

***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"

1436	MW	8:00 am — 12:00 pm	REMOTE	
1439	S	8:00 am — 12:00 pm	REMOTE	
1470	TTH	8:00 am — 12:00 pm	REMOTE	TH TR 307
1437	MW	12:30 pm — 4:30 pm	REMOTE	
1476	TTH	12:30 pm — 4:30 pm	REMOTE	TH TR 307
1438	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"

1440	MW	8:00 am — 12:00 pm	REMOTE	
1441	S	8:00 am — 12:00 pm	REMOTE	
1472	TTH	8:00 am — 12:00 pm	REMOTE	TH TR 307
1442	MW	12:30 pm — 4:30 pm	REMOTE	
1478	TTH	12:30 pm — 4:30 pm	REMOTE	TH TR 307
1443	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"

1444	MW	8:00 am — 12:00 pm	REMOTE	
1445	S	8:00 am — 12:00 pm	REMOTE	
1474	TTH	8:00 am — 12:00 pm	REMOTE	TH TR 307
1446	MW	12:30 pm — 4:30 pm	REMOTE	
1480	TTH	12:30 pm — 4:30 pm	REMOTE	TH TR 307
1447	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.

1448	MW	8:00 am — 12:00 pm (+8 hrs online per week)	6/21 — 7/26	REMOTE/HYBRID
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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.

1748	MW	8:00 am — 12:00 pm (+8 hrs online per week)	7/31 — 8/10	REMOTE/HYBRID
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**TUITION - FREE
SUMMER 2023**

**CONTINUING EDUCATION
BUSINESS AND COMPUTER
CLASSES**

June 20 — August 12, 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."**

***STV 11 — Beginning Keyboarding**

1483	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
1460	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1426	MTWTH	4:00 pm — 8:00 pm	REMOTE	

***STV 12 — Intermediate Keyboarding**

1484	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
1461	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1429	MTWTH	4:00 pm — 8:00 pm	REMOTE	

***STV 13 — Advanced Keyboarding**

1485	MTWTHFS	8:00 am — 12:00 pm	MWS REMOTE	TTHF MP 315
1462	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1432	MTWTH	4:00 pm — 8:00 pm	REMOTE	

***STV 14 — Keyboarding/HS Credit**

1463	MTWTH	12:00 pm — 4:00 pm	MW REMOTE	TTH MP 315
1435	MTWTH	4:00 pm — 8:00 pm	REMOTE	

STV 70 — Introduction to Computers

1488	TTH	9:00 am — 11:00 am (+4 hrs online per week)	8/1 — 8/10	REMOTE/HYBRID
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STV 80 — Windows

1783	TTH	12:30 pm — 4:30 pm	6/20 — 6/29	MP 316
1464	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/31 — 8/9	REMOTE/HYBRID

STV 90 — Beginning Microsoft Excel

1467	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/21 — 7/26	REMOTE/HYBRID
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STV 100 — Beginning Microsoft Word

1490	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	6/20 — 7/27	REMOTE/HYBRID
1796	TTH	12:30 pm — 4:30 pm	7/6 — 8/10	MP 316

STV 72 — Google Workspace Fundamentals

1465	MW	9:00 am — 11:00 am (+4 hrs. online per week)	6/21 — 7/12	REMOTE/HYBRID
1466	MW	5:30 pm — 9:30 pm	6/21 — 7/12	REMOTE/HYBRID

STV 73 — Google Workspace Intermediate

1468	MW	9:00 am — 11:00 am (+4 hrs online per week)	7/17 — 8/9	REMOTE/HYBRID
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STV 111 — PowerPoint

1795	W	5:30 pm — 9:30 pm	6/21 — 8/9	REMOTE
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***STV 120 — Computer Lab** Open Lab for Garfield Campus students.

1459	MTWTH	8:00 am — 7:00 pm (7-9 pm Remote)	MP 309
	F	8:00 am — 12:00 pm (12:30-4:30 pm Remote)	MP 309
	S	8:00 am — 3:00 pm	REMOTE

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

1449	MTWTH	8:30 am — 10:30 am (+8 hrs. online per week)	REMOTE/HYBRID
1450	MTWTH	11:00 am — 3:00 pm	TTH REMOTE MW MP 314
1451	MTWTH	4:00 pm — 8:00 pm	REMOTE

STV 65 — Basic Review for California Certified Medical Assistant

1482	TTH	8:30 am — 10:30 pm (+8 hrs online per week)	6/20 — 7/6	REMOTE/HYBRID
1482	MW	12:30 pm — 2:30 pm (+8 hrs. online per week)	6/20 — 7/6	REMOTE/HYBRID
1797	MTWTH	8:30 am — 10:30 pm (+8 hrs. online per week)	7/10 — 7/27	REMOTE/HYBRID