

**Registration begins November 15th!**

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

**Mail-In** Fill out the form on the other side of this page and mail it along with payment to:

MVLA Adult School  
333 Moffett Blvd.  
Mountain View, CA 94043

**Phone** Give us a call at **(650) 940-1333** and register with your VISA or MasterCard during our office hours:

Mon – Thu 8:00AM-9:00PM, Fri 7:30AM-4:00PM  
Closed Nov. 11, Nov. 27 evening, Nov. 28-29,  
Dec. 23-Jan. 3, Jan. 20, Feb. 17-21, Apr. 6-10,  
May 25, and Jul. 3.

**Walk-In** Register in person at our main office during the office hours listed above.

**Fax** Send a fax anytime to **(650) 967-4699**. Be sure to include all the registration information and your credit card information.

**Who Is Eligible to Register** Classes are open to residents and non-residents 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. Call our High School program at **(650) 967-7919** for more information.

**Returned Checks** If a check is returned to us due to insufficient funds, a \$25 fee will be assessed. Continuing in the class will be contingent upon receiving full and valid payment.

**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, you will receive a refund or your credit card will be credited. If you have preregistered and we have not phoned you three (3) business days prior to the class start date, plan to attend the class(es) you have registered for. If there is sufficient enrollment and the deadline has passed, we may still have a space available for you. Call us at **(650) 940-1333** to find out the status of the class(es) you are interested in. To keep costs down, we do not mail out registration confirmations.

**CERTIFIED NURSING ASSISTANT (CNA) PROGRAM**



Are you looking to enter a field where you can make a difference? Did you know that healthcare is the fastest growing industry in the United States? It is an exciting time to enter the healthcare field through MVLA Adult School's Certified Nursing Assistant (CNA) program! CNAs provide basic care to residents and patients and work in a variety of medical and long term care facilities.

**Scholarships Available for Qualified Applicants**

MVLA Adult School is partnering with ManorCare to provide students with the opportunity to attend the Certified Nursing Assistant program at no cost! ManorCare is offering scholarships for those who qualify. Please visit <https://jobs.hcr-manorcare.com/search-jobs/Sunnyvale> or contact ManorCare Human Resources at (408) 735-7200 for more information.

Winter/Spring 2020 CNA program classes start on January 6, 2020. Students must attend an orientation at the Adult School and pass a reading test prior to registering for this program. Register for an orientation online at [mvla.net/AS](http://mvla.net/AS). For more information and orientation dates, see page 4.

**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.



**Winter/Spring 2020 Calendar**

**Winter/Spring 2020 registration begins** Fri., Nov. 15

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

**Winter 2020 session** Jan. 6 – Mar. 20

**Spring 2020 session** Mar. 23 – Jun. 3

**Career Technical Education programs** Jan. 6 – Jul. 30

**Holidays/no classes** Nov. 11, Nov. 27 evening, Nov. 28-29, Dec. 23-Jan. 3, Jan. 20, Feb. 17-21, Apr. 6-10, May 25, Jul. 3.

Mountain View-Los Altos  
Union High School District  
Adult Education  
1299 Bryant Avenue  
Mountain View, CA 94040-4599

Non-Profit  
U.S. Postage  
PAID  
Mtn. View-Los Altos  
High School District

ECRWSS

**Dated Material**  
**Residential Customer Local**

# Mountain View Los Altos Adult School

## Winter/Spring 2020

Registration begins November 15th



**MVLA**  
ADULT SCHOOL  
Learning for a Lifetime

(650) 940-1333  
[mvla.net/AS](http://mvla.net/AS)  
[facebook.com/MVLAAdultSchool](https://facebook.com/MVLAAdultSchool)



**Director's Message – Winter/Spring 2020**



Happy New Year from MVLA Adult School! There is no better time than the start of a new year to educate yourself with lifelong learning courses in English as a Second Language, Adult Secondary, or Community Interest courses. Elevate yourself with one of our exciting career programs such as Introduction to Cisco Certified Network Associate or Physical Therapy Technician/Aide. Physical Therapy Technician/Aide is an occupation with a bright outlook and is projected to grow by 30% by 2026!

This year also marks the third year of a six-year accreditation awarded to our adult school from the Western Association of Schools and Colleges (WASC). WASC accreditation is an ongoing cycle of quality and is used by schools to monitor student learning and set school improvement goals. Six years is the highest accreditation awarded by WASC. We were excited to host a mid-cycle visit for our WASC visiting committee on November 4th and 5th. As part of our WASC Schoolwide Action Plan aimed at continuous improvement, all teachers are focused on integrating innovative technology and digital materials to enhance instruction and promote even greater student engagement and achievement.

Please join us in celebrating the New Year by educating and elevating yourself! Whether your goal is academic, personal or professional, let MVLA help you in your path towards self-improvement. We look forward to another great year serving adult learners in our region to achieve academic, personal, and career goals.

Brenda Harris, PhD  
 Director, MVLA Adult School  
 brenda.harris@mvla.net

**North Santa Clara County Consortium**

The MVLA Adult School is a member of the North Santa Clara County Consortium (NSCCC), a collaboration between the Foothill-De Anza College District (FHDA), Palo Alto Unified School District Adult School (PAUSD), Fremont Union High School District Adult School (FUHSD), and the Mountain View Los Altos High School District Adult School (MVLA). The consortium 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 our consortium:

- Mountain View Los Altos Adult School** mvla.net/AS
- Palo Alto Adult School** paadultschool.org
- FUHSD Adult School Sunnyvale-Cupertino** fuhsdadultschool.com
- De Anza College** deanza.edu
- Foothill College** foothill.edu

Find out more about NSCCC at nscadulterd.com.



**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.*

**Adult School and Class Locations**

**1 AdultSch**  
 Mountain View - Los Altos Adult School  
 333 Moffett Blvd., Mountain View  
 Adult Education Office: (650) 940-1333

**2 BCC**  
 Bridges Community Church  
 625 Magdalena Ave., Los Altos

**3 LAHS**  
 Los Altos High School  
 201 Almond Ave., Los Altos

**4 LAYC**  
 Los Altos Youth Center  
 1 N. San Antonio Rd., Los Altos

**5 MVHS**  
 Mountain View High School  
 3535 Truman Ave., Mountain View  
 (at Bryant Ave.)

**6 MVLA District Office**  
 1299 Bryant Ave., Mountain View

**7 MVPNS**  
 Mountain View Parent Nursery School  
 1535 Oak Ave., Los Altos  
 (adjacent to Foothill Covenant Church)

**8 MVCCtr**  
 Mountain View Community Center  
 201 S. Rengstorff Ave., Mountain View

**9 MVSrCtr**  
 Mountain View Senior Center  
 266 Escuela Ave., Mountain View

Adult School classes are offered at these wheelchair accessible sites. MAP NOT TO SCALE

**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.

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

Dr. Phil Faillace                      Ms. Debbi Torok                      Ms. Catherine Vonnegut  
 Mr. Sanjay Dave                      Ms. Fiona Walter                      Dr. Nellie Meyer, Supt.

**Front cover:** (clockwise from top left) GED students in math class; Medical Assistant students practicing skills; evening Ceramics class; Accounting IA students collaborating; Physical Therapy Technician/Aide students; ESL students working in groups (photos by Gena Zolotar)

**Mountain View Los Altos Adult School**  
 333 Moffett Blvd., Mountain View, CA 94043  
 Phone: (650) 940-1333 – Fax: (650) 967-4699  
 mvla.net/AS – facebook.com/MVLAAdultSchool

**Office Hours:**

Mon – Thu 8:00AM-9:00PM, Fri 7:30AM-4:00PM  
 Closed Nov. 11, Nov. 27 (evening), Nov. 28-29,  
 Dec. 23-Jan. 3, Jan. 20, Feb. 17-21, Apr. 6-10,  
 May 25, and Jul. 3.

**Registration Form**

To register, complete and return this form to: **MVLA Adult School, 333 Moffett Blvd., Mountain View, CA 94043**. If you are paying by check, please write a separate check for each class (include lab fees where specified), payable to **MVLA Adult School**. Your payment will be refunded if the class does not fill. Once you have registered for class(es), plan to attend the class unless we notify you by phone that it has been cancelled. **Refunds will only be given if requested one week before first class meeting.** This form may be copied. Please print.

