

## California Adult Education Program Implementation Meeting

January 18, 2024 ♦ 1:00pm-:45pm

### Webex Meeting Agenda

**Link:** <https://glendale-edu.zoom.us/j/86196522874>

| Agenda Item |                      | Purpose                                               | Person(s) Responsible | Timeframe |
|-------------|----------------------|-------------------------------------------------------|-----------------------|-----------|
| I.          | Introduction         | A. Welcome<br>B. Director's Report                    | Alfred                | 15 min    |
| II.         | Public Comment       | A. Community Comments                                 | Community             | 5 min     |
| III.        | Minutes              | A. Review & Approval of Minutes for November 16, 2023 | Board                 | 10 min    |
| IV.         | Partner Presentation | A. Armenian Relief Society                            | Selina Sarafian       | 30 min    |
| V.          | Partners             | A. Partner Updates                                    | Partners              | 40 min    |
| VI.         | Next Meeting         | A. Next meeting date:<br>February 15, 2024            |                       |           |
| IX.         | Adjourn              | A. Adjournment                                        |                       |           |

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*Our Mission: The Glendale Community College Regional Consortium welcomes adult learners of all abilities and provides accessible pathways to skill acquisition and education towards viable employment, through multiple career partners.*



## Adult Education Implementation Virtual Meeting: WebEx

November 16, 2023 ♦ 1:00pm-3:00pm

**Attendees:** Ani Khachikyan, Hilda Ghazarian, Lina Jazrawi, Naomi Sato, Narine Hovhannisyan, Caryn Panec, Elvin Karimmasihi, Eric Petrossian, Jonathan Pelletier, Armineh Hacobian, Tina Hartyon, Kerry Fogarty, Karen Ingram, Eduargo Guillen, Tamar Meguerian, Ellen Welch, Edith Gonzalez, Julia Romo, Linda Tajalli, Mia Titilah, Stephanie Cheung, Arsine Gharabeg

**Board Members:** Alfred Ramirez, Judith Velasco

**Coordinator:** MaryAnn Pranke

### Meeting Notes

| Agenda Item |                          | Outcome                                                                                                                                                                                                                                 |
|-------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I.          | Professional Development | <b>A. Training: <i>Trauma! The Most Powerful Hidden Barrier to Employment</i></b><br><br>1. Training was conducted by Larry Robbin.<br><br>2. MaryAnn will provide copies of the slide and access to recorded webinar to all attendees. |
| 1.          | Next Meeting             | <b>Next meeting date:</b> January 18, 2024; 1:00pm-3:00pm.                                                                                                                                                                              |



# Healthcare Job Fair



**Tuesday, Jan 23, 2024**

**11:00 AM - 1:00 PM**



**Verdugo Jobs Center**

1255 S. Central Ave.  
Glendale, CA 91204

## Multiple Employers and Openings

- Caregivers
  - Certified Nurse Assistants
  - Imaging Staff
- and many more

**RSVP NOW**

Free Event for All!



scan this QR code

For more information  
contact or visit:



**(818) 937-8000**

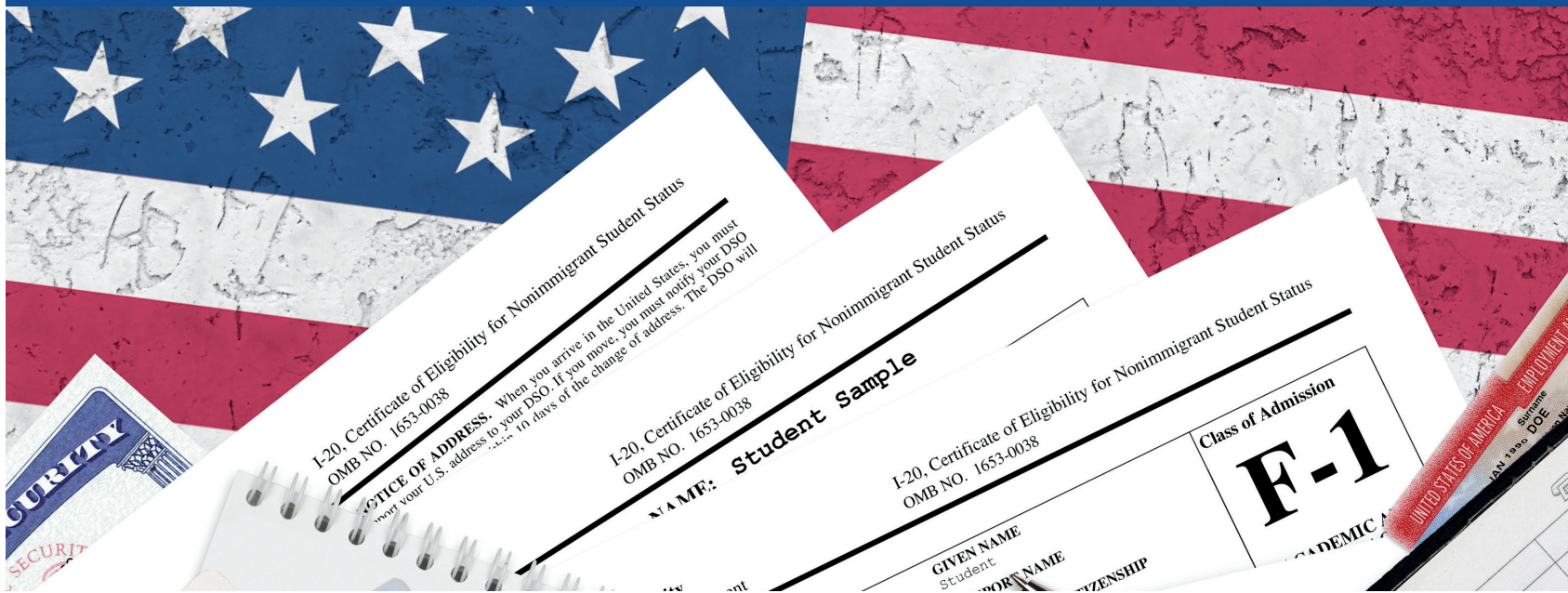


**VerdugoJobsCenter.org**



The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857 Requests must be made within 3 business days of the event.

