



MVLAAdultSchool



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Mountain View CA 94043

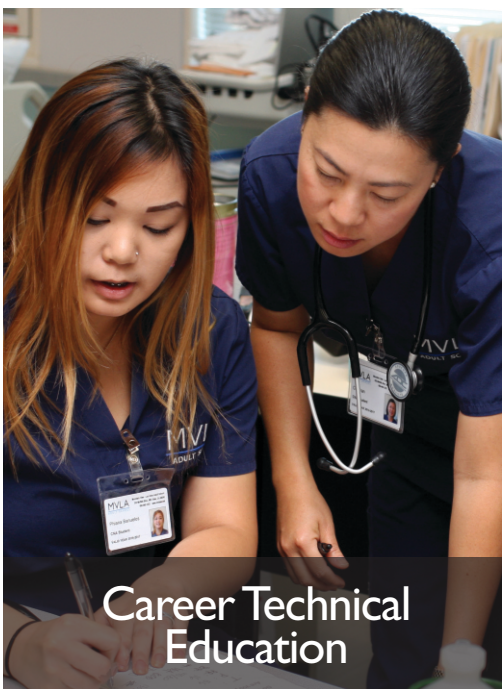
# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## WINTER/SPRING 2022 COURSE CATALOG

CLASS REGISTRATION BEGINS NOVEMBER 19



English as a  
Second Language



Career Technical  
Education



High School/GED

For more information, visit us at

[mvla.net/AS](https://mvla.net/AS)

**MVLA**  
ADULT SCHOOL

# FAREWELL TO OUR DIRECTOR

## *Winter/Spring 2022*



### ***Congratulations!***

Dr. Brenda Harris  
on her retirement after  
16 years of faithful service  
at MVLA Adult School!

"I am grateful and thankful for all the students, staff, coordinators, and teachers that have touched my life over the years...I have enjoyed my career and the ability to create new programs and relationships with community members and above all, the relationships created with all of you. The past 16 years have been a labor of love for me and fulfilled my calling in education.

I am leaving the Adult School in great shape with financial stability and exciting new programs starting after I leave. I am excited to see the Adult School continue to thrive. From the bottom of my heart, I want to thank all of you. Thank you for providing excellent student learning outcomes. It has been an honor to work for MVLA Adult School. I still love what I do."

Always in my heart!

Brenda Harris, PhD  
Director, MVLA Adult School  
[brenda.harris@mvla.net](mailto:brenda.harris@mvla.net)

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## HOW TO REGISTER

The MVLA Adult School is **offering both in-person and a limited number of distance learning (DL) classes for Winter/Spring 2022.** Masks are required for all in-person classes.

**Online registration is available** for most classes. Classes are open to residents of California only.

**Online Registration begins November 19**

*Note:* Registration for Career Technical classes is ongoing.

## Winter/Spring 2022 Calendar

Winter/Spring 2022 registration begins Fri, November 19.

***Note:*** Registration for Career Technical Education classes is ongoing.  
Visit [mvla.net/as](http://mvla.net/as) or call (650) 940-1333

### Winter 2022 session

Mon, January 3 - Fri, March 18

### Spring 2022 session

Mon, March 21 - Fri, June 3

### Holidays/no classes

January 17, February 21-25, April 11-15, May 30

**Check [mvla.net/AS](http://mvla.net/AS) for updates.**

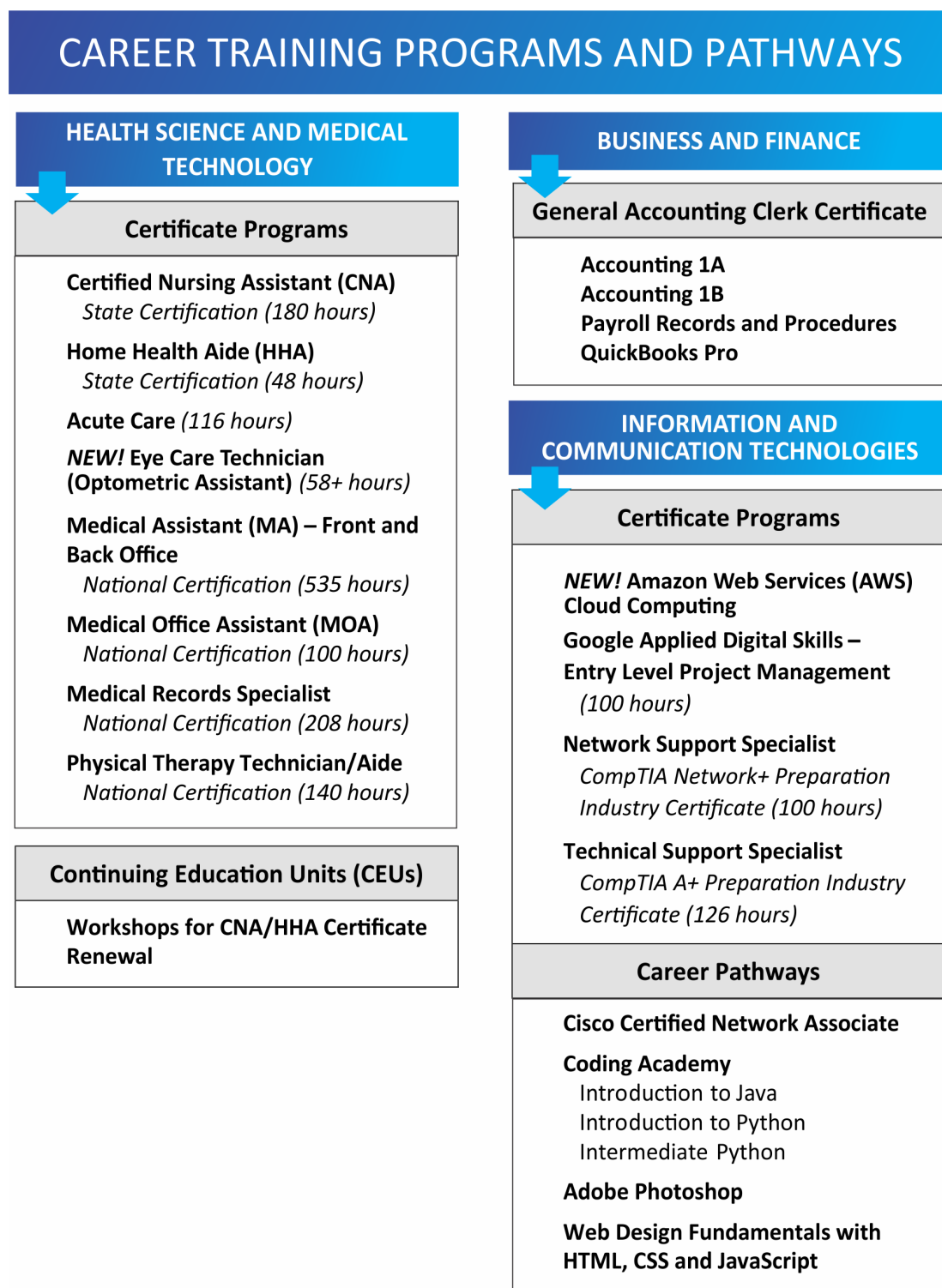
Go to **[mvla.net/AS](http://mvla.net/AS)** and click the Registration link. We accept VISA or MasterCard.

If you encounter any issues during the registration process, or if you have registered for classes at the Adult School in the past, but have never registered online, **please email us at [adulthood@mvla.net](mailto:adulthood@mvla.net)** and your message will be forwarded to a staff member who can assist you. Please include your contact phone number as well as your email address in your message.

Additional registration information and our refund policy can be found on page 28.

# CTE - CAREER TECHNICAL EDUCATION

This chart provides an overview of the career training programs and pathways offered by the MVLA Adult School. Not every course or program is offered each session. Please refer to the listing of Winter/Spring 2022 courses on the following pages.



# CTE - CAREER TECHNICAL EDUCATION

MVLA Adult School offers comprehensive training programs and career pathways in the following industry sectors: Health Science & Medical Technology, Business & Finance, and Information & Communication Technologies.

For Winter/Spring 2022, all courses are being offered in person. Masks required.

In the event of school closure, classroom-based courses will transition to a hybrid/online distance learning format, including Zoom and Google Classroom. Students will need to download and install the Zoom application on a computer, tablet, mobile phone, or other device with an Internet connection and microphone/webcam. Registered students will be informed of transition and additional distance learning course information. Registration and enrollment for Career Technical Education classes are ongoing, year-round. Please visit [mvla.net/AS](http://mvla.net/AS) and click the Registration link to access our online registration site.

Please note that for all Career Technical Education classes, a 10% cancellation fee will be assessed for refunds requested at least one week before the first class meeting, and no refunds will be given within one week of the first class meeting. Please refer to the refund policy on page 28 of this catalog.

For more information about our Career Technical Education programs contact the Program Coordinator at: [maliheh.vafai@mvla.net](mailto:maliheh.vafai@mvla.net) or (650) 940-1333 x4013. See workshop dates, times, and topics in table below.

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

	WI 2022	SP 2022
<b>Foundational Courses</b>		
Adult CPR: Basic Life Support (BLS) for Healthcare Providers	✓	TBD
Medical Terminology	✓	✓
<b>Certificate Programs</b>		
Certified Nursing Assistant (CNA)	✓	✓
Home Health Aide (HHA)	✓	✓
Acute Care		✓
Eye Care Technician (Optometric Assistant)	✓	✓
Medical Assistant (MA)	✓	✓
Medical Office Assistant (MOA)		✓
<b>Medical Records Specialist:</b>		
Electronic Health Record Keeping		✓
Medical Billing and Coding	✓	
Physical Therapy Technician/Aide		
<b>Continuing Education Units (CEUs)</b>		
Workshops for CNA/HHA Certificate Renewal (CEUs)	✓	✓



Students who would like to register for the Certified Nursing Assistant (CNA), Medical Assistant (MA), or Eye Care Technician programs are required to attend the Healthcare orientation before enrolling.

### ORIENTATION 2021 DATES

066023 11/19 Fr 09:00AM - 11:30AM AdultSch/201  
 066024 12/3 Fr 09:00AM - 11:30AM AdultSch/201  
 066025 12/10 Fr 09:00AM - 11:30AM AdultSch/201  
 066026 12/13 Mo 04:30PM - 07:00PM AdultSch/109

### ORIENTATION 2022 DATES

066027 1/7 Fr 09:00AM - 11:30AM AdultSch/201  
 066028 1/21 Fr 09:00AM - 11:30AM AdultSch/201  
 066029 1/31 Mo 04:30PM - 07:00PM AdultSch/203  
 066030 2/11 Fr 09:00AM - 11:30AM AdultSch/201  
 066031 2/28 Mo 04:30PM - 07:00PM AdultSch/203  
 066032 3/11 Fr 09:00AM - 11:30AM AdultSch/201  
 066033 3/25 Fr 09:00AM - 11:30AM AdultSch/201  
 066034 3/28 Mo 04:30PM - 07:00PM AdultSch/203  
 066035 4/8 Fr 09:00AM - 11:30AM AdultSch/201  
 066036 4/22 Fr 09:00AM - 11:30AM AdultSch/201  
 066037 4/25 Mo 04:30PM - 07:00PM AdultSch/203  
 066038 5/13 Fr 09:00AM - 11:30AM AdultSch/201  
 066039 5/23 Mo 04:30PM - 07:00PM AdultSch/203  
 066040 5/27 Fr 09:00AM - 11:30AM AdultSch/201

Additional dates may be added.  
 Please check [mvla.net/AS](http://mvla.net/AS) for updates.