Name \_\_\_\_\_ Birthdate (mm/dd/yyyy) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (daytime) \_\_\_\_\_ Phone (cell) \_\_\_\_\_ Email \_\_\_\_\_  
 VISA  MasterCard Card Number \_\_\_\_\_ Exp Date (mm/yy) \_\_\_\_\_ Signature \_\_\_\_\_  
 How did you learn about us?  Catalog mailed to home  Catalog at senior/rec center  Visited Adult School  Internet search  Friend or neighbor

Class Number	Class Name	Fee	Days	Dates	Location

# Table of Contents

<b>Career Technical Education</b>	<b>2</b>
Career Training Programs and Pathways	2
Health Science and Medical Technology	3
Business and Finance	9
Information and Communication Technologies	11
Online Career Training	14
<b>ESL – English as a Second Language</b>	<b>16</b>
ESL Placement Tests	16
ESL Classes	16
Childcare (Families Learning Together)	17
Citizenship	17
English Enrichment Classes	17
<b>High School &amp; GED Programs</b>	<b>18</b>
High School Diploma Program for Adults	18
Concurrent Enrollment/Credit Recovery	18
Young Parents Program	18
Pre-GED Test Preparation	18
GED Test Preparation	19
GED Testing	19
<b>Parent &amp; Family Education</b>	<b>19</b>
Parent and Child Classes / Parent Participation Preschool	19
<b>Community Interest &amp; Older Adults Classes</b>	<b>20</b>
Hillview and MV Senior Center Announcements	20
55+ Computer Skills on PC	20
Arts & Crafts	21
Current Events, History & Genealogy	23
Language Arts & Languages	24
Music & Dance	29
Needle Arts & Sewing	31
Physical Fitness	32
<b>Student Support Services</b>	<b>34</b>
Academic Tutoring	34
Transition Advising and Career Services	34
CalWORKs Program	36
Childcare for ESL Students (Families Learning Together)	36
<b>General Information</b>	
Class Location Map	Inside Back Cover
Registration Calendar	Back Cover
Registration Form	Cover Flap
Registration Information	Cover Flap

## Mountain View Los Altos Adult School



333 Moffett Blvd., Mtn. View, CA 94043  
(650) 940-1333 – [mvla.net/AS](http://mvla.net/AS)  
[facebook.com/MVLAAdultSchool](https://facebook.com/MVLAAdultSchool)

### Office Hours:

**Mon – Thu 8:00AM-9:00PM, Fri 7:30AM-4:00PM**

**Closed Nov. 11, Nov. 27 (evening), Nov. 28-29, Dec. 23-Jan. 3,  
Jan. 20, Feb. 17-21, Apr. 6-10, May 25, and Jul. 3.**

# Career Technical Education

## CAREER TRAINING PROGRAMS AND PATHWAYS

### HEALTH SCIENCE AND MEDICAL TECHNOLOGY

#### Certificate Programs

**Certified Nursing Assistant (CNA)**

*State Certification (180 hours)*

**Home Health Aide (HHA)**

*State Certification (48 hours)*

**Acute Care (116 hours)**

**Medical Assistant (MA) – Front and Back Office**

*National Certification (535 hours)*

**Medical Office Assistant (MOA)**

*National Certification (100 hours)*

**Medical Records Specialist**

*National Certification*

**Physical Therapy Technician/Aide**

*National Certification (140 hours)*

#### Continuing Education Units (CEUs)

Workshops for CNA/HHA License Renewal

### BUSINESS AND FINANCE

#### General Accounting Clerk Certificate

Accounting 1A

Accounting 1B

Payroll Records and Procedures

QuickBooks Pro

### INFORMATION AND COMMUNICATION TECHNOLOGIES

#### Certificate Programs

**Google Applied Digital Skills**

**Entry Level Program Management**

*(100 hours)*

**Network Support Specialist**

*CompTIA Network+ Preparation*

*Industry Certificate (100 hours)*

**Technical Support Specialist**

*CompTIA A+ Preparation Industry*

*Certificate (126 hours)*

#### Career Pathways

**Cisco Certified Network Associate**

**Coding Academy**

Introduction to Java

Introduction to Python

**Web Design Fundamentals with**

**HTML, CSS and JavaScript**

# Career Technical Education

MVLA Adult School offers comprehensive training programs and career pathways in the following industry sectors: health science and medical technology, business and finance, and information and communication technologies. Online career training classes include Introduction to Business Principles and Management, Hospitality and Tourism, Office Applications, and Online Keyboarding.

Registration and enrollment for Career Technical Education classes is **ongoing, year-round**. 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 registration information on the inside back cover of this catalog.

**For more information about our Career Technical Education programs contact:**  
Catherine Rosillo, Program Coordinator, (650) 940-6023 or catherine.rosillo@mvla.net  
Visit us at mvla.net/AS and facebook.com/MVLAAdultSchool

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

	Win/Spr 2020	Summer 2020
<b>Foundational Courses</b>		
Adult CPR: Basic Life Support (BLS) for Healthcare Providers	✓	✓
Adult CPR/AED (American Red Cross)	✓	
Medical Terminology Fundamentals	✓	✓
Online Keyboarding	✓	
<b>Certificate Programs</b>		
Certified Nursing Assistant (CNA)	✓	✓
Home Health Aide (HHA)	✓	
Acute Care		
Medical Assistant (MA)	✓	
Physical Therapy Technician/Aide	✓	
Medical Office Assistant	✓	✓
<b>Medical Records Specialist:</b>		
Electronic Health Record Keeping (EHR)	✓	
Medical Billing and Coding	✓	
<b>Continuing Education Units (CEUs)</b>		
Workshops for CNA/HHA Certificate Renewal (CEUs)	✓	✓

# Career Technical Education

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### ORIENTATION DATES

#### **Certified Nursing Assistant (CNA) / Medical Assistant (MA) / Physical Therapy Technician/Aide Orientation (Prerequisite for Enrollment)**

Students may register in the Certified Nursing Assistant, Medical Assistant, or Physical Therapy Technician/Aide programs (space permitting) any time after they have attended an orientation and passed a reading test.

063245	1/17	Fri	10:00AM-12:00PM	AdultSch/201	FREE
063246	2/10	Mon	5:30-7:30PM	AdultSch/200	FREE
063247	3/6	Fri	10:00AM-12:00PM	AdultSch/201	FREE
063248	4/3	Fri	10:00AM-12:00PM	AdultSch/201	FREE
063249	5/8	Fri	10:00AM-12:00PM	AdultSch/201	FREE

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

#### **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).

Free mandatory resume workshop. Job placement assistance provided. Instructors: Criselda Imperio (day), TBD (evening). No class 1/20, 2/17-2/21, and 4/6-4/10.



**Prerequisites:** Students must attend an orientation at the Adult School and pass a reading test prior to registering for this program. Register for an orientation online at [mvla.net/AS](http://mvla.net/AS). See orientation dates in the box above or check [mvla.net/AS](http://mvla.net/AS) or call (650) 940-1333 for additional dates and information.

*Medical Terminology Fundamentals* course (page 6) is highly recommended.

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 ("Fast Track"):**

063051 1/6-3/19 Mon-Thu 8:00AM-2:30PM 10 wks AdultSch/200  
\$650 fee for textbooks, fingerprinting, supplemental materials, and instruments.  
State exam fee of \$110 to be collected

#### **Evening Program:**

063052 1/6-4/23 Mon-Thu 4:30-8:30PM 14 wks AdultSch/200  
\$650 fee for textbooks, fingerprinting, supplemental materials, and instruments.  
State exam fee of \$110 to be collected

# Career Technical Education

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### Partnership with ManorCare for CNAs!

ManorCare is partnering with MVLA Adult School and awarding scholarships to qualifying people who would like to train as CNAs. Please refer to the catalog back cover for more information.