# CITIZENSHIP CLASSES



**Learn the English, Civics, and History requirements to pass the test and become a United States Citizen!**

Classes begin Tuesday, January 16, 2024 at Pacific Park Library and continue every Tuesday until March 19, 2024.

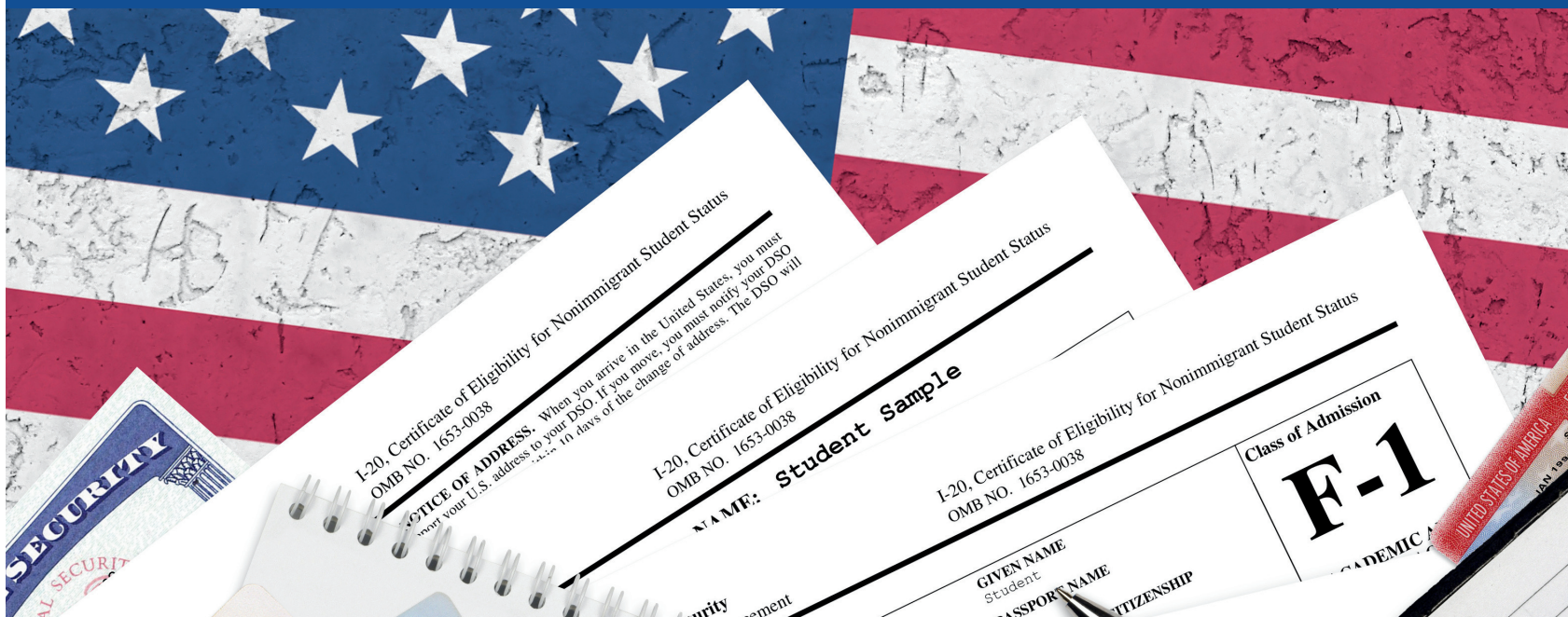
**6:30 PM - 9:00 PM**

Classes are free and hosted by the International Rescue Committee.

**Space is limited to 15 students, Registration is required.**

To register, or for more information please contact the Literacy Center at **818.548.6450** or Pacific Park Library at **818.548.3760**

# CLASES DE CIUDADANÍA



**Aprenda los requisitos de inglés, educación cívica e historia para aprobar el examen y convertirse en ciudadano de los Estados Unidos!**

Las clases comienzan el Martes 16 de Enero de 2024 en la Biblioteca de Pacific Park y continúan todos los Martes hasta el 19 de Marzo de 2024.