## CTE - CAREER TECHNICAL EDUCATION

### HEALTH SCIENCE AND MEDICAL TECHNOLOGY

#### **Required Healthcare Orientation - for CNA, MA & Eye Care Tech only (Prerequisite for Enrollment)**

Students may register in the Certified Nursing Assistant or Eye Care Tech program after they have attended an orientation and passed a reading assessment (given at end of orientation). Students may register in Medical Assistant programs (space permitting) any time after they have attended an orientation and provided proof of HS diploma or GED certificate. Orientations will be held in person. Masks required. All orientations are free of charge. Register online. Additional dates may be added. Please check [mvla.net/AS](http://mvla.net/AS) for updates. **Upcoming orientation dates: Nov 19, Dec 3, Dec 10, and 13. Check page 3 or online for dates/times.**

#### **Certified Nursing Assistant (CNA) Program (Articulation with Mission College Courses AH 020D/AH 020E for 5.5 credits)**

The Certified Nursing Assistant (CNA) program prepares students for entry-level employment in skilled nursing and long-term care facilities and equips them to pass the state certification examination. Students must successfully complete 80 hours of classroom instruction and 100 hours of supervised clinical training. Depending on the facility, clinical training may start as early as 7:00AM (day program) or 3:00PM (evening program) for Fall and Winter/Spring sessions. ALL required paperwork is due before start of program. Free mandatory resume workshop. Job placement assistance provided. Masks required. Instructors: Criselda Imperio (AM), Lovejoy Langundino (PM).

**Prerequisites:** Students must attend a required healthcare orientation prior to registering for this program. Register online at [mvla.net/AS](http://mvla.net/AS). Check page 3 and [mvla.net/AS](http://mvla.net/AS) for upcoming dates and information. Medical Terminology Fundamentals course is highly recommended.

Students need to wear navy blue scrubs and white solid shoes while at school and in clinical and must provide proof of valid TB test and immunizations before start of program. Flu shot required between October and April. In addition, students are required to obtain Live Scan fingerprinting and provide the school with a copy of the live scan form. A fingerprinting form and information about Live Scan locations will be provided during orientation.



This is an in-person course. Classes will begin in the classroom at the MVLA Adult School. In the event of a school closure, classes will transition to distance learning. Clinical rotation will take place at a clinical site. In the event that a clinical site is unable to take students, clinical training hours will be temporarily simulated/demonstrated online on distance learning platforms, Zoom and Google Classroom. Specified face-to-face skills will resume when clinical sites are open to students and/or when the MVLA Adult School reopens and skills lab/classroom are accessible. Additional course information will be provided to students during the first week of the program.

#### **Day Program (Fast Track):**

063061

Mon-Thu 8:00AM-2:30PM

1/3-3/15, no class on 1/17, 2/21-2/24 (9 weeks)

AdultSch/200

\$650 fee for textbooks, supplemental materials, and instruments

NNAAP exam fee of \$100

#### **Evening Program:**

063062

Mon-Thu 4:30 PM-8:30PM

1/3-4/26, no class 1/17, 2/21-2/24, 4/11-14 (14 weeks)

AdultSch/200

\$650 fee for textbooks, supplemental materials, and instruments

NNAAP exam fee of \$100



# CTE - CAREER TECHNICAL EDUCATION

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### **Home Health Aide (HHA) Certification Course (48 hrs) - Articulation with Mission College Courses AHL 020F and AHL 020G for 2.0 credits**

Home Health Aide is one of the fastest growing careers in the United States and is projected to grow by 38% through 2024. This is a 48-hour course that focuses on developing skills related to the care of clients in their own homes. Students must successfully complete 24 hours of classroom instruction and 24 hours of supervised clinical training. Attend both of our CNA/HHA courses and become dually certified by the State of California. In-person skills practice will take place at approved clinical sites. In the event that the clinical site is not available for clinical skills practice due to COVID-19 limitations, small cohorts of students can complete the skills practice requirement in the adult school skills lab, according to safety guidelines provided by CDPH. ALL required paperwork is due before start of program. Free mandatory resume workshop. Job placement assistance provided. Masks required. Instructor: Staff

Students need to wear navy blue scrubs and white solid shoes while at school and in clinical, and must provide proof of valid TB test and immunizations before start of program. Flu shot required between October and April.

#### **Winter Day Program:**

069637

Mon-Thu 8:00AM-2:30PM

3/16-3/29 (2 weeks)

AdultSch/200 \$130

#### **Spring Day Program:**

069638

Mon-Thu 8:00-2:30PM

5/16-5/26 (2 weeks)

AdultSch/200 \$130

#### **Spring Night Program:**

069639

Mon-Thu 4:30-8:30M

4/27-5/17 (2 Weeks)

AdultSch/200 \$130

### **Basic Life Support (BLS) for Healthcare Providers - Classroom**

In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely, and effective manner. Successful course completion requires full participation in classroom and skills sessions, as well as successful performance in skill and knowledge evaluations. Please wear comfortable clothing. Instructor: Kimberly Kunde.

062648 12/3 Fri 9:00AM-1:00PM 4hrs AdultSch/200

062649 1/7 Fri 9:00AM-1:00PM 4hrs AdultSch/200

062650 3/11 Fri 9:00AM-1:00PM 4hrs AdultSch/200

### **Acute Care Program (100+ hrs)**

This program prepares the long term care nurse assistant to function at a competent level in the acute care setting. The course builds upon previously-learned CNA skills and consists of a lecture and practicum component. Depending on the facility, clinical training may start as early as 7:00AM, and urine and drug screening may be requested. Masks required. Instructor: Criselda Imperio.

Current CNA certificate required. Students need to wear navy blue scrubs and white solid shoes at all times and must provide proof of valid TB test and immunizations. Flu shot required between October and April.

#### **Day Program:**

060215 Mon-Thu 8:00AM-2:30PM

4/4-5/12, no class on 4/11-4/14 (5 weeks)

AdultSch/200 \$260

### **NEW! Eye Care Technician (Optometric Assistant)**

This in-person course is designed for students seeking a career in the healthcare field with emphasis on optometry and eye care. Eye Care Technicians are part of the vision care team. They work with the optometrist to assist patients with front office customer service, pre-testing evaluations and eyewear selection needs. This course is the first step on your career ladder to become an Optician, Frame Stylist, or Paraoptometric Coding Specialist.

Students who are interested in the optician assistant program will learn clinical, customer service, sales, eyewear styling skills, and how to work with ophthalmologists and optometrists. Students who complete this course will have the opportunity to participate in an optician assistant externship to get hands-on practice. This course will prepare students for the anatomy/physiology portion of the National Optician Competency exam administered by the American Board of Opticianry (ABO). Masks required. Instructor: Mira Singer

Prerequisites: Students must attend a required healthcare orientation prior to registering for this program. Register online at [mvla.net/AS](http://mvla.net/AS). Check page 3 or [mvla.net/AS](http://mvla.net/AS) for upcoming dates and information. Medical Terminology Fundamentals course is highly recommended.

064276 Tue/Thu 5:30 – 8:30PM

1/4-3/22, no class 2/22, 2/24 (10 weeks)

AdultSch/109 \$150

064277 Tue/Thu 5:30 – 8:30PM

3/29-6/14, no class 4/12, 4/14 (9 weeks)

AdultSch/109 \$150

## CTE - CAREER TECHNICAL EDUCATION

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

**Workshops for CNA/HHA Certificate Renewal – Continuing Education Units (CEUs)**

As a California Certified Nursing Assistant you need to have 48 hours of continuing education to renew your certificate. In addition, you must show proof that you have worked at least one paid day within 2 years in a facility where you provided nursing related services. A California Home Health Aide must complete 24 hours of CEUs within 2 years. Don't allow your certificate to expire! We offer classes and workshops to keep your certificate current. Choose from one of the options to meet your CEU requirements. All classes have been approved by the California Department of Public Health and qualify for CEUs. Masks required. Instructor: Tamara Rood-Spenker, RN

These workshops are in-person classes held at MVLA Adult School. In the event of a school closure, the classroom-based workshops will transition to an online distance learning platform, via Zoom, with additional coursework provided via Google Classroom. Students will need to download and install the Zoom application on a computer, tablet, mobile phone, or other device with an Internet connection and microphone/webcam. Instructor will email additional course information to students prior to the first day of class.

Students must have a current CNA/HHA certificate in order to participate in the workshops. When registering, type in your name as it appears on your CNA/HHA certificate. Students are required to register at least 2 days before the workshop date. See workshop dates, times, and topics in table below.

Date	Day	Time	Class #	Location	Instructor	Topic	CEUs	Fee
1/21	Fri	8:00AM-2:30PM	063319	Room 200	Spenker	<b>Resident Safety and Mobility</b>	6	\$39
2/18	Fri	8:00AM-2:30PM	063320	Room 200	Spenker	<b>Environmental Safety and CNA Safety</b>	6	\$39
3/18	Fri	8:00AM-2:30PM	063321	Room 200	Spenker	<b>Patient Care and Comfort Measures</b>	6	\$39
4/22	Fri	8:00AM-2:30PM	063322	Room 200	Spenker	<b>Infection and Infection Control</b>	6	\$39
5/20	Fri	8:00AM-2:30PM	063323	Room 200	Spenker	<b>Interpersonal Relationships and Communication</b>	6	\$39

**Medical Terminology Parts 1 & 2**

These foundational courses are designed for students seeking a career in the healthcare field. They will focus on introducing students to the vocabulary used by medical professionals in medical offices, hospitals, skilled nursing facilities, and other healthcare settings. Students will learn the basic rules of medical terminology and explore the word roots, suffixes and prefixes, and combining forms commonly used. Students learn to spell, define, and pronounce common medical terms as well as abbreviations. In this course, students will have a general overview of all body systems and their functions. It also covers disease transmission, and body directions, planes, and cavities. Masks required. Instructor: Tamara Rood-Spenker, RN.

**Medical Terminology Part 1**  
063421 Wed 9:00AM-12:00PM  
1/5-3/16, no class 2/23  
AdultSch/109 \$70

**Medical Terminology Part 2**  
063422 Wed 9:00AM-12:00PM  
3/23-6/1, no class 4/13  
AdultSch/109 \$70

***This course is highly recommended  
for anyone planning to enroll in:***

*Certified Nursing Assistant  
Medical Assistant  
Medical Records Specialist  
Medical Office Assistant programs  
Any healthcare-related training*



# CTE - CAREER TECHNICAL EDUCATION

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### **Medical Assistant Training Program National Certification (NCMA) – Front and Back Office**

This program prepares students to qualify for entry-level positions in private practices, group practices, urgent care facilities, and hospitals. Medical assistants perform administrative and clinical tasks related to Front and Back Office to keep medical practices running smoothly. The course combines classroom instruction with a lab practicum component. Students are required to complete 375 hours of theory/lab before they take the national certification test, followed by 160 hours of externship, which provides students with the necessary practice and skills. A typing test should be taken to assess a student's ability to type 35 words per minute.

Free mandatory resume workshop. Job placement assistance provided. Masks required. Instructor: Dr. Abhaya Karangutkar. The MA classes fill up quickly! We recommend attending an orientation as early as 6 months before the class start date.

Prerequisites: Students must attend a required Healthcare orientation prior to registering for this program. Check page 3 or [mvla.net/AS](http://mvla.net/AS) for upcoming dates and to register. Medical Terminology Parts 1 & 2 are highly recommended.

#### **Winter Day Program:**

062034 Mon-Fri 8:00AM-2:30PM 1/3-4/8  
no class 1/17, 2/21-24 (17 weeks) AdultSch/202  
\$950 fee for textbooks, supplemental materials, and instruments  
NCCT exam fee of \$90

#### **Winter Evening Program:**

062041 Mon-Thu 4:30PM-8:30PM TBD  
AdultSch/202  
\$950 fee for textbooks, supplemental materials, and instruments  
NCCT exam fee of \$90

#### **Spring Day Program:**

062035 Mon-Fri 8:00AM-2:30PM 4/25-7/22  
no class 5/30, 7/4 (17 weeks) AdultSch/202  
\$950 fee for textbooks, supplemental materials, and instruments  
NCCT exam fee of \$90

### **Medical Office Assistant National Certification (NCMOA)**

This course provides students with the tools and skills they need to work in a medical front office setting. Students will be trained in insurance, medical terminology, law and ethics, and general office management duties. The course content prepares them to find employment in a variety of medical settings such as physicians' offices, clinics, hospitals, dental offices, foundations, insurance companies, and managed care organizations. Students who complete this course will receive a Medical Office Assistant program certificate. Students who complete this course are eligible to take the certification test through the National Center for Competency Testing (NCCT) and receive a NCMOA. This program includes a free optional resume workshop and provides job placement assistance. Masks required. Instructor: Dr. Abebe Gelagay

Required texts: Students must purchase a textbook before first day of class. *Medical Office Procedures*, 9th Edition, Bayes, ISBN-10: 1259630765, ISBN-13: 9781259630767.

