

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

3251	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	9/4-10/2	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

3201	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	9/3-9/12	REMOTE/HYBRID
3202	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	11/25-12/18	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.

3203	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	9/17-10/24	REMOTE/HYBRID
3204	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	11/12-12/17	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.

3205	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	10/29-11/7	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 . NOTE: ONLINE CLASS - For information on what is required please contact the instructor. (5.0 hours online per week)

3446	TBA	TBA	9/3-10/12	Online
3447	TBA	TBA	10/14-11/23	Online

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

3221	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 FALL 2024
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**CONTINUING EDUCATION
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER
CLASSES**

September 3 — December 18, 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

3228	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
3438	MW	9:00 am — 11:00 am (+4 hrs. online per week)	9/4-10/9	HYBRID/MP 315
3439	MW	9:00 am — 11:00 am (+4 hrs. online per week)	10/14-11/20	HYBRID/MP 315
3229	MTWTH	12:00 pm—4:00 pm	MP 315	
3188	MTWTH	4:00 pm — 8:00 pm	REMOTE	
3440	TTH	5:00 pm — 7:00 pm (+4 hrs. online per week)	9/3-10/10	REMOTE/HYBRID
3441	TTH	5:00 pm — 7:00 pm (+4 hrs. online per week)	10/15-11/21	REMOTE/HYBRID

*STV 12 — Intermediate Keyboarding may join at any time

3227	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
3230	MTWTH	12:00 pm — 4:00 pm	MP 315	
3189	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 13 — Advanced Keyboarding may join at any time

3226	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
3231	MTWTH	12:00 pm — 4:00 pm	MP 315	
3190	MTWTH	4:00 pm — 8:00 pm	REMOTE	

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

3232	MTWTH	12:00 pm — 4:00 pm	MP 315	
3191	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 70—Introduction to Computers

3210	MW	8:30 am — 12:30 pm	9/4-9/11	MP 314
3321	MW	5:00 pm — 9:00 pm	9/4-9/11	MP 314
3329	MW	5:00 pm — 9:00 pm	11/13-11/20	MP 314

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

***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

3206	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	REMOTE/HYBRID	
3208	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
3207	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

3209	TTH	9:00 am — 1:00 pm	REMOTE	
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STV 63 — Medical Clinical Assisting - Covers the use of indexing

3300	MTWTH	8:30 am — 12:30 pm	MP 115	
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STV 64 — Home Caregiver / Aide

3505	MW	8:00 am — 11:00 pm	M REMOTE	W SO 103
3506	TTH	8:00 am — 11:00 pm	T 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.

3299	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/7-10/23	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.

3200	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/28-11/20	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

3192	MWF	8:00 am — 12:00 pm	REMOTE
3193	S	8:00 am — 12:00 pm	REMOTE
3237	TTH	12:30 pm — 4:30 pm	MP 314
3233	F	12:30 pm — 4:30 pm	REMOTE
3194	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

3195	MWF	8:00 am — 12:00 pm	REMOTE
3196	S	8:00 am — 12:00 pm	REMOTE
3238	TTH	12:30 pm — 4:30 pm	MP 314
3234	F	12:30 pm — 4:30 pm	REMOTE
3222	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

3197	MWF	8:00 am — 12:00 pm	REMOTE
3198	S	8:00 am — 12:00 pm	REMOTE
3239	TTH	12:30 pm — 4:30 pm	MP 314
3235	F	12:30 pm — 4:30 pm	REMOTE
3199	TTH	5:00 pm — 9:00 pm	REMOTE

TUITION — FREE

Register online at: www.glendale.edu

STV 80 — Windows

3211	MW	8:30 am — 12:30 pm	9/16-9/25	MP 314
3212	MW	9:00 am — 11:00 am (+4 hrs. online per week))	10/28-11/6	REMOTE/HYBRID
3330	MW	5:30 pm — 9:30 pm	11/25-12/4	REMOTE
3369	MW	5:00 pm — 9:00 pm	9/16-9/25	MP 314

STV 140 — Internet

3372	MW	8:30 am — 12:30 pm	9/30-10/9	MP 314
3319	MW	5:00 pm — 9:00 pm	9/30-10/9	MP 314
3331	MW	5:30 pm — 9:30 pm	12/9-12/18	REMOTE

