

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.

3599	MW	8:00 am — 12:00 pm	5/2-6/1	TR 211
3239	MW	12:30 pm — 4:30 pm	2/23-3/23	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

3240	MTH	8:00 am — 12:00 pm	4/25-5/5	REMOTE/HYBRID
3241	MW	12:30 pm — 4:30 pm	5/23-6/15	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.

3242	MTH	8:00 am — 12:00 pm	3/7-4/14	REMOTE/HYBRID
3243	MTH	8:00 am — 12:00 pm	5/9-6/15	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 communication, and other business issues.

3244	MTH	8:00 am — 12:00 pm	2/22-3/3	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 2022**

**CONTINUING EDUCATION
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER
CLASSES**

February 22 — June 15, 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."**

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

3211	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3212	MTWTH	12:00 pm — 4:00 pm	REMOTE
3213	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3214	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3215	MTWTH	12:00 pm — 4:00 pm	REMOTE
3216	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3217	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3218	MTWTH	12:00 pm — 4:00 pm	REMOTE
3219	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3221	MTWTH	12:00 pm — 4:00 pm	REMOTE
3222	MTWTH	4:00 pm — 8:00 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”

3245	MTWTH	8:30 am — 12:30 pm	REMOTE
3246	MTWTH	11:00 am — 3:00 pm	REMOTE
3247	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”

3248	MTWTH	11:00 am — 3:00 pm	REMOTE
3249	MW	4:00 pm — 8:00 pm	REMOTE

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

3250	MTWTH	8:30 am — 12:30 pm	MP 103A
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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.

3235	MW	12:30 pm — 4:30 pm	3/28-4/13	REMOTE/HYBRID
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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.

3237	MW	12:30 pm — 4:30 pm	4/25-5/18	REMOTE/HYBRID
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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”

3223	MWF	8:00 am — 12:00 pm	REMOTE
3224	S	8:00 am — 12:00 pm	REMOTE
3225	TTH	12:30 pm — 4:30 pm	REMOTE
3606	F	12:30 pm — 4:30 pm	REMOTE
3609	TTH	12:30 pm — 4:30 pm	TR 307
3226	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”

3227	MWF	8:00 am — 12:00 pm	REMOTE
3228	S	8:00 am — 12:00 pm	REMOTE
3229	TTH	12:30 pm — 4:30 pm	REMOTE
3607	F	12:30 pm — 4:30 pm	REMOTE
3610	TTH	12:30 pm — 4:30 pm	TR 307
3230	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”

3231	MWF	8:00 am — 12:00 pm	REMOTE
3232	S	8:00 am — 12:00 pm	REMOTE
3233	TTH	12:30 pm — 4:30 pm	REMOTE
3608	F	12:30 pm — 4:30 pm	REMOTE
3611	TTH	12:30 pm — 4:30 pm	TR 307
3234	TTH	5:00 pm — 9:00 pm	REMOTE

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STV 70—Introduction to Computers

3251	TTH	8:00 am — 12:00 pm	2/22-3/3	REMOTE/HYBRID
3585	TTH	5:30 pm — 9:30 pm	2/22-3/3	MP 316

STV 80 — Windows

3253	TTH	8:00 am — 12:00 pm	3/8-3/15	REMOTE/HYBRID
3541	F	9:00 am — 1:00 pm	2/25-3/18	REMOTE
3583	MW	12:30 pm — 4:30 pm	4/4-4/13	REMOTE
3254	TTH	5:30 pm — 9:30 pm	3/8-3/17	MP 316

STV 140 — Internet

3272	TTH	8:00 am — 12:00 pm	3/22-3/29	REMOTE/HYBRID
3451	TTH	5:30 pm — 9:30 pm	3/22-3/29	MP 316

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

3269	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

3264	S	8:00 am — 12:00 pm	2/26-5/21	REMOTE
3542	F	9:00 am — 1:00 pm	3/25-6/10	REMOTE
3263	TTH	12:30 pm — 4:30 pm	2/22-3/29	REMOTE/HYBRID
3265	TTH	5:30 pm — 9:30 pm	4/5-5/19	MP 316

STV 90 — Beginning Microsoft Excel

3445	TTH	8:00 am — 12:00 pm	4/5-5/17	REMOTE/HYBRID
3446	MW	12:30 pm — 4:30 pm	2/23-3/30	REMOTE
3448	S	12:30 pm — 4:30 pm	2/26-5/21	REMOTE
3447	TTH	5:30 pm — 9:30 pm	2/22-3/31	REMOTE

STV 91 — Microsoft Advanced Excel

3256	TTH	5:30 pm — 9:30 pm	4/5-5/19	REMOTE
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STV 95 — QuickBooks Automated Accounting

3604	TTH	8:00 am — 12:00 pm	2/22-3/17	REMOTE
3260	MW	5:30 pm — 9:30 pm	3/21-4/13	REMOTE

STV 97 — Peachtree Automated Accounting

3605	TTH	8:00 am — 12:00 pm	3/22-4/14	REMOTE
3262	MW	5:30 pm — 9:30 pm	2/23-3/16	REMOTE

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STV 138 — Microsoft Outlook

3450	MW	8:00 am — 12:00 pm	4/25-5/18	REMOTE
3449	TTH	12:30 pm — 4:30 pm	4/5-5/3	REMOTE/HYBRID
3270	TTH	5:30 pm — 9:30 pm	5/24-6/14	REMOTE

STV 111 — Microsoft PowerPoint

3267	TTH	8:00 am — 12:00 pm	5/24-6/14	REMOTE/HYBRID
3452	TTH	5:30 pm — 9:30 pm	5/24-6/14	MP 316

OBT 113 — Microsoft Access

3268	TTH	12:30 pm — 4:30 pm	5/10-6/14	REMOTE/HYBRID
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STV 150 — Integrated Technology

3273	MW	8:00 am — 12:00 pm	5/23-6/15	REMOTE
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STV 72 — Google Workspace Fundamentals

3581	MW	8:00 am — 12:00 pm	2/23-3/16	REMOTE
3440	MW	12:30 pm — 4:30 pm	4/25-5/18	REMOTE
3441	MW	5:30 pm — 9:30 pm	4/25-5/18	REMOTE

STV 73 — Google Workspace Intermediate

3582	MW	8:00 am — 12:00 pm	3/21-4/13	REMOTE
3442	MW	12:30 pm — 4:30 pm	5/23-6/15	REMOTE
3443	MW	5:30 pm — 9:30 pm	5/23-6/15	REMOTE