

**\*STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions.

1406	MW	8:00 am — 12:00 pm	REMOTE (W TR 307)
1691	S	8:00 am — 12:00 pm	REMOTE
1408	MW	12:30 pm — 4:30 pm	REMOTE (W TR 307)
1409	TTH	5:00 pm — 9:00 pm	REMOTE

**\*STV 22 — Beginning Account Clerk** - Students will study full cycle accounting in Chapters 1-16: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format.

1410	MW	8:00 am — 12:00 pm	REMOTE (W TR 307)
1692	S	8:00 am — 12:00 pm	REMOTE
1412	MW	12:30 pm — 4:30 pm	REMOTE (W TR 307)
1413	TTH	5:00 pm — 9:00 pm	REMOTE

**\*STV 23 — Advanced Account Clerk** - Students will study advanced accounting in chapters 17-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats.

1414	MW	8:00 am — 12:00 pm	REMOTE (W TR 307)
1690	S	8:00 am — 12:00 pm	REMOTE
1416	MW	12:30 pm — 4:30 pm	REMOTE (W TR 307)
1417	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.

1418	MTH	8:00 am — 12:00 pm (+8 hrs online per week)	1/9 — 2/16	REMOTE/HYBRID
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#### Remote vs. Hybrid

Note: Most winter Business and Life Skills classes will be offered and listed as "Remote". Remote classes are "live" meaning there are specific class days and times that provide "live" instruction via Zoom on your computer. The instructor may lecture, lead discussions, or assign activities to complete. Some winter classes will be offered as "Hybrid" classes. While hybrid classes have some "live" classroom time, for part of the scheduled class time, you will be expected to complete assignments on your own at a time that works for you. As an example, a 4 hr. "remote" class might meet for 4 hrs. straight. A "hybrid" class may have 2 hrs. of live classroom time followed by an additional 2 hrs. of work you need to complete on your own.





## TUITION - FREE

## Winter 2023

## CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

*January 9 — February 16, 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."

# TUITION — FREE

Register online at: [www.glendale.edu](http://www.glendale.edu)

## \*STV 11 — Beginning Keyboarding

1394	MTWTHFS	8:00 am — 12:00 pm	REMOTE (F MP 315)
1684	MTWTH	12:00 pm — 4:00 pm	REMOTE (MTTH MP 315)
1396	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 12 — Intermediate Keyboarding

1397	MTWTHFS	8:00 am — 12:00 pm	REMOTE (F MP 315)
1398	MTWTH	12:00 pm — 4:00 pm	REMOTE (MTTH MP 315)
1399	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 13 — Advanced Keyboarding

1400	MTWTHFS	8:00 am — 12:00 pm	REMOTE (F MP 315)
1401	MTWTH	12:00 pm — 4:00 pm	REMOTE (MTTH MP 315)
1402	MTWTH	4:00 pm — 8:00 pm	REMOTE

## \*STV 14 — Keyboarding/HS Credit

1404	MTWTH	12:00 pm — 4:00 pm	REMOTE (MTTH MP 315)
1405	MTWTH	4:00 pm — 8:00 pm	REMOTE

## STV 70 — Introduction to Computers

1424	S	8:00 am — 12:00 pm	1/14 — 2/4	REMOTE
1677	TTH	9:00 am — 11:00 am (+4 hrs online per week)	1/10 — 1/19	REMOTE/HYBRID

## STV 80 — Windows

1679	S	8:00 am — 12:00 pm	1/14 — 2/4	REMOTE
1678	TTH	9:00 am — 11:00 am (+4 hrs online per week)	1/24 — 2/2	REMOTE/HYBRID
1430	F	9:00 am — 1:00 pm	1/13 — 2/3	REMOTE

## STV 140 — Internet

1694	TTH	9:00 am — 11:00 am (+4 hrs online per week)	2/7 — 2/16	REMOTE/HYBRID
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# TUITION — FREE

Register online at: [www.glendale.edu](http://www.glendale.edu)

## STV 100 — Beginning Microsoft Word

1425	MW	12:30 pm — 2:30 pm (+4 hrs online per week)	1/9 — 2/15	REMOTE/HYBRID
1426	MW	5:30 pm — 9:30 pm	1/9 — 2/15	REMOTE

## STV 90 — Beginning Microsoft Excel

1431	MW	9:00 am — 11:00 am (+4 hrs online per week)	1/9 — 2/15	REMOTE/HYBRID
1432	TTH	5:30 pm — 9:30 pm	1/10 — 2/16	REMOTE

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

1419	MTWTH	8:30 am — 10:30 am (+8 hrs online per week)	REMOTE/HYBRID
1420	MTWTH	11:00 am — 3:00 pm	REMOTE
1421	MTWTH	4:00 pm — 8:00 pm	REMOTE

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

1434	TTH	8:30 am — 10:30 pm (+8 hrs online per week)	1/10 — 1/26	REMOTE/HYBRID
1434	MW	11:30 am — 1:30 pm (+8 hrs online per week)	1/9 — 1/25	REMOTE/HYBRID
1705	MTWTH	8:30 am — 10:30 pm (+8 hrs online per week)	1/30 — 2/16	REMOTE/HYBRID

## STV 120 — Computer Lab Open Lab for Garfield Campus students.

1427	MTWTH	8:00 am — 9:00 pm	REMOTE
	F	8:00 am — 4:30 pm	REMOTE
	S	8:00 am — 3:00 pm	REMOTE