STV 72 — Google Workspace Fundamentals

3247	MW	9:00 am — 11:00 am (+4 hrs. online per week)	9/4-9/25	REMOTE/HYBRID
3223	MW	8:30 am — 12:30 pm	11/25-12/18	MP 314
3436	S	12:30 pm — 4:30 pm	9/7-10/12	REMOTE
3241	MW	12:30 pm — 4:30 pm	9/30-10/23	MP 316

STV 73 — Google Workspace Intermediate

3224	MW	9:00 am — 11:00 am (+4 hrs. online per week))	9/30-10/23	REMOTE/HYBRID
3243	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	11/25-12/18	REMOTE/HYBRID
3437	S	12:30 pm — 4:30 pm	10/19-11/23	REMOTE
3368	MW	12:30 pm — 4:30 pm	10/28-11/20	MP 316

STV 90 — Beginning Microsoft Excel

3236	TTH	9:00 am — 11:00 am (+4 hrs online per week)	10/15-11/21	REMOTE/HYBRID
3240	TTH	12:30 pm — 4:30 pm	9/3-10/10	MP 316
3370	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	10/14-11/20	REMOTE/HYBRID

STV 91 — Microsoft Advanced Excel

3214	TTH	5:30 pm — 9:30 pm	10/15-11/21	REMOTE
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STV 95 — QuickBooks Automated Accounting

3250	TTH	8:00 am — 12:00 pm	10/1-10/24	MP 316
3245	MW	5:30 pm — 9:30 pm	9/30-10/23	REMOTE

STV 97 — Sage 50 Automated Accounting

3249	MW	5:30 pm — 9:30 pm	10/28-11/20	REMOTE
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STV 100 — Beginning Microsoft Word

3323	MW	8:30 am — 12:30 pm	10/14-11/20	MP 314
3215	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	9/3-10/10	REMOTE/HYBRID
3320	TTH	12:30 pm — 4:30 pm	10/15-11/21	MP 316

STV 101 — Advanced Microsoft Word

3302	TTH	5:30 pm — 9:30 pm	9/3-10/10	REMOTE
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STV 111 — Microsoft PowerPoint

3217	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	10/15-11/7	REMOTE/HYBRID
3218	TTH	12:30 pm — 4:30 pm	11/26-12/17	MP 316
3324	MW	5:00 pm — 9:00 pm	10/14-11/6	MP 314
3371	MW	5:30 pm — 9:30 pm	9/4-9/25	REMOTE

STV 113 — Microsoft Access

3242	S	8:00 am — 12:00 pm	9/7-11/23	REMOTE
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STV 115 — Introduction to Microsoft Publisher

3373	TTH	9:00 am — 11:00 am (+4 hrs online per week)	9/3-10/10	REMOTE/HYBRID
3374	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	11/12-12/17	REMOTE/HYBRID

STV 138 — Microsoft Outlook

3244	TTH	9:00 am — 11:00 am (+4 hrs online per week)	11/26-12/17	REMOTE/HYBRID
3220	MW	12:30 pm — 4:30 pm	9/4-9/25	MP 316
3318	MW	5:00 pm — 9:00 pm	11/25-12/18	MP 314

STV 149 — Introduction to Information Technology

3377	MW	9:00 am — 11:00 am (+4 hrs online per week)	11/13-12/18	REMOTE/HYBRID
3378	LAB		11/13-12/18	REMOTE/HYBRID
3375	MW	12:30 pm — 2:30 pm (+4 hrs online per week)	9/4-10/9	REMOTE/HYBRID
3376	LAB		9/4-10/9	REMOTE/HYBRID

STV 150 — Integrated Technology

3246	MW	12:30 pm — 4:30 pm	11/25-12/18	MP 316
3219	TTH	5:30 pm — 9:30 pm	11/26-12/17	REMOTE

STV 153 — Drafting and Basic Design Mirrored Course

3403	M	9:10 am — 10:35 am	9/3-12/18	REMOTE
3404	M-LAB	10:35 am — 12:20 pm	9/3-12/18	REMOTE
	W-LAB	9:10 am — 12:20 pm	9/3-12/18	REMOTE