

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.

2806	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/23-11/15	REMOTE/HYBRID
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STV 34 — Filing Fundamentals - Covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject as required by employers.

2871	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	8/28-9/27	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

2807	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	8/28-9/6	REMOTE/HYBRID
2808	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	11/20-12/13	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.

2809	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	9/11-10/18	REMOTE/HYBRID
2810	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	11/6-12/13	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.

2812	MW	8:00 am — 12:00 pm (+8 hrs. online per week)	10/23-11/1	REMOTE/HYBRID
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**TUITION - FREE
FALL 2023**

**CONTINUING EDUCATION
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER
CLASSES**

August 28 — December 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

*STV 11 — Beginning Keyboarding “may join at any time”

2841	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
2842	MTWTH	12:00 pm — 4:00 pm	M REMOTE	MTTH MP 315
2794	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 12 — Intermediate Keyboarding “may join at any time”

2840	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
2843	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
2795	MTWTH	4:00 pm — 8:00 pm	REMOTE	

*STV 13 — Advanced Keyboarding “may join at any time”

2839	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
2844	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
2796	MTWTH	4:00 pm — 8:00 pm	REMOTE	

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

2845	MTWTH	12:00 pm — 4:00 pm	M REMOTE	TWTH MP 315
2797	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 70—Introduction to Computers

2818	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	8/28-9/6	REMOTE/HYBRID
3375	TTH	12:30 am — 4:30 pm	8/29-9/7	MP 316
2820	TTH	5:30 pm — 9:30 pm	8/29-9/7	MP 316

STV 60 — Pathways to Health Careers

3140	WTH	12:30 pm — 4:30 pm	8/30-9/21	SO 103
3140	WTH	12:30 pm — 4:30 pm	9/27-12/14	REMOTE

*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”

2813	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	MTTH REMOTE/HYBRID	W SO 102
2815	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
2814	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”

2816	TTH	9:00 am — 1:00 pm	REMOTE	
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STV 63 — Medical Clinical Assisting - Covers the use of indexing

3141	MTWTH	8:00 am — 12:00 pm	SO 103	
3142	MTWTH	5:00 pm — 9:00 pm	SO 103	

STV 64 — Home Caregiver / Aide

2866	MT	12:30 pm — 4:30 pm	M REMOTE	T SO 103
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STV 66 — Certified Nursing Aide

3143	WTH	12:30 pm — 4:30 pm	9/27-12/14	SO 103
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STV 31 — Business Writing: Email - This writing course primarily consists of correctly composing and formatting business e-mail messages as required by employers.

3139	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/2-10/18	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”

2798	MWF	8:00 am — 12:00 pm	REMOTE	
2799	S	8:00 am — 12:00 pm	REMOTE	
2850	TTH	12:30 pm — 4:30 pm	T REMOTE	TH TR 307
2846	F	12:30 pm — 4:30 pm	REMOTE	
2800	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”

2801	MWF	8:00 am — 12:00 pm	REMOTE	
2802	S	8:00 am — 12:00 pm	REMOTE	
2851	TTH	12:30 pm — 4:30 pm	T REMOTE	TH TR 307
2847	F	12:30 pm — 4:30 pm	REMOTE	
2835	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”

2803	MWF	8:00 am — 12:00 pm	REMOTE	
2804	S	8:00 am — 12:00 pm	REMOTE	
2852	TTH	12:30 pm — 4:30 pm	T REMOTE	TH TR 307
2848	F	12:30 pm — 4:30 pm	REMOTE	
2805	TTH	5:00 pm — 9:00 pm	REMOTE	

TUITION — FREE

Register online at: www.glendale.edu

STV 80 — Windows

2822	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/11-9/20	REMOTE/HYBRID
2819	TTH	12:30 pm — 4:30 pm	9/12-9/21	MP 316
3284	TTH	5:30 pm — 9:30 pm	9/12-9/21	MP 316

