

TUITION—FREE

Register online at: www.glendale.edu

OBT 21 — Business Math and Calculators - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions.

1479	MW	8:00 am — 12:00 pm	TR 307
1480	MW	12:30 pm — 4:30 pm	TR 307

OBT 22 — Beginning Account Clerk - Students will study full cycle accounting in Chapters 1-16: financial statements, payroll, and accounts receivable and payable in manual, QuickBooks and Peachtree format.

1506	MW	8:00 am — 12:00 pm	TR 307
1505	MW	12:30 pm — 4:30 pm	TR 307

OBT 23 — Advanced Account Clerk - Students will study advanced accounting in chapters 17-24: financial statements, uncollectible, notes payables and receivables, accruals, inventory, and advanced accounts receivable/payable in manual QuickBooks and Peachtree formats.

1482	MW	8:00 am — 12:00 pm	TR 307
1483	MW	12:30 pm — 4:30 pm	TR 307

OBT 33 — Business Letter Writing

1508	MW	12:30 pm — 4:30 pm	1/14 — 2/6	TR 211
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OBT 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.

1485	MTWTH	8:00 am — 12:00 pm	1/7 — 2/14	TR 211
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OBT 55 — Office Equipment - This class prepares you for life in the office through hands on use of office equipment .

1695	TTH	8:00 am — 12:00 pm	1/15 — 2/7	TR 307
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OBT 120 — Computer Lab Open Lab for Garfield Campus students.

1467	MTWTH	8:00 am — 9:00 pm	MP 309
	F	8:00 am — 4:30 pm	MP 309
	S	8:00 am — 3:00 pm	MP 309



CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

January 7 – February 14 2019

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*

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OBT 11 — Beginning Keyboarding

1468	MTWTHFS	8:00 am — 12:00 pm	MP 315
1469	MTWTH	12:30 pm — 4:30 pm	MP 315
1470	MTWTH	4:30 pm — 7:00 pm	MP 315

OBT 12 — Intermediate Keyboarding

1471	MTWTHFS	8:00 am — 12:00 pm	MP 315
1472	MTWTH	12:30 pm — 4:30 pm	MP 315
1473	MTWTH	4:30 pm — 7:00 pm	MP 315

OBT 13 — Advanced Keyboarding

1474	MTWTHFS	8:00 am — 12:00 pm	MP 315
1475	MTWTH	12:30 pm — 4:30 pm	MP 315
1476	MTWTH	4:30 pm — 7:00 pm	MP 315

OBT 14 — Keyboarding/HS Credit

1477	MTWTH	12:30 pm — 4:30 pm	MP 315
1478	MTWTH	4:30 pm — 7:00 pm	MP 315

OBT 70 — Introduction to Computers

1492	MW	8:00 am — 12:00 pm	1/7 — 1/16	MP 316
1494	S	12:30 pm — 4:30 pm	1/12 — 2/2	MP 314
1502	MW	12:30 pm — 4:30 pm	2/4 — 2/13	MP 316

OBT 80 — Windows

1512	S	8:00 am — 12:00 pm	1/12 — 2/2	MP 314
1488	MW	8:00 am — 12:00 pm	1/23 — 1/30	MP 316
1509	MTWTH	8:00 am — 12:00 pm	2/11 — 2/14	MP 314
1496	F	9:00 am — 1:00 pm	1/18 — 2/8	MP 314

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OBT 140 — Internet

1491	MW	8:00 am — 12:00 pm	2/4 — 2/13	MP 316
1495	TTH	5:30 pm — 9:30 pm	2/5 — 2/14	MP 316

OBT 100 — Beginning Microsoft Word

1497	MW	12:30 pm — 4:30 pm	1/7 — 2/13	MP 314
1493	MW	5:30 pm — 9:30 pm	1/7 — 2/13	MP 316

OBT 090 — Beginning Microsoft Excel

1489	MTWTH	8:00 am — 12:00 pm	1/7 — 1/24	MP 314
1498	TTH	5:30 pm — 9:30 pm	1/8 — 2/14	MP 314

OBT 111— Microsoft PowerPoint

1490	MTWTH	8:00 am — 12:00 pm	1/28 — 2/7	MP 314
1713	TTH	5:30 pm — 9:30 pm	1/8 — 1/31	MP 316

OBT 138 — Microsoft Outlook

1510	MW	12:30 pm — 4:30 pm	1/7— 1/30	MP 316
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OBT 61 — Medical Front Office - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

1486	MTWTH	8:30 am — 12:30 pm	MP 304
1501	TTH	12:30 pm — 4:30 pm	MP 304
1696	MW	4:00 pm — 8:00 pm	MP 304

OBT 62 — Dental Front Office - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software.

1487	MTWTH	8:30 am — 12:30 pm	MP 304
1500	TTH	12:30 pm — 4:30 pm	MP 304
1697	MW	4:00 pm — 8:00 pm	MP 304