

**\*STV 62 — Dental Front Office** - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software. "may join at any time"

1600	TTH	9:00 am — 1:00 pm	REMOTE
------	-----	-------------------	--------

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

1598	TTH	8:30 am — 10:30 pm (+4 hrs online per week)	1/7 — 1/23	REMOTE/HYBRID
1598	MW	11:30 am — 1:30 pm (+4 hrs. online per week)	1/6 — 1/22	REMOTE/HYBRID
1599	MTWTH	8:30 am — 10:30 am ( +8 hrs. online per week)	1/27 — 2/13	REMOTE/HYBRID

**\*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"

1565	MW	8:00 am — 12:00 pm	M REMOTE	W MP 314
1566	MW	12:30 pm — 4:30 pm	M REMOTE	W MP 314
1567	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"

1568	MW	8:00 am — 12:00 pm	M REMOTE	W MP 314
1569	MW	12:30 pm — 4:30 pm	M REMOTE	W MP 314
1570	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"

1571	MW	8:00 am — 12:00 pm	M REMOTE	W MP 314
1572	MW	12:30 pm — 4:30 pm	M REMOTE	W MP 314
1573	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.

1574	TTH	8:00 am — 12:00 pm (+8 hrs online per week)	1/7 — 2/13	REMOTE/HYBRID
------	-----	--	------------	---------------

**\*STV 120 — Computer Lab** Open Lab for Garfield Campus students.

1581	MTWTH	8:00 am — 7:00 pm (7-9 pm Remote) F 8:00 am — 12:00 pm (12:30-4:30 pm Remote) S 8:00 am—3:00 (Remote)	MP 309
------	-------	--	--------



**TUITION - FREE**  
**Winter 2025**

**CONTINUING EDUCATION**  
**BUSINESS AND COMPUTER**  
**CLASSES**

**January 6 — February 13, 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 December 2nd**

**\*STV 11 — Beginning Keyboarding**

1554	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
1608	MW	9:00 am — 11:00 am (+4 hrs. online per week)	1/6-2/12	HYBRID/MP 315
1586	MTWTH	12:00 pm — 4:00 pm	MP 315	
1555	MW	4:00 pm — 8:00 pm	REMOTE	
1609	TTH	5:00 pm — 7:00 pm (+4 hrs. online per week)	1/7-2/13	REMOTE//HYBRID

**\*STV 12 — Intermediate Keyboarding**

1556	TTHFS	8:00 am — 12:00 pm	S REMOTE	TTHF MP 315
1557	MTWTH	12:00 pm — 4:00 pm	MP 315	
1558	MW	4:00 pm — 8:00 pm	REMOTE	

**\*STV 13 — Advanced Keyboarding**

1559	TTHF	8:00 am — 12:00 pm	MP 315	
1560	MTWTH	12:00 pm — 4:00 pm	MP 315	
1561	MW	4:00 pm — 8:00 pm	REMOTE	

**\*STV 14 — Keyboarding/HS Credit**

1563	MTWTH	12:00 pm — 4:00 pm	MP 315	
1564	MW	4:00 pm — 8:00 pm	REMOTE	

**STV 70 — Introduction to Computers**

1578	MW	9:00 am — 11:00 am (+4 hrs online per week)	1/6 — 1/15	REMOTE/HYBRID
1627	MW	5:00 pm — 9:00 pm	1/6-1/15	MP 314

**STV 80 — Windows**

1612	S	12:30 pm — 4:30 pm	1/11 — 2/1	REMOTE
1582	MW	1:00 pm — 5:00 pm	1/6 — 1/15	MP 316
1638	MW	5:00 pm — 9:00 pm	1/22 — 1/29	MP 314

M = Monday T = Tuesday W = Wednesday TH = Thursday F = Friday S = Saturday

**STV 140 — Internet**

1615	S	8:00 am — 12:00 pm	1/11 — 2/1	REMOTE
1596	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	1/6 — 1/15	REMOTE/HYBRID
1628	MW	5:00 pm — 9:00 pm	2/3 — 2/12	MP 314

**STV 72 — Google Workspace Fundamentals**

1611	TH	1:00 pm — 3:00 pm (+2 hrs. online per week)	1/9 — 2/13	REMOTE/HYBRID
1597	MW	12:30 pm — 2:30 pm	1/22 — 2/12	REMOTE/HYBRID

**STV 90 — Beginning Microsoft Excel**

1583	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	1/7— 2/13	REMOTE/HYBRID
1584	TTH	5:30 pm — 9:30 pm	1/7 — 2/13	REMOTE

**STV 100 — Beginning Microsoft Word**

1579	TTH	8:00 am — 10:00 am (+4 hrs. online per week)	1/7 — 2/13	REMOTE/HYBRID
1580	MW	5:30 pm — 9:30 pm	1/6 — 2/12	REMOTE

**STV 111 — PowerPoint**

1601	MW	9:00 am — 11:00 am (+4 hrs. online per week)	1/22 — 2/12	REMOTE/HYBRID
1613	MW	1:00 pm — 5:00 pm	1/22 — 2/12	MP 316

**STV 60 — Pathways to Health Careers**

1610	F	9:00 am — 1:00 pm	SO 102	
------	---	-------------------	--------	--

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

1575	MTWTH	8:30 am — 10:30 am (+6 hrs. online per week)	REMOTE/HYBRID	
1576	MTWTH	11:00 am — 3:00 pm	TTH REMOTE	MW SO 102
1577	MTWTH	4:00 pm — 8:00 pm	REMOTE	