067020 Mon-Thu 8:00AM-12:00PM  
4/25-6/9, no class 5/30  
AdultSch/201 \$175



# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## CTE - CAREER TECHNICAL EDUCATION

### HEALTH SCIENCE AND MEDICAL TECHNOLOGY

#### MEDICAL RECORDS SPECIALIST CERTIFICATE

##### National Certification (National Certified Insurance and Coding Specialist – NCICS)

Students who complete both Electronic Health Record Keeping and Medical Billing & Coding are eligible to take the National Certification Test for Insurance and Coding Certification through NCCT. Students are required to complete an externship of 100 hours in order to receive a Medical Records Specialist school certificate. Free optional resume workshop and job placement assistance available.

#### Medical Billing and Coding

Medical Insurance plays an important role in the financial well-being of every healthcare business. This course provides the students with knowledge of the fundamentals of ICD-10 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the healthcare industry. In addition, students will obtain the basic knowledge of the billing and coding procedures for medical practice. Students will learn how to code and enter information into a computer system and understand how an invoice is generated and sent to the patient. Students completing this course will receive a course completion certificate for Medical Insurance Billing and Coding. Masks required. Instructor: Dr. Abebe Gelagay

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: *Medical Insurance: A Revenue Cycle Process Approach*, 8th Edition, Valerius/Bayes/Newby/Blochowiak, McGraw-Hill Education, MHID: 1259608557, ISBN: 9781259608551. All required online assignments and the interactive eBook for this course are available on McGraw-Hill Connect.

060423 Mon-Thu 8:00AM-12:00PM  
1/10-3/3, no class 1/17, 2/21-25 (7 weeks)  
AdultSch/201 \$175

#### Electronic Health Record Keeping (EHR)

This course introduces students to the concepts and skills they will need for a successful career in medical office billing and computerized practice management. Students will acquire an in-depth knowledge of the medical billing cycle and the use of health information technology in physicians' practices. The course centers on an advanced MediSoft V19 training, where students will practice hands-on how to enter patient information, work with cases, create claims, post insurance payments, create reports, and schedule. Students completing this course will receive a course completion certificate for Electronic Health Record Keeping. Masks required. Instructor: Dr. Abebe Gelagay

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: Computers in the Medical Office, 9th Edition, Sanderson, ISBN: 9780077836382. All required online assignments and the interactive eBook for this course are available on McGraw-Hill Connect.

066222 Mon-Thu 8:00AM-12:00PM  
3/7-4/21, no class 2/21-24, 4/11-14  
AdultSch/201 \$175

### BUSINESS AND FINANCE

	WI 2022	SP 2022
<b>Foundational Courses</b>		
Small Business Administration		✓
<b>Certificate Programs</b>		
<b>General Accounting Clerk Certificate:</b>		
Accounting IA	✓	✓
Accounting IB	✓	✓
Payroll Records and Procedures	✓	✓
QuickBooks Pro	✓	✓

#### GENERAL ACCOUNTING CLERK CERTIFICATE

Students who complete all four of the following classes: Accounting IA, Accounting IB, Payroll Records and Procedures, and QuickBooks Pro are eligible to receive a General Accounting Clerk certificate. The program includes a resume workshop.



*Accounting 1A and Accounting 1B are articulated with Mission College Course ACC 022. Students can earn 3.0 credits upon completion of both classes.*



# CTE - CAREER TECHNICAL EDUCATION

## BUSINESS AND FINANCE

### Accounting 1A: Principles of Small Business Accounting

This course introduction to basic accounting procedures is for new or potential business owners and those who want to increase their knowledge of working with ledgers, debits and credits, and financial statements. After completing this course, students will be able to analyze business transactions, record journal entries, post to general ledger accounts, and prepare financial statements. Students must complete both Accounting 1A and Accounting 1B to receive a certificate of completion. Masks required. Instructor: Dr. Abebe Gelagay.

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: *College Accounting, Sixteenth Edition*, Price, Haddock, Farina, ISBN: 9781260780413. This textbook covers both Accounting 1A and Accounting 1B courses.

061833 Mon/Wed 5:30-9:00PM  
1/10-3/9 no class 1/17, 2/21, 2/23 (8 weeks)  
AdultSch/201 \$70

### QuickBooks Pro

QuickBooks is a popular accounting software commonly used by small and mid-sized businesses. It is a powerful tool to manage your business or private finances more effectively. This course is designed to empower you to use this software to its full potential by teaching you basics, such as how to pay bills, print checks, and track expenses. You will also learn how to exchange data with Microsoft Excel and other software applications. You will be able to track employee time and job costs, create reports comparing estimated costs to actuals, organize your finances all in one place, easily create invoices and track sales and expenses, get reliable records for tax time, manage customer, vendor, and employee data, and how to go paperless with online banking. Students completing this course will receive a general computer accounting certificate. Masks required. Instructor: Dr. Abebe Gelagay.

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: *Computer Accounting with QuickBooks 2018*, Donna Kay, ISBN: 9781260496291.

064019 Tue/Thu 5:30-9:00PM  
3/8 -5/5, no class 4/12 4/14 (8 weeks)  
AdultSch/201 \$70

### Accounting 1B: Principles of Small Business Accounting

Prerequisite: Accounting 1A. This course introduces the procedures involved in accounts receivable, accounts payable, cash receipts, cash payments, and accounting for purchases. It also includes preparing state sales tax returns, payroll computations, payroll taxes, deposits, and reports. Students must complete both Accounting 1A and Accounting 1B to receive a certificate of completion. Masks required. Instructor: Dr. Abebe Gelagay.

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: *College Accounting, Sixteenth Edition*, Price, Haddock, Farina, ISBN: 9781260780413. This textbook covers both Accounting 1A and Accounting 1B courses.

061834 Mon/Wed 5:30-9:00PM  
3/14-5/4, no class 4/11, 4/13 (7 weeks)  
AdultSch/201 \$70

### Payroll Records and Procedures

This course provides well-rounded and practical instruction in how to perform payroll work. It focuses on the payroll activities associated with calculating, recording, transferring data, and the management aspects of payroll such as state and federal tax reports. After completing this course, students will be able to understand federal payroll laws and regulations, calculate gross earnings and deductions, handle payroll records, and prepare and report federal and state payroll tax returns. Students completing this course receive a general payroll certificate. Masks required. Instructor: Dr. Abebe Gelagay.

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: *Payroll Accounting, Fifth Edition*, Landin, ISBN-13: 9781260260144, ISBN-10: 1260260143.

060710 Tue/Thu 5:30-9:00PM  
1/11-3/3, no class 2/22, 2/24 (7 weeks)  
AdultSch/201 \$70

# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## CTE - CAREER TECHNICAL EDUCATION

### BUSINESS AND FINANCE

#### Small Business Administration – How to Start and Manage a Small Business

Small business is BIG! There are 28 million small businesses in the U.S. that provide 55% of all jobs and their number is rapidly growing. This course targets anyone who is planning to start a new business or who is working in a small business with room for growth. It is a step-by-step guide to how to start a business, write a business plan, choose a business structure, understand and manage the business financials, file and pay taxes, hire and retain employees, run the business, manage supply, market the business, and grow the business. This distance learning course also touches on integrating technology and cybersecurity. It will bring you one step closer to your entrepreneurial ventures. Masks required. Instructor: Dr. Abebe Gelagay.

Required texts and materials: Students must purchase a textbook or eBook with a Connect Access Card for the online interactive features: *Small Business Management, Eighth Edition*, Byrd, ISBN-13: 9781259538988, ISBN-10: 1259538982.

065106 Mon-Thu 5:30-9:00PM 5/9-6/9, no class 5/30 (5 weeks) AdultSch/201 \$70

### INFORMATION AND COMMUNICATION TECHNOLOGIES

	WI 2022	SP 2022
<b>Foundational Courses</b>		
<b>Coding Academy:</b>		
Introduction to Java		✓
Introduction to the Python Programming Language		✓
Intermediate Python Programming	TBD	TBD
Adobe Photoshop	✓	
Web Design Fundamentals with HTML, CSS and JavaScript	✓	
<b>Certificate Programs</b>		
<b>New</b> Introduction to Cloud Computing in Amazon Web Services (AWS)	✓	
Google Applied Digital Skills – Entry Level Project Management	✓	✓

#### Introduction to Java Programming This course is equivalent to Mission College Course CIS 043(4.0 credits).

Java is one of the top programming languages that runs across multiple platforms and is used for developing a wide range of applications. In this introductory Java course, students will learn about important thinking concepts for developing computer programs as functional abstraction, the object-oriented programming paradigm, and application programming interfaces. Major topics include basic data types, conditionals, loops, methods, objects and classes, arrays, input and output, file operations, polymorphism and inheritance, exceptions and error handling, and packages and interfaces. Upon completion, students will be able to design, code, test, and debug simple Java programs. Previous programming knowledge will be helpful but is not required. The course is suitable for anyone who wants to learn a programming language for the first time. Masks required. Instructor: Bethany Wang

067305 Mon/Wed 6:00-9:00PM  
3/28-5/25, no class 4/11 4/13  
AdultSch/105 \$70

#### Introduction to the Python Programming Language

Python is a popular, general-purpose, multi-paradigm, open-source scripting language used extensively in a variety of industries. This hands-on course is intended for newcomers to programming. The curriculum includes all the fundamental concepts and structures of Python and is designed to teach the most important software development techniques such as reading and writing to standard IO, using operators, controlling the flow of execution, using functions, built-in sequence types, and basic object-oriented programming concepts.

This is an introductory course and previous programming knowledge is helpful but not required. It is ideal for any technically curious individual looking to learn a high-in-demand, dynamic programming language. Masks required. Instructor: Tamzida Momen.

Required textbook or e-book: Students must purchase *Python Crash Course, 2nd Edition: A Hands-On, Project-Based Introduction to Programming*, Eric Matthes (ISBN: 9781593279288).

Day Program: 060906 Tue/Thu 9:00 AM-12:00PM 4/26-6/16 (8 weeks) AdultSch/105 \$70



# CTE - CAREER TECHNICAL EDUCATION

## INFORMATION AND COMMUNICATION TECHNOLOGIES

### Adobe Photoshop

Photoshop is an essential industry-leading application used by both professionals and amateurs for editing and retouching photos, designing graphics and interfaces, and creating digital artwork. It is a must-have skill required in the fields of web design, graphic design, UI/UX design, digital photography, and digital marketing.

This introductory course will teach you all the fundamental tools and techniques of Adobe Photoshop through a systematic, step-by-step, and practical approach. It covers the topics of Photoshop basics, workspaces, text, shapes, colors, layers, masks, brush and pen tools, filters, adjustment layer, and more. You will use the tools to edit and retouch photos, make collages, design cards and flyers, and create web graphics and digital painting artwork. Prerequisite: basic computer literacy. Masks required. Instructor: Bethany Wang.

Software requirement: students need to subscribe to Adobe Photoshop. Students will receive email from instructor for details on software use.

064802 Tue/Thu 6:00PM-9:00PM  
3/8-4/21, no classes 4/12, 4/14 (6 weeks)  
AdultSch/105 \$70

### Google Applied Digital Skills – Entry Level Project Management

This hands-on course is offered in collaboration with Google to provide students with the digital skill set required for entry level employment in project management. In this instructor guided course, students will learn how to solve relevant real-life problems using Google Apps as a tool. Upon completion of this course, students will be able to create spreadsheets and effectively organize, analyze, manipulate, and visualize data and identify patterns in data. Students will also develop research-based decision-making skills, and will be able to collaborate digitally to communicate successfully with others. The course also covers programming basics and debugging as well as implementing algorithms. Masks required. Instructor: Tamzida Momen.

Prerequisites: Computer literate. High school diploma/ GED is recommended. We recommend that students bring their own laptop, earbuds, and mouse. Space is limited to 14 students.

069412 Mon/Wed 5:30-8:30PM  
1/24-5/25, no class 2/21, 2/23, 4/11, 4/13 (16 weeks)  
AdultSch/109 \$70

### Web Design Fundamentals with HTML, CSS, and JavaScript

This course introduces the essential concepts and approaches in web design. Students will learn the essentials of the three fundamental technologies that drive it: HTML, CSS, and JavaScript. They will also learn how to put them into practice by designing a fully functioning site with most of the major web components. Topics include understanding the internet and websites, using HTML to structure the website content, styling content and creating page layout with CSS, creating navigation, linking to other pages, creating basic web forms with JavaScript, creating a responsive site, and uploading and testing the website. Prerequisite: basic computer literacy. Masks required. Instructor: Bethany Wang.

