

**STV 33 — Workplace Writing: From Emails to Letters** - This course covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes.

3187	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	2/18 — 3/25	REMOTE/HYBRID
3278	MW	8:30 am — 11:00 am (+3 hrs. online per week)	5/4 — 6/10	REMOTE/HYBRID

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

3276	MW	12:30 pm — 3:00 pm (+3 hrs. online per week)	3/30 — 4/29	REMOTE/HYBRID
------	----	---	-------------	---------------

**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

3199	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	4/21 — 4/30	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.

3200	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	3/3 — 4/9	REMOTE/HYBRID
3201	TBA	ONLINE	5/4 — 6/10	ONLINE

**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.

3202	TTH	8:00 am — 12:00 pm (+8 hrs. online per week)	2/17 — 2/26	REMOTE/HYBRID
------	-----	---	-------------	---------------

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

3167	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 2026**

**CONTINUING EDUCATION**  
**SHORT TERM VOCATIONAL**  
**BUSINESS AND COMPUTER**  
**CLASSES**

**February 17 — June 10, 2026**

**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 26 at 10:00 am.**

**\*STV 11 — Beginning Keyboarding**

3141	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
3142	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
3143	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**\*STV 12 — Intermediate Keyboarding**

3144	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
3246	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
3145	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**\*STV 13 — Advanced Keyboarding**

3147	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
3258	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
3259	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**STV 70 — Introduction to Computers**

3282	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	2/17 — 2/26	REMOTE/HYBRID
3215	MW	12:30 pm — 4:30 pm	3/16 — 3/25	MP 316
3357	TTH	1:00 pm — 3:00 pm	2/17 — 3/12	MP 212

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

3242	MW	5:30 pm — 9:30 pm	2/18 — 4/8	MP 316
3227	TTH	5:30 pm — 9:30 pm	2/17 — 4/9	MP 316
3243	MW	5:30 pm — 9:30 pm	4/20 — 6/10	MP 316
3241	TTH	5:30 pm — 9:30 pm	4/21 — 6/9	MP 316

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

**STV 67 — Medical Terminology for Noncredit Allied Health Courses**

3281	W	8:30 am — 12:30 pm	5/20 — 6/10	MP 314/HYBRID
3363	W	5:30 pm — 8:30 pm	3/18 — 4/8	MP 315/HYBRID

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

3161	TTH	9:00 am — 12:00 pm	REMOTE
------	-----	--------------------	--------

**\*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

3299	MTWTH	8:30 am — 10:30 am (+4 hrs. online per week) MWTH (REMOTE)	8:30 am — 12:30 pm T SO 102
3300	MTWTH	11:00 am — 3:00 pm	TTH REMOTE MW SO 102
3301	MTWTH	4:00 pm — 6:00 pm (+4 hrs. online per week) TTH(REMOTE)	4:00 pm — 8:00 pm MW SO 102

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

3162	MTWTH	8:30 am — 12:30 pm	MP 115
------	-------	--------------------	--------

Updated 3/18/2026

**\*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

3148	MWS	8:00 am — 12:00 pm	MWS REMOTE	
3150	TTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	TTH MP 314
3151	TWTHS	5:00 pm — 9:00 pm Saturday 8:00 am-12:00 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

3152	MWS	8:00 am — 12:00 pm	MWS REMOTE	
3154	TTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	TTH MP 314
3155	TWTHS	5:00 pm — 9:00 pm Saturday 8:00 am-12:00 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

3156	MWS	8:00 am — 12:00 pm	MWS REMOTE	
3158	TTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	TTH MP 314
3159	TWTHS	5:00 pm — 9:00 pm Saturday 8:00 am-12:00 pm	REMOTE	

**STV 60 — Pathways to Health Careers**

3280	M	8:30 am — 11:00 am	5/18 — 6/8	SO 102/HYBRID
------	---	--------------------	------------	---------------

**STV 80 — Windows**

3179	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	3/3 — 3/12	REMOTE/HYBRID
3163	TTH	12:30 pm — 4:30 pm	2/17 — 2/26	MP 316
3353	MW	12:30 pm — 4:30 pm	3/30 — 4/8	MP 316
3358	TTH	1:00 pm — 3:00 pm	3/17— 4/9	MP 212
3381	MW	5:30 pm — 9:30 pm	2/18 — 2/25	MP 314

