

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

3218	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	9/3-10/1	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

3172	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	10/6-11/1	REMOTE/HYBRID
3171	TU	8:30 am — 11:00 am (+1.5 hrs. online per week)	10/27-12/17	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.

3174	TBA	ONLINE	11/11-12/17	ONLINE
3173	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	9/16-10/23	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.

3175	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	10/28-11/6	REMOTE/HYBRID
3396	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	9/2-9/11	REMOTE/HYBRID

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

3189	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
Fall 2025

CONTINUING EDUCATION
SHORT TERM VOCATIONAL

BUSINESS AND COMPUTER
CLASSES

September 2 — December 17, 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 July 21

***STV 11 — Beginning Keyboarding**

3196	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
3197	MTWTH	12:30 pm — 4:30 pm		MP 315
3158	MTWTH	4:30 pm — 8:30 pm		REMOTE

***STV 12 — Intermediate Keyboarding**

3195	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
3198	MTWTH	12:30 pm — 4:30 pm		MP 315
3159	MTWTH	4:30 pm — 8:30 pm		REMOTE

***STV 13 — Advanced Keyboarding**

3194	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
3199	MTWTH	12:30 pm — 4:30 pm		MP 315
3160	MTWTH	4:30 pm — 8:30 pm		REMOTE

STV 70 — Introduction to Computers

3279	MW	9:00 am — 11:00 am (+4 hrs. online per week)	10/13-10/22	REMOTE/HYBRID
3180	TTH	12:30 pm — 4:30 pm	9/2-9/11	MP 316
3283	TTH	5:30 pm — 9:30 pm	10/14-10/23	REMOTE
3397	MW	5:30 pm — 9:30 pm	9/2-9/10	REMOTE

STV 206 — Home Caregiver / Aide I

3472	TH	8:30 am — 12:30 pm (+4 hrs. online per week)	9/2-10/11	SO 103/HYBRID
3489	TH	8:30 am — 12:30 pm (+4 hrs. online per week)	10/13-11/22	SO 103/HYBRID
3490	TH	8:30 am — 2:30 pm (+6 hrs. online per week)	11/24-12/17	SO 103/HYBRID

***STV 210 — Dental Front Office** - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software. may join at any time

3479	TTH	9:00 am — 12:00 pm	REMOTE
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***STV 212 — Administrative Medical Assisting I** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software. may join at any time

3469	MTWTH	8:30 am — 10:30 am (+4 hrs. online per week) M//W (HYBRID)	8:30 am — 12:30 pm T/TH SO 102
3470	MTWTH	11:00 am — 3:00 pm	TTH REMOTE MW SO 102
3471	MTWTH	4:00 pm — 8:00 pm	TTH REMOTE MW SO 102

STV 215 — Clinical Medical Assisting - Covers the use of indexing

3478	MTWTH	8:30 am — 12:30 pm	MP 115
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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.

3265	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	11/3-11/22	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.

3170	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	11/24-12/17	REMOTE/HYBRID
3451	TU	8:30 am — 11:00 am (+1.5 hrs. online per week)	9/2-10/25	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

3162	MW	8:00 am — 12:00 pm	REMOTE
3163	S	8:00 am — 12:00 pm	REMOTE
3205	TTH	12:30 pm — 4:30 pm	MP 314
3164	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

3165	MW	8:00 am — 12:00 pm	REMOTE
3166	S	8:00 am — 12:00 pm	REMOTE
3206	TTH	12:30 pm — 4:30 pm	MP 314
3190	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

3167	MW	8:00 am — 12:00 pm	REMOTE
3168	S	8:00 am — 12:00 pm	REMOTE
3207	TTH	12:30 pm — 4:30 pm	MP 314
3169	TTH	5:00 pm — 9:00 pm	REMOTE

STV 60 — Pathways to Health Careers

3491	TU	8:30 am — 12:30 pm	9/2-10/7	REMOTE
3492	TU	8:30 am — 12:30 pm	10/14-11/18	REMOTE

STV 67 — Medical Terminology for Noncredit Allied Health Courses

3493	TBA	ONLINE	9/2-12/17	ONLINE
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STV 71 — Computer Basics/ESL Learners

