

TUITION—FREE

Register online at: 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

3419	MTWTH	8:00 am — 12:00 pm	4/20-4/30	TR 211
3407	MW	12:30 pm — 4:30 pm	5/18-6/10	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.

3375	MTWTH	8:00 am — 12:00 pm	3/2-4/9	TR 211
3374	MTWTH	8:00 am — 12:00 pm	5/4-6/10	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.

3376	MTWTH	8:00 am — 12:00 pm	2/18-2/27	TR 211
------	-------	--------------------	-----------	--------

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

3377	F	8:00 am — 12:00 pm	2/21-4/10	TR 211
------	---	--------------------	-----------	--------



**TUITION - FREE
SPRING 2020**

CONTINUING EDUCATION BUSINESS AND COMPUTER CLASSES

February 18 – June 10, 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

3353	MTWTHFS	8:00 am — 12:00 pm	MP 315
3354	MTWTHF	12:00 pm — 4:00 pm	MP 315
3355	MW	4:30 pm — 7:00 pm	MP 315
3663	T	4:30 pm — 7:00 pm	MP 315

OBT 12 — Intermediate Keyboarding

3356	MTWTHFS	8:00 am — 12:00 pm	MP 315
3357	MTWTHF	12:00 pm — 4:00 pm	MP 315
3358	MW	4:30 pm — 7:00 pm	MP315
3664	T	4:30 pm — 7:00 pm	MP 315

OBT 13 — Advanced Keyboarding

3359	MTWTHFS	8:00 am — 12:00 pm	MP 315
3360	MTWTHF	12:00 pm — 4:00 pm	MP 315
3361	MW	4:30 pm — 7:00 pm	MP 315
3665	T	4:30 pm — 7:00 pm	MP 315

OBT 14 — Keyboarding/HS Credit

3363	MTWTHF	12:00 pm — 4:00 pm	MP 315
3364	MW	4:30 PM — 7:00 PM	MP 315
3666	T	4:30 pm — 7:00 pm	MP 315

TUITION—FREE

Register online at: www.glendale.edu

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

3378	MTWTH	8:30 am — 12:30 pm	CC MP 102 C
3553	TTH	12:30 pm — 4:30 pm	CC MP 102 C
3379	MW	4:00 pm — 8:00 pm	CC MP 102 C

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

3554	TTH	12:30 pm — 4:30 pm	CC MP 102 C
3381	MW	4:00 pm — 8:00 pm	CC MP 102 C

OBT 63 — Medical Clinical Assisting - Covers the use of indexing

3670	MTWTH	8:30 am — 12:30 pm	2/18-6/10	CC MP 102 A
------	-------	--------------------	-----------	-------------

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

3410	MW	12:30 pm — 4:30 pm	3/23-4/8	TR 211
3418	F	8:00 am — 12:00 pm	5/1-6/5	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.

3406	MW	12:30 pm — 4:30 pm	4/20-5/13	TR 211
------	----	--------------------	-----------	--------

OBT 34 — Filing Fundamentals - Covers the use of indexing rules to file alphabetically, numerically, geographically, and by subject as required by employers.

3405	MW	12:30 pm — 4:30 pm	2/19-3/18	TR 211
------	----	--------------------	-----------	--------

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.

3365	MWF	8:00 am — 12:00 pm	TR 307
3667	S	8:00 am — 12:00 pm	TR 307
3366	TTHF	12:30 pm — 4:30 pm	TR 307
3367	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.

3368	MWF	8:00 am — 12:00 pm	TR 307
3668	S	8:00 am — 12:00 pm	TR 307
3369	TTHF	12:30 pm — 4:30 pm	TR 307
3370	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.

