

**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

3141	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	4/25-5/4	TR 211/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.

3143	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	3/7-4/13	TR 211/HYBRID
3144	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	5/9-6/15	TR 211/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.

3145	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	2/21-3/2	TR 211/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."