

# 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

3338	MTWTH	8:00 am — 12:00 pm	9/3-9/12	TR 211
3356	MW	12:30 pm — 4:30 pm	11/25-12/18	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.

3302	MTWTH	8:00 am — 12:00 pm	9/16-10/24	TR 211
3303	MTWTH	8:00 am — 12:00 pm	11/12-12/18	TR 211

**OBT 50 — Customer Service Skills — Hybrid** This course is partially online. First day attendance is required . This course covers office procedures, telephone skills, problem solving, interpersonal communication, and other business issues.

3304	MTWTH	8:00 am — 12:00 pm	10/28-11/7	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 .

3845	TTH	8:00 am — 12:00 pm	10/1-10/24	TR 307
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**TUITION - FREE  
FALL 2019**

## CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

*September 3 – December 18, 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

3281	MTWTHFS	8:00 am — 12:00 pm	MP 315
3282	MTWTHF	12:00 pm — 4:00 pm	MP 315
3283	MTW	4:30 pm — 7:00 pm	MP 315

## OBT 12 — Intermediate Keyboarding

3284	MTWTHFS	8:00 am — 12:00 pm	MP 315
3285	MTWTHF	12:00 pm — 4:00 pm	MP 315
3286	MTW	4:30 pm — 7:00 pm	MP315

## OBT 13 — Advanced Keyboarding

3287	MTWTHFS	8:00 am — 12:00 pm	MP 315
3288	MTWTHF	12:00 pm — 4:00 pm	MP 315
3289	MTW	4:30 pm — 7:00 pm	MP 315

## OBT 14 — Keyboarding/HS Credit

3291	MTWTHF	12:00 pm — 4:00 pm	MP 315
3292	MTW	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.

3305	MTWTH	8:30 am — 12:30 pm	MP 304
3358	TTH	12:30 pm — 4:30 pm	MP 304
3306	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.

3307	MTWTH	8:30 am — 12:30 pm	MP 304
3359	TTH	12:30 pm — 4:30 pm	MP 304
3308	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.

3344	MW	12:30 pm — 4:30 pm	10/7-10/23	TR 211
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**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.

3337	MW	12:30 pm — 4:30 pm	10/28-11/20	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.

3353	TTH	8:00 am — 12:00 pm	10/29-11/26	TR 307
3336	MW	12:30 pm — 4:30 pm	9/4-10/2	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.

3293	MWF	8:00 am — 12:00 pm	TR 307
3846	S	8:00 am — 12:00 pm	TR 307
3294	TTHF	12:30 pm — 4:30 pm	TR 307
3295	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.

3296	MWF	8:00 am — 12:00 pm	TR 307
3847	S	8:00 am — 12:00 pm	TR 307
3297	TTHF	12:30 pm — 4:30 pm	TR 307
3298	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.

3299	MWF	8:00 am — 12:00 pm	TR 307
3852	S	8:00 am — 12:00 pm	TR 307
3300	TTHF	12:30 pm — 4:30 pm	TR 307
3301	TTH	5:00 pm — 9:00 pm	TR 307

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**OBT 70—Introduction to Computers**

3347	TWTH	8:00 am — 12:00 pm	9/3-9/5	MP 314
3744	MW	12:30 pm — 4:30 pm	9/30-10/9	MP 316
3309	TTH	5:30 pm — 9:30 pm	9/3-9/12	MP 316

**OBT 80 — Windows**

3310	MTWTH	8:00 am — 12:00 pm	9/9-9/12	MP 314
3314	F	9:00 am — 1:00 pm	9/6-9/27	MP 316
3345	TTH	12:30 pm — 4:30 pm	11/26-12/17	MP 316
3311	MW	12:30 pm — 4:30 pm	10/14-10/23	MP 316
3312	TTH	5:30 pm — 9:30 pm	9/17-9/26	MP 316
3313	MW	5:30 pm — 9:30 pm	12/9-12/18	MP 316

**OBT 140 — Internet**

3333	MTWTH	8:00 am — 12:00 pm	9/16-9/19	MP 314
3332	F	9:00 am — 1:00 pm	10/4-10/25	MP 316
3334	MW	12:30 pm — 4:30 pm	10/28-11/6	MP 316
3331	TTH	5:30 pm — 9:30 pm	10/1-10/10	MP 316

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

3329	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

3321	MW	8:00 am — 12:00 pm	9/30-11/6	MP 316
3322	S	8:00 am — 12:00 pm	9/7-11/23	MP 314
3346	MW	12:30 pm — 4:30 pm	9/3-10/9	MP 314
3323	TTH	5:30 pm — 9:30 pm	9/3-10/10	MP 314

## OBT 101—Advanced Microsoft Word

3324	MW	8:00 am — 12:00 pm	11/13-12/18	MP 316
3342	TTH	5:30 pm — 9:30 pm	10/15-11/21	MP 314

## OBT 90 — Beginning Microsoft Excel

3315	MTWTH	8:00 am — 12:00 pm	9/23-10/10	MP 314
3318	TTH	12:30 pm — 4:30 pm	9/3-10/10	MP 316
3350	S	12:30 pm — 4:30 pm	9/7-11/23	MP 316
3316	MW	12:30 pm — 4:30 pm	10/14-11/21	MP 314
3317	MW	12:30 pm — 4:30 pm	11/13-12/18	MP 316
3348	TTH	5:30 pm — 9:30 pm	11/12-12/17	MP 316

## OBT 91 — Microsoft Advanced Excel

3354	MTWTH	8:00 am — 12:00 pm	10/14-10/31	MP 314
3339	TTH	12:30 pm — 4:30 pm	10/15-11/21	MP 316

## OBT 95 — QuickBooks Automated Accounting

3319	TTH	8:00 am — 12:00 pm	9/3-9/26	MP 316
3320	TTH	8:00 am — 12:00 pm	10/29-11/21	MP 316
3340	MW	5:30 pm — 9:30 pm	9/4-9/25	MP 316

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## OBT 97 — Peachtree Automated Accounting

3360	TTH	8:00 am — 12:00 pm	10/1-10/24	MP 316
3341	MW	5:30 pm — 9:30 pm	9/30-10/23	MP 316

## OBT 138 — Microsoft Outlook

3330	MTWTH	8:00 am — 12:00 pm	11/4-11/14	MP 314
3351	MW	8:00 am — 12:00 pm	9/4-9/25	MP 316
3349	TTH	5:30 pm — 9:30 pm	10/15-11/7	MP 316

## OBT 113 — Microsoft Access

3327	MTWTH	8:00 am — 12:00 pm	12/2-12/18	MP 314
3328	MW	5:30 pm — 9:30 pm	10/28-12/04	MP 316

## OBT 111 — Microsoft PowerPoint

3325	MTWTH	8:00 am — 12:00 pm	11/18-11/27	MP 314
3743	F	9:00 am — 1:00 pm	11/1-12/13	MP 316
3352	MW	12:30 pm — 4:30 pm	9/4-9/25	MP 316
3326	MW	12:30 pm — 4:30 pm	11/25-12/18	MP 314

## OBT 150 — Integrated Technology

3335	TTH	5:30 pm — 9:30 pm	11/26-12/17	MP 314
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