



Medical Front Office Training

- Terminology & Office Procedures
- Billing, Coding & Transcription
- MediSoft for Windows

ESL and GED

Why be interested?

At present, roughly 85 percent of all jobs require technical skills obtained through college-level training. In a real sense, it pays to be ready for these jobs and that is exactly what this program is about—helping you get ready for employment.

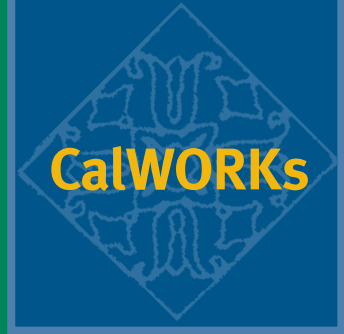
For more information, contact:

Main campus:

San Fernando Complex, Room SF114
1500 N. Verdugo Road
Glendale, CA 91208
818-240-1000 x5508
www.glendale.edu

Garfield Campus:

1122 E. Garfield Avenue
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www.glendale.edu/continuinged



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CalWORKs

What is CalWORKs?

California Work Opportunity and Responsibility to Kids (CalWORKs) is a Welfare-to-Work Program intended to help individuals get a job and become self-sufficient. Glendale Community College (GCC) has joined the statewide effort under the CalWORKs initiative to provide education, employment and self-sufficiency for TANF (Temporary Aid for Needy Families) recipients.

What does GCC have to offer?

Training and services are available to build basic job skills or upgrade skills for those seeking immediate employment and self-sufficiency. Other options include a certificate in a vocational program, an AA/AS degree or preparation for transfer to pursue a higher degree. Workforce specialists will help to arrange for needed services and provide mentoring from education to employment to students who are CalWORKs eligible.

Who is eligible?

Parents on cash aid who:

- have family responsibilities,
- have limited support systems,
- and are interested in going to work, or in building/upgrading skills needed for work.

What can CalWORKs do for me?

The following support services are available:

- Assessment of interests and abilities
- Eligibility determination
- Referral for special needs such as childcare, counseling, etc.
- Education and career counseling
- Job placement referrals
- Paid work experience
- Internships
- EOPS
- Financial aid
- Tutoring
- Assistance with book, supply, and transportation reimbursement

What exactly are the CalWORKs programs?

In its college credit program, GCC offers courses that span a wide variety of majors that culminate with an associates degree or certificate or prepare students to transfer for a higher degree.

The college's Continuing Education services and programs are designed to prepare students for joining today's workforce by providing training in the mastery of skills demanded most often in the workplace. The Continuing Education programs include:

Accounting/Bookkeeping

- Basic Accounting
- Computerized Accounting

General Clerical

Computer Software Operator

- Introduction to Advanced Microsoft Programs
- QuickBooks & Peachtree
- Web Design