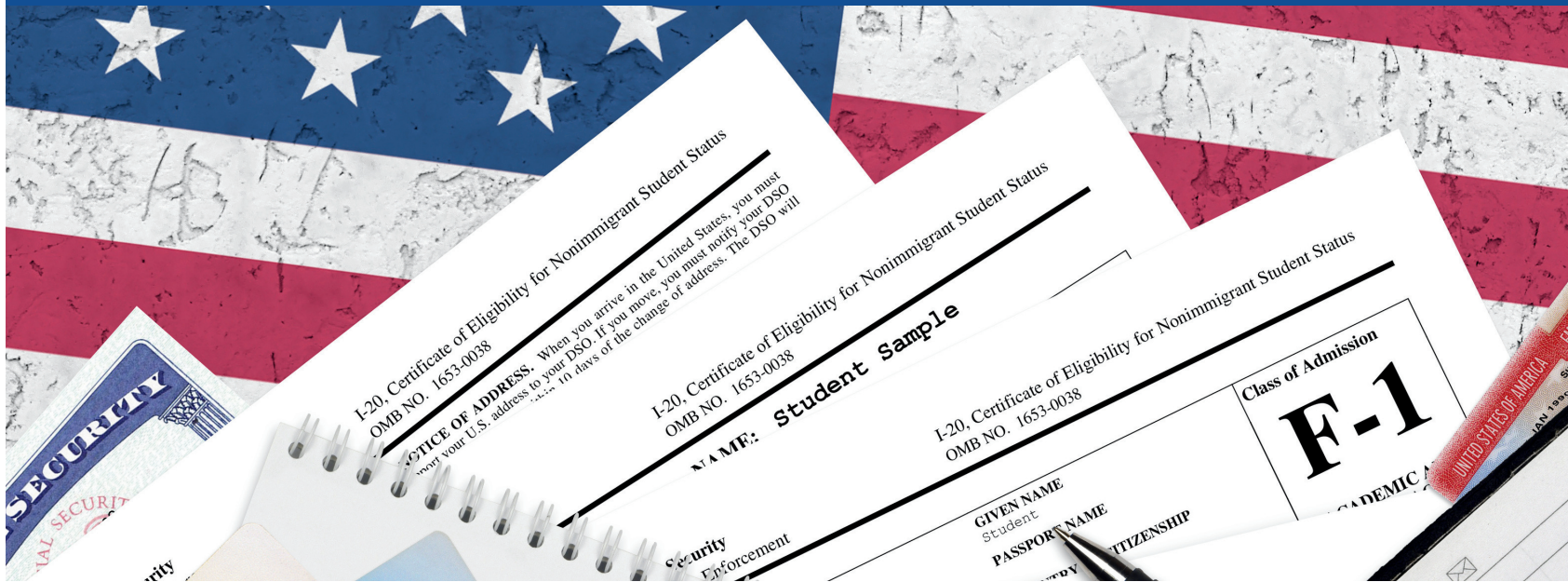
**6:30 pm - 9:00 pm**

Las clases son gratuitas y están organizadas por el  
Comité Internacional de Rescate

**El espacio está limitado a 15 estudiantes, la inscripción es necesaria.**

Para inscribirse, o para más información, por favor póngase en  
contacto con el Centro de Alfabetización en el **818.548.6450**  
o la Biblioteca Pacific Park en el **818.548.3760**

# 시민권 반



영어, 공민과, 및 역사 필수 조건에 대해 배우고 시험에 통과하여 미국 시민이 되세요!

수업은 2024년 1월 16일 화요일부터 퍼시픽 공원 도서관에서 시작되며 2024년 3월 19일까지 매주 화요일마다 진행됩니다.

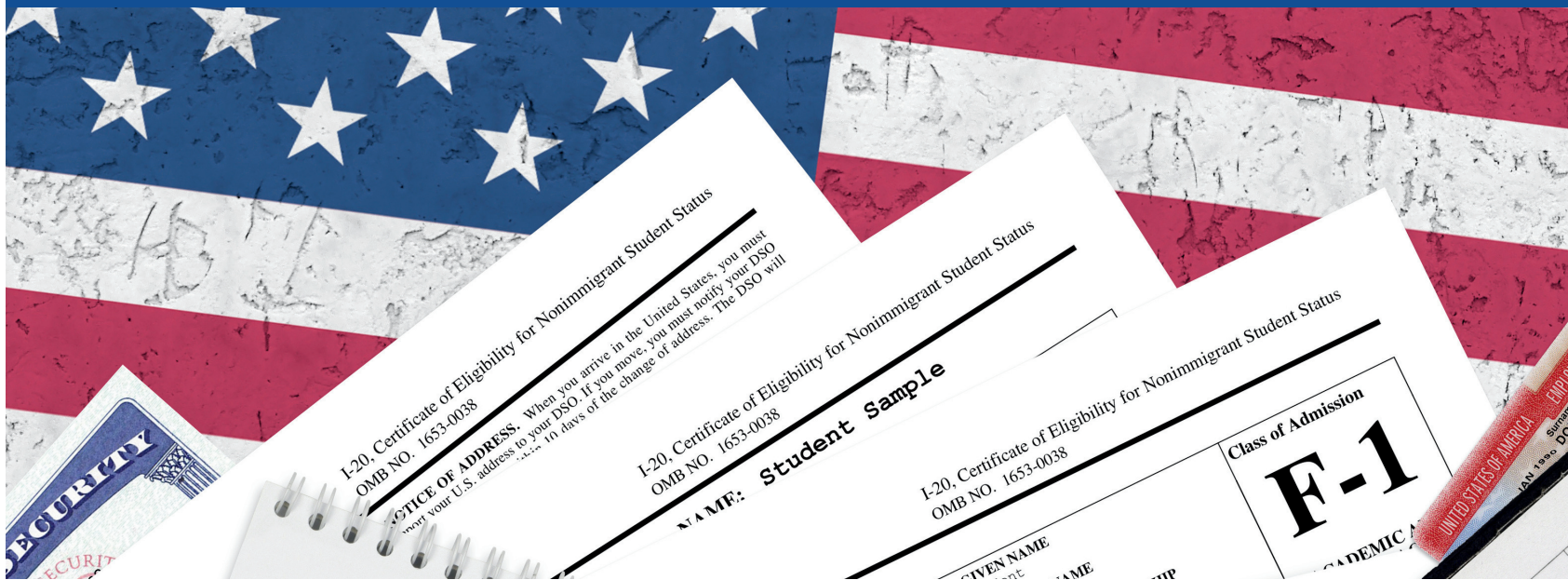
**오후 6:30 - 9:00**

수업은 무료이며 국제 구조 위원회가 주최합니다.

