Google Workspace Fundamentals

1653	MW	8:00 am — 12:00 pm	1/10 — 2/2	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.

1565	MTWTH	8:30 am — 12:30 pm	REMOTE
1566	MTWTH	11:00 am — 3:00 pm	REMOTE
1567	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.

1568	MTWTH	11:00 am — 3:00 pm	REMOTE
1569	MW	4:00 pm — 8:00 pm	REMOTE

## STV 65 — Basic Review for California Certified Medical Assistant

1666	TTH	8:30 am — 12:30 pm	1/11 — 1/27	REMOTE/HYBRID
	MW	12:30 pm — 4:30 pm	1/10 — 1/26	REMOTE/HYBRID
1667	MTWTH	12:30 pm — 4:30 pm	1/31 — 2/17	REMOTE/HYBRID