060905 Tue/Thu 6:00PM-9:00PM  
1/4-3/3, no class 2/22, 2/24 (8 weeks)  
AdultSch/105 \$70

### **NEW!** Introduction to Cloud Computing in Amazon Web Services - Entry Level Certificate

Amazon Web Services (AWS) is the world's most comprehensive cloud platform offering services to millions of customers including startups, large companies and government agencies. Taking this course can serve as a stepping stone to employment within these enterprises. This is a foundational course to help prepare students for an entry level AWS certified cloud practitioner career using official AWS Academy Cloud Foundations material. This course introduces cloud computing which shifts information systems from on-premises computing infrastructure to highly scalable internet architectures using the Amazon AWS platform. The course provides a basic understanding of cloud computing technologies and provides students with the abilities to configure, deploy and manage cloud facilities including simple and complex compute instances, web servers and web services. Masks required. Instructor: Tamzida Momen.

Prerequisites: Computer literate. High school diploma/ GED is recommended. We recommend that students bring their own laptop, earbuds, and mouse. Space is limited to 14 students.

061106 Tue/Thu 9:00AM-12:00PM  
1/18-4/21, no class 2/22, 2/24, 4/12, 4/14 (12 weeks)  
AdultSch/105 \$70

# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## ESL - ENGLISH AS A SECOND LANGUAGE

**MVLA Adult School offers in-person ESL classes at two locations depending on student need**

### 6 levels of Basic English instruction

Morning 9:00AM-12:00PM

Evening 6:00PM-09:00PM

### Beginning High to Advanced Low levels

Afternoon 12:30PM-3:30PM

*Classes held at MVLA Adult School  
333 Moffett Blvd, Mountain View, CA 94043*

### Senior Focus ESL Classes (Age 55+ ONLY)

Mo/Th/Fr 9:00AM-10:30AM

Mo/Th/Fr 10:45AM-12:15PM

*Classes held at Mountain View Senior Center  
266 Escuela Ave, Mountain View, CA 94040*

Our core ESL courses are offered in person. Some classes are full and students may have to wait for a place in class. Regular attendance and participation in class is required to remain in the ESL program. Priority is given to residents of Mountain View, Los Altos, and Los Altos Hills.

If you have completed the ESL program at another California Adult School, you have taken many years of English classes as part of your elementary and secondary education (6 or more), or you have taken college or university classes in your country or the USA, our classes will not meet your needs. Please **DO NOT** sign up for testing as you will not get a place in a class. Please visit our partner colleges ([fhda.edu](http://fhda.edu) or [foothill.edu](http://foothill.edu)) for more advanced ESL options. We cannot offer classes to students who are visiting California for short-term stays.

**Regular attendance is required for all ESL classes.**

**Masks required for all in-person classes.**

### ESL CLASSES

Days	Frequency	Times	Levels
M-F	Daily	9:00AM-12:00PM	All levels
M-Th	4 Days	12:30PM-3:30PM	Beg. High to Adv.
M-Th	4 Nights	6:00PM-9:00PM	All levels
M/ Th/F	3 Days	9:00AM-10:30AM	Beginning ONLY Senior-focused* (Age 55+only)
M/ Th/F	3 Days	10:45AM-12:15PM	Intermediate ONLY Senior-focused* (Age 55+only)

*\*These classes are held at the Mountain View Senior Center located at 266 Escuela Ave, Mountain View, CA 94040*

Classes begin Tuesday, January 4 for continuing students. Regular attendance is mandatory in all ESL classes: ESL Beginning Literacy, ESL Beginning (Low-High), ESL Intermediate (Low-High), ESL Advanced, and ESL Multilevel. These classes are free. Masks are required for all in-person classes at the adult school and the senior center.

No ESL classes will be held 1/3, 1/17, 2/21-25, 3/17 (no PM classes), 3/18 (no AM classes), 4/11-4/15, 5/30.

### FOR NEW STUDENTS

**ESL Orientation and Placement Tests  
Must Be Registered in Advance  
Jan. 12, Feb. 2, Mar. 9, Apr. 27**

Students eligible for ESL classes must take a placement test in person at the Adult School. Interested students can call (650) 940-1333 or email: [mvlaeslprogram@gmail.com](mailto:mvlaeslprogram@gmail.com).

Orientation and testing are offered in 3 sessions:

**9:00AM - 12:00PM**

**12:30PM - 3:30PM**

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

Your testing session will include some general information about our school and program. You should be available to stay for up to 3 hours for the entire process. It may not take that long, however if you are signed up for a testing slot (for example, 9:00AM), you need to be prepared to wait until we are able to interview you for an English class (up until 12:00PM).

Note: We do not guarantee anyone a class even if you contact us or take the placement test. The screening process and test are given to determine if we have an English class available at a level that is right for you. Please **DO NOT** sign up for testing if you know that your English level is higher than our program. You will not be assigned to a class.



# ESL - ENGLISH AS A SECOND LANGUAGE

## CITIZENSHIP PREPARATION

### (Intermediate-level ESL or above)

There are two options for U.S. Citizenship Preparation classes: one online and one in person (masks required).

Thu 12:30-3:30PM in person at MVLA Adult School

Mon 06:00-9:00PM online (via Zoom)

Study important information about American history, government, culture, and geography. Practice answering questions for the citizenship interview. Students should enroll at least 3 months before sending in their application for U.S. citizenship. Instructor: Sandy Cutshall. No class 1/3, 1/17, 2/21, 2/24, 4/11, 4/14, 5/30.

Those students who would like to attend the Monday online class will need to download and install the Zoom application on a computer, tablet, mobile phone, or other device with an Internet connection and microphone/webcam.

There is no test for joining a Citizenship class, but you should be a permanent resident eligible for U.S. citizenship and be planning to send your application in the next year or so. Classes are taught at an Intermediate English level. Please contact [mvlaeslprogram@gmail.com](mailto:mvlaeslprogram@gmail.com) or 650 940-1333 if you are interested in signing up for either class. Masks required for all in-person classes.

## ENGLISH ENRICHMENT CLASSES - Advanced Students Only

These classes are designed for advanced ESL students or students who score above advanced on our ESL placement test. Students may not register after the first two weeks of class.

### Speak Up, Speak Out

Practice your conversation skills and build confidence in speaking in English. This course will give you lots to talk about including current events/news as well as everyday topics such as healthcare, school, job search, etc. Vocabulary, grammar, and pronunciation tips will help you improve your fluency. Also, you will be asked to give a 5-minute presentation including leading Q&A with the class about your chosen topic. There will be lots of opportunities to work in pairs and small groups. Instructor: Sharon Gloster, [elcbyseg@gmail.com](mailto:elcbyseg@gmail.com). No class 2/22, 2/24.

500303 T/Th 9:30AM-11:30AM 1/11-3/10 (8 weeks) Adult Sch/203 \$158

### Better Vocabulary Through Conversation (Distance Learning)

Do you want to improve your speaking in English but find you are sometimes at a loss for words? This advanced online course focuses on the development of conversational skills in combination with the acquisition of a greater English vocabulary. During this course, students will tackle interesting discussion topics and make presentations. Through reading and vocabulary expansion activities, students will learn to communicate their ideas more effectively. Class meets online on Zoom. Instructor: Sarah Ribbers, [sarah.ribbers@mvla.net](mailto:sarah.ribbers@mvla.net). No class 2/21, 2/23.

DL500332 M/W 6:30-8:30PM 1/24-3/23 (8 weeks) online \$158

### Perfect Your Grammar Through Conversation

Practice grammar related to present and past tense, progressive and perfect tenses, indirect speech and "if" statements, and other challenging grammar. This class is for advanced-level students who have studied these grammar points but would like more review and practice through conversation. We will use current events and news, as well as everyday situations to perfect your grammar. Instructor: Sharon Gloster, [elcbyseg@gmail.com](mailto:elcbyseg@gmail.com). No class 4/12, 4/14.

500374 T/Th 9:30AM-11:30AM 3/22-5/19 (8 weeks) Adult Sch/203 \$158

### Better Vocabulary Through Writing (Distance Learning)

Looking for ways to improve written English? This advanced online course focuses on the development of writing skills in combination with the acquisition of a greater English vocabulary. During this course, students will compose short essays and get feedback on their writing from the instructor. Through reading and vocabulary expansion activities, students will learn to communicate their ideas more effectively. Class meets online on Zoom. Instructor: Sarah Ribbers. No class 4/11, 4/13.

DL500333 M/W 6:30PM-8:30PM 3/28-5/25 (8 weeks) online \$158

## MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

# HIGH SCHOOL & GED PROGRAMS

Please check [mvla.net/AS/GED](http://mvla.net/AS/GED) for program updates. For information about any of our programs, contact the Program Coordinator: [danielle.dinh@mvla.net](mailto:danielle.dinh@mvla.net) or (650) 940-1333 x4104.

### **High School Diploma - Free Program for Adults** ***Starts Tue 1/4/22 – Open entry/exit***

Mountain View Los Altos High School District offers a high school diploma program for persons 18 years of age and older who want to complete their high school credits through a combination of online coursework and weekly in person meetings with teachers. This program is recommended for adult students who need 50 credits or fewer to complete an MVLA high school diploma. A credit evaluation based on an official transcript is required before beginning the program. To be considered for the program, please drop off all official transcripts to senior staff secretary, Marina Sandoval, in room 104 or email to [marina.sandoval@mvla.net](mailto:marina.sandoval@mvla.net). **Note:** *All diploma programs meet district and state requirements. Masks required.*

Adult students can obtain academic support from teachers during lab hours in Room 104:  
Mon-Thu 9:00AM-8:30PM  
Fri 12:00PM-4:00PM  
No class 1/17, 2/21-25, 4/11-15, and 5/30

### **Concurrent Enrollment/Credit Recovery** ***Starts Tue 1/4/22 – Open to MVLA District High School Students with Referral***

MVLA Adult School offers part-time high school coursework to currently attending MVLA UHSD high school students who are 16 years old or older. Students must consult their high school counselor in order to be officially referred to this program during the regular school year. Masks required. **Concurrent orientations are mandatory and held weekly on Thursdays at 4:30PM, Adult School Room 106.**

Concurrent students can obtain academic support from teachers during lab hours in Room 104:  
Mon-Thu 9:00AM-8:30PM  
Fri 12:00PM-4:00PM  
No class 1/17, 2/21-25, 4/11-15, and 5/30

### **Young Parents Programs (YPP)**

Pregnant and parenting teens in the MVLA district can earn credits towards their high school diploma in a safe and supportive environment. This is a blended program with online courses and direct instruction. Free lunch and infant childcare is available while students are on site.

### **Pre-GED Test Preparation – Free Program for Adults**

Designed primarily for ESL advanced students whose first language is not English, but who can speak and understand spoken English, and any adults who need extensive instruction in reading, vocabulary, and basic writing skills in order to advance to our regular GED prep classes.

Pre-GED Day Program – Open Entry/Exit  
020109 Mon-Fri 9:00AM-12:00PM  
1/4-6/2, no class 1/17, 2/21-25, 4/11-15, and 5/30  
AdultSch/106

Pre-GED Evening Program – Open Entry/Exit  
020601 Mon-Thu 6:00-8:30PM  
1/4-6/2, no class 1/17, 2/21-24, 4/11-14, and 5/30  
AdultSch/106

### **GED Test Preparation – Free Program for Adults** ***Starts Tue 1/4/22 – Open entry/exit***

Individualized instruction and group discussions are offered to students in Language Arts, Math, Social studies, and Science. You must register for and attend a GED Prep class orientation prior to registering for this class. **Required orientations are held Wednesdays at 5:00PM in Adult School Room 203.** Students may begin registering for the online orientation starting November 19, 2021. Visit [mvla.net/AS](http://mvla.net/AS) to access our online registration site. Masks required.

