

STV 34 — Filing Fundamentals - Covers the use of indexing rules to file alphabetically,

numerically, geographically, and by subject as required by employers.

3097	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	2/21-3/20	REMOTE/HYBRID
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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

3134	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	4/23-5/2	REMOTE/HYBRID
3049	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	5/20-6/12	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.

3135	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	3/5-4/11	REMOTE/HYBRID
3136	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	5/7-6/11	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.

3137	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	2/20-2/29	REMOTE/HYBRID
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***STV 120 — Computer Lab** Open Lab for Garfield Campus students. "may join at any time"

3061	MTWTH	8:00 am — 7:00 pm	MP 309	7:00 pm — 9:00 pm	REMOTE
	F	8:00 am — 12:00 pm	MP 309	12:30 pm — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm			REMOTE



**TUITION - FREE
SPRING 2024**

**CONTINUING EDUCATION
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER
CLASSES**

February 20 — June 12, 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."

TUITION — FREE

Register online at: www.glendale.edu

*STV 11 — Beginning Keyboarding may join at any time

3022	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
3023	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
3024	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 12 — Intermediate Keyboarding may join at any time

3025	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
3026	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
3027	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 13 — Advanced Keyboarding may join at any time

3028	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
3029	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
3030	MTWTH	4:00 pm — 8:00 pm	REMOTE	

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

3032	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
3033	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 70—Introduction to Computers

3320	MW	8:00 am — 12:00 pm	2/21-2/28	SG 137
3421	T	8:00 am — 12:00 pm	2/20-3/12	MP 314
3422	T	8:00 am — 12:00 pm	5/21-6/11	MP 314
3304	W	12:30 pm — 4:30 pm	2/21-3/13	MP 316
3100	W	12:30 pm — 4:30 pm	5/22-6/12	MP 316
3055	TTH	5:30 pm — 9:30 pm	2/20-2/29	MP 316
3332	TTH	5:30 pm — 9:30 pm	5/7-5/16	MP 316

M = Monday T = Tuesday W = Wednesday TH = Thursday F = Friday S = Saturday

Highlighted classes in SG 137 - Verdugo Campus -1500 N. Verdugo RD, Glendale, CA 91208

***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

3050	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	REMOTE/HYBRID	
3051	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
3052	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

3053	TTH	9:00 am — 1:00 pm	REMOTE	
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STV 63 — Medical Clinical Assisting - Covers the use of indexing

3054	MTWTH	9:00 am — 1:00 pm	MP 115	
3303	THS	8:30 am — 4:30 pm	TH REMOTE	S MP 115
3319	MTWTH	4:30 pm — 8:30 pm	MP 115	

STV 64 — Home Caregiver / Aide

3099	MTH	8:00 am — 11:00 am	M REMOTE	TH SO 103
3375	MTH	11:30 am — 2:30 pm	M REMOTE	TH SO 103

STV 31 — Business Writing: Email - This writing course primarily consists of correctly composing and formatting business e-mail messages as required by employers.

3046	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	3/25-4/10	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.

3096	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	4/22-5/15	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

3034	MWF	8:00 am — 12:00 pm	REMOTE
3035	S	8:00 am — 12:00 pm	REMOTE
3036	TTH	12:30 pm — 4:30 pm	MP 314
3086	F	12:30 pm — 4:30 pm	REMOTE
3037	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

3038	MWF	8:00 am — 12:00 pm	REMOTE
3039	S	8:00 am — 12:00 pm	REMOTE
3040	TTH	12:30 pm — 4:30 pm	MP 314
3087	F	12:30 pm — 4:30 pm	REMOTE
3041	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

3042	MWF	8:00 am — 12:00 pm	REMOTE
3043	S	8:00 am — 12:00 pm	REMOTE
3044	TTH	12:30 pm — 4:30 pm	MP 314
3088	F	12:30 pm — 4:30 pm	REMOTE
3045	TTH	5:00 pm — 9:00 pm	REMOTE

TUITION — FREE

Register online at: www.glendale.edu

STV 80 — Windows

3321	MW	8:00 am — 12:00 pm	3/4-3/13	SG 137
3423	T	8:00 am — 12:00 pm	3/19-4/9	MP 314
3083	W	12:30 pm — 2:30 pm	3/20-4/10	MP 316
3056	TTH	5:30 pm — 9:30 pm	3/5-3/14	MP 316
3335	TTH	5:30 pm — 9:30 pm	5/21-5/30	MP 316
3079	MW	5:30 pm — 9:30 pm	6/3-6/12	REMOTE