### 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. Instructor: Criselda Imperio.

**Current CNA certificate or concurrent enrollment in CNA program 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:

069633 3/23-4/2 Mon-Thu 8:00AM-2:30PM 2 wks AdultSch/200 \$130

#### Evening Program:

069634 4/27-5/14 Mon-Thu 4:30-8:30PM 3 wks AdultSch/200 \$130

### Physical Therapy Technician/Aide Program Physical Therapy Technician/Aide Certification (PTTC/PTAC) through American Medical Certification Association (AMCA)

Physical Therapy Technicians/Aides work under the direction and supervision of Physical Therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain. Duties include preparing the patient and the treatment area, setting up therapy equipment, washing linens, helping patients move to or from a therapy area, clerical tasks, and preparing patient transport. Physical Therapy Technicians/Aides usually work in physical therapy offices, hospitals, post and sub-acute care facilities. This 140-hour career training program combines classroom, skills lab, and clinical training. Students will also have access to all AMCA online exam preparation resources.

Free mandatory resume workshop. Job placement assistance provided by MVLA Adult School and AMCA. Space is limited to 15 students. Instructor: Criselda Imperio.

**Prerequisites:** Must possess a high school diploma or GED. Students must attend an orientation at the Adult School and pass a reading test prior to registering for this program. Register for an orientation online at [mvla.net/AS](http://mvla.net/AS). See orientation dates on page 4 or check [mvla.net/AS](http://mvla.net/AS) or call (650) 940-1333 for additional dates and information.

*Medical Terminology Fundamentals* course (page 6) is highly recommended.

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.

068001 4/13-5/21 Mon-Thu 8:00AM-2:30PM 6 wks AdultSch/200  
\$500 fee includes textbooks, supplemental materials, instruments, and AMCA test fee (\$109).



# Career Technical Education

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### Medical Assistant Training Program

#### National Certification (NCMA) – Front and Back Office (CCBMA Test Optional)

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 is given to assess student's ability to type 35 words per minute. After passing the NCCT test and upon completion of the externship, students are eligible to take the California Certifying Board of Medical Assistant (CCBMA) exam.

Free mandatory resume workshop. Job placement assistance provided. Instructors: Dr. Abhaya Karangutkar (day), Kimberly Kunde (evening). No class 1/20, 2/17-2/21, 4/6-4/10, 5/25, and 7/3. The MA classes fill up quickly! We recommend attending an orientation as early as 6 months before the class start date.

**Prerequisites:** Must possess a high school diploma or GED. Students must attend an orientation at the Adult School and pass a reading test prior to registering for this program. Register for an orientation online at [mvla.net/AS](http://mvla.net/AS). See orientation dates on page 4 or check [mvla.net/AS](http://mvla.net/AS) or call (650) 940-1333 for additional dates and information.

*Medical Terminology Fundamentals* course (below) is highly recommended.

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.

#### Winter/Spring 2020:

062028 1/6-4/23 Mon-Fri 8:00AM-2:30PM 14 wks (375+ hrs) AdultSch/202 (FULL)

062029 4/27-7/30 Mon-Fri 8:00AM-2:30PM 14 wks (375+ hrs) AdultSch/202

\$950 incl. textbooks, materials, computer lab, and 160 externship hours (approx.)

#### Fall 2020:

062030 8/24/20-12/11/20 Mon-Fri 8:00AM-2:30PM 16 wks (375+ hrs) AdultSch/202

062031 8/24/20-3/25/21 Mon-Thu 4:30-8:30PM 28 wks (375+ hrs) AdultSch/202

\$950 incl. textbooks, materials, computer lab, and 160 externship hours (approx.)

### Medical Terminology Fundamentals (Recommended for all healthcare students)

This course introduces students to the vocabulary used by medical professionals. Students will learn the basic rules of medical terminology and explore the root words, suffixes, and prefixes of the vocabulary used in medical offices, hospitals, and other health settings. Students review the nervous, skeletal, cardiovascular, muscle, and other major systems of the human body, and they discuss terms related to physiology, anatomy, and pathological conditions. Students learn to spell, define, and pronounce common medical terms. Instructor: Tamara Rood-Spenker. No class 2/17, 2/19, 4/7.

**This course is highly recommended for anyone planning to enroll in the Certified Nursing Assistant, Medical Assistant, Physical Therapy Technician/Aide, Medical Records Specialist, and Medical Office Assistant programs or any healthcare-related training.**

063414 1/22-3/4 Mon/Wed 12:30PM-2:30PM 6 wks AdultSch/105 \$70

063415 3/10-4/21 Tue 4:30-8:30PM 6 wks AdultSch/105 \$70

063416 4/28-6/2 Tue 4:30-8:30PM 6 wks AdultSch/202 \$70



# 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 1 (one) paid day within two 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.

Students must bring their current CNA certificate to class. All workshops are held 8:00AM-2:30PM in Adult School Room 200. Fee for all workshops: \$39.

Date	Day	Class #	Instructor	Topic	CEUs
1/17	Fri	063275	Spencer	<b>Interpersonal Relationships and Communication</b>	6
2/28	Fri	063276	Spencer	<b>Patient Care and Comfort Measures</b>	6
3/20	Fri	063277	Spencer	<b>Basic Human Needs and CNA Observations</b>	6
4/24	Fri	063278	Spencer	<b>Ethical and Legal Issues Affecting the Nursing Assistant</b>	6
5/22	Fri	063279	Spencer	<b>Infection Control</b>	6

### 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 skill sessions, as well as successful performance in skill and knowledge evaluations. Please bring a towel or sheet (to lie on the floor) and wear comfortable clothing. Instructor: Kimberly Kunde.

062640 1/10 Fri 9:00AM-1:00PM 4 hrs AdultSch/200 \$55  
 062643 3/18 Wed 9:00AM-1:00PM 4 hrs AdultSch/200 \$55  
 062642 4/3 Fri 9:00AM-1:00PM 4 hrs AdultSch/200 \$55



### Adult CPR/AED (American Red Cross) – 4 HOUR CLASS

The American Red Cross Adult CPR course incorporates the 2016 ECC (Emergency Cardiovascular Care) Standards. It will help participants recognize and respond appropriately to cardiac and breathing emergencies. The course teaches the skills that participants need to know to give immediate care to a suddenly injured or ill person until more advanced medical personnel arrive and take over. Successful course completion requires full participation in classroom and skill sessions, as well as successful performance in skill and knowledge evaluations. Instructor: Joanne Barnes.

066805 5/8 Fri 9:00AM-1:00PM 4 hrs AdultSch/200 \$50

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY



### **MEDICAL RECORDS SPECIALIST CERTIFICATE National Certification (National Certified Insurance and Coding Specialist – NCICS)**

Students who complete both classes, *Electronic Health Record Keeping* and *Medical Billing and Coding*, will receive a Medical Records Specialist school certificate. Students who complete both classes qualify for the National Certification Test for Insurance and Coding Certification through NCCT. This program includes a free optional resume workshop and provides job placement assistance.

### **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. Instructor: Dr. Abebe Gelagay. No class 4/6-4/9 and 5/25.

Prerequisites: computer literacy and basic typing skills. *Medical Terminology Fundamentals* course (page 6) is highly recommended. Students must bring their own USB flash drive and **purchase a NEW textbook with an access code for the online interactive learning features: *Computers in the Medical Office, 9th Edition, Susan M. Sanderson, ISBN: 9780077836382.***

Day: 066218 3/2-4/23 Mon-Thu 8:00AM-12:00PM 7 wks AdultSch/201 \$175  
Eve: 066219 3/2-6/3 Mon/Wed 5:00-9:00PM 13 wks AdultSch/201 \$175

### **Medical Billing and Coding**

Students will obtain the basic knowledge of the diagnostic procedural billing and coding systems for doctor office visits, hospital stays, and emergency room visits. Students will learn how to code and enter information into a computer system and 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. Instructor: Dr. Abebe Gelagay. No class 5/25.

Prerequisites: computer literacy and basic typing skills. *Medical Terminology Fundamentals* course (page 6) is highly recommended. Students must bring their own USB flash drive and **purchase a NEW textbook with an access code for the online interactive learning features: *Patient to Payment, 7th Edition, Cynthia Newby, ISBN: 9780073374598.***

060418 4/27-6/11 Mon-Thu 8:00AM-12:00PM 7 wks AdultSch/201 \$175

# Career Technical Education

## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### 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 become an NCMOA.

This program includes a free optional resume workshop and provides job placement assistance. Instructor: Dr. Abebe Gelagay. No class 1/20 and 2/17-2/20.