공간이 15명 학생으로 한정되어 있으므로, 신청이 필수적입니다.

신청이나 추가 정보를 위해 문맹 센터 **818.548.6450** 또는 퍼시픽 공원 도서관 **818.548.3760** 으로 연락하시기 바랍니다.

# MGA KLASSE SA PAGKAMAMAMAYAN



**Alamin ang mga kinakailangan sa Ingles, Sibika, at Kasaysayan upang makapasa sa pagsusulit at maging isang Mamamayan ng Estados Unidos!**

Ang mga klase ay magsisimula sa Martes, Enero 16, 2024 sa Pacific Park Library at magpapatuloy tuwing Martes hanggang Marso 19, 2024.

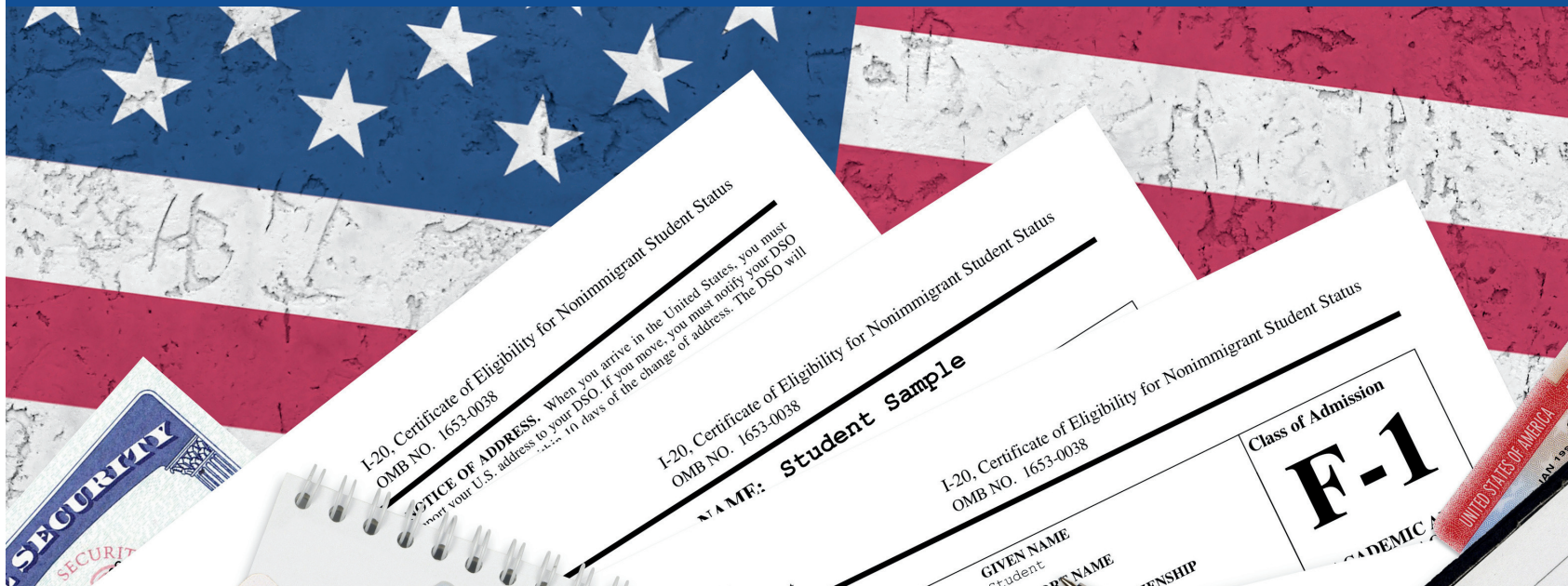
**6:30 PM - 9:00 PM**

Ang mga klase ay libre at iho-host ng International Rescue Committee.

Ang espasyo ay limitado sa 15 mag-aaral, Kailangan ang Rehistrasyon.

Upang magparehistro, o para sa karagdagang impormasyon, mangyaring makipag-ugnayan sa Literacy Center sa **818.548.6450** o sa Pacific Park Library sa **818.548.3760**

# ՔԱՂԱՔԱՑԻՈՒԹՅԱՆ ԴԱՍԵՐ



**Սովորե՛ք անգլերենի, քաղաքացիական հիմունքների և  
պատմության քննական պահանջները՝  
թեստանցներով և Միացյալ Նահանգների քաղաքացի դառնալ  
ու համար:**

Դասերը սկսվում են 2024 թվականի հունվարի 16-ին, երեքշաբթի օրը՝ Փասիֆիք  
զբոսայգու գրադարանում, և կշարունակվեն յուրաքանչյուր երեքշաբթի, մինչև  
2024 թվականի մարտի 19-ը:

**Ժամը՝ 18:30 - 21:00**

Դասերն անվճար են և կազմակերպվում են Միջազգային փրկարար կոմիտեի  
կողմից:

**Տեղերը սահմանափակ են 15 ուսանողների համար, գրանցումը  
պարտադիր է:**

Գրանցվելու կամ լրացուցիչ տեղեկությունների համար խնդրում ենք կապ  
հաստատել Գրագիտության կենտրոնի հետ՝ 818.548.6450 հեռախոսահամարով,  
կամ Փասիֆիք զբոսայգու գրադարանի հետ՝ 818.548.3760 հեռախոսահամարով:

## Housing and Utility **ASSISTANCE** **FOR UKRAINIANS**

Are you a newcomer from Ukraine who arrived in United States under Uniting for Ukraine (U4U) Program?

Do you have a parole status as a Ukrainian Humanitarian Parolee (UHP) or Non-Ukrainian Humanitarian Parolee (NUHP)?

