

*STV 11 — Beginning Keyboarding

3299	MTWTHFS	8:00 am-12:00 pm	S REMOTE	MTWTHF MP 315
3300	MTWTHFS	12:30 pm -4:30 pm Friday/Saturday 8 am-12 pm	S REMOTE	MTWTHF MP 315
3270	MTWTHFS	4:30 pm -8:30 pm Friday/Saturday 8 am -12 pm	MTWTHS REMOTE	F MP 315

*STV 12 — Intermediate Keyboarding

3298	MTWTHFS	8:00 am-12:00 pm	S REMOTE	MTWTHF MP 315
3301	MTWTHFS	12:30 pm -4:30 pm Friday/Saturday 8 am-12 pm	S REMOTE	MTWTHF MP 315
3271	MTWTHFS	4:30 pm -8:30 pm Friday/Saturday 8 am -12 pm	MTWTHS REMOTE	F MP 315

*STV 13 — Advanced Keyboarding

3297	MTWTHFS	8:00 am-12:00 pm	S REMOTE	MTWTHF MP 315
3302	MTWTHFS	12:30 pm -4:30 pm Friday/Saturday 8 am-12 pm	S REMOTE	MTWTHF MP 315
3272	MTWTHFS	4:30 pm -8:30 pm Friday/Saturday 8 am -12 pm	MTWTHS REMOTE	F MP 315

STV 70 — Introduction to Computers

3286	TTH	8:00 am-12:00 pm	9/1-9/10	MP 316
3323	TTH	12:30 pm -4:30 pm	11/10-11/19	MP 316

STV 71 — Computer Basics/ESL Learners

3327	MW	5:30 pm-9:30 pm	8/31-10/21	MP 316
3329	MW	5:30 pm-9:30 pm	10/26-12/16	MP 316

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

STV 206 — Home Caregiver/Aide I

3337	F	9:00 am-1:00 pm	9/4 – 10/9	SO 103
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STV 208 — Home Caregiver/Aide II

3372	F	9:00 am-1:00 pm	10/16 – 11/20	SO 103
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STV 60 — Pathways to Health Careers

3505	F	9:00 am-1:00 pm (+4 Hrs. online per week)	11/27-12/18	SO 103/HYBRID
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STV 210 — Dental Front Office

3339	TTH	9:00 am-12:00 pm	REMOTE	
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STV 212 — Administrative Medical Assisting I

3334	MTWTH	8:30 am-10:30 am (+6 Hrs. online per week) MWTH (REMOTE/HYBRID)	8:30 am-12:30 pm T SO 102	
3335	MTWTH	11:00 am-2:00 pm (+4 Hrs. online per week) TTH (REMOTE/HYBRID)	11:00 am-2:00 pm M/W SO 102	
3336	MTWTH	4:00 pm-6:00 pm (+4 Hrs. online per week) TTH (REMOTE/HYBRID)	4:00 pm-8:00 pm MW SO 102	

STV 213 — Administrative Medical Assisting II

3375	MTWTH	4:00 pm-6:00 pm (+4 Hrs. online per week) TTH (REMOTE/HYBRID)	4:00 pm-8:00 pm MW SO 102	
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STV 215 — Clinical Medical Assisting I

3503	MTWTH	8:30 am-12:30 pm	8/31-12/17	MP 115
3338	TWTH	5:00 pm-9:00 pm (+4 Hrs. online per week)	9/1-12/17	TTH MP 115 W REMOTE/HYBRID

***STV 21 — Business Math and Calculators**

3273	MW	8:00 am-12:00 pm	MW REMOTE	
3304	TWTH	12:30 pm-4:30 pm	W REMOTE	TTH MP 314
3275	TWTH	5:00 pm -9:00 pm	TWTH REMOTE	

***STV 22 — Beginning Account Clerk**

3276	MW	8:00 am-12:00 pm	MW REMOTE	
3305	TWTH	12:30 pm -4:30 pm	W REMOTE	TTH MP 314
3295	TWTH	5:00 pm -9:00 pm	TWTH REMOTE	

