

**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.

2838	MW	8:00 am — 12:00 pm	9/19-10/12	TR 211
2831	MW	12:30 pm — 3:00 pm (+3 hrs online per week)	10/24-11/16	REMOTE/HYBRID

**STV 34 — Filing Fundamentals** - Covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject as required by employers.

2832	MW	8:00 am — 12:00 pm	11/14-12/14	TR 211
3439	MW	12:30 pm — 3:00 pm (+3 hrs online per week)	8/29-9/28	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

2833	MTH	8:00 am — 12:00 pm (+8 hrs online per week)	10/24-11/3	REMOTE/HYBRID
2834	MW	12:30 pm — 3:00 pm (+3 hrs online per week)	11/21-12/14	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.

2835	MTH	8:00 am — 12:00 pm (+8 hrs online per week)	9/12-10/20	REMOTE/HYBRID
2836	MTH	8:00 am — 12:00 pm (+8 hrs online per week)	11/7-12/15	REMOTE/HYBRID

**STV 50 — Customer Service Skills** — 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.

2839	MTH	8:00 am — 12:00 pm (+8 hrs online per week)	8/29-9/8	REMOTE/HYBRID
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**OBT 55 — Office Equipment** - This class prepares you for life in the office through hands on use of office equipment.

3440	MW	8:00 am — 12:00 pm	10/17-11/9	TR 211
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**TUITION - FREE  
FALL 2022**

**CONTINUING EDUCATION  
SHORT TERM VOCATIONAL  
BUSINESS AND COMPUTER  
CLASSES**

**August 29 — December 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.  
For our official schedule please check our website.***

[https://psprd.glendale.edu/psc/guest/EMPLOYEE/HRMS/c/COMMUNITY\\_ACCESS.CLASS\\_SEARCH.GBL](https://psprd.glendale.edu/psc/guest/EMPLOYEE/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL)

**\* "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”

2882	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3430	TTH	12:00 pm — 4:00 pm	MP 315
2883	MTWTH	12:00 pm — 4:00 pm	REMOTE
2818	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

2881	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3431	TTH	12:00 pm — 4:00 pm	MP 315
2884	MTWTH	12:00 pm — 4:00 pm	REMOTE
2819	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

2880	MTWTHFS	8:00 am — 12:00 pm	REMOTE
3432	TTH	12:00 pm — 4:00 pm	MP 315
2885	MTWTH	12:00 pm — 4:00 pm	REMOTE
2820	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3433	TTH	12:00 pm — 4:00 pm	MP 315
2886	MTWTH	12:00 pm — 4:00 pm	REMOTE
2821	MTWTH	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”

2840	MTWTH	8:30 am — 10:30 am (+8 hrs online per week)	REMOTE/HYBRID
2842	MTWTH	11:00 am — 3:00 pm	REMOTE
2841	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”

2844	MTWTH	11:00 am — 3:00 pm	REMOTE
2845	MW	4:00 pm — 8:00 pm	REMOTE

## STV 64 — Home Caregiver / Aide

3434	MT	5:30 pm — 9:30 pm	8/29– 12/14	MP 103 A/ REMOTE
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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.

2837	MW	12:30 pm — 3:00 pm (+3 hrs online per week)	10/3-10/19	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”

2822	MWF	8:00 am — 12:00 pm	REMOTE
2823	S	8:00 am — 12:00 pm	REMOTE
2887	F	12:30 pm — 4:30 pm	REMOTE
3324	TTH	12:30 pm — 4:30 pm	REMOTE
2824	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”

2825	MWF	8:00 am — 12:00 pm	REMOTE
2826	S	8:00 am — 12:00 pm	REMOTE
2888	F	12:30 pm — 4:30 pm	REMOTE
3326	TTH	12:30 pm — 4:30 pm	REMOTE
2874	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”

2827	MWF	8:00 am — 12:00 pm	REMOTE
2828	S	8:00 am — 12:00 pm	REMOTE
2889	F	12:30 pm — 4:30 pm	REMOTE
3328	TTH	12:30 pm — 4:30 pm	REMOTE
2829	TTH	5:00 pm — 9:00 pm	REMOTE

