

***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"

1542	MW	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1545	S	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1568	TTH	8:00 am — 12:00 pm	MP 314	6/17-7/20
1543	MW	12:30 pm — 4:30 pm	REMOTE	6/17-7/20
1571	TTH	12:30 pm — 4:30 pm	MP 314	6/17-7/20
1544	TTH	5:00 pm — 9:00 pm	REMOTE	6/17-7/20

***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"

1546	MW	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1547	S	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1569	TTH	8:00 am — 12:00 pm	MP 314	6/17-7/20
1548	MW	12:30 pm — 4:30 pm	REMOTE	6/17-7/20
1572	TTH	12:30 pm — 4:30 pm	MP 314	6/17-7/20
1549	TTH	5:00 pm — 9:00 pm	REMOTE	6/17-7/20

***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"

1550	MW	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1551	S	8:00 am — 12:00 pm	REMOTE	6/17-7/20
1570	TTH	8:00 am — 12:00 pm	MP 314	6/17-7/20
1552	MW	12:30 pm — 4:30 pm	REMOTE	6/17-7/20
1573	TTH	12:30 pm — 4:30 pm	MP 314	6/17-7/20
1553	TTH	5:00 pm — 9:00 pm	REMOTE	6/17-7/20

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.

1554	TTH	8:00 am — 12:00 pm (+8 hrs online per week)	6/18 — 7/25	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.

1762	MW	8:00 am — 10:00 am (+4 hrs online per week)	7/1 — 7/24	REMOTE/HYBRID
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**TUITION - FREE
SUMMER 2024**

**CONTINUING EDUCATION
BUSINESS AND COMPUTER
CLASSES**

June 17 — August 10, 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 —** Classes end 7/27

1575	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH MP 315
1559	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1538	MTWTH	4:00 pm — 8:00 pm	REMOTE	

***STV 12 — Intermediate Keyboarding —** Classes end 7/27

1576	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH MP 315
1560	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1539	MTWTH	4:00 pm — 8:00 pm	REMOTE	

***STV 13 — Advanced Keyboarding —** Classes end 7/27

1577	MTWTHS	8:00 am — 12:00 pm	MWS REMOTE	TTH MP 315
1561	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1540	MTWTH	4:00 pm — 8:00 pm	REMOTE	

***STV 14 — Keyboarding/HS Credit —** Classes end 7/27

1562	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1541	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 70 — Introduction to Computers

1579	MW	5:30 pm — 9:30 pm	6/17 — 6/26	REMOTE
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STV 80 — Windows

1563	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	7/30 — 8/8	REMOTE/HYBRID
1643	TTH	5:30 pm — 9:30 pm	6/18 — 6/27	REMOTE

STV 72 — Google Workspace Fundamentals

1564	MW	9:00 am — 1:00 pm	6/17 — 7/10	SG 137 (Verdugo Campus)
1565	MW	12:30 pm — 2:30 pm	6/17 — 7/10	REMOTE/HYBRID

STV 73 — Google Workspace Intermediate

1756	S	8:00 am — 12:00 pm	6/22 — 8/10	REMOTE
1755	MW	9:00 am — 1:00 pm	7/15 — 8/7	SG 137 (Verdugo Campus)
1567	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/15 — 8/7	REMOTE/HYBRID

STV 90 — Beginning Microsoft Excel

1566	MW	12:30 pm — 4:30 pm	7/1 — 8/7	MP 316
1763	MW	1:30 pm — 5:30 pm	6/24 — 7/31	SG 137 (Verdugo Campus)

STV 91 — Microsoft Advanced Excel

1758	TTH	5:30 pm — 9:30 pm	7/2 — 8/8	REMOTE
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STV 100 — Beginning Microsoft Word

1580	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	6/18 — 7/25	REMOTE/HYBRID
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STV 111 — Microsoft PowerPoint

1644	MW	9:00 am — 11:00 am (+4 hrs. online per week)	6/17 — 7/10	REMOTE/HYBRID
1759	T	12:30 pm — 4:30 pm	6/18 — 8/6	MP 316

STV 150 — Integrated Technology

1760	MW	9:00 am — 11:00 am (+4 hrs. online per week)	7/15 — 8/7	REMOTE/HYBRID
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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.

1555	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	REMOTE/HYBRID	
1556	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
1557	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 65 — Basic Review for California Certified Medical Assistant

1574	TTH	8:30 am — 10:30 am (+8 hrs online per week)	6/17 — 7/6	REMOTE/HYBRID
1574	MW	12:30 pm — 2:30 pm (+8 hrs. online per week)	6/17 — 7/6	REMOTE/HYBRID
1646	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	7/8 — 7/27	REMOTE/HYBRID

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

1558	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	