STV 140 — Internet

3340	MW	8:00 am — 12:00 pm	3/18-3/27	SG 137
3328	S	8:00 am — 12:00 pm	4/27-5/18	REMOTE
3424	T	8:00 am — 12:00 pm	4/23-5/14	MP 314
3063	MW	9:00 am — 11:00 am (+4 hrs. online per week)	6/3-6/12	REMOTE/HYBRID
3311	W	12:30 pm — 4:30 pm	4/25-5/16	MP 316
3310	TTH	5:30 pm — 9:30 pm	3/19-3/28	MP 316
3338	TTH	5:30 pm — 9:30 pm	6/4-6/11	MP 316

STV 72 — Google Workspace Fundamentals

3067	MW	8:00 am — 12:00 pm	4/1-5/1	SG 137
3081	MW	9:00 am — 11:00 am (+4 hrs. online per week)	2/21-3/13	REMOTE/HYBRID
3068	S	8:00 am — 12:00 pm	2/24-4/13	REMOTE

STV 73 — Google Workspace Intermediate

3082	MW	9:00 am — 11:00 am (+4 hrs. online per week)	3/18-4/10	REMOTE/HYBRID
3069	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	5/20-6/12	REMOTE/HYBRID

STV 90 — Beginning Microsoft Excel

3073	MW	9:00 am — 11:00 am (+4 hrs online per week)	4/22-5/29	REMOTE/HYBRID
3323	TTH	12:30 pm — 4:30 pm	2/20-3/28	MP 316
3072	S	12:30 pm — 4:30 pm	2/24-5/18	REMOTE
3071	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	2/20-3/28	REMOTEHYBRID
3322	TTH	5:30 pm — 9:30 pm	4/2-5/16	REMOTE

STV 91 — Microsoft Advanced Excel

3057	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	4/2-5/16	REMOTE/HYBRID
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STV 95 — QuickBooks Automated Accounting

3084	TTH	8:00 am — 12:00 pm	3/19-4/11	MP 316
3058	MW	5:30 pm — 9:30 pm	3/18-4/10	REMOTE

STV 97 — Sage 50 Automated Accounting

3102	TTH	8:00 am — 12:00 pm	4/30-5/23	MP 316
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STV 100 — Beginning Microsoft Word

3341	MW	8:00 am — 12:00 pm	5/6-6/12	SG 137
3307	TTH	9:00 am — 11:00 am (+4 hrs online per week)	2/20-3/28	REMOTE/HYBRID
3404	MW	12:30 pm — 2:30 pm (+4 hrs online per week)	2/21-3/27	REMOTE/HYBRID
3309	TTH	12:30 pm — 4:30 pm	4/2-5/16	MP 316
3308	TTH	5:30 pm — 9:30 pm	2/20-3/28	REMOTE
3059	MW	5:30 pm — 9:30 pm	4/22-5/29	REMOTE

STV 101 — Advanced Microsoft Word

3111	TTH	9:00 am — 11:00 am (+4 hrs online per week)	4/2-5/16	REMOTE/HYBRID
3112	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	4/3-5/15	REMOTE/HYBRID

STV 111 — Microsoft PowerPoint

3103	TTH	12:30 pm — 4:30 pm	5/21-6/11	MP 316
3060	TTH	1:00 pm — 3:00 pm (+4 hrs online per week)	5/21-6/11	REMOTE/HYBRID
3113	TTH	5:30 pm — 9:30 pm	4/2-5/2	MP 316

STV 138 — Microsoft Outlook

3062	TTH	9:00 am — 11:00 am (+4 hrs online per week)	5/21-6/11	REMOTE/HYBRID
3074	MW	5:30 pm — 9:30 pm	3/18-4/10	REMOTE

STV 150 — Integrated Technology

3105	TTH	5:30 pm — 9:30 pm	5/21-6/11	REMOTE
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STV 153 — Drafting and Basic Design Mirrored Course

3093	F	9:10 am — 10:35 am	2/20-6/12	REMOTE
3094	W-LAB	9:10 am — 12:20 pm	2/20-6/12	REMOTE
3094	F-LAB	10:35 am — 12:20 pm	2/20-6/12	REMOTE