



**TUITION - FREE**  
**Winter 2026**

**CONTINUING EDUCATION**  
**SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER**  
**CLASSES**

***January 5 — February 12, 2026***

**Glendale Community College  
Garfield Campus  
1122 East Garfield Avenue  
Glendale, CA 91205**

**Sparr Heights Community Center  
1613 Glencoe Way  
Glendale, CA 91205**

**Contact Information:  
(818) 240-1000, ext. 5690  
[www.glendale.edu](http://www.glendale.edu)**

***All classes are subject to change.  
Please check our website for our current classroom schedule***

**Registration Begins December 1st**

**\*STV 11 — Beginning Keyboarding**

|      |         |   |          |                  |
|------|---------|---|----------|------------------|
| 1568 | MTWTHFS | 8:00 am — 12:00 pm                              | S REMOTE | MTWTHF MP 315    |
| 1596 | MTWTHS  | 12:30 pm — 4:30 pm<br>Saturday 8:00 am-12:00 pm | S REMOTE | MTWTH MP 315     |
| 1569 | MTWTHS  | 4:30 pm — 8:30 pm<br>Saturday 8:00 am-12:00 pm  |          | MTWTHS<br>REMOTE |

**\*STV 12 — Intermediate Keyboarding**

|      |         |   |          |                  |
|------|---------|---|----------|------------------|
| 1570 | MTWTHFS | 8:00 am — 12:00 pm                              | S REMOTE | MTWTHF MP 315    |
| 1571 | MTWTHS  | 12:30 pm — 4:30 pm<br>Saturday 8:00 am-12:00 pm | S REMOTE | MTWTH MP 315     |
| 1572 | MTWTHS  | 4:30 pm — 8:30 pm<br>Saturday 8:00 am-12:00 pm  |          | MTWTHS<br>REMOTE |

**\*STV 13 — Advanced Keyboarding**

|      |         |   |          |                  |
|------|---------|---|----------|------------------|
| 1573 | MTWTHFS | 8:00 am — 12:00 pm                              | S REMOTE | MTWTHF MP 315    |
| 1574 | MTWTHS  | 12:30 pm — 4:30 pm<br>Saturday 8:00 am-12:00 pm | S REMOTE | MTWTH MP 315     |
| 1575 | MTWTHS  | 4:30 pm — 8:30 pm<br>Saturday 8:00 am-12:00 pm  |          | MTWTHS<br>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.

|      |     |  |            |               |
|------|-----|--|------------|---------------|
| 1588 | TTH | 8:00 am — 12:00 pm(+8<br>hrs. online per week) | 1/5 — 2/12 | REMOTE/HYBRID |
|------|-----|--|------------|---------------|

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

|      |       |                           |                           |
|------|-------|---------------------------|---------------------------|
| 1592 | 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                    |

**\*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"

|      |        |   |            |            |
|------|--------|---|------------|------------|
| 1579 | MTWTHS | 8:00 am — 12:00 pm                              | MWS REMOTE | TTH MP 314 |
| 1580 | MTWTHS | 12:30 pm — 4:30 pm<br>Saturday 8:00 am-12:00 pm | MWS REMOTE | TTH MP 314 |
| 1581 | TWTHS  | 5:00 pm — 9:00 pm<br>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"

|      |        |   |            |            |
|------|--------|---|------------|------------|
| 1582 | MTWTHS | 8:00 am — 12:00 pm                              | MWS REMOTE | TTH MP 314 |
| 1583 | MTWTHS | 12:30 pm — 4:30 pm<br>Saturday 8:00 am-12:00 pm | MWS REMOTE | TTH MP 314 |
| 1584 | TWTHS  | 5:00 pm — 9:00 pm<br>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"

|      |        |   |            |            |
|------|--------|---|------------|------------|
| 1585 | MTWTHS | 8:00 am — 12:00 pm                              | MWS REMOTE | TTH MP 314 |
| 1586 | MTWTHS | 12:30 pm — 4:30 pm<br>Saturday 8:00 am-12:00 pm | MWS REMOTE | TTH MP 314 |
| 1587 | TWTHS  | 5:00 pm — 9:00 pm<br>Saturday 8:00 am-12:00 pm  | REMOTE     |            |

### STV 70 — Introduction to Computers

|      |    |                    |            |        |
|------|----|--------------------|------------|--------|
| 1589 | MW | 8:00 am — 12:00 pm | 1/5 — 1/14 | MP 316 |
|------|----|--------------------|------------|--------|

### STV 80 — Windows

|      |    |                    |           |        |
|------|----|--------------------|-----------|--------|
| 1593 | MW | 8:00 am — 12:00 pm | 1/21-1/28 | MP 316 |
|------|----|--------------------|-----------|--------|

### STV 140 — Internet

|      |     |   |            |               |
|------|-----|---|------------|---------------|
| 1613 | MW  | 8:00 am — 12:00 pm                              | 2/2 — 2/11 | MP 316        |
| 1600 | TTH | 9:00 am — 11:00 am (+4<br>hrs. online per week) | 1/6 — 1/15 | REMOTE/HYBRID |

