

# TUITION—FREE

Register online at: [www.glendale.edu](http://www.glendale.edu)

**OBT 35 — On The Job Communication** - This course emphasizes workplace interaction and avoiding barriers to communication. Topics include communication strategies, overcoming negative behaviors in teams/groups, decision making and problem solving

3490	MTWTH	8:00 am — 12:00 pm	4/22-5/2	TR 211
3503	MW	12:30 pm — 4:30 pm	5/20-6/12	TR 211

**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.

3452	MTWTH	8:00 am — 12:00 pm	3/4-4/11	TR 211
3453	MTWTH	8:00 am — 12:00 pm	5/6-6/12	TR 211

**OBT 50 — Customer Service Skills** - This course covers office procedures, telephone skills, problem solving, interpersonal communication, and other business issues.

3454	MTWTH	8:00 am — 12:00 pm	2/19-2/28	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 .

3455	TTH	8:00 am — 12:00 pm	3/19-4/11	TR 307
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**TUITION - FREE  
SPRING 2019**

## CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

*February 19 – June 12, 2019*

Glendale Community College  
Garfield Campus  
1122 East Garfield Avenue  
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*

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## OBT 11 — Beginning Keyboarding

3431	MTWTHFS	8:00 am — 12:00 pm	MP 315
3432	MTWTHF	12:00 pm — 4:00 pm	MP 315
3433	MW	4:30 pm — 7:00 pm	MP 315

## OBT 12 — Intermediate Keyboarding

3434	MTWTHFS	8:00 am — 12:00 pm	MP 315
3435	MTWTHF	12:00 pm — 4:00 pm	MP 315
3436	MW	4:30 pm — 7:00 pm	MP315

## OBT 13 — Advanced Keyboarding

3437	MTWTHFS	8:00 am — 12:00 pm	MP 315
3438	MTWTHF	12:00 pm — 4:00 pm	MP 315
3439	MW	4:30 pm — 7:00 pm	MP 315

## OBT 14 — Keyboarding/HS Credit

3441	MTWTHF	12:00 pm — 4:00 pm	MP 315
3442	MW	4:30 PM — 7:00 PM	MP 315

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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.

3456	MTWTH	8:30 am — 12:30 pm	MP 304
3805	TTH	12:30 pm — 4:30 pm	MP 304
3457	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.

3458	MTWTH	8:30 am — 12:30 pm	MP 304
3806	TTH	12:30 pm — 4:30 pm	MP 304
3459	MW	4:00 pm — 8:00 pm	MP 304

**OBT 31 — Business Writing: Email** - This writing course primarily consists of correctly composing and formatting business e-mail messages as required by employers.

3493	TTH	8:00 am — 12:00 pm	2/26-3/14	TR 307
3502	MW	12:30 pm — 4:30 pm	3/25-4/10	TR 211

**OBT 33 — Business Letter Writing** - This course covers business letter composition, English essentials, and the production of other workplace documents such as agendas and minutes.

3489	MW	12:30 pm — 4:30 pm	4/22-5/15	TR 211
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**OBT 34 — Filing Fundamentals** - Covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject as required by employers.

3488	TTH	8:00 am — 12:00 pm	4/30-5/30	TR 307
3501	MW	12:30 pm — 4:30 pm	2/20-3/20	TR 211

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

3443	MWF	8:00 am — 12:00 pm	TR 307
3444	TTHF	12:30 pm — 4:30 pm	TR 307
3445	TTH	5:00 pm — 9:00 pm	TR 307

**OBT 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.

3446	MWF	8:00 am — 12:00 pm	TR 307
3447	TTHF	12:30 pm — 4:30 pm	TR 307
3448	TTH	5:00 pm — 9:00 pm	TR 307

**OBT 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.

3449	MWF	8:00 am — 12:00 pm	TR 307
3450	TTHF	12:30 pm — 4:30 pm	TR 307
3451	TTH	5:00 pm — 9:00 pm	TR 307

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**OBT 70—Introduction to Computers**

