

**\*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"

1604	MW	8:00 am — 12:00 pm	W REMOTE	M MP 314
1628	S	8:00 am — 12:00 pm	REMOTE	
1605	MW	12:30 pm — 4:30 pm	W REMOTE	M MP 314
1606	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"

1607	MW	8:00 am — 12:00 pm	W REMOTE	M MP 314
1629	S	8:00 am — 12:00 pm	REMOTE	
1608	MW	12:30 pm — 4:30 pm	W REMOTE	M MP 314
1609	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"

1610	MW	8:00 am — 12:00 pm	W REMOTE	M MP 314
1627	S	8:00 am — 12:00 pm	REMOTE	
1611	MW	12:30 pm — 4:30 pm	W REMOTE	M MP 314
1612	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.

1613	MW	8:00 am — 12:00 pm (+8 hrs online per week)	1/8 — 2/14	REMOTE/HYBRID
------	----	--	------------	---------------

**\*STV 120 — Computer Lab** Open Lab for Garfield Campus students.

1620	MTWTH	8:00 am — 7:00 pm (7-9 pm Remote)	MP 309
	F	8:00 am — 12:00 pm (12:30-4:30 pm Remote)	MP 309
	S	8:00 am — 3:00 pm	REMOTE



**TUITION - FREE**  
**Winter 2024**

**CONTINUING EDUCATION**  
**BUSINESS AND COMPUTER**  
**CLASSES**

**January 8 — February 15, 2024**

**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."

**\*STV 11 — Beginning Keyboarding**

1593	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
1626	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
1594	MTWTH	4:00 pm — 8:00 pm	REMOTE	

**\*STV 12 — Intermediate Keyboarding**

1595	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
1596	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
1597	MTWTH	4:00 pm — 8:00 pm	REMOTE	

**\*STV 13 — Advanced Keyboarding**

1598	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
1599	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
1600	MTWTH	4:00 pm — 8:00 pm	REMOTE	

**\*STV 14 — Keyboarding/HS Credit**

1602	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
1603	MTWTH	4:00 pm — 8:00 pm	REMOTE	

**STV 70 — Introduction to Computers**

1617	S	8:00 am — 12:00 pm	1/13 — 2/10	REMOTE
1624	TTH	9:00 am — 11:00 am (+4 hrs online per week)	1/9 — 1/18	REMOTE/HYBRID

**STV 80 — Windows**

1621	S	12:30 pm — 4:30 pm	1/13 — 2/3	REMOTE
------	---	--------------------	------------	--------

**STV 140 — Internet**

1670	TTH	12:30 pm — 4:30 pm	1/9 — 1/18	MP 316
------	-----	--------------------	------------	--------

**STV 72 — Google Workspace Fundamentals**

1677	TTH	12:30 pm — 4:30 pm	1/23 — 2/15	MP 316
------	-----	--------------------	-------------	--------

**STV 90 — Microsoft Excel**

1622	MW	9:00 am — 11:00 am (+4 hrs. online per week)	1/8 — 2/14	REMOTE/HYBRID
1623	TTH	5:30 pm — 9:30 pm	1/9 — 2/15	REMOTE

**STV 100 — Beginning Microsoft Word**

1618	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	1/8 — 2/14	REMOTE/HYBRID
1619	MW	5:30 pm — 9:30 pm	1/8 — 2/14	REMOTE

**STV 111 — Microsoft PowerPoint**

1693	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	1/23 — 2/15	REMOTE/HYBRID
------	-----	---	-------------	---------------

**\*STV 61 — Administrative Medical Assisting** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

1614	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	MTTH REMOTE/HYBRID	W SO 102
1615	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
1616	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"

1686	TTH	9:00 am — 1:00 pm	REMOTE	
------	-----	-------------------	--------	--

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

1684	TTH	8:30 am — 10:30 am (+4 hrs online per week)	1/9 — 1/25	REMOTE/HYBRID
1684	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	1/8 — 1/24	REMOTE/HYBRID
1685	MTWTH	8:30 am — 10:30 am ( +8 hrs. online per week)	1/29 — 2/15	REMOTE/HYBRID