Prerequisites: computer literacy and basic typing skills. *Medical Terminology Fundamentals* course (page 6) is highly recommended. Students must bring their own USB flash drive and purchase a **NEW textbook with an access code for the online interactive learning features: *Administrative Medical Assisting, 7th Edition*, Linda L. French, ISBN: 1133133924.**

067017 1/6-2/27 Mon-Thu 8:00AM-12:00PM 7 wks AdultSch/201 \$175

## BUSINESS AND FINANCE

	Win/Spr 2020	Summer 2020
<b>Foundational Courses</b>		
Small Business Administration	✓	
<b>Certificate Programs</b>		
<b>General Accounting Clerk Certificate:</b>		
Accounting 1A		
Accounting 1B		
Payroll Records and Procedures	✓	
QuickBooks Pro	✓	

# Career Technical Education

## BUSINESS AND FINANCE

### 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* will be offered in Fall 2020.



### 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. Book: *Payroll Accounting, 2019 Edition*, Bieg/Toland, ISBN: 9781337619769. Students completing this course receive a general payroll certificate. Instructor: Dr. Abebe Gelagay. No class 2/18 and 2/20.

060705 1/7-2/27 Tue/Thu 5:30-9:00PM 7 wks 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 must purchase their own copy of the textbook before the first day of class: *Computer Accounting with QuickBooks 2018*, Donna Kay, ISBN: 9781260496291. Instructor: Dr. Abebe Gelagay. No class 1/20, 2/17, 2/19.

064014 1/6-2/26 Mon/Wed 5:30-9:00PM 7 wks AdultSch/201 \$70

### 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. The course also touches on integrating technology and cybersecurity. This course will bring you one step closer to your entrepreneurial ventures. Students must purchase their own copy of the textbook before the first day of class: *Small Business Management, 17th edition*, Longenecker, Petty, Palich, and Hoy, ISBN: 9781133947752. Instructor: Dr. Abebe Gelagay. No class 4/7 and 4/9.

065104 3/3-6/4 Tue/Thu 5:30-8:30PM 13 wks AdultSch/206 \$70



# Career Technical Education

## INFORMATION AND COMMUNICATION TECHNOLOGIES

	Win/Spr 2020	Summer 2020
<b>Foundational Courses</b>		
Google Applied Digital Skills	✓	✓
<b>Coding Academy:</b>		
Introduction to Java Programming	✓	
Introduction to the Python Programming Language	✓	
Web Design Fundamentals with HTML, CSS, JavaScript		
Introduction to Cisco Certified Network Associate	✓	
<b>Certificate Programs</b>		
Network Support Specialist (CompTIA Network+)		
Technical Support Specialist (CompTIA A+)		

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

This 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 video- and 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 have developed research-based decision-making skills, and will be able to collaborate digitally and to communicate successfully with others. The course also covers programming basics and debugging as well as implementing algorithms.

For successful completion of this course students must complete all units of the course and demonstrate employability skills such as reliable attendance, punctuality, and teamwork. Free resume workshop included. Instructor: Tamara Rood-Spenker. No class 1/20, 2/17, 2/19, 4/6, 4/8.

Prerequisite: 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.**

069407 1/6-5/20 Mon/Wed 9:00AM-12:00PM 18 wks AdultSch/105 \$70

## INFORMATION AND COMMUNICATION TECHNOLOGIES

### CODING ACADEMY

Silicon Valley has an insatiable need for people with programming skills. The programming languages highest in demand are SQL, Java, JavaScript, Python, and C++ and job openings are plentiful. On any given day job boards like Indeed or Glassdoor have over 5,000 opening for jobs who require at least one of these coding skills. In our mission to provide students with market-relevant skills and our obligation towards the local business community to train a workforce which meets labor market demands we are now offering courses in Python and Java to help you add to your skill set and be more marketable.

### Introduction to the Python Programming Language



Python is a popular, general-purpose, multi-paradigm, open-source scripting language. This class will lead students through the clear and simple language syntax to writing useful programs in short order. The curriculum includes all the fundamental concepts and structures of Python. Meanwhile, it trains the most important software development techniques such as logical thinking, step-

wise refinement, modular design, and in-line documentation for producing high quality design and code implementation with Python.

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. Students must bring their own laptop to class. Instructor: Bethany Wang. No class 2/18 and 2/20.

062723 1/7-3/5 Tue/Thu 6:00-9:00PM 8 wks AdultSch/109 \$70

### 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.

We recommend that students bring their own laptop. 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. Instructor: Bethany Wang. No class 4/7 and 4/9.

067304 3/10-5/7 Tue/Thu 6:00-9:00PM 8 wks AdultSch/109 \$70

## INFORMATION AND COMMUNICATION TECHNOLOGIES

### **Introduction to Cisco Certified Network Associate**

Gain the knowledge and skills that will prepare you for an entry level Cisco certification and a career as a network technician, network analyst, or help desk support - just to name a few, or just regain your confidence in the core of Cisco networking. Prepare and gain knowledge of foundational technologies and stay relevant with skill sets needed for adoption of next generation technologies.

### **Implementing and Administering Cisco Solutions (CCNA)**

This course will prepare you for the new composite Implementing and Administering Cisco Solutions (CCNA) - Exam 200-301. The exam will test a candidate's knowledge and skills related to IP connectivity, IP Services, security fundamentals, and automation and programmability. In this course, students will practice common lab scenarios, practice questions, and will be given sample uses that can apply to the exam itself and/or to any entry level and mid-level networking experience and troubleshooting. Externships are available for those who qualify. Instructor: Paula Wong. No class 2/18 and 2/20.

Prerequisite: computer literate. We recommend that students bring their own laptop. Students must purchase their own copy of the textbook. Instructor will provide textbook information on the first day of class. **Space is limited to 14 students.**

061105 1/7-3/19 Tue/Thu 9:00-11:00 AM 10 wks AdultSch/105 \$80

# Career Technical Education

## ONLINE CAREER TRAINING

	Win/Spr 2020	Summer 2020
<b>Foundational Courses</b>		
Introduction to Business Principles and Management	✓	
Introduction to Hospitality, Tourism, and Recreation	✓	
Office Applications I: Microsoft Word, PowerPoint, Publisher	✓	
Office Applications II: Microsoft Excel and Access	✓	
Online Keyboarding	✓	

Online training courses give students the opportunity to work on their own schedules from anywhere they are. MVLA Adult School offers online career training programs for those who cannot make the time to attend classes at the school. Students may enroll until March 17. **Upon enrollment students must attend an orientation and will be assigned their online course work by the instructor. Students will receive a certificate of completion once coursework is completed. Orientations are every Thursday 5:30 PM in Room 109.** After orientation all course-related communication will be online. Students may request face-to-face meetings with the instructor. Prerequisites: good computer skills, attend an orientation. First orientation: Thursday, 1/16/20, 5:30PM. Instructor: Bethany Wang. No orientation 2/20.

### Introduction to Business Principles and Management

This course is a must for anyone who is planning to start a new business or take on a leadership role in the current business world. It is designed to introduce students to the fundamental structure of the American economy and the principles, practices, and strategies associated with starting, managing, or simply working for a business. Students will learn the major steps in running a business including financing, marketing, and managing. Students will also learn how to develop an effective business plan and how to manage people, finance, and material to reach an organization's goals. Dream big but obtain the tools you need to fulfill the dream! This course could be the first step to make it happen. The course consists of four modules:

- Principles of Business and Finance
- Business Law
- Small Business Entrepreneurship
- Technology and Business

064213 1/16-5/7 online/ongoing AdultSch/109 \$99

(attend orientation Thursday 5:30PM in Room 109 after sign up)

### Introduction to Hospitality, Tourism, and Recreation

Hospitality is one of the largest industries in the United States and has helped to create a considerable number of jobs. Hospitality careers including lodging, food services, entertainment, recreation and arts, are booming. If you're interested in one of the many hospitality careers available, you could find yourself working virtually anywhere in the world in a variety of fields: spas, resorts, conventions, hotels and motels, food and beverage, retirement, travel agencies, or restaurants. The world will be your oyster. If you are a "people person," and are passionate about seeing that your clients have an enjoyable time when they are away from home, this course could be your first step into a successful and fulfilling career path. *(continues on page 15)*



## ONLINE CAREER TRAINING

### **Introduction to Hospitality, Tourism, and Recreation** *(continued from page 14)*

We are excited to offer an introduction course in hospitality, tourism, and recreation comprising seven modules:

- Hospitality and Tourism Systems
- Transportation and Tours for the Traveler
- Food Safety and Sanitation
- Sustainable Service Management
- Marketing and Sales for Tourism and Hospitality
- Planning Meetings and Special Events
- Lodging Operations Management

064410 1/16-5/7 online/ongoing AdultSch/109 \$99  
(attend orientation Thursday 5:30PM in Room 109 after sign up)

### **Office Applications I: Microsoft Word, PowerPoint, and Publisher**

This course guides students in understanding application skills in Microsoft Word, Publisher and PowerPoint. Students will use these applications to design, develop, create, edit, and share business documents, publications and presentations.