**STV 140 — Internet**

3366	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	3/17 — 3/26	REMOTE/HYBRID
3209	MW	12:30 pm — 4:30 pm	4/20 — 4/29	MP 316
3169	TTH	12:30 pm — 4:30 pm	6/2 — 6/9	MP 316
3359	TTH	1:00 pm — 3:00 pm	4/21 — 5/14	MP 212

**STV 72 — Google Workspace Fundamentals**

3283	S	8:00 am — 12:00 pm	2/21 — 4/11	REMOTE
3351	MW	12:30 pm — 4:30 pm	2/18 — 3/11	MP 316
3177	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	3/16 — 4/8	REMOTE/HYBRID

**STV 73 — Google Workspace Intermediate**

3178	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	4/20 — 5/13	REMOTE/HYBRID
------	----	---	-------------	---------------

**STV 83 — Cell Phone Basics**

3284	MW	12:30 pm — 4:30 pm	5/4 — 5/13	MP 316
3360	TTH	1:00 pm — 3:00 pm	5/19— 6/9	MP 212

**STV 84 — Intermediate Android**

3285	MW	12:30 pm — 4:30 pm	5/18 — 5/27	MP 316
------	----	--------------------	-------------	--------

**STV 85 — Intermediate Apple iPhone**

3286	MW	12:30 pm — 4:30 pm	6/1 — 6/10	MP 316
------	----	--------------------	------------	--------

**STV 90 — Beginning Microsoft Excel**

3207	TTH	12:30 pm — 4:30 pm	3/3 — 4/9	MP 316
3175	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	5/5 — 6/9	REMOTE/HYBRID
3287	TTH	5:30 pm — 9:30 pm	3/3 — 4/9	REMOTE
3382	MW	5:30 pm — 9:30 pm	3/2 — 4/8	MP 314

**STV 91 — Microsoft Advanced Excel**

3220	TTH	5:30 pm — 9:30 pm	4/21 — 5/28	REMOTE
------	-----	-------------------	-------------	--------

**STV 95 — QuickBooks Automated Accounting**

3180	TTH	8:00 am — 12:00 pm	3/17 — 4/9	MP 316
3383	MW	5:30 pm — 9:30 pm	4/20 — 5/13	MP 314

**STV 97 — Sage 50 Automated Accounting**

3384	MW	5:30 pm — 9:30 pm	5/18 — 6/10	MP 314
------	----	-------------------	-------------	--------

**STV 100 — Beginning Microsoft Word**

3203	MW	9:00 am — 11:00 am (+4 hrs. online per week)	2/18 — 3/25	REMOTE/HYBRID
3364	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	3/31 — 5/14	REMOTE/HYBRID
3289	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	2/17 — 3/26	REMOTE/HYBRID
3204	TTH	12:30 pm — 4:30 pm	4/20 — 5/28	MP 316

**STV 101 — Advanced Microsoft Word**

3291	MW	9:00 am — 11:00 am (+4 hrs. online per week)	5/4 — 6/10	REMOTE/HYBRID
------	----	---	------------	---------------

**STV 111 — Microsoft PowerPoint**

3365	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	5/18 — 6/10	REMOTE/HYBRID
3190	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	2/18 — 3/11	REMOTE/HYBRID

**STV 160 — Artificial Intelligence in the Workplace**

3354	S	8:00 am — 12:00 pm	4/25 — 5/16	REMOTE
3293	MW	9:00 am — 11:00 am (+4 hrs. online per week)	3/30 — 4/8	REMOTE/HYBRID
3349	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	3/31 — 4/9	REMOTE/HYBRID
3294	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	5/18 — 5/27	REMOTE/HYBRID
3292	TTH	5:30 pm — 9:30 pm	2/17 — 2/26	REMOTE

**STV 162 — Cybersecurity for the Small Office / Home Office**

3355	S	8:00 am — 12:00 pm	5/23 — 6/6	REMOTE
3295	MW	9:00 am — 11:00 am (+4 hrs. online per week)	4/20 — 4/29	REMOTE/HYBRID
3350	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	4/21 — 4/30	REMOTE/HYBRID
3296	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/1 — 6/10	REMOTE/HYBRID
3297	TTH	5:30 pm — 9:30 pm	6/2 — 6/9	REMOTE