

**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.

3139	MW	8:00 am — 12:00 pm	3/13-4/5	TR 211
3346	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	4/26-5/17	REMOTE/HYBRID

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

3140	MW	8:00 am — 12:00 pm	5/15-6/14	TR 211
3347	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	2/22-3/22	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

3460	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	4/25-5/4	REMOTE/HYBRID
3142	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	5/22-6/14	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.

3461	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	3/7-4/13	REMOTE/HYBRID
3462	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	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.

3463	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	2/21-3/2	REMOTE/HYBRID
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**STV 55 — Office Equipment** - This class prepares you for life in the office through hands on use of office equipment .

3348	MW	8:00 am — 12:00 pm	4/10-5/11	TR 211
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**TUITION - FREE**  
**Spring 2023**

**CONTINUING EDUCATION**  
**SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER**  
**CLASSES**

**February 21 — June 17, 2023**

**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 “may join at any time”

3114	MTWTHFS	8:00 am — 12:00 pm	REMOTE (TTH MP 315)
3115	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
3116	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3117	MTWTHFS	8:00 am — 12:00 pm	REMOTE (TTH MP 315)
3118	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
3119	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3120	MTWTHFS	8:00 am — 12:00 pm	REMOTE (TTH MP 315)
3121	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
3122	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

3124	MTWTH	12:00 pm — 4:00 pm	REMOTE (TTH MP 315)
3125	MTWTH	4:00 pm — 8:00 pm	REMOTE

## STV 70—Introduction to Computers

3353	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	2/22-3/1	REMOTE/HYBRID
3152	TTH	5:30 pm — 9:30 pm	2/21-3/2	MP 316

## STV 60 — Pathways to Health Careers

3349	TW	4:30 pm — 6:30 pm	SO 102
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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”

3146	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	REMOTE/HYBRID
3147	MTWTH	11:00 am — 3:00 pm	SO 102 (TTH)/REMOTE
3148	MTWTH	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”

3149	TTH	11:00 am — 3:00 pm	REMOTE
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## STV 63 — Medical Clinical Assisting - Covers the use of indexing

3151	MTWTH	8:30 am — 12:30 pm	SO103(MW)/REMOTE
3350	MTWTH	5:30 pm — 9:30 pm	SO 103

## STV 64 — Home Caregiver / Aide

3351	MT	12:30 pm — 4:30 pm	2/21-6/17	SO 103(T)/REMOTE
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## STV 66 — Certified Nursing Aide

3352	WTH	12:30 pm — 4:30 pm	2/21-6/17	SO 103(TH)/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.

3345	MW	8:00 am — 12:00 pm	2/22-3/8	TR 211
3138	MW	12:30 pm — 3:00 pm (+3 hrs online per week)	3/27-4/12	REMOTE/HYBRID

**\*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”

3126	MWF	8:00 am — 12:00 pm	REMOTE
3127	S	8:00 am — 12:00 pm	REMOTE
3128	TTH	12:30 pm — 4:30 pm	REMOTE (TH TR 307)
3188	F	12:30 pm — 4:30 pm	REMOTE
3129	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”

3130	MWF	8:00 am — 12:00 pm	REMOTE
3131	S	8:00 am — 12:00 pm	REMOTE
3132	TTH	12:30 pm — 4:30 pm	REMOTE (TH TR 307)
3189	F	12:30 pm — 4:30 pm	REMOTE
3133	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”

3134	MWF	8:00 am — 12:00 pm	REMOTE
3135	S	8:00 am — 12:00 pm	REMOTE
3136	TTH	12:30 pm — 4:30 pm	REMOTE (TH TR 307)
3190	F	12:30 pm — 4:30 pm	REMOTE
3137	TTH	5:00 pm — 9:00 pm	REMOTE

**STV 250 — Practical Mathematics for Trades**

3410	TBA	2/21-6/17	REMOTE
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# TUITION — FREE

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

**STV 80 — Windows**

3153	F	9:00 am — 1:00 pm	2/24-3/17	MP 316
3185	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	3/6-3/15	REMOTE/HYBRID
3181	TTH	5:30 pm — 9:30 pm	3/7-3/16	MP 316

