

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

1586	MW	8:00 am — 12:00 pm	TR 307
1587	MW	12:30 pm — 4:30 pm	TR 307
1698	TTH	5:00 pm — 9:00 pm	TR 307
1698	S	8:00 am — 12:00 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.

1609	MW	8:00 am — 12:00 pm	TR 307
1608	MW	12:30 pm — 4:30 pm	TR 307
1699	TTH	5:00 pm — 9:00 pm	TR 307
1699	S	8:00 am — 12:00 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.

1588	MW	8:00 am — 12:00 pm	TR 307
1589	MW	12:30 pm — 4:30 pm	TR 307
1700	TTH	5:00 pm — 9:00 pm	TR 307
1700	S	8:00 am — 12:00 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.

1590	MTWTH	8:00 am — 12:00 pm	1/6 — 2/13	TR 211
------	-------	--------------------	------------	--------

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

1614	MW	12:30 pm — 4:30 pm	1/13 — 2/5	TR 211
------	----	--------------------	------------	--------

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

1574	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 6 — February 13 2020

**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

OBT 11 — Beginning Keyboarding

1575	MTWTHFS	8:00 am — 12:00 pm	MP 315
1576	MTWTH	12:30 pm — 4:30 pm	MP 315
1577	MTW	4:30 pm — 7:00 pm	MP 315

OBT 12 — Intermediate Keyboarding

1578	MTWTHFS	8:00 am — 12:00 pm	MP 315
1579	MTWTH	12:30 pm — 4:30 pm	MP 315
1580	MTW	4:30 pm — 7:00 pm	MP 315

OBT 13 — Advanced Keyboarding

1581	MTWTHFS	8:00 am — 12:00 pm	MP 315
1582	MTWTH	12:30 pm — 4:30 pm	MP 315
1583	MTW	4:30 pm — 7:00 pm	MP 315

OBT 14 — Keyboarding/HS Credit

1584	MTWTH	12:30 pm — 4:30 pm	MP 315
1585	MTW	4:30 pm — 7:00 pm	MP 315

OBT 70 — Introduction to Computers

1599	MW	8:00 am — 12:00 pm	1/6 — 1/15	MP 316
1702	S	12:30 pm — 4:30 pm	1/11 — 2/1	MP 316
1607	MW	12:30 pm — 4:30 pm	2/3 — 2/12	MP 316

OBT 80 — Windows

1601	S	8:00 am — 12:00 pm	1/11 — 2/1	MP 314
1611	MTWTH	8:00 am — 12:00 pm	2/10 — 2/13	MP 314
1593	MW	8:00 am — 12:00 pm	1/22 — 1/29	MP 316
1704	F	9:00 am — 1:00 pm	1/10 — 1/31	MP 316

TUITION — FREE

Register online at: www.glendale.edu

OBT 140 — Internet

1596	MW	8:00 am — 12:00 pm	2/3 — 2/12	MP 316
------	----	--------------------	------------	--------

OBT 100 — Beginning Microsoft Word

1602	MW	12:30 pm — 4:30 pm	1/6 — 2/12	MP 314
1598	MW	5:30 pm — 9:30 pm	1/6 — 2/12	MP 316

OBT 090 — Beginning Microsoft Excel

1594	MTWTH	8:00 am — 12:00 pm	1/6 — 1/23	MP 314
1701	TTH	12:30 pm — 4:30 pm	1/7 — 2/13	MP 316
1603	TTH	5:30 pm — 9:30 pm	1/7 — 2/13	MP 314

OBT 111— Microsoft PowerPoint

1595	MTWTH	8:00 am — 12:00 pm	1/27 — 2/6	MP 314
------	-------	--------------------	------------	--------

OBT 138 — Microsoft Outlook

1612	MW	12:30 pm — 4:30 pm	1/6 — 1/29	MP 316
------	----	--------------------	------------	--------

OBT 61 — Medical Front Office - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software.

1591	MTWTH	8:30 am — 12:30 pm	MP 304
1606	TTH	12:30 pm — 4:30 pm	MP 304
1615	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.

1605	TTH	12:30 pm — 4:30 pm	MP 304
1616	MW	4:00 pm — 8:00 pm	MP 304