3371	MWF	8:00 am — 12:00 pm	TR 307
3669	S	8:00 am — 12:00 pm	TR 307
3372	TTHF	12:30 pm — 4:30 pm	TR 307
3373	TTH	5:00 pm — 9:00 pm	TR 307

TUITION — FREE

Register online at: www.glendale.edu

OBT 70—Introduction to Computers

3420	TWTH	8:00 am — 12:00 pm	2/18-2/20	MP 314
3382	S	8:00 am — 12:00 pm	2/22-3/14	MP 314
3671	F	9:00 am — 1:00 pm	5/22-6/5	MP 316
3412	MW	12:30 pm — 4:30 pm	5/4-5/13	MP 316
3555	TTH	12:30 pm — 4:30 pm	2/18-2/27	MP 316

OBT 80 — Windows

3383	MTWTH	8:00 am — 12:00 pm	2/24-2/27	MP 314
3672	S	8:00 am — 12:00 pm	3/21-4/11	MP 314
3556	TTH	12:30 pm — 4:30 pm	3/3-3/12	MP 316
3562	MW	12:30 pm — 4:30 pm	5/18-5/27	MP 316
3384	MW	5:30 pm — 9:30 pm	6/1-6/10	MP 316

OBT 140 — Internet

3401	MTWTH	8:00 am — 12:00 pm	3/2-3/5	MP 314
3414	S	8:00 am — 12:00 pm	4/25-5/16	MP 314
3402	MW	12:30 pm — 4:30 pm	6/1-6/10	MP 316
3403	TTH	12:30 pm — 4:30 pm	3/17-3/26	MP 316

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

3399	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

TUITION — FREE

Register online at: www.glendale.edu

OBT 100 — Beginning Microsoft Word

3392	MTWTH	8:00 am — 12:00 pm	5/11-5/28	MP 314
3563	F	9:00 am — 1:00 pm	2/21-5/15	MP 316
3411	MW	12:30 pm — 4:30 pm	2/19-3/25	MP 314
3393	MW	12:30 pm — 4:30 pm	3/16-4/29	MP 316
3394	TTH	5:30 pm — 9:30 pm	2/18-3/26	MP 316

OBT 101—Advanced Microsoft Word

3673	TTH	5:30 pm — 9:30 pm	4/2-5/14	MP 316
------	-----	-------------------	----------	--------

OBT 90 — Beginning Microsoft Excel

3386	MW	8:00 am — 12:00 pm	2/19-3/25	MP 316
3385	MTWTH	8:00 am — 12:00 pm	3/23-4/9	MP 314
3415	S	12:30 pm — 4:30 pm	2/22-5/16	MP 316
3388	TTH	12:30 pm — 4:30 pm	4/2-5/14	MP 316
3387	MW	12:30 pm — 4:30 pm	5/4-6/10	MP 314
3413	TTH	5:30 pm — 9:30 pm	2/18-3/26	MP 314

OBT 91 — Microsoft Advanced Excel

3389	MTWTH	8:00 am — 12:00 pm	4/20-5/7	MP 314
3557	TTH	5:30 pm — 9:30 pm	4/2-5/14	MP 314

OBT 95 — QuickBooks Automated Accounting

3390	TTH	8:00 am — 12:00 pm	2/18-3/12	MP 316
3391	TTH	8:00 am — 12:00 pm	4/21-5/14	MP 316
3408	MW	5:30 pm — 9:30 pm	2/19-3/11	MP 316

TUITION — FREE

Register online at: www.glendale.edu

OBT 97 — Peachtree Automated Accounting

3421	TTH	8:00 am — 12:00 pm	3/17-4/9	MP 316
3409	MW	5:30 pm — 9:30 pm	3/16-4/8	MP 316

OBT 138 — Microsoft Outlook

3400	MTWTH	8:00 am — 12:00 pm	3/9-3/19	MP 314
3416	MW	12:30 pm — 4:30 pm	2/19-3/11	MP 316
3674	TTH	12:30 pm — 4:30 pm	5/19-6/9	MP 316

OBT 113 — Microsoft Access

3397	MW	8:00 am — 12:00 pm	3/30-5/13	MP 316
3398	MW	5:30 pm — 9:30 pm	4/20-5/27	MP 316

OBT 111 — Microsoft PowerPoint

3395	MTWTH	8:00 am — 12:00 pm	6/1-6/10	MP 314
3423	MW	12:30 pm — 4:30 pm	3/30-4/29	MP 314
3396	TTH	5:30 pm — 9:30 pm	5/19-6/9	MP 316

OBT 150 — Integrated Technology

3404	MW	8:00 am — 12:00 pm	5/18-6/10	MP 316
3422	TTH	5:30 pm — 9:30 pm	5/19-6/9	MP 314