- Unit 1: Microsoft Word Beginning Skills
- Unit 2: Microsoft Word Intermediate Skills
- Unit 3: Microsoft Word Advanced Skills
- Unit 4: Microsoft Publisher Beginning Skills
- Unit 5: Microsoft PowerPoint Beginning Skills

064313 1/16-5/7 online/ongoing AdultSch/109 \$99  
(attend orientation Thursday 5:30PM in Room 109 after sign up)

### **Office Applications II: Microsoft Excel and Access**

This course explores the use of application skills in Microsoft Excel and Microsoft Access. Students will use these applications to design, develop, create, edit, and share business spreadsheet and database documents.

- Unit 1: Microsoft Excel Spreadsheet Basics
- Unit 2: Creating Microsoft Excel Spreadsheets
- Unit 3: Microsoft Excel Graphical Representations
- Unit 4: Microsoft Access Beginning Skills
- Unit 5: Microsoft Access Intermediate Skills

064113 1/16-5/7 online/ongoing AdultSch/109 \$99  
(attend orientation Thursday 5:30PM in Room 109 after sign up)

### **Online Keyboarding**

Basic computer and keyboarding skills are essential to be successful in nearly any career. Many jobs require a minimum typing speed of 35-45 wpm before hiring. Enrolling in our online keyboarding program gives you the opportunity to practice keyboarding at any time and any place. At the orientation you will be assigned your login and guided through the software. Once you have reached your typing goal, you can schedule your final typing test with the instructor.

064509 1/16-5/7 online/ongoing AdultSch/109 \$39  
(attend orientation Thursday 5:30PM in Room 109 after sign up)

# ESL – English as a Second Language

We offer ESL classes from Literacy to Advanced level. Classes are held at the MVLA Adult School and the Mountain View Senior Center. Some classes are full and students may have to wait for a place in class. **Regular attendance in class is required to remain in the ESL program.**

## ESL Placement Tests

**Test dates: Wednesdays: Jan. 8, Feb. 5, Mar. 4, Apr. 1**

Students eligible for ESL classes **must** take a placement test. **Checking in for tests is an in-person process, separate from online registration.** Students should come to the adult school at least one hour before the test. Space is limited. Priority is given to residents of Mountain View, Los Altos, and Los Altos Hills. **Bring photo identification and proof of address to show you live in one of these cities.** **No childcare is available during testing.** Students should complete the online registration process by going to our website ([mvla.net/AS/ESL](http://mvla.net/AS/ESL)) and following the ESL online registration directions. If you need help or have questions, contact the school or come into the office **before** the placement test date.

For enrollment in **morning** classes only, check-in begins at 8:00AM. Test at 9:00AM.  
For enrollment in **afternoon** classes only, check-in begins at 11:45AM. Test at 12:30PM.  
For enrollment in **evening** classes only, check-in begins at 5:00PM. Test at 6:00PM.  
**People may line up even earlier than these times.**

**Note:** The school cannot guarantee that you will be tested, no matter when you arrive. We do not guarantee anyone an English class even if you register online or take the placement test. The pre-interview and placement test are given to determine if we have a class available at a level that is right for you.

## ESL Classes

Classes begin **Tuesday, January 7** for continuing students. Placement test is **required** for new students. **Regular student 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.**

No ESL classes will be held 1/6, 1/20, 2/17-2/21, 3/16, 4/6-4/10, 5/25.

Days	Frequency	Times	Location	Levels
M–F	Daily	8:45-11:45AM	Adult School	All levels
M–Th	4 Days	12:30-3:30PM	Adult School	Beg High to Adv Low ONLY
M–Th	4 Nights	6:00-9:00PM	Adult School	All levels
M/Th/F	3 Days	8:45-10:15AM	MV Senior Center (Age 55+ only) **	Beginning ONLY
M/Th/F	3 Days	10:30AM-12:00PM	MV Senior Center (Age 55+ only) **	Intermediate ONLY

**\*\*PLEASE NOTE:** During the month of January 2020, the Senior Center ESL classes will be held at the MVLA Adult School in Room 203.\*\*

Please enroll online at [mvla.net/AS/ESL](http://mvla.net/AS/ESL) and read the ESL Placement Tests information in the box above.

# ESL – English as a Second Language

## Childcare (Families Learning Together)

This is a participation Family Literacy program, designed for parents who would like to help their children (ages 3-5 yrs) to be successful learners. Parents and children attend classes 5 days per week. 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 a minimum of 85% attendance and participation in classes/activities. For more information, call (650) 940-6039.

### Morning Session for Preschoolers 3-5 yrs

M-F 8:45-11:45AM Adult Sch/Child Dev Ctr

## Citizenship (Intermediate-level ESL or above)

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 1/6, 1/20, 2/17, 2/20, 3/16, 4/6, 4/9, 5/25.

Thu starts 1/9 12:30-3:30PM AdultSch/203 Free

Mon starts 1/13 6:00-9:00PM AdultSch/203 Free

## 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.**

### Expand Your Vocabulary, Improve Your Writing

Do you want to improve your writing in English but find you are sometimes at a loss for words? This advanced course focuses on the development of writing skills in combination with the acquisition of a greater English vocabulary. During this course, students will compose multiple drafts of short essays and apply effective revision strategies to improve the clarity of their writing. Through reading and vocabulary expansion activities, students will learn to communicate their ideas more effectively through writing. Instructor: Daniel Robins. No class 4/6 and 4/8.

500330 3/9-5/20 M/W 10:30AM-12:30PM 10 wks

AdultSch/203 \$150



### 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. No class 4/7 and 4/9.

500372 3/10-5/21 T/Th 10:00AM-12:00PM 10 wks AdultSch/203 \$150

# High School & GED Programs

For information about any of the programs below, call Janie Garcia, Program Coordinator, at (650) 967-7919 – option 1, or email [janie.garcia@mvla.net](mailto:janie.garcia@mvla.net).

## **High School Diploma Program for Adults (starts Monday, 1/6/20)** ***(All diploma programs meet district and state requirements)***

Mountain View Los Altos Union 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 generally through online coursework or online/regular teaching meetings (blended model). The learning lab is open and staffed for student academic use. 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, sealed transcript is required before beginning the program. Please call (650) 967-7919 for transcript information. Free. Instructors: Staff. Offered Monday-Thursday 9:00AM-8:30PM and Friday 9:30AM-1:00PM. Adult School Room 104.

## **Concurrent Enrollment/Credit Recovery (starts Thursday, 1/9/20)**

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.** Concurrent orientations are held weekly on most Thursdays 4:30-5:30PM, Adult School Room 106. Free. Instructors: Staff. Offered after regular school day Monday-Thursday until 8:30PM. Adult School Room 104.

## **Young Parents Program – YPP (starts Monday, 1/6/20)**

Pregnant? Parenting? Join other teens or young adults in finishing your high school diploma or preparing for the GED test. Direct instruction, group work, and online coursework. Program includes on-site childcare, transportation, and parenting education. Free. Instructor: Staff. Offered Monday-Thursday 12:30-3:30PM. Adult School Room 106.

