

**OBT 55 — Office Equipment** - This class prepares you for life in the office through hands on use of office equipment .

1917	TTH	12:30 pm — 4:30 pm	7/9-8/1	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.

1888	MTWTH	8:00 am — 12:00 pm		TR 307
1898	MTWTH	12:30 pm — 4:30 pm		TR 307
1962	TTH	5:00 pm — 9:00 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.

1889	MTWTH	8:00 am — 12:00 pm		TR 307
1899	MTWTH	12:30 pm — 4:30 pm		TR 307
1963	TTH	5:00 pm — 9:00 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.

1890	MTWTH	8:00 am — 12:00 pm		TR 307
1900	MTWTH	12:30 pm — 4:30 pm		TR 307
1964	TTH	5:00 pm — 9:00 pm		TR 307

**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.

1897	MTWTH	8:00 am — 12:00 pm	7/1-8/8	TR 211
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**OBT 50 — Customer Service Skills** - This course covers office procedures, telephone skills, problem solving, interpersonal communication, and other business issues.

1921	MTWTH	8:00 am — 12:00 pm	6/17-6/27	TR 211
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**OBT 120 — Computer Lab** Open Lab for Garfield Campus students.

1895	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**

*June 17 – August 9, 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*



# TUITION — FREE

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

## OBT 11 — Beginning Keyboarding

1882	MTWTHFS	8:00 am — 12:00 pm		MP 315
1883	MTWTH	12:30 pm — 4:30 pm		MP 315
1913	MW	4:30 pm — 7:00 pm		MP 315

## OBT 12 — Intermediate Keyboarding

1884	MTWTHFS	8:00 am — 12:00 pm		MP 315
1885	MTWTH	12:30 pm — 4:30 pm		MP 315
1914	MW	4:30 pm — 7:00 pm		MP 315

## OBT 13 — Advanced Keyboarding

1886	MTWTHFS	8:00 am — 12:00 pm		MP 315
1887	MTWTH	12:30 pm — 4:30 pm		MP 315
1915	MW	4:30 pm — 7:30 pm		MP 315

## OBT 14 — Keyboarding/HS Credit

1906	MTWTH	12:30 pm — 4:30 pm		MP 315
1916	MW	4:30 pm — 7:00 pm		MP 315

## OBT 70 — Introduction to Computers

1901	TTH	8:00 am — 12:00 pm	6/18-6/27	MP 316
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## OBT 80 — Windows

1902	TTH	8:00 am — 12:00 pm	7/2-7/11	MP 316
1908	S	8:00 am — 12:00 pm	6/22-7/13	MP 314
1970	MW	8:00 am — 12:00 pm	7/15-7/24	MP 316
1907	TTH	5:30 pm — 9:30 pm	7/30-8/8	MP 314

## OBT 140 — Internet

1910	TTH	8:00 am — 12:00 pm	7/16-7/25	MP 316
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# TUITION — FREE

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

## OBT 100 — Beginning Microsoft Word

1894	MW	12:30 pm — 4:30 pm	6/17-7/24	MP 314
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## OBT 101—Advanced Microsoft Word

1941	TTH	12:30 pm — 4:30 pm	6/18-6/27	MP 316
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## OBT 90 — Beginning Microsoft Excel

1893	MTWTH	8:00 am — 12:00 pm	6/17-7/3	MP 314
1909	MW	12:30 pm — 4:30 pm	6/17-7/24	MP 316
1965	MW	5:30 pm — 9:30 pm	6/17-7/24	MP 316

## OBT 91 — Microsoft Advanced Excel

1926	MTWTH	8:00 am — 12:00 pm	7/8-7/25	MP 314
1966	TTH	5:30 pm — 9:30 pm	6/18-7/25	MP 314

## OBT 138 — Outlook

1924	MW	8:00 am — 12:00 pm	6/17-7/10	MP 316
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## OBT 111 — Microsoft PowerPoint

1923	F	9:00 am — 1:00 pm	6/21-8/9	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.

1891	MTWTH	8:30 am — 12:30 pm	6/17-7/25	MP 304
1903	TTH	12:30 pm — 4:30 pm	6/18-7/25	MP 304
	MW	4:00 pm — 8:00 pm	6/17-7/24	MP 304

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

1892	MTWTH	8:30 am — 12:30 pm	6/17-7/25	MP 304
1904	TTH	12:30 pm — 4:30 pm	6/18-7/25	MP 304
	MW	4:00 pm — 8:00 pm	6/17-7/24	MP 304