### STV 71 — Computer Basics/ESL Learners

|      |       |                   |            |        |
|------|-------|-------------------|------------|--------|
| 1656 | MTWTH | 5:30 pm — 9:30 pm | 1/5 — 1/31 | MP 316 |
|------|-------|-------------------|------------|--------|

### STV 72 — Google Workspace Fundamentals

|      |     |                    |            |        |
|------|-----|--------------------|------------|--------|
| 1610 | TTH | 12:30 pm — 4:30 pm | 1/6 — 1/29 | REMOTE |
|------|-----|--------------------|------------|--------|

### STV 83 — Cell Phone Basics

|      |     |                   |            |               |
|------|-----|-------------------|------------|---------------|
| 1642 | TTH | 1:00 pm — 5:00 pm | 1/6 — 1/15 | SPARR HEIGHTS |
|------|-----|-------------------|------------|---------------|

### STV 84 — Intermediate Android

|      |    |                   |             |               |
|------|----|-------------------|-------------|---------------|
| 1654 | TU | 1:00 pm — 5:00 pm | 1/20 — 2/12 | SPARR HEIGHTS |
|------|----|-------------------|-------------|---------------|

### STV 85 — Intermediate Apple iPhone

|      |    |                   |             |               |
|------|----|-------------------|-------------|---------------|
| 1655 | TH | 1:00 pm — 5:00 pm | 1/20 — 2/12 | SPARR HEIGHTS |
|------|----|-------------------|-------------|---------------|

**STV 90 — Beginning Microsoft Excel**

|      |    |   |            |               |
|------|----|---|------------|---------------|
| 1594 | MW | 12:30 pm — 3:30 pm<br>(+2 hrs. online per week) | 1/5— 2/11  | MP 314/HYBRID |
| 1595 | MW | 5:30 pm — 9:30 pm                               | 1/5 — 2/11 | REMOTE        |

**STV 91— Advanced Microsoft Excel**

|      |    |                    |            |        |
|------|----|--------------------|------------|--------|
| 1643 | MW | 12:30 pm — 4:30 pm | 1/5 — 2/11 | MP 316 |
|------|----|--------------------|------------|--------|

**STV 100 — Beginning Microsoft Word**

|      |    |  |            |               |
|------|----|--|------------|---------------|
| 1590 | MW | 8:00 am — 11:00 am<br>( +4 hrs. online per week) | 1/5 — 2/11 | MP 314/HYBRID |
|------|----|--|------------|---------------|

**STV 101 — Advanced Microsoft Word**

|      |     |                   |          |        |
|------|-----|-------------------|----------|--------|
| 1644 | TTH | 5:30 pm — 9:30 pm | 1/6-2/12 | REMOTE |
|------|-----|-------------------|----------|--------|

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

|      |     |   |           |               |
|------|-----|---|-----------|---------------|
| 1652 | TTH | 9:00 am — 11:00 am<br>(+4 hrs. online per week) | 1/20-1/29 | REMOTE/HYBRID |
|------|-----|---|-----------|---------------|

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

|      |     |   |          |               |
|------|-----|---|----------|---------------|
| 1653 | TTH | 9:00 am — 11:00 am<br>(+4 hrs. online per week) | 2/2-2/12 | REMOTE/HYBRID |
|------|-----|---|----------|---------------|

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

|      |       |                   |  |        |
|------|-------|-------------------|--|--------|
| 1603 | MTWTH | 9:00 am — 1:00 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

|      |        |                    |             |           |
|------|--------|--------------------|-------------|-----------|
| 1666 | MTWTHF | 11:00 am — 3:00 pm | TTHF REMOTE | MW SO 102 |
| 1667 | MTWTH  | 4:00 pm — 9:00 pm  | TTH REMOTE  | MW SO 102 |

**\*STV 213 — Administrative Medical Assisting II** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

|      |        |   |                                   |           |
|------|--------|---|-----------------------------------|-----------|
| 1638 | MTWTHF | 8:30 am — 10:30 am<br>M//W/F (HYBRID) (+6 hrs. online per week) | 8:30 am — 12:30 pm<br>T/TH SO 102 |           |
| 1639 | MTWTHF | 11:00 am — 3:00 pm  | TTHF REMOTE                       | MW SO 102 |
| 1640 | MTWTH  | 4:00 pm — 9:00 pm   | TTH REMOTE                        | MW SO 102 |

**STV 216— Clinical Medical Assisting II**

|      |       |                    |  |        |
|------|-------|--------------------|--|--------|
| 1645 | MTWTH | 8:30 am — 12:30 pm |  | MP 115 |
|------|-------|--------------------|--|--------|

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

|      |       |  |            |               |
|------|-------|--|------------|---------------|
| 1601 | MTWTH | 4:00 pm — 6:00 pm<br>(+8 hrs. online per week) | 1/5 — 2/12 | REMOTE/HYBRID |
|------|-------|--|------------|---------------|