## **GED Test Preparation Orientations**

You **must** register for and attend a GED test prep orientation before joining the Pre-GED or GED Test Preparation classes. Visit [mvla.net/AS/GED](http://mvla.net/AS/GED) for registration information. Orientations are held most Wednesdays at 5:00PM in Adult School Room 203. **Winter/Spring 2020 Orientations begin on Wednesday, January 15th.**



## **Pre-GED Test Preparation Class – open entry/exit** **(starts Monday, 1/6/20 for PM class, and Tuesday, 1/7/20 for AM class)**

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. For students wishing to take the GED test in order to get a job, keep a job, or qualify for financial aid and attend a community college. **You must register for and attend a GED prep orientation prior to registering for this class.** Visit [mvla.net/AS/GED](http://mvla.net/AS/GED) for registration information. Required orientations are held most Wednesdays at 5:00PM (beginning 1/15/20) in Adult School Room 203. Free. Instructor: Staff. Morning program meets Monday through Friday 8:45-11:45AM, Adult School Room 106. Evening program meets Monday through Thursday 6:00-8:30PM, Adult School Room 106.



# High School & GED Programs

## **GED Test Preparation Class – open entry/exit (starts Monday, 1/6/20 for PM class, and Tuesday, 1/7/20 for AM class)**

Individualized instruction and group discussion are offered to students in English language arts, writing, math, social studies, and science. **You must register for and attend a GED Prep class orientation prior to registering for this class.** Visit [mvla.net/AS/GED](http://mvla.net/AS/GED) for registration information. Required orientations are held most Wednesdays at 5:00PM (beginning 1/15/20) in Adult School Room 203. Free. Instructor: Staff. Classes available Monday through Friday 8:45-11:45AM and Monday through Thursday 6:00-8:30PM. Adult School Room 106.

## **GED Testing (starts Tuesday, 1/7/20)**

MVLA Adult School is an official Pearson VUE computer-based GED test center. Registration is done online at [GED.com](http://GED.com). GED Testing Service has no requirement that test-takers pay for all tests at one time. Students can register, schedule, and pay for only parts of the test they are ready to take. When registering, MVLA Adult School can be selected as your testing site. Tests are held at the Adult School two nights per week. Test fee: \$140 for the complete battery of (4) tests or \$35 per test. For more information, contact the MVLA Adult School at (650) 940-1333.

# 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 2019-2020 and 2020-2021 school years. 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, Mindy Lieberman, Rachel Martensson, Sandy McKeithan, and Shannon Wilkowski. Please join us for our Open House on Saturday, January 18, 2020, 10:00AM-Noon.

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

Child must be 15 months old by September 1st. 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. 8:45-10:45AM)

### **Parent and Child Classes: The Two Year Old**

Child must be 2 years old by September 1st. The child and parent spend one 2.5-hour session a week together in a school setting. The schedule includes explorative and imaginative play, art, fine and gross motor activities, and music and movement. There will be a parenting lecture and class discussion at the end of each session. (Mon. or Wed. morning)

### **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 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 for 2/Y3's, and 3/Y4's. Three day classes for 3/Y4's and 4/Y5's. Four day classes for 4/Y5's.

# Community Interest & Older Adults Classes

## HILLVIEW SITE ANNOUNCEMENT

Due to renovation, the Hillview location is not available for classes as of March 2019. Most classes have been relocated to the Mountain View Community Center and the Mountain View Senior Center. Please check the individual class listings below for details.

## MOUNTAIN VIEW SENIOR CENTER ANNOUNCEMENT

Due to renovation, some of the rooms at the Mountain View Senior Center will not be available during January 2020. Winter 2020 classes affected by the renovation will begin in February 2020. Please check the individual class listings below for details.

## 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.**

### 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. Instructor: Sharon Walker. No class 1/20.

089200 1/13-2/3 M/W 9:00-11:00AM 6 mtgs MVSrCtr/TechRm Age 55+ \$42/others \$62

### 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. Instructor: Sharon Walker.

089300 2/24-3/11 M/W 9:00-11:00AM 6 mtgs MVSrCtr/TechRm Age 55+ \$42/others \$62

### Introduction to Google Drive and Docs

Bring your documents to life using Google Drive and Google Docs. Learn how to use smart editing and fairly easy-to-learn styling tools to help you create professional-looking documents that incorporate your unique style and creativity. Students must have a Gmail account set up before class and must know their username and password. Instructor: Sharon Walker.

082805 4/13-4/29 M/W 9:00-11:00AM 6 mtgs MVSrCtr/TechRm Age 55+ \$42/others \$62

### Introduction to Google Sheets

Google Sheets allows you to organize, edit, and analyze different types of information using spreadsheets. In this course you will learn about the different ways you can use spreadsheets and how to navigate the Google Sheets interface. You will also learn the basic ways to work with cells and cell content, including how to select cells, insert content, and copy and paste cells. Students must have a Gmail account set up before class and must know their username and password. Instructor: Sharon Walker.

082810 5/4-5/20 M/W 9:00-11:00AM 6 mtgs MVSrCtr/TechRm Age 55+ \$42/others \$62

# Community Interest & Older Adults Classes

## ARTS & CRAFTS

### **Beading**

#### **Beading, Beginning**

Learn the basics of beading including use of tools, types of beads, and stringing materials. Create earrings, bracelets, and a necklace. A curriculum is provided on the first day of class outlining materials needed. Instructor: Deborah Hall. No class 4/9.

087100 1/16-2/6 Thu 9:30AM-12:00PM 4 wks MVSrCtr/MtgRm Age 55+ \$56/others \$76

087102 3/26-4/23 Thu 9:30AM-12:00PM 4 wks MVSrCtr/MtgRm Age 55+ \$56/others \$76

#### **Beading, Advanced**

Increase your beading skills by learning peyote stitch, ladder stitch, and other bead weaving techniques. Create lovely bracelets, a ring, and one-of-a-kind necklaces. Basic beading skills or *Beginning Beading* required. A curriculum is provided on the first day of class outlining materials needed. Instructor: Deborah Hall. No class 2/20.

087101 2/13-3/19 Thu 9:30AM-12:00PM 5 wks MVSrCtr/MtgRm Age 55+ \$70/others \$90

087103 4/30-5/28 Thu 9:30AM-12:00PM 5 wks MVSrCtr/MtgRm Age 55+ \$70/others \$90

### **Calligraphy**

#### **Pointed Pen Uncial**

Pointed Pen Uncial is a variation of an alphabet from 400-600 AD that has been adapted to work with an oblique holder and pointed pen nibs similar to copperplate tools. This is a modern, stylized, and legible alphabet that will be useful for all skill levels. Students need an oblique pen holder (unless left-handed) and either a Hunt 101, Nikko G, or Brause EF 66, available at [JohnNealBooks.com](http://JohnNealBooks.com) or [PaperInkArts.com](http://PaperInkArts.com). We will use Higgins Eternal Ink or Walnut Ink with Gum Arabic to start. Left handers may prefer a straight pen holder. We will work on good quality graph paper such as Rhodia or Claire Fontaine brand. Instructor: Sara Loesch-Frank. No class 2/21.

080113 1/17-3/20 Fri 9:00AM-12:00PM 9 wks

MVSrCtr/A&C Age 55+ \$101/others \$121



#### **Layering Letters with Color**

Using broad-edged pens such as Speedball nibs in the C series or Manuscript fountain pens, we will design greeting cards, announcements, or invitations. Be ready for upcoming celebrations with festive colorful or elegant pastel lettering. We will begin practicing on graph paper and then move to better quality layout or marker paper. Instructor: Sara Loesch-Frank. No class 4/10.

084000 3/27-5/29 Fri 9:00AM-12:00PM 9 wks

MVSrCtr/A&C Age 55+ \$101/others \$121

# Community Interest & Older Adults Classes

## ARTS & CRAFTS

### Ceramics

#### Ceramics, Beginning/Intermediate

This class is designed for beginning and intermediate students. Ceramics pieces may be fired in low to high temperature ranges. \$30 materials and equipment fee is included in registration fee. Instructor: Jim Levett. No class 2/20 and 4/9.



201541 1/16-3/12 Thu 6:30-9:30PM 8 wks  
MVHS/111 \$142

201542 3/26-5/21 Thu 6:30-9:30PM 8 wks  
MVHS/111 \$142

#### Ceramics, Beginning/Intermediate Techniques

Beginning and 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 welcome. Maximum 4 pieces/week kiln-fired per student. No commercial mass production allowed. \$30 materials fee for glazes and clay is included in registration fee. Instructor: Susan Worley, susan@susieclare.com. No class 4/8 and 4/15.