*If you do, then the following services are available for you:*

- *Housing and Utility Assistance*



## PROGRAM EXPIRES ON

## SEPTEMBER 30, 2024

Application process is required for eligibility determination.

***If you are determined to be eligible for services, then you may receive:***

-  Up to 50% Subsidy for Housing and/or Utility Assistance,
-  For Maximum of 6-months, and
-  Not Exceeding \$10,000 per household for the cumulative 6-month period.

**To Apply, please contact:**

- JVS SoCal at (818) 956-0500 ext. 100, or
- CCLA at (213) 318-5716



INTERNATIONAL  
**RESCUE**  
COMMITTEE

# FREE VESL & JOB TRAINING CLASSES

VIRTUAL & IN-PERSON CLASSES  
AVAILABLE

**JAN 22 - MAR 29**

**In person: Mon-Fri, 1-3pm**

**Virtual: Mon-Fri, 5-7pm**

Students will receive English language instruction, job readiness support, and digital literacy training.

*In order to be eligible, students must have US employment authorization.*

Interested applicants can contact: **[Hilda.Ghazarian@Rescue.org](mailto:Hilda.Ghazarian@Rescue.org)**

**[Rescue.org/LosAngeles](https://Rescue.org/LosAngeles)**

**747-270-7183**



# FREE VESL & JOB TRAINING CLASSES

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**[Rescue.org/LosAngeles](https://www.rescue.org/losangeles)**

**747-270-7183**

# VERDUGO JOBS CENTER

## SENIOR AEROSPACE SSP IS HIRING!



TRAIN



WORK



HIRE

### Date

**Tuesday  
February 13, 2024**

### Time

**11:00 AM – 1:00 PM**

### Location

**1255 S. Central Ave.  
Glendale, CA 91204**



### Positions Available

- Metal Fitter
- Manufacturing Engineer
- Welder
- Forklift Operator



**Scan the QR code for full list of positions**

### General Requirements

- High School Degree or general education
- General labor or industrial work experience (preferred)
- Day and evening shifts available

**GET STARTED ON YOUR CAREER TODAY! CALL 818.937.8000**

Verdugo Jobs Center / 1255 South Central Avenue, Glendale, CA 91204

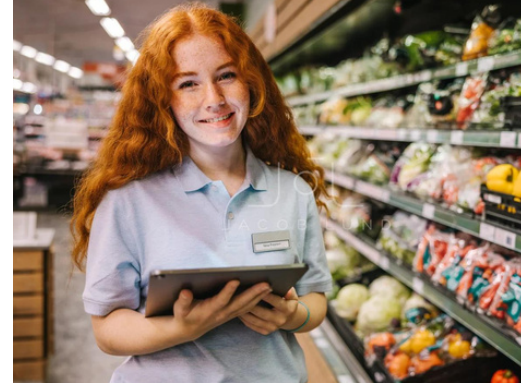
The Workforce Innovation and Opportunity Act is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY (818) 548-3857



Burbank | Glendale | La Cañada Flintridge

America's **JobCenter**  
of California™

# STUDENT TRAINING & EMPLOYMENT PROGRAM (STEP)



**ARE YOU BETWEEN THE AGES OF 16-21?**  
**WE HAVE PAID JOB OPPORTUNITIES FOR STUDENTS WITH**  
**DISABILITIES/HEALTH CONDITIONS.**

**DISABILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- PHYSICAL DISABILITY
- LEARNING DISABILITY
- INTELLECTUAL DISABILITY
- ADHD
- ANXIETY
- DEPRESSION
- DIABETES
- HIGH CHOLESTEROL
- SCOLIOSIS
- AND MUCH MORE...

**ELIGIBILITY REQUIREMENTS:**

MUST BE AN LA COUNTY RESIDENT  
ENROLLED IN SCHOOL  
16-21 YEARS OF AGE  
HAVE A DOCUMENTED DISABILITY/DOCTOR'S NOTE  
MUST BE ABLE TO WORK INDEPENDENTLY  
HAVE THE RIGHT TO WORK IN THE U.S.  
MUST HAVE A WORK PERMIT, IF UNDER 18

**IN PARTNERSHIP WITH:**



[GYAINFO@GLENDALECA.GOV](mailto:GYAINFO@GLENDALECA.GOV)



818-937-8073



[WWW.GLENDALEYOUTHALLIANCE.ORG](http://WWW.GLENDALEYOUTHALLIANCE.ORG)



GLENDALE\_YOUTH\_ALLIANCE



**APPLY TODAY!**



THE STUDENT TRAINING & EMPLOYMENT PROGRAM IS AN EQUAL OPPORTUNITY FOR EVERYONE. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES. TTY 818-548-3857



# We are Hiring!

2023

*DIFFICULTY  
FINDING A JOB?*

*18-24 YEARS OLD?*



*CURRENTLY ENROLLED IN  
NONCREDIT CLASSES AT GARFIELD CAMPUS?*

## Open Positions: Retail & Clerical

**Visit Us On Campus:**

**Tuesdays, 12PM - 2PM**

**in the Career & Counseling Center (MP 221)**

**Contact to Qualfiy:**

**Laura Isaacs-Galvan:**

**(818) 937-8057**

**[Lisaacs@Glendaleca.gov](mailto:Lisaacs@Glendaleca.gov)**

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

|      |    |                                                 |           |               |
|------|----|-------------------------------------------------|-----------|---------------|
| 3097 | MW | 12:30 pm — 3:00 pm<br>(+3 hrs. online per week) | 2/21-3/20 | REMOTE/HYBRID |
|------|----|-------------------------------------------------|-----------|---------------|

