



# SHORT TERM

# VOCATIONAL

# CERTIFICATES

**WE OFFER FREE CLASSES ONLINE!**

### ACCOUNTING CLERK I

- Business Math and Calculators
- Beginning Keyboarding
- Introduction to Computers
- Windows
- Filing Fundamentals
- Beginning MS Excel
- Beginning Account Clerk
- 21st Century Employment Strategies

### ACCOUNTING CLERK II

- Advanced Account Clerk
- Advanced MS Excel
- Beginning MS Word
- QuickBooks
- Sage
- On the Job Communication
- Customer Service
- MS Outlook
- MS Access
- Integrated Technology

### NEW! ADMINISTRATIVE MEDICAL ASSISTANT \*\*

- Administrative Medical Assisting
- 21st Century Employment Strategies

*\*\* Certificate pending final approval by Chancellor's Office*

### DENTAL FRONT OFFICE CLERK

- Dental Front Office
- Beginning Keyboarding
- Introduction to Computers
- Windows
- Beginning MS Word
- Filing Fundamentals
- Customer Service Skills
- On the Job Communication
- 21st Century Employment Strategies

### NEW! MEDICAL ASSISTANT \*\*

- Administrative Medical Assisting
- Clinical Medical Assisting
- Basic Review for California Certified Medical Assistant Exam (Optional)

*\*\* Certificate pending final approval by Chancellor's Office*

### GENERAL OFFICE CLERK I

- Beginning Keyboarding
- Introduction to Computers
- Windows
- Internet
- Beginning MS Word
- Filing Fundamentals
- Office Equipment
- On the job Communication
- 21st Century Employment Strategies

### GENERAL OFFICE CLERK II

- Intermediate Keyboarding
- Business Math and Calculators
- Business Writing: Email
- Customer Service
- MS Outlook
- Beginning MS Excel

### GENERAL OFFICE CLERK III

- Advanced Keyboarding
- Beginning Account Clerk
- Business Letter Writing
- Advanced MS Word
- MS PowerPoint
- MS Access
- Integrated Technology

### CUSTOMER SERVICE

- Customer Service
- Beginning Keyboarding
- On the Job Communication
- 21st Century Employment Strategies

### CERTIFICATES COMING SOON

Home Caregiver/Aide, Certified Nursing Assistant (CNA), Introduction to Engineering, Introduction to Interior Design, and Google Fundamentals for Business

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