

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

3184	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	2/19-3/19	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

3211	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	2/18-2/27	REMOTE/HYBRID
3145	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	5/19-6/11	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.

3212	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	3/4-4/10	REMOTE/HYBRID
3213	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	5/6-6/10	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.

3214	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	4/22-5/1	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)

3424	TBA	TBA	2/18-4/12	Online
3507	TBA	TBA	4/21-6/11	Online

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

3156	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
Spring 2025

**CONTINUING EDUCATION
SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER
CLASSES**

February 18 — June 11, 2025

**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."**

Registration Begins January 28

STV 11 — Beginning Keyboarding

3120	MTWTHF	8:00 am — 12:00 pm	2/18-4/12	MP 315
3121	MTWTH	12:30 pm — 4:30 pm	2/18-4/12	MP 315
3122	MTWTH	5:00 pm — 9:00 pm	2/18-4/12	REMOTE
3474	MTWTHF	8:00 am — 12:00 pm	4/21-6/11	MP 315
3473	MTWTH	12:30 pm — 4:30 pm	4/21-6/11	MP 315
3506	MTWTH	5:00 pm — 9:00 pm	4/21-6/11	REMOTE

STV 12 — Intermediate Keyboarding

3123	MTWTHF	8:00 am — 12:00 pm	2/18-4/12	MP 315
3478	MTWTH	12:30 pm — 4:30 pm	2/18-4/12	MP 315
3124	MTWTH	5:00 pm — 9:00 pm	2/18-4/12	REMOTE
3479	MTWTHF	8:00 am — 12:00 pm	4/21-6/11	MP 315
3125	MTWTH	12:00 pm — 4:00 pm	2/18-4/12	REMOTE
3480	MTWTH	12:30 pm — 4:30 pm	4/21-6/11	MP 315
3543	MTWTH	12:00 pm — 4:00 pm	4/21-6/11	REMOTE
3544	MTWTH	5:00 pm — 9:00 pm	4/21-6/11	REMOTE

STV 13 — Advanced Keyboarding

3126	MTWTHF	8:00 am — 12:00 pm	2/18-4/12	MP 315
3545	MTWTH	12:30 pm — 4:30 pm	2/18-4/12	MP 315
3546	MTWTH	5:00 pm — 9:00 pm	2/18-4/12	REMOTE
3547	MTWTH	12:00 pm — 4:00 pm	2/18-4/12	REMOTE
3548	MTWTHF	8:00 am — 12:00 pm	4/21-6/11	MP 315
3549	MTWTH	12:30 pm — 4:30 pm	4/21-6/11	MP 315
3550	MTWTH	5:00 pm — 9:00 pm	4/21-6/11	REMOTE
3551	MTWTH	12:00 pm — 4:00 pm	4/21-6/11	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

3146	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	REMOTE/HYBRID	
3147	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
3148	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

3149	TTH	9:00 am — 1:00 pm	REMOTE
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STV 63 — Medical Clinical Assisting - Covers the use of indexing

3150	MTWTH	8:30 am — 12:30 pm	MP 115
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STV 64 — Home Caregiver / Aide

3185	MW	8:00 am — 11:00 am	M REMOTE	W SO 103
3231	TTH	2:30 pm — 5:30 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.

3144	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	3/24-4/9	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.

3183	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	4/21-5/14	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

3132	MWF	8:00 am — 12:00 pm	REMOTE
3133	S	8:00 am — 12:00 pm	REMOTE
3134	TTH	12:30 pm — 4:30 pm	MP 314
3176	F	12:30 pm — 4:30 pm	REMOTE
3135	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

3136	MWF	8:00 am — 12:00 pm	REMOTE
3137	S	8:00 am — 12:00 pm	REMOTE
3138	TTH	12:30 pm — 4:30 pm	MP 314
3177	F	12:30 pm — 4:30 pm	REMOTE
3139	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

3140	MWF	8:00 am — 12:00 pm	REMOTE
3141	S	8:00 am — 12:00 pm	REMOTE
3142	TTH	12:30 pm — 4:30 pm	MP 314
3178	F	12:30 pm — 4:30 pm	REMOTE
3143	TTH	5:00 pm — 9:00 pm	REMOTE

3240	MW	8:30 am — 12:30 pm	2/19-2/26	MP 314
3221	TTH	12:30 pm — 4:30 pm	2/18-2/27	MP 316

STV 71 — Computer Basics/ESL Learners				
3469	MW	5:30 pm — 9:30 pm	2/18-4/12	MP 316
3470	MW	5:30 pm — 9:30 pm	4/21-6/11	MP 316
3430	TTH	5:30 pm — 9:30 pm	2/18-4/10	MP 316
3468	TTH	5:30 pm — 9:30 pm	4/21-6/11	MP 316