**STV 140 — Internet**

3162	TTH	5:30 pm — 9:30 pm	3/21-3/30	MP 316
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**STV 72 — Google Workspace Fundamentals**

3183	MW	9:00 am — 11:00 am (+4 hrs. online per week)	2/22-3/15	REMOTE/HYBRID
3167	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	4/26-5/17	REMOTE/HYBRID
3168	MW	5:30 pm — 9:30 pm	2/22-3/15	REMOTE

**STV 73 — Google Workspace Intermediate**

3184	MW	9:00 am — 11:00 am (+4 hrs online per week)	3/20-4/12	REMOTE/HYBRID
3169	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	5/22-6/14	REMOTE/HYBRID
3170	MW	5:30 pm — 9:30 pm	3/20-4/12	REMOTE

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

3160	MTWTH	8:00 am — 7:00 pm	MP 309
	F	8:00 am — 2:00 pm	MP 309
	S	8:00 am — 3:00 pm	REMOTE



### STV 90 — Beginning Microsoft Excel

3172	S	8:00 am — 12:00 pm	2/25-5/20	REMOTE
3171	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	2/21-3/30	REMOTEHYBRID
3173	TTH	5:30 pm — 9:30 pm	5/9-6/15	MP 316

### STV 91 — Microsoft Advanced Excel

3154	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	4/4-5/18	REMOTE/HYBRID
3354	S	12:30 pm — 4:30 pm	2/25-5/20	REMOTE

### STV 95 — QuickBooks Automated Accounting

3186	TTH	8:00 am — 12:00 pm	4/4-5/4	MP 316
3155	MW	5:30 pm — 9:30 pm	4/26-5/17	REMOTE

### STV 97 — Sage 50 Automated Accounting

3355	TTH	8:00 am — 12:00 pm	5/16-6/15	MP 316
3187	MW	5:30 pm — 9:30 pm	5/22-6/14	REMOTE

### STV 100 — Beginning Microsoft Word

3182	TTH	9:00 am — 11:00 am (+4 hrs online per week)	2/21-3/30	REMOTE/HYBRID
3157	TTH	5:30 pm — 9:30 pm	2/21-3/30	REMOTE

### STV 101 — Advanced Microsoft Word

3381	TTH	9:00 am — 11:00 am (+4 hrs online per week)	4/4-5/18	REMOTE/HYBRID
3380	F	9:00 am — 1:00 pm	3/24-6/16	MP 316

### STV 111 — Microsoft PowerPoint

3356	MW	9:00 am — 11:00 am (+4 hrs online per week)	4/26-5/17	REMOTE/HYBRID
3158	TTH	9:00 am — 11:00 am (+4 hrs online per week)	5/23-6/15	REMOTE/HYBRID
3392	TTH	5:30 pm — 9:30 pm	4/4-5/4	MP 316

### STV 113 — Microsoft Access

3357	TTH	5:30 pm — 9:30 pm	4/4-5/18	REMOTE
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### STV 138 — Microsoft Outlook

3175	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	3/20-4/12	REMOTE/HYBRID
3161	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	5/23-6/15	REMOTE/HYBRID

### STV 150 — Integrated Technology

3358	MW	9:00 am — 11:00 am (+4 hrs online per week)	5/22-6/14	REMOTE
3163	TTH	5:30 pm — 9:30 pm	5/23-6/15	REMOTE

### STV 151 — Engineering Drafting and Basic Design Mirrored Course

3332	T	9:00 am — 10:25 am	2/21-6/17	AT 211
3333	T - LAB	10:25 am — 12:10 pm	2/21-6/17	AT 211
3333	TH- LAB	9:00 am — 12:10 pm	2/21-6/17	AT 211

### STV 153 — Drafting and Basic Design Mirrored Course

3334	T	6:40 pm — 8:05 pm	2/21-6/17	REMOTE
3335	T-LAB	8:05 pm — 9:50 pm	2/21-6/17	REMOTE
3335	TH-LAB	6:40 pm — 9:50 pm	2/21-6/17	REMOTE