***STV 23 — Intermediate Account Clerk**

3465	MW	8:00 am-12:00 pm	MW REMOTE	
3466	TWTH	12:30 pm-4:30 pm	W REMOTE	TTH MP 314
3467	TWTH	5:00 pm -9:00 pm	TWTH REMOTE	

STV 24 — Advanced Account Clerk

3278	MW	8:00 am-12:00 pm	MW REMOTE	
3306	TWTH	12:30 pm -4:30 pm	W REMOTE	TTH MP 314
3280	TWTH	5:00 pm -9:00 pm	TWTH REMOTE	

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STV 80 — Windows

3287	TTH	12:30 pm -4:30 pm	12/8-12/17	MP 316
3288	TTH	12:30 pm -2:30 pm (+4 Hrs. online per week)	9/1-9/10	REMOTE/HYBRID

STV 140 — Internet

3318	TTH	8:00 am-12:00 pm	9/15-9/24	MP 316
3314	TTH	12:30 pm -4:30 pm	11/24-12/3	MP 316
3332	TTH	12:30 pm -2:30 pm (+4 Hrs. online per week)	12/8-12/17	REMOTE/HYBRID

STV 72 — Google Workspace Fundamentals

3311	MW	9:00 am-11:00 am (+4 Hrs. online per week)	9/28-10/21	REMOTE/HYBRID
3348	TTH	1:00 pm -3:00 pm	9/1-10/22	MP 212

STV 73 — Google Workspace Intermediate

3296	MW	9:00 am-11:00 am (+4 Hrs. online per week)	10/26-11/18	REMOTE/HYBRID
3350	TTH	1:00 pm -3:00 pm	10/27-12/17	MP 212

STV 83 — Cell Phone Basics

3355	MW	9:00 am-11:00 am	8/31-9/23	ARC
3356	TTH	9:00 am-11:00 am	9/29-10/22	Pacific Park
3354	MW	12:30 pm -4:30 pm	8/31-9/9	MP 316

STV 84 Intermediate Android

3358	M	9:00 am-11:00 am	9/28-11/16	ARC
3461	T	9:00 am-11:00 am	10/27-12/15	Pacific Park
3357	M	12:30 pm -4:30 pm	9/14-10/5	MP 316

STV 85 — Intermediate Apple iPhone

3360	W	9:00 am-11:00 am	9/30-11/18	ARC
3462	TH	9:00 am-11:00 am	10/29-12/17	Pacific Park
3359	W	12:30 pm -4:30 pm	9/16-10/7	MP 316

STV 90 — Beginning Microsoft Excel

3303	TTH	9:00 am-11:00 am (+4 Hrs. online per week)	9/29-11/5	REMOTE/HYBRID
3319	MW	12:30 pm -2:30 pm (+4 Hrs. online per week)	8/31-10/7	REMOTE/HYBRID
3324	MW	12:30 pm -4:30 pm	11/9-12/16	MP 316
3361	TTH	12:30 pm -4:30 pm	9/1-10/8	MP 316
3480	MW	5:30 pm-9:30 pm	9/14-10/21	MP 314/REMOTE

STV 91 — Microsoft Advanced Excel

3289	TTH	9:00 am-11:00 am (+4 Hrs. online per week)	11/10-12/17	REMOTE/HYBRID
3362	MW	12:30 pm -2:30 pm (+4 Hrs. online per week)	10/12-11/18	REMOTE/HYBRID

STV 95 — QuickBooks Automated Accounting

3312	MW	5:30 pm-9:30 pm	10/26-11/18	MP 314/REMOTE
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STV 97 — Sage 50 Automated Accounting

3331	MW	5:30 pm-9:30 pm	11/23-12/16	MP 314/REMOTE
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STV 100 — Beginning Microsoft Word

3290	TTH	12:30 pm -2:30 pm (+4 Hrs. online per week)	9/15-10/22	REMOTE/HYBRID
3326	TTH	5:30 pm-9:30 pm	9/1-10/8	REMOTE
3487	TTH	5:30 pm-9:30 pm	9/1-10/8	MP 316
3488	TTH	5:30 pm-9:30 pm	11/10-12/17	MP 316