GED Day Program – Open Entry/Exit  
020109 Mon-Fri 9:00AM-12:00PM  
1/4-6/2, no class 1/17, 2/21-25, 4/11-15, and 5/30  
AdultSch/106

GED Evening Program – Open Entry/Exit  
020601 Mon-Thu 6:00-8:30PM  
1/4-6/2, no class 1/17, 2/21-24, 4/11-14, and 5/30  
AdultSch/106

### **GED Testing**

MVLA Adult School is an official Pearson VUE computer-based GED test center. Tests are held at the Adult School on Tuesday and Thursday evenings. Testing candidates: please make your appointments and payments online through [ged.com](https://ged.com). Please visit [https://ged.com/about\\_test/scheduling/](https://ged.com/about_test/scheduling/) for more information on GED Testing. Masks required for all in-person testing.



## PARENT & FAMILY EDUCATION

### **Mountain View Parent Nursery School (MVPNS)**

Call (408) 883-KIDS or visit [mvpns.org](http://mvpns.org) to learn more about our programs and enrollment for the 2021-2022 school year. Mountain View Parent Nursery School (MVPNS) is located at 1535 Oak Avenue, Los Altos, adjacent to Foothill Covenant Church. Instructors: Cindy Flynn, Diane Hart, Claire Koukoutsakis, Rachel Martensson, Sandra Mitchell, and Susan Pence.

### **Parent and Child Classes: The Toddler**

Child must be 15 months old by September 1. The child and parent spend one 2-hour session a week together at school with the parent observing, participating, and meeting other parents of similar age children. There will be a lecture/discussion for the parents to learn how to best support their child's growth and development at the end of each session.

Thu 3:00-5:00PM or Fri 8:55-10:55AM



### **Parent and Child/Parent Participation Hybrid Class: The Two/Young Three Year Old**

Child must be 2 years old by September 1. The child and parent spend one 2.5-hour session a week together in a school setting, or your child can attend class for two days and the parent will work in the classroom one day. The schedule includes explorative and imaginative play, art, fine and gross motor activities, and music and movement. The teacher will lead a discussion on how to best support their child's growth and development.

Mon 8:55-11:25AM or Wed 8:55-11:25AM  
or both days

### **Parent Participation Preschool: The Two, Three, Four and Five Year Old**

Children must be 2 or 3, or 4 years old for prospective classes by September 1. Classes are held 2 or 3 or 4 days per week for 2.5 or 3 hours per session depending on age. Parents are required to work in the classroom approximately one day per week. We provide high quality early childhood education in an accredited parent participation program. The program fosters healthy growth and development of preschool age children through developmentally appropriate practices and parent education. We provide opportunities to explore and learn through blocks, manipulatives, dramatic play, cooking, art, literacy, science, math, and the outdoors. We value play, nature, and the development of the whole child (social, emotional, cognitive, and physical).

### **Two day classes:**

Tue/Thu classes for 2/young 3s 8:55-11:25AM

Tue/Thu classes for 3/young 4s 8:55-11:45AM

### **Three day classes**

Mon/Wed/Fri (AM) 3/4/young 5s 8:55-11:45AM

Mon/Wed/Thu (PM) 4/young 5s 12:40-3:30PM

### **Childcare Center at MVLA Adult School**

This program is for parents studying ESL, and includes parent education and support. Space is limited. Eligibility is based on low economic status. Low English level students have priority enrollment. The child development program requires regular attendance and participation in classes/activities. For more information, call (650) 940-1333.

### **Morning Session**

Mon - Fri 9:00AM - 12:00PM

Adult Sch/Child Dev Ctr



## MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

# COMMUNITY INTEREST & OLDER ADULTS

MVLA Adult School is offering in-person classes for Community Interest & Older Adults classes in Winter/Spring 2022. Visit [mvla.net/AS](http://mvla.net/AS) to access our online registration site. Masks are required for all in-person classes.

If you encounter any issues during the registration process, or if you have registered for classes at the Adult School in the past, but have never registered online, please email us at [adulthood@mvla.net](mailto:adulthood@mvla.net) and your message will be forwarded to a staff member who can assist you. Please include your contact phone number as well as your email address in your message. You can also call the front office for assistance at (650) 940-1333.

### 55+ COMPUTER SKILLS ON PC

Enrollment priority is given to adults 55 years and over; students under 55 may attend these classes if space is available. These computer classes are held at the Mountain View Senior Center, 266 Escuela Ave., Mountain View, CA 94040.

#### Essential Computing Skills, Beginning

This course provides students with a foundation in computer concepts: Introduction to Windows Basics, Computer Hardware, Software, Using a Computer, Internet, Safety and Maintenance, and Using a Flash Drive. Masks required. Instructor: Sharon Walker, [sharon.walker@mvla.net](mailto:sharon.walker@mvla.net).

089200 Mon/Wed 9:00-11:00AM  
1/10-1/31 (6 meetings), No class 1/17  
MVSrCtr/TechRm  
Age 55+ \$58/others \$78

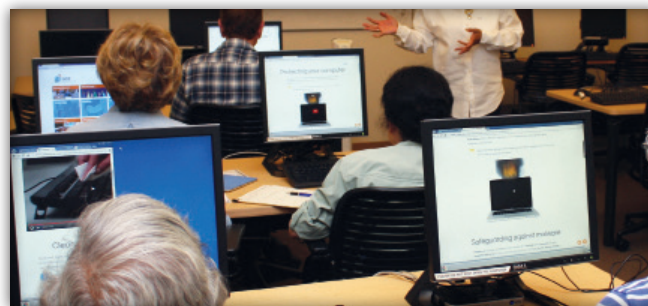
089201 Mon/Wed 9:00-11:00AM  
4/18-5/4 (6 meetings)  
MVSrCtr/TechRm  
Age 55+ \$58/others \$78

#### Essential Computing Skills, Intermediate

This course is intended for students with basic computer skills, and will cover more advanced topics related to: Internet and email, how to create an email account, send and receive emails, create an address book, and perform other basic email tasks. Masks required. Instructor: Sharon Walker, [sharon.walker@mvla.net](mailto:sharon.walker@mvla.net).

089300 Mon/Wed 9:00-11:00AM  
2/2-2/16 (5 meetings)  
MVSrCtr/TechRm  
Age 55+ \$58/others \$78

089301 Mon/Wed 9:00-11:00AM  
5/9-5/25 (6 meetings)  
MVSrCtr/TechRm  
Age 55+ \$58/others \$78



#### Introduction to Google Drive and Docs

Bring your documents to life using Google Drive and Google Docs. Learn how to use smart editing and daily easy-to-learn styling tools to help you create professional looking documents that incorporate your unique style and creativity. Masks required. Instructor: Sharon Walker, [sharon.walker@mvla.net](mailto:sharon.walker@mvla.net). Prerequisites: basic computer skills. Students also must have a Gmail account set up before class and know their username and password. Equipment: laptop, desktop computer, tablet, or other device with an Internet connection and microphone/webcam.

082805 Mon/Wed 9:00-11:00AM  
3/21-4/6 (6 meetings)  
MVSrCtr/TechRm  
Age 55+ \$58/others \$78

#### Introduction to Zoom

In this course you will learn how to install Zoom and use it to connect to your meetings with colleagues, family, friends, and social groups, from your home or anywhere you have Internet. Masks required. Instructor: Sharon Walker, [sharon.walker@mvla.net](mailto:sharon.walker@mvla.net). Prerequisites: familiarity with using a computer and logging onto the Internet is helpful but not required.

089101 Mon/Wed 9:00-11:00AM  
2/28-3/16 (6 meetings)  
MVSrCtr/TechRm  
Age 55+ \$58/others \$78



# COMMUNITY INTEREST & OLDER ADULTS

## ARTS & CRAFTS



### **Calligraphy: Marvelous Monoline Alphabets**

Using easy-to-find writing tools, this class will develop and encourage your skills for casual, easy to understand handwriting variations. You will begin with pencils and move onto pens. These styles are useful for cards, announcements and addressing envelopes in a fun script. You may wish to purchase a pen for the later weeks but will not need it at the start, just graph paper. We will go over pen information in class and you can then try different types of pens. Masks required. Instructor: Sara Loesch-Frank

084000 Thu 9:30AM-12:00PM  
1/13-3/17 (9 meetings), No class 2/24  
MVSrCtr/Art&Crafts  
Age 55+ \$111/others \$131

### **Calligraphy: In the Carolingian Style**

This style of writing was from the time of Charlemagne. It is elegant, crisp and was used when consistent miniscule (or small letters) came to be used. We will also cover using color in a classic decorated capital. You will need a calligraphy pen and nibs along with 2-3 tubes of Gouache and a small brush. Some Gouache will be provided for students to sample in class so you can choose your colors after trying it out. Masks required. Instructor: Sara Loesch-Frank

084002 Thu 9:30AM-12:00PM  
3/24-5/19 (8 meetings), No class 4/14  
MVSrCtr/Art&Crafts  
Age 55+ \$111/others \$131

### **Ceramics, Beginning/Intermediate Techniques**

Beginning intermediate students will learn various techniques in clay and glazing and at the end of the session will have completed work to take home. Beginning students are welcome. Maximum 4 pieces/week kiln-fired per student. No commercial mass production allowed. A \$30 materials fee for glazes and clay is included in the registration fee. Masks required. Instructor: Susan Worley, Susan@susieclare.com.

080222 Wed 1:00-4:00PM  
3/23-5/25 (9 meetings), No class 4/13  
MVSrCtr/Art&Crafts  
Age 55+ \$163/others \$183

### **Japanese Flower Arranging, Ikebana**

Study the philosophy, harmony and balance of the Sogetsu School Ikebana. Learn the beauty of simple line, form and use of space. No materials fee; students will bring their own flowers. Masks required. Instructor: Katsuko Thielke.

081111 Tue 9:30AM-12:00PM  
1/11-3/15 (9 meetings), No class 2/22  
MVSrCtr/Art&Crafts  
Age 55+ \$111/others \$131

081112 Thu 1:00PM-3:30PM  
1/13-3/17 (9 meetings), No class 2/24  
MVSrCtr/Art&Crafts  
Age 55+ \$111/others \$131

081113 Tue 9:30AM-12:00PM  
3/22-5/24 (9 meetings), No class 4/12  
MVSrCtr/Art&Crafts  
Age 55+ \$111/others \$131

081114 Thu 1:00PM-3:30PM  
3/24-5/26 (9 meetings), No class 4/14  
MVSrCtr/Art&Crafts  
Age 55+ \$111/others \$131



## COMMUNITY INTEREST & OLDER ADULTS

### CURRENT EVENTS

#### Current Affairs (Distance Learning)

A discussion-based class that deals with federal, state, and local issues. Is the American glass half-empty or half-full? Questions about the economy, individual rights, and many other issues will be presented and discussed. Instructor: Marnie Ridgway, [am\\_consulting@usa.net](mailto:am_consulting@usa.net).

This is an online class and meetings will be held via Zoom. Instructor will email meeting information to students prior to the first class. Students will need to download and install the Zoom application.

DL087213 Mon 1:00-3:00PM  
1/10-3/14 (8 meetings), No class 1/17, 2/21  
Online Zoom  
Age 55+ \$59/others \$79

DL087214 Mon 1:00-3:00PM  
3/21-5/23 (9 meetings), No class 4/11  
Online Zoom  
Age 55+ \$69/others \$89



### LANGUAGE ARTS & LANGUAGES

#### Creative Writing Workshop

Maximize your creative energy and growth within a supportive and encouraging forum of fellow writers. Be inspired to pursue new projects or bring your in-progress work to read in a safe and helpful environment. All levels of experience are welcome! Masks required. Instructor: Sylvia Halloran, [sylvia.halloran@mvla.net](mailto:sylvia.halloran@mvla.net).

089412 Wed 6:00-8:00PM  
1/12-3/16 (9 meetings), No class 2/23 MVSrCtr/MtgRm  
Age 55+ \$107/others \$127

089414 Wed 6:00-8:00PM  
3/23-5/25 (9 meetings), No class 4/13 MVSrCtr/MtgRm  
Age 55+ \$107/others \$127

#### Creative Writing Workshop (Distance Learning)

Maximize your creative energy and growth within an online supportive and encouraging forum of fellow writers. Be inspired to pursue new projects or bring your in-progress work to read in a safe and helpful environment. All levels of experience are welcome! Instructor: Sylvia Halloran, [sylvia.halloran@mvla.net](mailto:sylvia.halloran@mvla.net).

This is an online class and meetings will be held via Zoom. Instructor will email meeting information to students prior to the first class. Students will need to download and install the Zoom application.