STV 80 — Windows				
3222	MW	8:30 am — 12:30 pm	3/3-3/12	MP 314
3174	MW	9:00 am — 11:00 am (+4 hrs. online per week))	4/21-4/30	REMOTE/HYBRID
3151	TTH	12:30 pm — 4:30 pm	4/22-5/1	MP 316
3242	MW	5:00 pm — 9:00 pm	5/19-5/28	REMOTE

STV 140 — Internet				
3229	MW	8:30 am — 12:30 pm	3/17-3/26	MP 314
3158	MW	12:30 pm — 2:30 pm (+4 hrs. online per week))	3/17-3/26	REMOTE/HYBRID
3225	MW	5:00 pm — 9:00 pm	6/2-6/11	REMOTE

STV 72 — Google Workspace Fundamentals				
3412	MW	8:30 am — 12:30 pm	5/19-6/11	MP 314
3172	MW	9:00 am — 11:00 am (+4 hrs. online per week)	2/19-3/12	REMOTE/HYBRID
3161	MW	12:30 pm — 4:30 pm	3/17-4/9	MP 316

STV 73 — Google Workspace Intermediate				
3173	MW	9:00 am — 11:00 am (+4 hrs. online per week))	3/17-4/9	REMOTE/HYBRID
3413	S	12:30 pm — 4:30 pm	4/5-5/17	REMOTE
3414	MW	12:30 pm — 4:30 pm	4/21-5/14	MP 316
3163	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	5/19-6/11	REMOTE/HYBRID

STV 90 — Beginning Microsoft Excel				
3164	TTH	9:00 am — 11:00 am (+4 hrs online per week)	2/18-3/27	REMOTE/HYBRID
3224	TTH	12:30 pm — 4:30 pm	3/4-4/10	MP 316
3166	MW	9:00 am — 11:00 am (+4 hrs. online per week	5/5-6/11	REMOTE/HYBRID

STV 91 — Microsoft Advanced Excel				
3152	TTH	9:00 am — 11:00 am (+4 hrs online per week)	4/1-5/15	REMOTE/HYBRID
3415	TTH	5:30 pm — 9:30 pm	4/1-5/15	REMOTE

STV 95 — QuickBooks Automated Accounting				
3175	TTH	8:00 am — 12:00 pm	3/18-4/10	MP 314
3153	MW	5:00 pm — 9:00 pm	3/17-4/9	REMOTE

STV 97 — Sage 50 Automated Accounting				
3187	MW	5:00 pm — 9:00 pm	4/21-5/14	REMOTE

STV 100 — Beginning Microsoft Word				
3230	MW	8:30 am — 12:30 pm	4/2-5/14	MP 314
3218	TTH	12:30 pm — 4:30 pm	5/6-6/10	MP 316
3216	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	2/18-3/27	REMOTE/HYBRID

STV 111 — Microsoft PowerPoint				
3188	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	2/19-3/12	REMOTE/HYBRID
3155	TTH	1:00 pm — 3:00 pm (+4 hrs. online per week)	5/20-6/10	REMOTE/HYBRID

STV 113 — Microsoft Access				
3418	S	8:00 am — 12:00 pm	2/22-5/17	REMOTE

STV 115 — Introduction to Microsoft Publisher				
3427	TTH	1:00 pm — 3:00 pm (+4 hrs online per week)	4/1-5/15	REMOTE/HYBRID
3428	TTH	5:30 pm — 9:30 pm	2/18-3/27	REMOTE

STV 138 — Microsoft Outlook				
3157	TTH	9:00 am — 11:00 am (+4 hrs online per week)	5/20-6/10	REMOTE/HYBRID
3419	MW	12:30 pm — 4:30 pm	2/19-3/12	MP 316

STV 149 — Introduction to Information Technology				
3429	MW	12:30 pm — 2:30 pm (+4 hrs online per week)	4/2-5/14	REMOTE/HYBRID
3429	LAB	TBA	4/2-5/14	REMOTE/HYBRID

STV 150 — Integrated Technology				
3423	MW	12:30 pm — 4:30 pm	5/19-6/11	MP 316
3189	TTH	5:30 pm 9:30 pm	5/20-6/10	REMOTE

STV 153 — Drafting and Basic Design Mirrored Course				
3181	F	9:10 am — 10:35 am	2/18-6/11	REMOTE
3182	W-LAB	9:10 am — 12:20 pm	2/18-6/11	REMOTE
3182	F-LAB	10:35 am — 12:20 pm	2/18-6/11	REMOTE