STV 101 — Advanced Microsoft Word

3363	TTH	12:30 pm -2:30 pm (+4 Hrs. online per week)	10/27-12/03	REMOTE/HYBRID
3313	TTH	5:30 pm-9:30 pm	10/13-11/19	REMOTE

STV 111— Microsoft PowerPoint

3292	S	8:00 am-12:00 pm	9/5-10/24	REMOTE
3291	MW	9:00 am-11:00 am (+4 Hrs. online per week)	11/23-12/16	REMOTE/HYBRID
3320	MW	12:30 pm -4:30 pm	10/12-11/4	MP 316
3489	TTH	5:30 pm-9:30 pm	10/13-11/5	MP 316

STV 138 — Microsoft Outlook

3293	TTH	12:30 pm -4:30 pm	10/13-11/5	MP 316
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STV 150 — Integrated Technology

3340	S	8:00 am-12:00 pm	10/31-12/12	REMOTE
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STV 160 — Artificial Intelligence in The Workplace

3364	TTH	9:00 am-11:00 am (+4 Hrs. online per week)	9/1-9/10	REMOTE/HYBRID
3365	MW	9:00 am-11:00 am (+4 Hrs. online per week)	9/14-9/23	REMOTE/HYBRID
3366	MW	12:30 pm -2:30 pm (+4 Hrs. online per week)	12/7-12/16	REMOTE/HYBRID
3367	TTH	5:30 pm-9:30 pm	12/8-12/17	REMOTE
3496	MW	5:30 pm-9:30 pm	8/31-9/9	MP 314/REMOTE

STV 162 — Cybersecurity for The Small Office/Home Office

3368	TTH	9:00 am-11:00 am (+4 Hrs. online per week)	9/15-9/24	REMOTE/HYBRID
3369	MW	9:00 am-11:00 am (+4 Hrs. online per week)	8/31-9/9	REMOTE/HYBRID
3370	MW	12:30 pm -2:30 pm (+4 Hrs. online per week)	11/23-12/2	REMOTE/HYBRID
3371	TTH	5:30 pm-9:30 pm	11/24-12/3	REMOTE

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STV 33 — Workplace Writing: From Emails to Letters

3464	MW	12:30 pm -3:00 pm (+3 Hrs. online per week)	8/31-10/7	REMOTE/HYBRID
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STV 34 — Filing Fundamentals

3346	MW	12:30 pm -3:00 pm (+3 Hrs. online per week)	10/12-11/4	REMOTE/HYBRID
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STV 35 — On-The-Job Communication

3282	TH	8:30 am -11:00 am (+1.5 Hrs. online per week)	10/29-12/17	REMOTE/HYBRID
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STV 50 — Customer Service Skills

3322	T	8:30 am-11:00 am (+1.5 Hrs. online per week)	9/1-10/20	REMOTE/HYBRID
3479	TH	1:00 pm – 3:30 pm (+1.5 Hrs. online per week)	10/29-12/17	REMOTE/HYBRID

STV 55 — Office Equipment

3347	MW	12:30 pm -3:00 pm (+3 Hrs. online per week)	11/16-12/9	TR 307/HYBRID
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STV 120 — Computer Lab

3294	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

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Adult Recreation Center – ARC

201 E. Colorado St., Glendale

Pacific Park

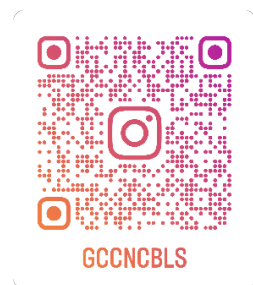
501 S. Pacific Ave., Glendale

Contact Information:

(818) 240-1000, ext. 5690

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ncbls@glendale.edu



GCCNCBLS



BUSINESS & COMPUTER CLASSES

August 31 — December 18, 2026

Registration Begins July 13 10am

Glendale Community College

Garfield Campus

1122 East Garfield Avenue

Glendale, CA 91205

Contact Information:

(818) 240-1000, ext. 5690

www.glendale.edu

ncbls@glendale.edu

All classes are subject to change.

Please check our website for our current classroom schedule