**STV 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

|      |     |                                                 |           |               |
|------|-----|-------------------------------------------------|-----------|---------------|
| 3134 | TTH | 8:00 am — 12:00 pm<br>(+8 hrs. online per week) | 4/23-5/2  | REMOTE/HYBRID |
| 3049 | MW  | 12:30 pm — 3:00 pm<br>(+3 hrs. online per week) | 5/20-6/12 | REMOTE/HYBRID |

**STV 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.

|      |     |                                                 |          |               |
|------|-----|-------------------------------------------------|----------|---------------|
| 3135 | TTH | 8:00 am — 12:00 pm<br>(+8 hrs. online per week) | 3/5-4/11 | REMOTE/HYBRID |
| 3136 | TTH | 8:00 am — 12:00 pm<br>(+8 hrs. online per week) | 5/7-6/11 | REMOTE/HYBRID |

**STV 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.

|      |     |                                                 |           |               |
|------|-----|-------------------------------------------------|-----------|---------------|
| 3137 | TTH | 8:00 am — 12:00 pm<br>(+8 hrs. online per week) | 2/20-2/29 | REMOTE/HYBRID |
|------|-----|-------------------------------------------------|-----------|---------------|

**\*STV 120 — Computer Lab** Open Lab for Garfield Campus students. “may join at any time”

|      |       |                   |        |                    |        |
|------|-------|-------------------|--------|--------------------|--------|
| 3061 | MTWTH | 8:00 am — 7:00 pm | MP 309 | 7:00 pm — 9:00 pm  | REMOTE |
|      | F     | 8:00 am —12:00 pm | MP 309 | 12:30 pm — 4:30 pm | REMOTE |
|      | S     | 8:00 am — 3:00 pm |        |                    | REMOTE |





**TUITION - FREE**

**SPRING 2024**

**CONTINUING EDUCATION**  
**SHORT TERM VOCATIONAL**

**BUSINESS AND COMPUTER**  
**CLASSES**

***February 20 — June 12, 2024***

**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*

\* "Students may join this class at any time."



# TUITION — FREE

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

### \*STV 11 — Beginning Keyboarding may join at any time

|      |         |                    |            |             |
|------|---------|--------------------|------------|-------------|
| 3022 | MTWTHFS | 8:00 am — 12:00 pm | MWS REMOTE | TTHF MP 315 |
| 3023 | MTWTH   | 12:00 pm — 4:00 pm | M REMOTE   | TWTH MP 315 |
| 3024 | MTWTH   | 4:00 pm — 8:00 pm  | REMOTE     |             |

### \*STV 12 — Intermediate Keyboarding may join at any time

|      |         |                    |            |             |
|------|---------|--------------------|------------|-------------|
| 3025 | MTWTHFS | 8:00 am — 12:00 pm | MWS REMOTE | TTHF MP 315 |
| 3026 | MTWTH   | 12:00 pm — 4:00 pm | M REMOTE   | TWTH MP 315 |
| 3027 | MTWTH   | 4:00 pm — 8:00 pm  | REMOTE     |             |

### \*STV 13 — Advanced Keyboarding may join at any time

|      |         |                    |            |             |
|------|---------|--------------------|------------|-------------|
| 3028 | MTWTHFS | 8:00 am — 12:00 pm | MWS REMOTE | TTHF MP 315 |
| 3029 | MTWTH   | 12:00 pm — 4:00 pm | M REMOTE   | TWTH MP 315 |
| 3030 | MTWTH   | 4:00 pm — 8:00 pm  | REMOTE     |             |

### \*STV 14 — Keyboarding/HS Credit may join at any time

|      |       |                    |          |             |
|------|-------|--------------------|----------|-------------|
| 3032 | MTWTH | 12:00 pm — 4:00 pm | M REMOTE | TWTH MP 315 |
| 3033 | MTWTH | 4:00 pm — 8:00 pm  | REMOTE   |             |

### STV 70—Introduction to Computers

|      |     |                    |           |        |
|------|-----|--------------------|-----------|--------|
| 3320 | MW  | 8:00 am — 12:00 pm | 2/21-2/28 | SG 137 |
| 3333 | T   | 8:00 am — 12:00 pm | 2/27-3/19 | MP 314 |
| 3334 | T   | 8:00 am — 12:00 pm | 5/28-6/4  | MP 314 |
| 3304 | W   | 12:30 pm — 4:30 pm | 2/21-3/13 | MP 316 |
| 3100 | W   | 12:30 pm — 4:30 pm | 5/22-6/12 | MP 316 |
| 3055 | TTH | 5:30 pm — 9:30 pm  | 2/20-2/29 | MP 316 |
| 3332 | TTH | 5:30 pm — 9:30 pm  | 5/7-5/16  | MP 316 |

M = Monday T = Tuesday W = Wednesday TH = Thursday F = Friday S = Saturday  
SG 137 - Verdugo Campus

**\*STV 61 — Administrative Medical Assisting** - This course includes: Medical Terminology, Front Office Procedures, Medical Billing and Coding, Medical Transcription and Medical Software. may join at any time

|      |       |                                                 |               |           |
|------|-------|-------------------------------------------------|---------------|-----------|
| 3050 | MTWTH | 8:30 am — 10:30 am<br>(+6 hrs. online per week) | REMOTE/HYBRID |           |
| 3051 | MTWTH | 11:00 am — 3:00 pm                              | TTH REMOTE    | MW SO 102 |
| 3052 | MTWTH | 4:00 pm — 8:00 pm                               | REMOTE        |           |

**\*STV 62 — Dental Front Office** - Topics include: Dental Terminology, Office Procedures, Billing and Coding techniques and Dental Software. may join at any time

|      |     |                   |        |  |
|------|-----|-------------------|--------|--|
| 3053 | TTH | 9:00 am — 1:00 pm | REMOTE |  |
|------|-----|-------------------|--------|--|