3495	TWTH	8:00 am — 12:00 pm	2/19-2/21	MP 314
3461	S	8:00 am — 12:00 pm	2/23-3/16	MP 314
3504	F	9:00 am — 1:00 pm	5/24-6/7	MP 316
3807	MW	12:30 pm — 4:30 pm	5/6-5/15	MP 316
3460	TTH	12:30 pm — 4:30 pm	2/19-2/28	MP 316

**OBT 80 — Windows**

3462	MTWTH	8:00 am — 12:00 pm	2/25-2/28	MP 314
3808	S	8:00 am — 12:00 pm	3/23-4/13	MP 314
3464	TTH	12:30 pm — 4:30 pm	3/5-3/14	MP 316
3463	MW	12:30 pm — 4:30 pm	5/6-5/15	MP 316
3507	MW	5:30 pm — 9:30 pm	2/20-2/27	MP 316

**OBT 140 — Internet**

3498	MTWTH	8:00 am — 12:00 pm	3/4-3/7	MP 314
3483	S	8:00 am — 12:00 pm	4/27-5/18	MP 314
3485	TTH	12:30 pm — 4:30 pm	3/19-3/28	MP 316
3484	MW	12:30 pm — 4:30 pm	6/3-6/12	MP 316

**OBT 120 — Computer Lab** — Open Lab for Garfield Campus students.

3481	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

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## OBT 100 — Beginning Microsoft Word

3472	MTWTH	8:00 am — 12:00 pm	5/13-5/30	MP 314
3475	F	9:00 am — 1:00 pm	2/22-5/17	MP 316
3494	MW	12:30 pm — 4:30 pm	2/20-3/27	MP 314
3473	MW	12:30 pm — 4:30 pm	3/18-5/1	MP 316
3474	TTH	5:30 pm — 9:30 pm	2/19-3/28	MP 316

## OBT 101—Advanced Microsoft Word

3476	TTH	5:30 pm — 9:30 pm	4/2-5/16	MP 316
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## OBT 90 — Beginning Microsoft Excel

3465	MW	8:00 am — 12:00 pm	2/20-3/27	MP 316
3466	MTWTH	8:00 am — 12:00 pm	3/25-4/11	MP 314
3499	S	12:30 pm — 4:30 pm	2/23-5/18	MP 314
3496	TTH	12:30 pm — 4:30 pm	4/2-5/16	MP 316
3467	MW	12:30 pm — 4:30 pm	5/6-6/12	MP 314
3468	TTH	5:30 pm — 9:30 pm	2/19-3/28	MP 314

## OBT 91 — Microsoft Advanced Excel

3809	MTWTH	8:00 am — 12:00 pm	4/22-5/9	MP 314
3469	TTH	5:30 pm — 9:30 pm	4/2-5/16	MP 314

## OBT 95 — QuickBooks Automated Accounting

3470	TTH	8:00 am — 12:00 pm	2/19-3/14	MP 316
3471	TTH	8:00 am — 12:00 pm	4/23-5/16	MP 316
3491	MW	5:30 pm — 9:30 pm	3/4-3/27	MP 316

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## OBT 97 — Peachtree Automated Accounting

3492	TTH	8:00 am — 12:00 pm	3/19-4/11	MP 316
3505	MW	5:30 pm — 9:30 pm	4/3-5/1	MP 316

## OBT 138 — Microsoft Outlook

3482	MTWTH	8:00 am — 12:00 pm	3/11-3/21	MP 314
3497	MW	12:30 pm — 4:30 pm	2/20-3/13	MP 316
3500	TTH	12:30 pm — 4:30 pm	5/21-6/11	MP 316

## OBT 113 — Microsoft Access

3479	MW	8:00 am — 12:00 pm	4/3-5/15	MP 316
3480	MW	5:30 pm — 9:30 pm	5/6-6/12	MP 316

## OBT 111 — Microsoft PowerPoint

3477	MTWTH	8:00 am — 12:00 pm	6/3-6/12	MP 314
3509	MW	12:30 pm — 4:30 pm	4/3-5/1	MP 314
3478	TTH	5:30 pm — 9:30 pm	5/21-6/11	MP 316

## OBT 150 — Integrated Technology

3506	MW	8:00 am — 12:00 pm	5/20-6/12	MP 316
3487	TTH	5:30 pm — 9:30 pm	5/21-6/11	MP 314