STV 140 — Internet

3376	TTH	12:30 pm — 4:30 pm	9/26-10/5	MP 316
3286	TTH	5:30 pm — 9:30 pm	9/26-10/5	MP 316

STV 72 — Google Workspace Fundamentals

2867	MW	9:00 am — 11:00 am (+4 hrs. online per week)	8/28-9/20	REMOTE/HYBRID
2855	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	10/23-11/15	REMOTE/HYBRID
2836	MW	5:30 pm — 9:30 pm	8/28-9/20	REMOTE

STV 73 — Google Workspace Intermediate

2837	MW	9:00 am — 11:00 am (+4 hrs online per week)	9/25-10/18	REMOTE/HYBRID
2858	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	11/20-12/13	REMOTE/HYBRID
2872	MW	5:30 pm — 9:30 pm	9/25-10/18	REMOTE

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

2834	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

STV 90 — Beginning Microsoft Excel

2849	S	8:00 am — 12:00 pm	9/2-11/18	REMOTE
2853	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	8/29-10/5	REMOTEHYBRID

STV 91 — Microsoft Advanced Excel

2823	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	10/10-11/16	REMOTE/HYBRID
2824	S	12:30 pm — 4:30 pm	9/2-11/18	REMOTE

STV 95 — QuickBooks Automated Accounting

2870	TTH	8:00 am — 12:00 pm	10/10-11/2	MP 316
2860	MW	5:30 pm — 9:30 pm	10/23-11/15	REMOTE

STV 97 — Sage 50 Automated Accounting

2868	TTH	8:00 am — 12:00 pm	11/21-12/14	MP 316
2869	MW	5:30 pm — 9:30 pm	11/20-12/13	REMOTE

STV 100 — Beginning Microsoft Word

2826	TTH	9:00 am — 11:00 am (+4 hrs online per week)	8/29-10/5	REMOTE/HYBRID
3377	TTH	12:30 pm — 4:30 pm	10/10-11/16	MP 316
2827	TTH	5:30 pm — 9:30 pm	8/29-10/5	REMOTE
3287	TTH	5:30 pm — 9:30 pm	11/7-12/14	MP 316

STV 101 — Advanced Microsoft Word

3146	TTH	9:00 am — 11:00 am (+4 hrs online per week)	10/10-11/16	REMOTE/HYBRID
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STV 111 — Microsoft PowerPoint

2828	MW	9:00 am — 11:00 am (+4 hrs online per week)	10/23-11/15	REMOTE/HYBRID
2829	TTH	9:00 am — 11:00 am (+4 hrs online per week)	11/21-12/14	REMOTE/HYBRID
3378	TTH	12:30 pm — 4:30 pm	11/21-12/14	MP 316

STV 113 — Microsoft Access

2857	TTH	5:30 pm — 9:30 pm	10/10-11/16	REMOTE
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STV 138 — Microsoft Outlook

2859	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	11/21-12/14	REMOTE/HYBRID
2833	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/25-10/18	REMOTE/HYBRID
3285	TTH	5:30 pm — 9:30 pm	10/10-11/2	MP 316

STV 150 — Integrated Technology

2861	MW	9:00 am — 11:00 am (+4 hrs online per week)	11/20-12/13	REMOTE/HYBRID
2832	TTH	5:30 pm — 9:30 pm	11/21-12/14	REMOTE

STV 151 — Engineering Drafting and Basic Design Mirrored Course

3383	T	9:00 am — 10:25 am	8/28-12/16	AT 211
3384	T - LAB	10:25 am — 12:10 pm	8/28-12/16	AT 211
3384	TH- LAB	9:00 am — 12:10 pm	8/28-12/16	AT 211

STV 153 — Drafting and Basic Design Mirrored Course

3385	M	9:10 am — 10:35 am	8/28-12/16	REMOTE
3386	M-LAB	10:35 am — 12:20 pm	8/28-12/16	REMOTE
3386	W-LAB	9:10 am — 12:20 pm	8/28-12/16	REMOTE