### STV 63 — Medical Clinical Assisting - Covers the use of indexing

|      |       |                   |           |          |
|------|-------|-------------------|-----------|----------|
| 3054 | MTWTH | 9:00 am — 1:00 pm | MP 115    |          |
| 3303 | THS   | 8:30 am — 4:30 pm | TH REMOTE | S MP 115 |
| 3319 | MTWTH | 4:30 pm — 8:30 pm | MP 115    |          |

### STV 64 — Home Caregiver / Aide

|      |     |                    |          |           |
|------|-----|--------------------|----------|-----------|
| 3099 | MTH | 8:00 am — 11:00 am | M REMOTE | TH SO 103 |
| 3375 | MTH | 11:30 am — 2:30 pm | M REMOTE | TH SO 103 |

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

|      |    |                                                 |           |               |
|------|----|-------------------------------------------------|-----------|---------------|
| 3046 | MW | 12:30 pm — 3:00 pm<br>(+3 hrs. online per week) | 3/25-4/10 | REMOTE/HYBRID |
|------|----|-------------------------------------------------|-----------|---------------|

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

|      |    |                                                 |           |               |
|------|----|-------------------------------------------------|-----------|---------------|
| 3096 | MW | 12:30 pm — 3:00 pm<br>(+3 hrs. online per week) | 4/22-5/15 | REMOTE/HYBRID |
|------|----|-------------------------------------------------|-----------|---------------|

**\*STV 21 — Business Math and Calculators** - Students improve basic and business math skills and learn calculators by touch with speed development and calculator functions. may join at any time

|      |     |                    |          |           |
|------|-----|--------------------|----------|-----------|
| 3034 | MWF | 8:00 am — 12:00 pm | REMOTE   |           |
| 3035 | S   | 8:00 am — 12:00 pm | REMOTE   |           |
| 3036 | TTH | 12:30 pm — 4:30 pm | T REMOTE | TH MP 314 |
| 3086 | F   | 12:30 pm — 4:30 pm | REMOTE   |           |
| 3037 | TTH | 5:00 pm — 9:00 pm  | REMOTE   |           |

**\*STV 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. may join at any time

|      |     |                    |          |           |
|------|-----|--------------------|----------|-----------|
| 3038 | MWF | 8:00 am — 12:00 pm | REMOTE   |           |
| 3039 | S   | 8:00 am — 12:00 pm | REMOTE   |           |
| 3040 | TTH | 12:30 pm — 4:30 pm | T REMOTE | TH MP 314 |
| 3087 | F   | 12:30 pm — 4:30 pm | REMOTE   |           |
| 3041 | TTH | 5:00 pm — 9:00 pm  | REMOTE   |           |

**\*STV 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. may join at any time

|      |     |                    |          |           |
|------|-----|--------------------|----------|-----------|
| 3042 | MWF | 8:00 am — 12:00 pm | REMOTE   |           |
| 3043 | S   | 8:00 am — 12:00 pm | REMOTE   |           |
| 3044 | TTH | 12:30 pm — 4:30 pm | T REMOTE | TH MP 314 |
| 3088 | F   | 12:30 pm — 4:30 pm | REMOTE   |           |
| 3045 | TTH | 5:00 pm — 9:00 pm  | REMOTE   |           |

**TUITION — FREE**  
Register online at: [www.glendale.edu](http://www.glendale.edu)

**STV 80 — Windows**

|      |     |                    |           |        |
|------|-----|--------------------|-----------|--------|
| 3321 | MW  | 8:00 am — 12:00 pm | 3/4-3/13  | SG 137 |
| 3336 | T   | 8:00 am — 12:00 pm | 3/26-4/23 | MP 314 |
| 3083 | W   | 12:30 pm — 2:30 pm | 3/20-4/10 | MP 316 |
| 3056 | TTH | 5:30 pm — 9:30 pm  | 3/5-3/14  | MP 316 |
| 3335 | TTH | 5:30 pm — 9:30 pm  | 5/21-5/30 | MP 316 |
| 3079 | MW  | 5:30 pm — 9:30 pm  | 6/3-6/12  | REMOTE |

**STV 140 — Internet**

|      |     |                                                 |           |               |
|------|-----|-------------------------------------------------|-----------|---------------|
| 3340 | MW  | 8:00 am — 12:00 pm                              | 3/18-3/27 | SG 137        |
| 3328 | S   | 8:00 am — 12:00 pm                              | 4/27-5/18 | REMOTE        |
| 3339 | T   | 8:00 am — 12:00 pm                              | 4/30-5/21 | MP 314        |
| 3063 | MW  | 9:00 am — 11:00 am<br>(+4 hrs. online per week) | 6/3-6/12  | REMOTE/HYBRID |
| 3311 | W   | 12:30 pm — 4:30 pm                              | 4/25-5/16 | MP 316        |
| 3310 | TTH | 5:30 pm — 9:30 pm                               | 3/19-3/28 | MP 316        |
| 3338 | TTH | 5:30 pm — 9:30 pm                               | 6/4-6/11  | MP 316        |

**STV 72 — Google Workspace Fundamentals**

|      |    |                                                 |           |               |
|------|----|-------------------------------------------------|-----------|---------------|
| 3067 | MW | 8:00 am — 12:00 pm                              | 4/1-5/1   | SG 137        |
| 3081 | MW | 9:00 am — 11:00 am<br>(+4 hrs. online per week) | 2/21-3/13 | REMOTE/HYBRID |
| 3068 | S  | 8:00 am — 12:00 pm                              | 2/24-4/13 | REMOTE        |