080222 3/25-5/27 Wed 1:00-4:00PM 8 wks MVSrCtr/A&C Age 55+ \$120/others \$140

#### Ceramics, Small Sculpture

Students will learn a variety of techniques to build, glaze, and finish small sculptures and at the end of session will have completed pieces to take home. Beginning students welcome. Maximum 4 pieces/week kiln-fired per student. No commercial mass production allowed. \$30 materials fee for glazes and clay is included in registration fee. Instructor: Susan Worley, susan@susieclare.com. No class 4/8 and 4/15.

080322 3/25-5/27 Wed 9:00AM-12:00PM 8 wks MVSrCtr/A&C Age 55+ \$120/others \$140

### Ikebana

#### Japanese Flower Arranging, Ikebana

Study the philosophy, harmony and balance of the Sogetsu School of Ikebana. Learn the beauty of simple line, form and use of space. No materials fee; students will bring their own flowers. Instructor: Katsuko Thielke. No Tue. class 2/18 and 4/7; no Wed. class 2/19; no Thu. class 2/20 and 4/9.

##### Tuesday:

081113 1/14-3/17 Tue 9:30AM-12:00PM 9 wks MVSrCtr/A&C Age 55+ \$84/others \$104

081114 3/24-5/26 Tue 9:30AM-12:00PM 9 wks MVSrCtr/A&C Age 55+ \$84/others \$104

##### Wednesday:

081115 1/15-3/18 Wed 9:30AM-12:00PM 9 wks MVSrCtr/A&C Age 55+ \$84/others \$104

##### Thursday:

081119 1/16-3/19 Thu 1:00-3:30PM 9 wks MVSrCtr/A&C Age 55+ \$84/others \$104

081120 3/26-5/28 Thu 1:00-3:30PM 9 wks MVSrCtr/A&C Age 55+ \$84/others \$104



# Community Interest & Older Adults Classes

## ARTS & CRAFTS

### Painting

#### Painting with Oil and Acrylic, Intermediate/Advanced

Each student has something unique to express and will be encouraged to develop an individual approach with supportive guidance from the instructor. Relationships of color, space, and form will be explored by referring to still-life, nature, and imagination. Instructor: Marilyn Boland. No class 2/20 and 4/9.

081211 1/16-3/19 Thu 9:00AM-12:00PM 9 wks MVSrCtr/A&C Age 55+ \$101/others \$121  
081212 3/26-5/28 Thu 9:00AM-12:00PM 9 wks MVSrCtr/A&C Age 55+ \$101/others \$121

#### Sublime Watercolor: Painting with Joy!

Is there anyone alive who isn't fascinated by water? Join me in this five-week, three-hour class as we learn to harness this force of nature for creating beauty in art! All skill levels, from "never" to "experienced" are welcome; individual coaching is emphasized. For new painters, we'll start with just enough color and design theory and hands-on technique to prepare you quickly to make delightful paintings. Experienced artists may want to review these basics or start right away on individual projects. We'll work from photographs and from life, using real objects, natural or crafted. There's homework; it's optional, but the more you do, the quicker you'll improve! A supplies list will be provided. Instructor: Karen Olsen. No class 4/7.

##### Tuesday:

080910 1/14-2/11 Tue 4:30-7:30PM 5 wks MVSrCtr/A&C Age 55+ \$84/others \$104  
080912 3/24-4/28 Tue 4:30-7:30PM 5 wks MVSrCtr/A&C Age 55+ \$84/others \$104

##### Wednesday:

080911 1/15-2/12 Wed 1:00-4:00PM 5 wks MVSrCtr/A&C Age 55+ \$84/others \$104

## CURRENT EVENTS, HISTORY & GENEALOGY

### Current Affairs

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: Jack Cormode. No class 1/20, 2/17, 4/6.

087213 1/13-3/16 Mon 1:00-3:00PM 8 wks MVSrCtr/MtgRm Age 55+ \$60/others \$80  
087214 3/23-5/18 Mon 1:00-3:00PM 8 wks MVSrCtr/MtgRm Age 55+ \$60/others \$80

### Genealogy, Beginning/Intermediate

Learn to use a wide variety of genealogical records to discover your roots. Sharing your journey with other passionate genealogists is a part of the class. Optional text is available for purchase online: *The Researcher's Guide to American Genealogy, 4th Edition*, Greenwood (ISBN: 9780806320663). Instructor: Christine Green. No class 2/18 and 4/7.

088811 1/14-3/10 Tue 12:30-3:00PM 8 wks MVCCtr/Cedar Age 55+ \$91/others \$111  
088812 3/24-5/26 Tue 12:30-3:00PM 9 wks MVCCtr/Cedar Age 55+ \$102/others \$122

### Genealogy, Intermediate/Advanced

Break through your brick walls and solve complex genealogical problems using a broad cross-section of genealogical records. Become skilled at inferential genealogy. Optional text is available for purchase online: *The Researcher's Guide to American Genealogy, 4th Edition*, Greenwood (ISBN: 9780806320663). Instructor: Christine Green. No class 1/20, 2/17, 4/6.

088911 1/13-3/16 Mon 12:30-3:00PM 8 wks MVCCtr/Maple Age 55+ \$91/others \$111  
088912 3/23-5/18 Mon 12:30-3:00PM 8 wks MVCCtr/Maple Age 55+ \$91/others \$111

# Community Interest & Older Adults Classes

## LANGUAGE ARTS & LANGUAGES

### Chinese

#### Chinese, Beginning

Learn the most popular language in the world in an efficient way and speak with accurate pronunciation from the beginning. The course will focus strongly on phonetics, tones, and simple conversations; they will be practiced every class. Students will be able to pronounce properly on their own after this course. Characters are not introduced at this stage. Instructor: Wing Hung Wu (Lucia). No class 2/18 and 4/7.

080400 1/21-3/17 Tue 6:00-8:00PM 8 wks MVSrCtr/MtgRm Age 55+ \$90/others \$110

080402 3/24-5/26 Tue 6:00-8:00PM 9 wks MVSrCtr/MtgRm Age 55+ \$101/others \$121

#### Chinese I

Prerequisite: *Beginning Chinese* or the basics of Chinese phonetics or equivalent. Learn the most popular and most difficult language in the world! Topics included are very useful for daily interactions and you will be able to communicate more effectively. Continue to build vocabulary and develop grammar, reading, and conversational skills. 150 characters will be introduced. Instructor: Wing Hung Wu (Lucia). No class 2/18 and 4/7.

087010 1/21-3/17 Tue 4:00-6:00PM 8 wks MVSrCtr/MtgRm Age 55+ \$90/others \$110

087011 3/24-5/26 Tue 4:00-6:00PM 9 wks MVSrCtr/MtgRm Age 55+ \$101/others \$121

#### Chinese II

Prerequisite: one year of learning Chinese. The class will cover various interesting topics about Modern China, including cultural gaps, Internet influence, and values of Chinese families and their modern lifestyles. Knowing how to chat in Chinese is an advantage for traveling or working in China. This class requires students to read and write in characters about Modern China. 300 characters will be introduced! Instructor: Wing Hung Wu (Lucia). No class 2/17 and 4/6.

087020 1/27-3/16 Mon 4:30-6:30PM 7 wks MVSrCtr/MtgRm Age 55+ \$79/others \$99

087021 3/23-5/18 Mon 4:30-6:30PM 8 wks MVSrCtr/MtgRm Age 55+ \$90/others \$110

### Creative Writing

#### Creative Writing, Beginning

Explore your creativity with words! Perfect for writers who cannot attend a daytime class. Finish—or begin—your novel, improve your language skills, discover your capabilities; share your writing for praise and suggestions from a supportive and encouraging circle of fellow creators. Instructor: Sylvia Halloran. No class 2/19 and 4/8.



089611 1/15-3/18 Wed 6:30-8:30PM 9 wks MVSrCtr/MtgRm  
Age 55+ \$101/others \$121

089612 3/25-5/27 Wed 6:30-8:30PM 9 wks MVSrCtr/MtgRm  
Age 55+ \$101/others \$121

#### 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 welcome! Instructor: Sylvia Halloran. No class 2/5, 2/19, 4/8.

