

# TUITION—FREE

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

**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.

1177	MTH	8:00 am — 12:00 pm	6/20 — 7/28	REMOTE/HYBRID
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#### Remote vs. Hybrid

Note: Most summer 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 summer 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  
SUMMER 2022**

**CONTINUING EDUCATION  
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER  
CLASSES**

***June 20 — August 13, 2022***

**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."**

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## \*STV 11 — Beginning Keyboarding

1153	MTWTHFS	8:00 am — 12:00 pm	MP 315
1978	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1154	MF	12:00 pm — 4:00 pm	MP 315
1721	TWTH	12:00 pm — 4:00 pm	REMOTE
1155	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 12 — Intermediate Keyboarding

1156	MTWTHFS	8:00 am — 12:00 pm	MP 315
1979	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1157	MF	12:00 pm — 4:00 pm	MP 315
1722	TWTH	12:00 pm — 4:00 pm	REMOTE
1158	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 13 — Advanced Keyboarding

1159	MTWTHFS	8:00 am — 12:00 pm	MP 315
1980	MTWTHFS	8:00 am — 12:00 pm	REMOTE
1160	MF	12:00 pm — 4:00 pm	MP 315
1723	TWTH	12:00 pm — 4:00 pm	REMOTE
1161	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 14 — Keyboarding/HS Credit

1163	MF	12:00 pm — 4:00 pm	MP 315
1724	TWTH	12:00 pm — 4:00 pm	REMOTE
1164	MTWTH	4:00 pm — 8:00 pm	REMOTE

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**\*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”

1173	MW	8:00 am — 12:00 pm	REMOTE
1174	S	8:00 am — 12:00 pm	REMOTE
1742	TTH	8:00 am — 12:00 pm	TR 307
1743	TTH	8:00 am — 12:00 pm	REMOTE
1175	MW	12:30 pm — 4:30 pm	REMOTE
1748	TTH	12:30 pm — 4:30 pm	TR 307
1749	TTH	12:30 pm — 4:30 pm	REMOTE
1176	TTH	5:00 pm — 9:00 pm	REMOTE

## STV 250 — Practical Mathematics for Trades

1193	MTWTH	8:00 am — 12:00 pm	6/20 — 8/11	REMOTE
1195	MTWTH	12:30 pm — 4:30 pm	6/20 — 8/11	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”

1165	MW	8:00 am — 12:00 pm	REMOTE
1168	S	8:00 am — 12:00 pm	REMOTE
1738	TTH	8:00 am — 12:00 pm	TR 307
1739	TTH	8:00 am — 12:00 pm	REMOTE
1166	MW	12:30 pm — 4:30 pm	REMOTE
1744	TTH	12:30 pm — 4:30 pm	TR 307
1745	TTH	12:30 pm — 4:30 pm	REMOTE
1167	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”

1169	MW	8:00 am — 12:00 pm	REMOTE
1170	S	8:00 am — 12:00 pm	REMOTE
1740	TTH	8:00 am — 12:00 pm	TR 307
1741	TTH	8:00 am — 12:00 pm	REMOTE
1171	MW	12:30 pm — 4:30 pm	REMOTE
1746	TTH	12:30 pm — 4:30 pm	TR 307
1747	TTH	12:30 pm — 4:30 pm	REMOTE
1172	TTH	5:00 pm — 9:00 pm	REMOTE

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## STV 70 — Introduction to Computers

1983	TTH	8:00 am — 12:00 pm	8/2 — 8/11	REMOTE
1982	TTH	12:30 pm — 4:30 pm	6/21 — 6/30	REMOTE

## STV 80 — Windows

1984	TTH	12:30 pm — 4:30 pm	7/5 — 7/14	REMOTE
1726	MW	12:30 pm — 4:30 pm	8/1 — 8/10	REMOTE

## STV 140 — Internet

1189	TTH	5:30 pm — 9:30 pm	8/2 — 8/11	REMOTE
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## STV 120 — Computer Lab Open Lab for Garfield Campus students.

1196	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

1985	TTH	8:00 am — 12:00 pm	6/21— 7/28	REMOTE
1727	MW	5:30 pm — 9:30 pm	6/20 — 7/27	MP 316

## STV 90 — Beginning Microsoft Excel

1730	MW	12:30 pm — 4:30 pm	6/20 — 7/27	REMOTE
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## STV 91 — Microsoft Advanced Excel

1187	TTH	5:30 pm — 9:30 pm	6/21 — 7/28	REMOTE
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## STV 111— Microsoft PowerPoint

1987	TTH	12:30 pm — 4:30 pm	7/19 — 8/11	REMOTE
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## STV 138 — Microsoft Outlook

1192	S	8:00 am — 12:00 pm	6/25 — 8/13	REMOTE
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## STV 72 — Google Workspace Fundamentals

1728	MW	8:00 am — 12:00 pm	6/20 — 7/13	REMOTE
1729	MW	5:30 pm — 9:30 pm	6/20 — 7/13	REMOTE

## STV 73 — Google Workspace Intermediate

1736	MW	8:00 am — 12:00 pm	7/18 — 8/10	REMOTE
1737	MW	5:30 pm — 9:30 pm	7/18 — 8/10	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.

1179	MTWTH	8:30 am — 12:30 pm	REMOTE
1180	MTWTH	11:00 am — 3:00 pm	REMOTE
1181	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.

1182	MTWTH	11:00 am — 3:00 pm	REMOTE
1183	MW	4:00 pm — 8:00 pm	REMOTE

## STV 64 — Home Caregiver / Aide

1731	MTW	5:30 pm — 9:30 pm	6/20 — 8/10	MP 103A
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## STV 60 — Pathways to Health Careers

1197	TTH	7:00 pm — 9:00 pm	6/21 — 8/11	REMOTE
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## STV 65 — Basic Review for California Certified Medical Assistant

1963	TTH	8:30 am — 12:30 pm	6/21 — 7/7	REMOTE/HYBRID
1963	MW	12:30 pm — 4:30 pm	6/20 — 7/6	REMOTE/HYBRID
1964	MTWTH	8:00 am — 12:00 pm	7/11 — 7/28	REMOTE/HYBRID