3417	MTWTH	5:30 pm — 9:30 pm	9/2-9/27	MP 316
3418	MTWTH	5:30 pm — 9:30 pm	9/29-10/22	MP 316
3419	MTWTH	5:30 pm — 9:30 pm	10/27-11/22	MP 316
3420	MTWTH	5:30 pm — 9:30 pm	11/24-12/17	MP 316

STV 80 — Windows

3182	MW	9:00 am — 11:00 am (+4 hrs. online per week))	10/27-11/5	REMOTE/HYBRID
3181	TTH	12:30 pm — 4:30 pm	9/16-9/25	MP 316
3284	TTH	5:30 pm — 9:30 pm	11/11-11/22	REMOTE

STV 140 — Internet

3277	TTH	12:30 pm — 4:30 pm	9/30-10/9	MP 316
3450	S	12:30 pm — 4:30 pm	10/27-11/22	REMOTE
3285	TTH	5:30 pm — 9:30 pm	10/28-11/8	REMOTE

STV 72 — Google Workspace Fundamentals

3215	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/29-10/22	REMOTE/HYBRID
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STV 73 — Google Workspace Intermediate

3192	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	10/27-11/19	REMOTE/HYBRID
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STV 90 — Beginning Microsoft Excel

3204	MW	9:00 am — 11:00 am (+4 hrs online per week)	9/3-10/8	REMOTE/HYBRID
3208	S	8:00 am — 12:00 pm	9/6-11/22	REMOTE
3289	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/30-11/6	REMOTE/HYBRID
3400	MW	5:30 pm — 9:30 pm	11/12-12/17	REMOTE

STV 91 — Microsoft Advanced Excel

3183	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	11/11-12/16	REMOTE/HYBRID
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STV 95 — QuickBooks Automated Accounting

3401	TTH	8:00 am — 12:00 pm	10/28-11/20	MP 316
3217	S	12:30 pm — 4:30 pm	9/6-10/25	REMOTE
3213	MW	5:30 pm — 9:30 pm	10/13-11/5	REMOTE

STV 97 — Sage 50 Automated Accounting

3421	MW	5:30 pm — 9:30 pm	9/15-10/11	REMOTE
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STV 100 — Beginning Microsoft Word

3184	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	9/2-10/9	REMOTE/HYBRID
3403	MW	9:00 am — 11:00 am (+4 hrs online per week)	11/12-12/17	REMOTE/HYBRID
3280	MW	12:30 pm — 4:30 pm	9/3-10/8	MP 316
3402	TTH	1:00 pm — 3:00 pm	9/2-11/22	MP 212
3278	TTH	12:30 pm — 4:30 pm	10/14-11/19	MP 316

STV 101 — Advanced Microsoft Word

3268	MW	12:30 pm — 4:30 pm	10/13-11/19	MP 316
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STV 111 — Microsoft PowerPoint

3290	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	10/14-11/6	REMOTE/HYBRID
3185	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	9/3-9/24	REMOTE/HYBRID
3186	MW	12:30 pm — 4:30 pm	11/24-12/17	MP 316

STV 113 — Microsoft Access

3210	TTH	5:30 pm — 9:30 pm	9/2-10/9	REMOTE
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STV 115 — Introduction to Microsoft Publisher

3292	TTH	9:00 am — 11:00 am (+4 hrs online per week)	11/11-12/16	REMOTE/HYBRID
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STV 138 — Microsoft Outlook

3212	TTH	12:30 pm — 2:30 pm (+4 hrs online per week)	9/2-9/25	REMOTE/HYBRID
3188	TTH	12:30 pm — 4:30 pm	11/25-12/16	MP 316

STV 150 — Integrated Technology

3214	MW	12:30 pm — 2:30 pm (+4 hrs online per week)	11/24-12/17	REMOTE/HYBRID
3483	TTH	5:30 pm — 9:30 pm	11/24-12/16	REMOTE