

## Your Future Starts Here

### Free Classes at GCC Garfield Campus

Build new skills, explore career paths, and take the next step—at no cost to you.



Yazz Mascorro

Email: [mascorro@glendale.edu](mailto:mascorro@glendale.edu)



**TUITION - FREE**  
**Summer 2026**

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

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

***June 15 — August 8, 2026***

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

**Adult Recreation Center  
201 E. Colorado Street,  
Glendale, CA 91205**

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

*All classes are subject to change.*

**Registration Begins May 18**

**\*STV 11 — Beginning Keyboarding** - classes end 7/25

1706	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1695	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
1681	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**\*STV 12 — Intermediate Keyboarding** - classes end 7/25

1707	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1696	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
1682	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**\*STV 13 — Advanced Keyboarding**- classes end 7/25

1708	MTWTHFS	8:00 am — 12:00 pm	S REMOTE	MTWTHF MP 315
1697	MTWTHS	12:30 pm — 4:30 pm Saturday 8:00 am-12:00 pm	S REMOTE	MTWTH MP 315
1683	MTWTHS	4:30 pm — 8:30 pm Saturday 8:00 am-12:00 pm		MTWTHS REMOTE

**STV 70 — Introduction to Computers**

1796	TTH	8:00 am — 12:00 pm	6/16 — 6/25	MP 316
1709	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/22 — 7/1	REMOTE/HYBRID
1797	TTH	5:30 pm — 9:30 pm	6/16 — 6/25	REMOTE

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

1716	MTWTH	5:30 pm — 9:30 pm	6/15— 7/9	MP 316
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**STV 34 — Filing Fundamentals** - Covers the use of indexing rules to file alphabetically,

1793	MW	9:00 am — 12:00 pm (+2 hrs. online per week)	6/15 — 7/8	HYBRID/TR 307
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**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.

1693	TBA	ONLINE	6/15— 7/25	ONLINE
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**STV 55 — Office Equipment** - This class prepares you for life in the office through hands on use of office equipment . NOTE: ONLINE CLASS - For information on what is required please contact the instructor. (5.0 hours online per week)

1794	MW	9:00 am — 12:00 pm (+2 hrs. online per week)	7/13 — 8/5	HYBRID/TR 307
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**\*STV 120 — Computer Lab** - Open Lab for Garfield Campus students.

1694	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	12:00 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" - classes end 7/25

1684	MWS	8:00 am — 12:00 pm	M/W REMOTE	S MP 314 May join online
1852	TTH	8:00 am — 12:00 pm		T/TH MP 314
1685	TTH	12:30 pm — 4:30 pm		T/TH MP 314
1686	TTHS	5:30 pm — 9:30 pm	T/TH REMOTE	S MP 31 May join online

**\*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"- classes end 7/25

1687	MWS	8:00 am — 12:00 pm	M/W REMOTE	S MP 314 May join online
1853	TTH	8:00 am — 12:00 pm		T/TH MP 314
1688	TTH	12:30 pm — 4:30 pm		T/TH MP 314
1689	TTHS	5:30 pm — 9:30 pm	T/TH REMOTE	S MP 314 May join online

**\*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" - classes end 7/25

1690	MWS	8:00 am — 12:00 pm	M/W REMOTE	S MP 314 May join online
1854	TTH	8:00 am — 12:00 pm		T/TH MP 314
1691	TTH	12:30 pm — 4:30 pm		T/TH MP 314
1692	TTHS	5:30 pm — 9:30 pm	T/TH REMOTE	S MP 314 May join online

### STV 80 — Windows

1798	TTH	8:00 am — 12:00 pm	6/30 — 7/9	MP 316
1698	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/6 — 7/15	REMOTE/HYBRID

### STV 140 — Internet

1799	TTH	8:00 am — 12:00 pm	7/14 — 7/23	MP 316
1719	MW	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/20 — 7/29	REMOTE/HYBRID
1800	TTH	5:30 pm — 9:30 pm	6/30 — 7/9	REMOTE

### STV 72 — Google Workspace Fundamentals

1720	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	6/23 — 7/16	REMOTE/HYBRID
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### STV 83 — Cell Phone Basics

1803	MW	12:30 pm — 4:30 pm	6/29 — 7/8	ARC
1802	TTH	12:30 pm — 4:30 pm	6/30 — 7/9	MP 316

### STV 84 — Intermediate Android

1805	M	12:30 pm — 4:30 pm	7/13 — 8/3	ARC
1804	T	12:30 pm — 4:30 pm	7/14 — 8/4	MP 316

### STV 85 — Intermediate Apple iPhone

1818	W	12:30 pm — 4:30 pm	7/15 — 8/5	ARC
1817	TH	12:30 pm — 4:30 pm	7/16 — 8/6	MP 316

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

### STV 90 — Beginning Microsoft Excel

1699	TTH	9:00 am — 11:00 am (+4 hrs. online per week)	6/23 — 7/30	REMOTE/HYBRID
1715	MW	12:30 pm — 4:30 pm	6/15 — 7/22	MP 316

### STV 95 — QuickBooks Automated Accounting

1717	MW	5:30 pm — 9:30 pm	6/15 — 7/8	REMOTE
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### STV 97 — Sage 50

1855	MW	5:30 pm — 9:30 pm	7/13 — 8/5	REMOTE
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### STV 100 — Beginning Microsoft Word

1710	MW	9:00 am — 11:00 am (+4 hrs. online per week)	6/22 — 7/29	REMOTE/HYBRID
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### STV 160— Artificial Intelligence in the Workplace

1801	TTH	12:30 pm — 2:30 pm (+4 hrs. online per week)	7/21 — 7/30	REMOTE/HYBRID
1807	TTH	5:30 pm — 9:30 pm	7/28 — 8/6	REMOTE

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

1806	TTH	5:30 pm — 9:30 pm	7/14 — 7/23	REMOTE
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### STV 60 — Pathways to Health Careers

1808	W	4:00 pm — 6:00 pm (+2 hrs. online per week)	6/17 — 7/22	REMOTE/HYBRID
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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.

1812	MTWTH	11:00 am — 2:00 pm T/W/TH (REMOTE/HYBRID) (+8 hrs. online per week)	11:00 am — 2:00 pm M SO 102
1813	MTWTH	4:00 pm — 7:00 pm T/TH (REMOTE/HYBRID) (+6 hrs. online per week)	4:00 pm — 8:00 pm M/W 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.

1814	MTWTH	8:30 am — 11:30 am M/W/TH (REMOTE/HYBRID) (+8 hrs. online per week)	8:30 am — 11:30 am T SO 102
1815	MTWTH	11:00 am — 2:00 pm T/W/TH (REMOTE//HYBRID) (+8 hrs. online per week)	11:00 am — 2:00 pm M SO 102
1816	MTWTH	4:00 pm — 7:00 pm T/TH (REMOTE/HYBRID) (+6 hrs. online per week)	4:00 pm — 8:00 pm M/W SO 102

### STV 216— Clinical Medical Assisting II – class end 8/8

1795	MTW	8:30 am — 12:30 pm	MP 115
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