DL089411 Wed 1:00-3:00PM  
1/12-3/16 (9 meetings), No class 2/23 Online Zoom  
Age 55+ \$87/others \$107

DL089412 Wed 1:00-3:00PM  
3/23-5/25 (9 meetings), No class 4/13 Online Zoom  
Age 55+ \$87/others \$107

#### Finnish Language

From Start to Finnish, join us in a fantastic way to learn Finnish language and explore the culture of Finland. One of the few Finnish language classes in the Bay Area! All levels are welcome and will be given group and individual attention. Masks required. Instructor: Tuula Beals, [tuula.beals@mvla.net](mailto:tuula.beals@mvla.net).

500511 Tue 7:00-9:00PM  
1/11-3/15 (9 meetings), No class 2/22 LAHS/Rm 307  
Age 55+ \$98/others \$118

500512 Tue 7:00-9:00PM  
3/22-5/24 (9 meetings), No class 4/12 LAHS/Rm 307  
Age 55+ \$98/others \$118



# COMMUNITY INTEREST & OLDER ADULTS

## LANGUAGE ARTS & LANGUAGES

### German, Beginning I

Willkommen! Students with no prior German instruction will learn the principles of grammar and usage, practice dialogues, and discover the culture of German-speaking countries. We will use the textbook *Passwort Deutsch 1, A1* (ISBN: 9783126764100). Masks required. Instructor: Dorith Endler, [dorith.endler@mvla.net](mailto:dorith.endler@mvla.net).

502700 Thu 6:30-8:30PM  
1/13-3/17 (9 meetings), No class 2/24 LAHS/Rm 302  
Age 55+ \$163/others \$183

502701 Thu 6:30-8:30PM  
3/24-5/26 (9 meetings), No class 4/14 LAHS/Rm 302  
Age 55+ \$163/others \$183

### German, Beginning II

Prerequisite: Beginning German I or equivalent. Students will continue to learn the principles of grammar and usage, practice dialogues, and discover the culture of German-speaking countries. We will use the textbook *Passwort Deutsch 2* (ISBN: 9783126764131). Masks required. Instructor: Dorith Endler, [dorith.endler@mvla.net](mailto:dorith.endler@mvla.net).

502720 Mon 6:30-8:30PM  
1/10-3/14 (8 meetings), No class 1/17, 2/21  
LAHS/Rm 302  
Age 55+ \$163/others \$183

502721 Mon 6:30-8:30PM  
3/21-5/23 (9 meetings), No class 4/11  
LAHS/Rm 302  
Age 55+ \$163/others \$183

### German Conversation (Distance Learning)

Willkommen! Do you want to speak German? Contribute about whatever you are interested in and talk about texts, songs, and poems from German speaking countries. Instructor: Dorith Endler, [dorith.endler@mvla.net](mailto:dorith.endler@mvla.net). This is an online class and meetings will be held via Zoom. Instructor will email meeting information to students prior to the first class. Students will need to download and install the Zoom application.

DL084701 Wed 1:30-3:30PM  
1/12-3/16 (9 meetings), No class 2/23 Online Zoom  
Age 55+ \$163/others \$183

DL084702 Wed 1:30-3:30PM  
3/23-5/25 (9 meetings), No class 4/13 Online Zoom  
Age 55+ \$163/others \$183

### Italian, Advanced Reading Conversation and Grammar Review

Prerequisites: advanced Italian skills, knowledge of advanced grammar and vocabulary. Have fun and increase your Italian vocabulary, idiomatic expressions, pronunciation, and culture while reading and conversing only in Italian. Students will have the opportunity to enrich linguistic skills, as well as reading, writing, and speaking. Grammar review will be incorporated in each lesson. Textbook: TBD (Please contact the teacher via email). Masks required. Instructor: Stefania Filigheddu, [stefania.filigheddu@mvla.net](mailto:stefania.filigheddu@mvla.net).

088030 Wed 9:30-11:30AM  
1/12-3/16 (9 meetings), No class 2/23  
MVCCtr/CedarRm  
Age 55+ \$132/others \$152

088031 Wed 9:30-11:30AM  
3/23-5/25 (9 meetings), No class 4/13, 4/20  
MVCCtr/CedarRm  
Age 55+ \$132/others \$152

### Italian, Intermediate Reading Conversation and Grammar Review

Prerequisites: Intermediate Italian skills (Intermediate Italian 3 or equivalent: knowledge of present, past, future, conditional tenses, and a good vocabulary). Have fun and increase your Italian vocabulary, idiomatic expressions, pronunciation, and culture while reading and conversing only in Italian. Students will have the opportunity to enrich linguistic skills, as well as reading, writing, and speaking. Grammar review will be incorporated in each lesson. (Textbook: TBD. Please contact the teacher via email). Masks required. Instructor: Stefania Filigheddu, [stefania.filigheddu@gmail.com](mailto:stefania.filigheddu@gmail.com)

088012 Wed 12:00-2:00PM  
1/12-3/16 (9 meetings), No class 2/23  
MVCCtr/CedarRm  
Age 55+ \$132/others \$152

088013 Wed 12:00-2:00PM  
3/23-5/25 (9 meetings), No class 4/13, 4/20  
MVCCtr/CedarRm  
Age 55+ \$132/others \$152

## MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

### COMMUNITY INTEREST & OLDER ADULTS

#### **Memoirs Writing**

Stimulate your thinking as you rediscover your past by listening to the memoirs of others online. Follow weekly memory prompts, gather ideas to proceed with what you have already begun, or bring in what you have already written for a final class "edit" for clarity, logic, and style. Masks required. Instructor: Sylvia Halloran, sylvia.halloran@mvla.net.

089511 Thu 1:00PM-3:00PM  
1/13-3/17 (9 meetings), No class 2/24  
MVSrCtr/Multi B  
Age 55+ \$107/others \$127

089512 Fri 10:00AM-12:00PM  
1/14-3/18 (9 meetings), No class 2/25  
MVCCtr/MapleRm  
Age 55+ \$87/others \$107

089513 Thu 1:00PM-3:00PM  
3/24-5/26 (9 meetings), No class 4/14  
MVSrCtr/Multi B  
Age 55+ \$107/others \$127

089514 Fri 10:00AM-12:00PM  
3/25-5/27 (9 meetings), No class 4/15  
MVCCtr/MapleRm  
Age 55+ \$87/others \$107



#### **Spanish, Beginning IA/IB**

This is a beginning combo Spanish class that immerses students virtually in a creative and engaging learning environment. Students will acquire and develop listening,

speaking, reading, and writing skills in Spanish, and will develop their interpersonal communicative skills and confidence through virtual interaction with other classmates and the teacher.



This is a fun, relaxed class where students are active participants in classroom activities in Spanish. Let's chat in Spanish!

Textbooks: *¡Exprésate! Spanish 1* (ISBN:9780030676789) and *¡Exprésate! Spanish 1 Cuaderno de actividades* (ISBN: 9780030744662). Used books can be purchased online at a low price. Masks required. Instructor: Sarah Hsu.

501215 Thu 5:40-7:10PM  
1/13-3/17 (9 meetings), No class 2/24  
LAHS/Rm 306  
Age 55+ \$94/others \$114

#### **Spanish, Intermediate IIA/IIB**

This class is a continuation of Beginning Spanish IA. In this course students will feel more comfortable when speaking with others and the teacher. Students will continue their language acquisition as they work on more complex verb tenses. This is a fun and relaxed class that allows students to practice their skill in real life situations. Prerequisite: Beginning Spanish IA or equivalent.

Textbooks: *¡Exprésate! Spanish 2* (ISBN: 9780030453229) and *¡Exprésate! Spanish 2 Cuaderno de vocabulario y gramática* (ISBN: 9780030744976). Used books can be purchased online at a low price. Masks required. Instructor: Sarah Hsu.

501202 Thu 7:15-8:45PM  
1/13-3/17 (9 meetings), No class 2/24  
LAHS/Rm 306  
Age 55+ \$94/others \$114



# COMMUNITY INTEREST & OLDER ADULTS

## MUSIC & DANCE

### Ballet Barre with Floor Barre

Promote balance, strength and mobility, with classical ballet technique at the barre, combined with mat work and light conditioning for adults of all ages. No experience necessary. Condition to upbeat, fun, classical music. Develop grace, expressiveness, and confidence. The instructor makes movement easier for each individual. Masks required. Instructor: Jean Elvin. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

083320 Mon 3:00-4:15PM  
1/24-3/14 (7 meetings), No class 1/17, 2/21  
MVSrCtr/Multi A  
Age 55+ \$70/others \$90

083321 Mon 3:00-4:15PM  
3/21-5/23 (9 meetings), No class 4/11  
MVSrCtr/Multi A  
Age 55+ \$70/others \$90

### Ballroom and Latin Dance: Back in the Swing

Enjoy eight weeks of basic steps and step patterns featured in ballroom, Latin, and social dances. Couples and singles welcome. Masks required. Instructors: Ellen Murray and Gene Esswein. The MVLA Adult school and the class instructors assume no responsibility for any injuries arising from participating in this class.

801100 Mon 7:30- 8:45PM  
1/10-3/14 (8 meetings), No class 1/17, 2/21  
MVSrCtr/SocialHall  
Age 55+ \$68/others \$88

801200 Mon 7:30- 8:45PM  
3/21-5/23 (9 meetings), No class 4/11  
MVSrCtr/SocialHall  
Age 55+ \$68/others \$88

### Beginners for Broadway!

Wish you could tap dance? Join us as we learn the basics: shuffle, flap, ball change, cramp rolls, grapevines, time steps, and pivot turns (no spins). Masks required. Instructor: Marnie Ridgway, am\_consulting@usa.net. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

082910 Tue/Th 12:15-1:15PM  
1/11-3/17 (18 meetings), No class 2/22, 2/24  
MVSrCtr/Dance&Mvmt  
Age 55+ \$89/others \$109

082911 Tue/Th 12:15-1:15PM  
3/22-5/26 (18 meetings) No class 4/12, 4/14  
MVSrCtr/Dance&Mvmt  
Age 55+ \$89/others \$109

### Belly Dance, Beginning

This class explores the fundamental movements of Belly Dance. Students will learn the basic hip, chest, and arm movements, including posture, isolations, and shimmies. Dynamic choreographs will be taught to incorporate new movements. Wear comfortable clothing and either dance shoes or bare feet. No dance experience required. Masks required. Instructor: Paula Villa Infante, paula.villa@gmail.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

0800025 Mon 7:30-8:30PM  
1/10-3/14 (8 Meetings), No class 1/17, 2/21  
MVSrCtr/Dance&Mvmt  
Age 55+ \$62/others \$82

0800026 Mon 7:30-8:30PM  
3/21-5/23 (9 Meetings), No class 4/11, 4/18  
MVSrCtr/Dance&Mvmt  
Age 55+ \$62/others \$82

### Chorus

Join our fun performing chorus: all abilities welcome. Learn vocalizing and sight-singing techniques in a range of music styles. We learn the music in Winter and perform in Spring (please register for both sessions). Special masks required. Instructor. Marnie Ridgway, am\_consulting@usa.net.