**STV 73 — Google Workspace Intermediate**

|      |    |                                                  |           |               |
|------|----|--------------------------------------------------|-----------|---------------|
| 3082 | MW | 9:00 am — 11:00 am<br>(+4 hrs. online per week)) | 3/18-4/10 | REMOTE/HYBRID |
| 3069 | MW | 12:30 pm — 2:30 pm<br>(+4 hrs. online per week)  | 5/20-6/12 | REMOTE/HYBRID |

|                                    |     |                                                |           |               |
|------------------------------------|-----|------------------------------------------------|-----------|---------------|
| STV 90 — Beginning Microsoft Excel |     |                                                |           |               |
| 3073                               | MW  | 9:00 am — 11:00 am<br>(+4 hrs online per week) | 4/22-5/29 | REMOTE/HYBRID |
| 3323                               | TTH | 12:30 pm — 4:30 pm                             | 2/20-3/28 | MP 316        |
| 3072                               | S   | 12:30 pm — 4:30 pm                             | 2/24-5/18 | REMOTE        |
| 3071                               | TTH | 1:00 pm — 3:00 pm<br>(+4 hrs. online per week) | 2/20-3/28 | REMOTEHYBRID  |
| 3322                               | TTH | `5:30 pm — 9:30 pm                             | 4/2-5/16  | REMOTE        |

|                                   |     |                                                |          |               |
|-----------------------------------|-----|------------------------------------------------|----------|---------------|
| STV 91 — Microsoft Advanced Excel |     |                                                |          |               |
| 3057                              | TTH | 1:00 pm — 3:00 pm<br>(+4 hrs. online per week) | 4/2-5/16 | REMOTE/HYBRID |

|                                          |     |                    |           |        |
|------------------------------------------|-----|--------------------|-----------|--------|
| STV 95 — QuickBooks Automated Accounting |     |                    |           |        |
| 3084                                     | TTH | 8:00 am — 12:00 pm | 3/19-4/11 | MP 316 |
| 3058                                     | MW  | 5:30 pm — 9:30 pm  | 3/18-4/10 | REMOTE |

|                                       |     |                    |           |        |
|---------------------------------------|-----|--------------------|-----------|--------|
| STV 97 — Sage 50 Automated Accounting |     |                    |           |        |
| 3102                                  | TTH | 8:00 am — 12:00 pm | 4/30-5/23 | MP 316 |

|                                    |     |                                                |           |               |
|------------------------------------|-----|------------------------------------------------|-----------|---------------|
| STV 100 — Beginning Microsoft Word |     |                                                |           |               |
| 3341                               | MW  | 8:00 am — 12:00 pm                             | 5/6-6/12  | SG 137        |
| 3307                               | TTH | 9:00 am — 11:00 am<br>(+4 hrs online per week) | 2/20-3/28 | REMOTE/HYBRID |
| 3080                               | TTH | 12:30 pm — 2:30 pm<br>(+4 hrs online per week) | 2/20-3/28 | REMOTE/HYBRID |
| 3309                               | TTH | 12:30 pm — 4:30 pm                             | 4/2-5/16  | MP 316        |
| 3308                               | TTH | 5:30 pm — 9:30 pm                              | 2/20-3/28 | REMOTE        |
| 3059                               | MW  | 5:30 pm — 9:30 pm                              | 4/22-5/29 | REMOTE        |

|                                   |     |                                                 |          |               |
|-----------------------------------|-----|-------------------------------------------------|----------|---------------|
| STV 101 — Advanced Microsoft Word |     |                                                 |          |               |
| 3111                              | TTH | 9:00 am — 11:00 am<br>(+4 hrs online per week)  | 4/2-5/16 | REMOTE/HYBRID |
| 3112                              | MW  | 12:30 pm — 2:30 pm<br>(+4 hrs. online per week) | 4/3-5/15 | REMOTE/HYBRID |

|                                |     |                                               |           |               |
|--------------------------------|-----|-----------------------------------------------|-----------|---------------|
| STV 111 — Microsoft PowerPoint |     |                                               |           |               |
| 3103                           | TTH | 12:30 pm — 4:30 pm                            | 5/21-6/11 | MP 316        |
| 3060                           | TTH | 1:00 pm — 3:00 pm<br>(+4 hrs online per week) | 5/21-6/11 | REMOTE/HYBRID |
| 3113                           | TTH | 5:30 pm — 9:30 pm                             | 4/2-5/2   | MP 316        |

|                             |     |                                                |           |               |
|-----------------------------|-----|------------------------------------------------|-----------|---------------|
| STV 138 — Microsoft Outlook |     |                                                |           |               |
| 3062                        | TTH | 9:00 am — 11:00 am<br>(+4 hrs online per week) | 5/21-6/11 | REMOTE/HYBRID |
| 3074                        | MW  | 5:30 pm — 9:30 pm                              | 3/18-4/10 | REMOTE        |

|                                 |     |                   |           |        |
|---------------------------------|-----|-------------------|-----------|--------|
| STV 150 — Integrated Technology |     |                   |           |        |
| 3105                            | TTH | 5:30 pm — 9:30 pm | 5/21-6/11 | REMOTE |

|                                                     |       |                     |           |        |
|-----------------------------------------------------|-------|---------------------|-----------|--------|
| STV 153 — Drafting and Basic Design Mirrored Course |       |                     |           |        |
| 3093                                                | F     | 9:10 am — 10:35 am  | 2/20-6/12 | REMOTE |
| 3094                                                | W-LAB | 9:10 am — 12:20 pm  | 2/20-6/12 | REMOTE |
| 3094                                                | F-LAB | 10:35 am — 12:20 pm | 2/20-6/12 | REMOTE |