# TUITION — FREE

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## STV 70—Introduction to Computers

2846	MW	12:30 pm — 4:30 pm	8/29-9/7	REMOTE
2849	TTH	5:30 pm — 9:30 pm	8/30-9/8	MP 316

## STV 80 — Windows

2850	F	9:00 am — 1:00 pm	9/2-9/23	REMOTE
2851	MW	12:30 pm — 4:30 pm	9/12-9/21	REMOTE
2847	TTH	5:30 pm — 9:30 pm	9/13-9/22	MP 316

## STV 140 — Internet

2867	TTH	5:30 pm — 9:30 pm	9/27-10/6	MP 316
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## STV 120 — Computer Lab Open Lab for Garfield Campus students. “may join at any time”

2872	MTWTH	8:00 am — 9:00 pm	REMOTE
	F	8:00 am — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm	REMOTE

### 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

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## STV 100 — Beginning Microsoft Word

2857	F	9:00 am — 1:00 pm	9/30-12/16	REMOTE
2858	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	8/30-10/6	REMOTE/HYBRID
2859	TTH	5:30 pm — 9:30 pm	8/30-10/6	REMOTE

## STV 90 — Beginning Microsoft Excel

3322	S	8:00 am — 12:00 pm	9/3-11/19	REMOTE
3330	TTH	8:00 am — 10:00 am (+4 hrs online per week)	8/30-10/6	REMOTE/HYBRID
3334	TTH	5:30 pm — 9:30 pm	11/8-12/15	MP 316

## STV 91 — Microsoft Advanced Excel

2852	TTH	8:00 am — 10:00 am (+4 hrs online per week)	10/11-11/17	REMOTE/HYBRID
2853	S	12:30 pm — 4:30 pm	9/3-11/19	REMOTE

## STV 95 — QuickBooks Automated Accounting

3438	TTH	8:00 am — 12:00 pm	10/11-11/3	REMOTE
3338	MW	5:30 pm — 9:30 pm	10/24-11/16	REMOTE

## STV 97 — Sage 50 Automated Accounting

3436	TTH	8:00 am — 12:00 pm	11/22-12/15	REMOTE
3437	MW	5:30 pm — 9:30 pm	11/21-12/14	REMOTE

# TUITION — FREE

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

## STV 138 — Microsoft Outlook

3337	TTH	8:00 am — 10:00 am (+4 hrs online per week)	11/22-12/15	REMOTE/HYBRID
2870	MW	12:30 pm — 4:30 pm	9/26-10/19	REMOTE
2866	TTH	5:30 pm — 9:30 pm	10/11-11/3	MP 316

## STV 111 — Microsoft PowerPoint

2862	MW	8:00 am — 12:00 pm	10/24-11/16	REMOTE
2864	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	10/11-11/3	REMOTE/HYBRID

## STV 113 — Microsoft Access

3335	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	11/8-12/15	REMOTE/HYBRID
3332	TTH	5:30 pm — 9:30 pm	10/11-11/17	REMOTE

## STV 150 — Integrated Technology

3339	MW	8:00 am — 12:00 pm	11/21-12/14	REMOTE
2869	TTH	5:30 pm — 9:30 pm	11/22-12/15	REMOTE

## STV 72 — Google Workspace Fundamentals

3435	MW	8:00 am — 12:00 pm	8/29-9/21	REMOTE
3333	MW	12:30 pm — 4:30 pm	10/24-11/16	REMOTE
2876	MW	5:30 pm — 9:30 pm	8/29-9/21	REMOTE

## STV 73 — Google Workspace Intermediate

2877	MW	8:00 am — 12:00 pm	9/26-10/19	REMOTE
3336	MW	12:30 pm — 4:30 pm	11/21-12/14	REMOTE
3450	MW	5:30 pm — 9:30 pm	9/26-10/19	REMOTE