080521 Wed 9:30-11:30AM  
1/12-3/16 (9 meetings), No class 2/23  
MVSrCtr/Multi A  
Age 55+ \$43/others \$63

080522 Wed 9:30-11:30AM  
3/23-5/25 (9 meetings), No class 4/13  
MVSrCtr/Multi A  
Age 55+ \$43/others \$63

# COMMUNITY INTEREST & OLDER ADULTS



## Hula, All Levels

Learn to Sway Da Island Way with Kumu Makalea! Beginner to Advanced students learn traditional Hula incorporated with language, history, and culture of the islands. Beginner students will learn basic technique (feet & hands) and Intermediate/Advanced students will be challenged to the next level of their Hula technique. Students need to bring a binder with tabs and binder paper, and pen or pencil. Suggested clothing: non logo black t-shirt, pa'u or pareau (wrap). A handout of specific expectations will be given in class. Please email the instructor directly if you have any questions. Masks required. Instructor: Makalea Kim-Darmer, pahulaohana@gmail.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

801813 Tue 7:00-8:00PM  
1/11-3/15 (9 meetings), No class 2/22  
MVSrCtr/Dance&Mvmt  
Age 55+ \$94/others \$114

801814 Tue 7:00-8:00PM  
3/22-5/24 (9 meetings), No class 4/12  
MVSrCtr/Dance&Mvmt  
Age 55+ \$94/others \$114

## Workout on Broadway!

Tired of the same old exercise regimen? Join us as we tap our way into fitness to the sounds of Broadway and classic rock. All abilities welcome; no previous experience necessary; soft-soled shoes (no taps). Masks required. Instructor: Marnie Ridgway. am\_consulting@usa.net. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

082901 Tue/Th 1:15-2:30PM  
1/11-3/17 (18 Meetings), No class 2/22, 2/24  
MVSrCtr/Dance&Mvmt  
Age 55+ \$111/others \$131

082902 Tue/Th 1:15-2:30PM  
3/22-5/26 (18 Meetings) No Class 4/12, 4/14  
MVSrCtr/Dance&Mvmt  
Age 55+ \$111/others \$131

## NEEDLE ARTS & SEWING

### Knitting Workshop, All Levels

Have you ever faced a "brick wall" with a knitting project? Come join others who are looking for solutions. Learn to read directions successfully. Projects incorporating a variety of knitting techniques will be offered. Beginners will need a skein (ball) of cotton yarn and either #7 or #8 knitting needles, preferably a 16" circular needle. Masks required. Instructor: Caroline Hui, caroline.hui@mvla.net.

087311 Tue 1:00-3:00PM  
1/11-3/15 (9 meetings), No class 2/22  
MVCCtr/MapleRm  
Age 55+ \$87/others \$107

087312 Tue 1:00-3:00PM  
3/22-5/24 (9 meetings), No class 4/12  
MVCCtr/MapleRm  
Age 55+ \$87/others \$107



### Needle Arts: Basic Techniques of Needlepoint and Counted Cross Stitch

A class that encompasses all ages, levels and interests, needle arts emphasizes needlepoint and counted cross stitch techniques. Alternative stitches, finishing, and solving individual problems are included in the instruction. Masks required. Instructor: Caroline Hui, caroline.hui@mvla.net.

087411 Wed 1:15-3:15PM  
1/12-3/16 (9 meetings), No class 2/23  
MVCCtr/MapleRm  
Age 55+ \$87/others \$107

087412 Wed 1:15-3:15PM  
3/23-5/25 (9 meetings), No class 4/13  
MVCCtr/MapleRm  
Age 55+ \$87/others \$107



# COMMUNITY INTEREST & OLDER ADULTS

## PHYSICAL FITNESS & LIFESTYLE WELLNESS

### Chair Yoga

Chair Yoga is a gentle form of yoga where students perform postures and breathing exercises with the aid of a chair, either sitting or standing using a chair for support. Students can experience many benefits of yoga without having to get up or down from the floor, including increased balance, strength, flexibility, range of motion, and stress reduction. All you need for the Chair Yoga experience is a chair, towel, and yoga block. It is important to wear loose, comfortable clothing when doing yoga. Please take off any jewelry and metal items, and tie hair back loosely. You also need to stay warm after your session. Masks required. Instructor: Shadi Haghi, shadihaghi1@gmail.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

600401 Thu 7:00-8:00PM  
1/13-3/17 (9 meetings), No class 2/24  
MVSrCtr/Multi A  
Age 55+ \$80/others \$100

600402 Thu 7:00-8:00PM  
3/24-5/26 (9 meetings), No class 4/14  
MVSrCtr/Multi A  
Age 55+ \$80/others \$100

### Feldenkrais Awareness Through Movement

Improve coordination and quality of movement naturally. Surprise yourself with a new sense of well-being in all areas: back, neck, shoulders, balance and transitions from the floor. Gentle movements reduce pain and stiffness and restore grace. Improve not only physically, but also in self-concept and creativity. Masks required. Instructor: Jean Elvin. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

083311 Fri 10:00-11:15AM  
1/21-3/18 (8 meetings), No class 2/25  
MVSrCtr/Multi A  
Age 55+ \$70/others \$90

083312 Fri 10:00-11:15AM  
3/25-5/27 (9 meetings), No class 4/15  
MVSrCtr/Multi A  
Age 55+ \$70/others \$90

### Hatha Yoga

This class is designed to improve the health, performance, and mental acuity of athletes or individuals interested in improving their level of fitness. Based on the ancient fitness science of Hatha Yoga, the class blends balance, strength, flexibility, and power in a fitness format. All you need for the Hatha Yoga experience is a towel, mat, and yoga block. It is important to wear loose, comfortable clothing when doing yoga. Please take off any jewelry and metal items, and tie hair back loosely. You also need to stay warm after your session. Masks required. Instructor: Shadi Haghi, shadihaghi1@gmail.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

600330 Thu 6:00-7:00PM  
1/13-3/17 (9 meetings), No class 2/24  
MVSrCtr/Multi A  
Age 55+ \$64/others \$84

600331 Thu 6:00-7:00PM  
3/24-5/26 (9 meetings), No class 4/14  
MVSrCtr/Multi A  
Age 55+ \$64/others \$84

### Hike for Health

Hikes are conducted in our open space preserves, county parks & coastal trails. You must be in good physical health and able to hike 4.5 to 6 miles round trip at a moderate pace. Required: hiking boots or sturdy shoes with good tread. Daypack with water, snack and basic first aid kit. Hiking pole highly recommended for hills. Carpools are set up in our meeting room before each hike. Masks required in class. Instructor: Roberta Hutchinson. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

089600 Thu 9:00-1:30PM  
1/13-3/17 (9 meetings), No class 2/24  
BCC/FC-112  
Age 55+ \$89/others \$109

089601 Thu 9:00-1:30PM  
3/24-5/26 (9 meetings), No class 4/14  
BCC/FC-112  
Age 55+ \$89/others \$109

## COMMUNITY INTEREST & OLDER ADULTS



### Tai Chi and Qigong, Chen Style - Beginning

This class will introduce the Chen-style Taijiquan form, Silk-reeling Exercises, and Wuji Qigong. Silk-reeling Exercises are a series of spiral movements which promote muscle relaxation and flexibility by reducing physical tension and strain. Wuji Qigong (standing meditation) will help students to cultivate internal energy (qi) with proper body alignment for better internal energy flow which will enhance their immune systems, and to reduce physical and mental stress. Masks required. Instructor: Master Anthony Wong, wongwaiyi@hotmail.com. For more information, visit chenfamilytaiji.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

601121 Tue 6:15-7:30PM  
1/11-3/15 (9 meetings), No class 2/22  
MVSrCtr/SocialHall  
Age 55+ \$95/others \$115

601122 Tue 6:15-7:30PM  
3/22-5/24 (9 meetings), No class 4/12, 5/24  
MVSrCtr/SocialHall  
Age 55+ \$95/others \$115

### Tai Chi and Applications, Chen Style - Intermediate

This class will continue the Chen-style Taijiquan form, and applications for various movements will be presented in this class. The Chen-style Taijiquan form is soft and graceful with strong rooted stands that will help students to develop strength, balance, coordination and an understanding of basic Taiji principles. Masks required. Instructor: Master Anthony Wong, wongwaiyi@hotmail.com. For more information, visit chenfamilytaiji.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

601123 Tue 7:30-8:45PM  
1/11-3/15 (9 meetings), No class 2/22  
MVSrCtr/SocialHall  
Age 55+ \$95/others \$115

601124 Tue 7:30-8:45PM  
3/22-5/24 (9 meetings), No class 4/12  
MVSrCtr/SocialHall  
Age 55+ \$95/others \$115

### Zumba Gold

Come join us for exciting Latin and international dance rhythms created in the original Zumba and designed for the Older Adult. Includes Merengue, Salsa, Cha Cha, Cumbia, Calypso, and Rock and Roll. This program provides the participant with a safe and effective total body workout! It's fun, different, easy, and effective, and it's great for the mind, body, and soul. No previous dance experience required. Masks required. Instructor: Alejandra Picollo, alejandrapicollo822@gmail.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

082401 Tue 6:15- 7:15PM  
1/11-3/15 (9 meetings), No class 2/22  
MVSrCtr/Multi A  
Age 55+ \$84/others \$104

082402 Tue 6:15- 7:15PM  
3/22-5/24 (9 meetings), No class 4/12, 5/24  
MVSrCtr/Multi A  
Age 55+ \$84/others \$104



### Zumba, Latin Aerobic Dance Exercise

Zumba combines high energy and motivating Latin music with easy-to-follow dance steps. This feel-happy workout (twice weekly) is great for the body and the mind! Routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone/sculpt the body and maximize caloric output, fat burning, and total body toning. Masks required. Instructor: Alejandra Picollo, alejandrapicollo822@gmail.com. The MVLA Adult School and the class instructor assume no responsibility for any injuries arising from participating in this class.

801610 Mon/Thu 6:00-7:00PM  
1/10-3/17 (17 meetings), No class 1/17, 2/21, 2/23  
MVSrCtr/Social Hall  
Age 55+ \$155/others \$175

801611 Mon/Thu 6:00-7:00PM  
3/21-5/26 (18 meetings), No class 4/11, 4/14  
MVSrCtr/Social Hall  
Age 55+ \$155/others \$175



# STUDENT SUPPORT SERVICES

## TECHNOLOGY SUPPORT FOR STUDENTS

Are you new to the Internet? Do you need help getting onto the Internet from your computer or device? Do you need more guidance and practice with how to send and receive an email? Do you want to learn how access your class online resources? MVLA's Technology Advocate team can help!

MVLA's Technology Advocate team offers 3 types of technology support services to students:

1. General Technology Resources, an online video library of "How To" tutorials for all programs (accessible 24/7). **Visit [mvla.net/as/techsupport](http://mvla.net/as/techsupport)**
2. Technology Support Workshops, topic-focused workshops, available as needed. **See below or visit our website for upcoming workshops.**
3. One-on-One Support to help with individual needs, available by appointment or during drop-in office hours. **On site and Online drop-in support available.**

### Technology Advocate Drop-In Office Hours

Onsite Mornings:

M, Tu, F: 11:30AM-12:30PM Location: Room 109

Onsite Drop-In Evening

Tu: 4:00-5:00PM Location: Room 109

Online Drop-In via Zoom: Tu: 7:00PM-8:00PM

Please email [jim.wong@mvla.net](mailto:jim.wong@mvla.net)  
for the Zoom invitation link

## TECHNOLOGY WORKSHOPS FOR STUDENTS

MVLA Adult School Technology Advocate Services are available to all students. Students are encouraged to register for one or more of these workshops either before or at the start of a new program/course at MVLA Adult School.

All workshops are free of charge and registration is required. Visit [mvla.net/AS](http://mvla.net/AS) for a list of upcoming workshop dates and to register online. Workshops will be held both in-person at MVLA Adult School and online via Zoom. For online workshops, students will need to download and install the Zoom application on a computer, tablet, mobile phone, or other device with an Internet connection and microphone/webcam. Registered participants will receive the Zoom link 24 hours prior to the workshops, as well as step-by-step instructions for how to download and install the Zoom application. Please email instructor Gilbert Seegmiller at [gilbert.seegmiller@mvla.net](mailto:gilbert.seegmiller@mvla.net) if you are having difficulty or need help with downloading the software.

### Basic Internet and Email Skills Workshops

Are you new to the Internet? Do you need help getting onto the Internet from your computer or device? Do you need more guidance and practice with how to send and receive an email? You will need to access the Internet, be able to navigate within the Internet, and use email to fully experience and be successful in your class. MVLA Adult School is offering a workshop on Internet and Email basics. Topics include:

- Difference between a browser versus a search engine
- How to search for information on the Internet
- How to create an email account
- How to send and receive/open emails
- How to send attachments via email
- Other topics as requested

#### In-person workshops:

604119 1/6 Th 12:00-1:00PM.....AdultSch/Room 109  
604120 1/7 Fr 12:00-1:00PM.....AdultSch/Room 109  
604121 1/10 Mo 12:00-1:00PM .....AdultSch/Room 109  
604122 1/11 Tu 12:00-1:00PM.....AdultSch/Room 109

#### Online workshops:

DL604502 1/11 Tue 6:00-7:00PM .....via Zoom  
DL604602 1/18 Tue 6:00-7:00PM .....via Zoom

Check the Technology Support for Students webpage at [mvla.net/as/techsupport](http://mvla.net/as/techsupport)  
for information about additional upcoming workshops.

# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## STUDENT SUPPORT SERVICES

### ACADEMIC TUTORING

Tutoring services are available for students enrolled in our ESL, GED, and CTE programs. Please contact the coordinator in your specific program area for more information.

#### WANT TO VOLUNTEER?

We are looking for volunteer tutors in the ESL program. Both morning and evening times needed. For more information, contact the Transition Adviser: gina.riccitelli@mvla.net or (650) 940-1333 x4014



### CALWORKS PROGRAM

If you meet certain eligibility requirements, you may be qualified for CalWORKs assistance. CalWORKs provides qualified families with benefits including cash aid, childcare, transportation and educational cost reimbursement. For more information or to apply, visit [cdss.ca.gov/calworks](https://cdss.ca.gov/calworks) or the Mountain View Santa Clara County Social Services Agency: [sccgov.org/sites/ssa/financial-assistance/Pages/calworks-program.aspx](https://sccgov.org/sites/ssa/financial-assistance/Pages/calworks-program.aspx).

Already a CalWORKs participant? MVLA's CalWORKs representative will help and partner with you while you attend classes at MVLA Adult School. Our CalWORKs representative is available by phone, email, or text during the office hours listed below and by appointment. You may contact our representative at:

Jim Wong, CalWORKs Site Representative, MVLA  
Office: (650) 940-1333 x4105 / [jim.wong@mvla.net](mailto:jim.wong@mvla.net)  
Text: (408) 766-4368

Office hours:  
Mon-Fri, 9:00AM-1:00PM

### TRANSITION ADVISING AND CAREER SERVICES

MVLA Adult School, along with our partners in the North Santa Clara County Consortium (NSCCC), acknowledges that adult students deserve to attain education and career success. With the assistance of California Adult Education Program (CAEP) funding, we have put in place a Transition Adviser to work one-on-one with students to facilitate their seamless transition to further education and the workforce.



Transition advising and career services are available to adult school students registered in any of our core classes or programs, up to one year after course completion; they include:

- Job Seeking Assistance
- Resume Writing
- Job Search Information
- Career Exploration
- Networking
- Interview Practice
- College Selection, Application, Registration
- Connection to Support Services

Visit our Transition Advising and Career Services web page for more information. <https://as.mvla.net/Services/Transition-Advising-and-Career-Services/>

Gina Riccitelli, Transition Advisor  
Office: (650) 940-1333 x4014 / [gina.riccitelli@mvla.net](mailto:gina.riccitelli@mvla.net)  
Direct: (650) 434-4475



# STUDENT SUPPORT SERVICES

## CAREER TRANSITION WORKSHOPS

These workshops are available for adult school students registered in any of our core programs or classes, up to one year after course completion. Visit [mvla.net/AS](https://mvla.net/AS) for a list of upcoming workshop dates and to register online.

### Discover Your Strengths

Do you know what makes you special? Do you have the words to explain your talents, strengths, assets and skills to an employer or interviewer? Let's find out how great you are so you can tell someone else!

604100 1/5 We 10:45AM – 12:00PM AdultSch/105  
604101 1/26 We 6:00PM – 7:15PM AdultSch/109  
604102 3/23 We 10:45AM – 12:00PM AdultSch/105  
604103 5/10 Tu 6:00PM – 7:15PM AdultSch/105

### Resume Workshop

What makes an effective resume? Learn how to write a resume that will get you noticed. In this workshop, you will get to work on your own resume or create a new one.

603200 1/19 We 10:45AM – 12:00PM AdultSch/105  
603201 2/16 We 10:45AM – 12:00PM AdultSch/105  
603202 3/16 We 6:00PM – 7:15PM AdultSch/109  
603203 4/20 We 10:45AM – 12:00PM AdultSch/105  
603204 5/24 Tu 6:00PM – 7:15PM AdultSch/105

### Job Search Secrets

Save time and frustration. Learn: 1) How to get the employer's attention 2) The best ways to connect with a recruiter 3) How to effectively job search 4) How to get the job you want!

603300 2/2 We 10:45AM – 12:00PM AdultSch/105  
603301 2/9 We 6:00PM – 7:15PM AdultSch/109  
603302 4/6 We 10:45AM – 12:00PM AdultSch/105  
603303 6/1 We 10:45AM – 12:00PM AdultSch/105

### Interviewing Preparation

Now that you have an interview, how should you prepare? What types of questions will be asked? Learn and practice how to respond to questions in a way that best demonstrates your knowledge and qualifications.

603400 3/2 We 10:45AM – 12:00PM AdultSch/105  
603401 3/30 We 6:00PM – 7:15PM AdultSch/109  
603402 5/4 We 10:45AM – 12:00PM AdultSch/105  
603403 6/7 Tu 6:00PM – 7:15PM AdultSch/105

### Grow Your Career & Salary

Want to increase your salary, find opportunities for advancement or do something different? Discover how to overcome obstacles, achieve your goals and salary objectives. Find the career that is best for you, and how to get there!

603100 3/9 We 10:45AM – 12:00PM AdultSch/105  
603101 4/27 We 6:00PM – 7:15PM AdultSch/109  
603102 5/18 We 10:45AM – 12:00PM AdultSch/105

## TRANSITION ADVISER OFFICE HOURS AND APPOINTMENTS

Our Transition Adviser assists students to obtain education and career goals. Transition advising and career services are available to adult school students registered in any of our core classes or programs. One-on-one meetings are available to discuss:

- Job Seeking Assistance
- Skills and Strengths Finding
- Resume Writing
- Job Search Information
- Career Exploration
- Networking
- Interview Practice
- College Selection and, Application
- Connection to Support Services

### Office Hours

Monday 9:00AM – 3:00PM  
Tuesday 12:30PM – 9:00PM  
Wednesday 9:00AM – 3:00PM  
Thursday 9:00AM – 3:00PM  
Friday 9:00AM – 3:00PM

Appointments can be made by email, phone, or online. Contact our Transition Adviser Gina Riccitelli: [gina.riccitelli@mvla.net](mailto:gina.riccitelli@mvla.net)  
(650) 940-1333 x 4014 or (650) 434-4475 (direct)  
<https://calendly.com/gina-riccitelli/transition-adviser>

Visit our Transition Advising and Career Services web page for more information.  
<https://as.mvla.net/Services/Transition-Advising-and-Career-Services/>

# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## REGISTRATION INFORMATION

### REGISTRATION BEGINS NOVEMBER 19

**Note:** Registration for Career Technical classes is ongoing.

Go to [mvla.net/AS](http://mvla.net/AS) and click the Registration link. We accept VISA or MasterCard.

The MVLA Adult School is **offering both in-person and a limited number of distance learning classes for Winter/Spring 2022**. Online registration is available for most classes. Classes are open to residents of California only.

Masks are required for all in-person classes. Visit [mvla.net/as](http://mvla.net/as) or call (650) 940-1333.

### ONLINE REGISTRATION

Go to [mvla.net/AS](http://mvla.net/AS) and click the Registration link. We accept VISA or MasterCard.

If you encounter any issues during the registration process, or if you have registered for classes at the Adult School in the past, but have never registered online, **please email us at [adulted@mvla.net](mailto:adulted@mvla.net)** and your message will be forwarded to a staff member who can assist you. Please include your contact phone number as well as your email address in your message.

**Who Is Eligible to Register** Classes are open to residents of California only, 18 years and older. High school enrolled students, 16 years and older, may register for an adult education class for credit after getting approval from their home school and the Adult School office prior to registering or attending.

### Refund Policy

Please choose classes carefully. Because the fees collected pay teachers' salaries, we must limit our refund policy. Refunds will only be given if requested **at least one week before the first class meeting**. No refunds will be given within one week of the first class meeting. **For all Career Technical Education classes, a 10% cancellation fee will be assessed** for refunds requested at least one week before the first class meeting, and no refunds will be given within one week of the first class meeting. **We cannot accept medical, business, travel, or other reasons for not participating in a class.** Thank you for your cooperation. If there is not sufficient enrollment by the preregistration deadline and your class is cancelled, we will issue a refund to your credit card.



### PUBLIC NOTICE

#### MVLA Adult School Non-discrimination Policy

Mountain View Los Altos Union High School District Adult School does not discriminate in its educational programs, activities, or employment practices with respect to ethnic group, religion, gender, color, race, national origin or physical or mental disability.

#### Equal Opportunity Statement

As a WIOA Title-I financially assisted program, Mountain View Los Altos Adult School is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities.

#### Complaint Process

The Mountain View Los Altos Union High School District has a uniform complaint process as required in Code of Regulations, Title 5, Section 4622. MVLA UHSD Policy AR 1312.3(a). Leyla Benson, Associate Superintendent of Human Resources, is the designated compliance officer. A copy of that policy is available at the MVLA Adult School front office. The policy provides for mediation or investigation, presentation of information relevant to the complaint, follow-up and remedies or appeals as appropriate. For more information, call (925) 788-3038 (urgent only) or email [leyla.benson@mvla.net](mailto:leyla.benson@mvla.net)



# MOUNTAIN VIEW LOS ALTOS ADULT SCHOOL

## Mountain View Los Altos Adult School Mission Statement

The Adult School is committed to serving adult learners who will gain the knowledge, skills, and proficiency necessary to achieve personal goals in employment, secondary education, and English language skills in order to become self-reliant and productive members of the community.

### Mountain View Los Altos High School District Superintendent & Board of Trustees

Dr. Phil Faillace  
Mr. Sanjay Dave

Ms. Debbi Torok  
Ms. Fiona Walter

Ms. Catherine Vonnegut  
Dr. Nellie Meyer, Supt.

## Student Learning Outcomes

### Students will:

- Set goals and progress towards them.
- Achieve a measurable increase in knowledge, skills and proficiency in their goal area.
- Be able to apply knowledge, skills and proficiency to employment and continuing education.

### North Santa Clara County Consortium (NSCCC)

The MVLA Adult School is a member of the North Santa Clara County Consortium (NSCCC), a collaboration that serves the communities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, and Sunnyvale, as well as portions of San Jose. Its mission is to coordinate and align programs, create linkages, and develop regional plans to better serve the educational needs of adults in the region. Meet the members of the consortium.



The Mountain View Los Altos Adult School has been accredited by the Western Association of Schools & Colleges since 1965.

The Mountain View Los Altos Adult School is a Pearson VUE Test Center; an NCCT (National Center for Competency Testing) test site for Medical Assistants, Medical Office Assistants, and Medical Insurance and Coding Specialists; an AMCA (American Medical Certification Association) test center for Physical Therapy Aide (PTA); and a CompTIA-approved academic partner.



Mountain View Los Altos Adult School  
333 Moffett Blvd  
Mountain View, CA 94043  
mvla.net/AS

Non-Profit  
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Mtn . View-Los Altos  
High School District

**ECRWSS**

**RESIDENTIAL CUSTOMER**

**MVLA**  
**ADULT SCHOOL**  
Learning for a Lifetime

## ADULT SCHOOL AND CLASS LOCATIONS

-  **AdultSch**  
Mountain View - Los Altos Adult School  
333 Moffett Blvd., Mountain View  
Adult Education Office: (650) 940-1333
-  **BCC**  
Bridges Community Church  
625 Magdalena Ave., Los Altos
-  **LAHS**  
Los Altos High School  
201 Almond Ave., Los Altos
-  **MVHS**  
Mountain View High School  
3535 Truman Ave., Mountain View  
(at Bryant Ave.)
-  **MVLA District Office**  
1299 Bryant Ave., Mountain View
-  **MVPNS**  
Mountain View Parent Nursery School  
1535 Oak Ave., Los Altos  
(adjacent to Foothill  
Covenant Church)
-  **MVCctr**  
Mountain View Community Center  
201 S. Rengstorff Ave., Mountain View
-  **MVSrCtr**  
Mountain View Senior Center  
266 Escuela Ave., Mountain View



## WANT TO VOLUNTEER?



We are looking for volunteer  
tutors in the ESL program.  
Both morning and evening  
times needed.

For more information,  
contact the Transition Adviser:

 [gina.ricattelli@mvla.net](mailto:gina.ricattelli@mvla.net)

 650-940-1333 ext. 4014.

**MVLA**  
**ADULT SCHOOL**