

**\*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"

1623	MW	8:00 am — 12:00 pm	REMOTE	6/16-7/26
1649	TTH	8:00 am — 12:00 pm	MP 314	6/16-7/26
1624	MW	12:30 pm — 4:30 pm	REMOTE	6/16-7/26
1652	TTH	12:30 pm — 4:30 pm	MP 314	6/16-7/26
1625	TTH	5:00 pm — 9:00 pm	REMOTE	6/16-7/26

**\*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"

1627	MW	8:00 am — 12:00 pm	REMOTE	6/16-7/26
1650	TTH	8:00 am — 12:00 pm	MP 314	6/16-7/26
1629	MW	12:30 pm — 4:30 pm	REMOTE	6/16-7/26
1653	TTH	12:30 pm — 4:30 pm	MP 314	6/16-7/26
1630	TTH	5:00 pm — 9:00 pm	REMOTE	6/16-7/26

**\*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"

1631	MW	8:00 am — 12:00 pm	REMOTE	6/16-7/26
1651	TTH	8:00 am — 12:00 pm	MP 314	6/16-7/26
1633	MW	12:30 pm — 4:30 pm	REMOTE	6/16-7/26
1654	TTH	12:30 pm — 4:30 pm	MP 314	6/16-7/26
1634	TTH	5:00 pm — 9:00 pm	REMOTE	6/16-7/26

**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.

1635	TTH	8:00 am — 12:00 pm (+8 hrs online per week)	6/17 — 7/24	REMOTE/HYBRID
------	-----	--	-------------	---------------

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

1639	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  
SUMMER 2025**

**CONTINUING EDUCATION  
BUSINESS AND COMPUTER  
CLASSES**

**June 16 — August 9, 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 May 20**

**\*STV 11 — Beginning Keyboarding —** Classes end 7/26

1656	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1640	MTWTH	12:30 pm — 4:30 pm	TW REMOTE	MTH MP 315
1619	MTWTH	4:30 pm — 8:30 pm		REMOTE

**\*STV 12 — Intermediate Keyboarding —** Classes end 7/26

1657	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1641	MTWTH	12:30 pm — 4:30 pm	TW REMOTE	MTH MP 315
1620	MTWTH	4:30 pm — 8:30 pm		REMOTE

**\*STV 13 — Advanced Keyboarding —** Classes end 7/26

1658	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1642	MTWTH	12:30 pm — 4:30 pm	TW REMOTE	MTH MP 315
1621	MTWTH	4:30 pm — 8:30 pm		REMOTE

**STV 70 — Introduction to Computers**

1660	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/16 — 6/25	REMOTE/HYBRID
------	----	---	-------------	---------------

**STV 71 — Computer Basics/ESL Learners**

1747	MTWTH	5:30 pm — 9:30 pm	6/16-7/10	MP 316
------	-------	-------------------	-----------	--------

**STV 80 — Windows**

1644	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/30 — 7/9	REMOTE/HYBRID
------	----	---	------------	---------------

**STV 140 — Internet**

1750	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/14-7/23	REMOTE/HYBRID
------	----	---	-----------	---------------

**STV 72 — Google Workspace Fundamentals**

1769	MW	5:30 pm — 9:30 pm	6/16 — 7/9	REMOTE
------	----	-------------------	------------	--------

**STV 90 — Beginning Microsoft Excel**

1647	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	6/17 — 7/24	REMOTE/HYBRID
1732	MW	12:30 pm — 4:30 pm	6/16 — 7/23	MP 316

**STV 95 — QuickBooks Automated Accounting**

1748	MW	5:30 pm — 9:30 pm	6/16-7/9	REMOTE
------	----	-------------------	----------	--------

**STV 97 — Sage 50 Automated Accounting**

1749	MW	5:30 pm — 9:30 pm	7/14-8/6	REMOTE
------	----	-------------------	----------	--------

**STV 100 — Beginning Microsoft Word**

1661	MW	9:00 am — 11:00 am (+4 hrs. online per week)	6/16 — 7/23	REMOTE/HYBRID
------	----	---	-------------	---------------

**STV 150 — Integrated Technology**

1730	MW	5:30 pm — 9:30 pm	7/14 — 8/6	REMOTE
------	----	-------------------	------------	--------

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

1636	MTWTH	8:30 am — 10:30 am (+7 hrs. online per week)		REMOTE/HYBRID
1637	MTWTH	11:00 am — 2:45 pm	TTH REMOTE	MW SO 102
1638	MTWTH	4:00 pm — 7:45 pm		REMOTE

**STV 63 — Medical Clinical Assisting** - Covers the use of indexing

1771	MTWTH	8:30 am — 12:30 pm		MP 115
------	-------	--------------------	--	--------

**STV 64 — Home Caregiver / Aide**

1773	TH	10:00 am — 6:00 pm (+8 hrs. online per week)	6/16 — 7/26	HYBRID/SO 103
------	----	---	-------------	---------------