089411 1/15-3/18 Wed 12:30-3:30PM 8 wks MVCctr/Maple Age 55+ \$109/others \$129

089412 3/25-5/27 Wed 12:30-3:30PM 9 wks MVCctr/Maple Age 55+ \$123/others \$143

# Community Interest & Older Adults Classes

## LANGUAGE ARTS & LANGUAGES

### ***Finnish***

#### **Finnish Language**

One of the few Finnish language classes in the Bay Area! All levels are welcome and will be given group and individual attention. Instructor: Tuula Beals, tuulabeals@sbcglobal.net. No class 1/23, 2/20, 4/9.

500511 1/16-3/19 Thu 7:00-9:00PM 8 wks LAHS/307 \$90  
500512 3/26-5/28 Thu 7:00-9:00PM 9 wks LAHS/307 \$101

### ***French***

#### **French, Beginning I (not entry-level)**

Prerequisite: entry-level or equivalent. Students will improve pronunciation and start sentence structure. They will develop basic everyday conversational skill and focus on phonetics, grammar, listening comprehension, and reading and writing exercises. The students will also become familiar with French culture and customs. Students must purchase *Dis-moi!* textbook (ISBN: 0673216276) and workbook (ISBN: 067335072x) prior to first meeting. Contact instructor about placement if needed. Instructor: Pary Sarraf, pary.sarraf@gmail.com. No class 1/20, 2/17, 4/6.

505103 1/13-3/9 Mon 6:00-8:00PM 7 wks LAHS/306 \$79  
505104 3/23-5/11 Mon 6:00-8:00PM 7 wks LAHS/306 \$79

#### **French, Beginning II**

Prerequisite: minimum two quarters of French or equivalent. Students will increase vocabulary knowledge and improve conversational skills in guided activities. They will continue to learn grammar and enhance listening comprehension, and will develop pronunciation through reading exercises. The students will also become more familiar with French culture and customs. Students must purchase *Dis-moi!* textbook (ISBN: 0673216276) and workbook (ISBN: 067335072x) prior to first meeting. Contact instructor about placement if needed. Instructor: Pary Sarraf, pary.sarraf@gmail.com. No class 2/21, 3/13, 4/10, 5/15.

084112 1/17-3/20 Fri 1:00-3:00PM 8 wks MVCCtr/Cedar Age 55+ \$109/others \$129  
084113 3/27-5/29 Fri 1:00-3:00PM 8 wks MVCCtr/Cedar Age 55+ \$109/others \$129

#### **French, Beginning III**

Prerequisite: minimum four quarters of French or equivalent. Students will learn the conjugation system in French verbs. They will increase vocabulary knowledge and improve conversational skills in guided activities, will continue to enhance grammar and listening comprehension, and will develop pronunciation through reading exercises. The students will also become more familiar with French culture and customs. Students must purchase *Dis-moi!* textbook (ISBN: 0673216276) and workbook (ISBN: 067335072x) prior to first meeting. Contact instructor about placement if needed. Instructor: Pary Sarraf, pary.sarraf@gmail.com. No class 2/21, 3/13, 4/10, 5/15.

084114 1/17-3/20 Fri 3:00-5:00PM 8 wks MVCCtr/Cedar Age 55+ \$109/others \$129  
084119 3/27-5/29 Fri 3:00-5:00PM 8 wks MVCCtr/Cedar Age 55+ \$109/others \$129

*(French continues on page 26)*

# Community Interest & Older Adults Classes

## LANGUAGE ARTS & LANGUAGES

### French, Intermediate II

Prerequisite: completion of Beginning French. The focus is on conversation and pronunciation. Students will expand listening comprehension and communication skills through their command of grammar. They will also increase vocabulary and improve their writing style with attention to syntax and advanced sentence structure. Students must purchase textbook *C'est ça!* (ISBN: 9780673216298) prior to first meeting; workbook will be provided in class. Contact instructor about placement if needed. Instructor: Pary Sarraf, pary.sarraf@gmail.com. No class 1/20, 2/17, 4/6.

084117	1/13-3/9	Mon	12:15-2:15PM	7 wks	MVCCtr/Cedar	Age 55+	\$96/others \$116
084118	3/23-5/11	Mon	12:15-2:15PM	7 wks	MVCCtr/Cedar	Age 55+	\$96/others \$116

### French, Conversation

Prerequisite: previous levels or equivalent. Students will initiate and participate in a variety of conversational topics in real-life settings including current events, literature, art, history, civilization, cuisine, travel, hobbies, and more. Students will increase vocabulary and enhance their communication skills, as well as grammar and syntax. They will expand their ability to express thoughts and opinions in discussions of social and cultural issues. Course material will be provided by the instructor. Contact instructor about placement if needed. Instructor: Pary Sarraf, pary.sarraf@gmail.com. No class 2/19 and 4/8.

084103	1/15-3/18	Wed	9:15-11:15AM	9 wks	MVCCtr/Cedar	Age 55+	\$123/others \$143
084105	3/25-5/27	Wed	9:15-11:15AM	9 wks	MVCCtr/Cedar	Age 55+	\$123/others \$143

### French, Advanced Conversation

Whatever you are passionate about, let's discuss it in French! Current events, arts, history, literature, culture, hobbies... every topic, brought up by the teacher and/or volunteer students, can become an opportunity to review and develop vocabulary, grammar, reading, and listening/speaking skills. The second half of each class is a "French book club." New students, please contact instructor for details. Instructor: Veronique Strange, vero.strange.prof@gmail.com. No class 2/18 and 4/7.

084100	1/14-3/17	Tue	1:00-3:00PM	9 wks	AdultSch/207	Age 55+	\$101/others \$121
084101	3/24-5/26	Tue	1:00-3:00PM	9 wks	AdultSch/207	Age 55+	\$101/others \$121

## German

### German

Students with some German instruction or those who need a refresher 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) from Lektion 5 onwards. Instructor: Dorith Endler. No class 1/20, 2/17, 4/6.

502700	1/13-3/9	Mon	6:30-8:30PM	7 wks	LAHS/302	\$79
502701	3/23-5/18	Mon	6:30-8:30PM	8 wks	LAHS/302	\$90

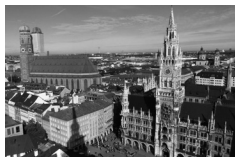
### German Conversation

Willkommen! Do you want to improve your German skills? Whether you are a beginner or comfortable with German, you can improve your verbal, reading, and writing abilities. With group and individual conversation with a native speaker you will learn about German culture, festivals, and current events. Instructor: Dorith Endler. No class 2/19 and 4/8.

084701	1/15-3/18	Wed	1:30-3:30PM	9 wks	MVCCtr/Cedar	Age 55+	\$123/others \$143
084702	3/25-5/27	Wed	1:30-3:30PM	9 wks	MVCCtr/Cedar	Age 55+	\$123/others \$143

# Community Interest & Older Adults Classes

## LANGUAGE ARTS & LANGUAGES



### **NEW! German for Travelers**

Traveling to a German-speaking country on a business trip, or just going for fun? We will use the *Lonely Planet German Phrasebook & Dictionary* (ISBN: 9781786574527) to learn German to be able to get around, whether in a city or the countryside. Instructor: Dorith Endler. No class 2/20 and 4/9.

502710 1/16-3/19 Thu 6:30-8:30PM 9 wks LAHS/302 \$101  
502711 3/26-5/28 Thu 6:30-8:30PM 9 wks LAHS/302 \$101

### **Italian**

#### **Italian Language for Beginners 2**

Sequential to *Italian Language for Beginners 1*. If you learn this beautiful language you can fall in love with Italian history, culture, food, and lifestyle. This class prepares students to use Italian language in simple and easy real-life situations. Using a conversational approach in a comfortable and enjoyable atmosphere, students will learn new basic vocabulary, grammatical structures, and expressions in various contexts. We will use the textbook *Arrivederci! 1 for English Speakers + Audio CD* (ISBN: 9789606931215). Instructor: Stefania Filigheddu, stefania.filigheddu@gmail.com. No class 1/20 and 2/17.

088003 1/13-3/16 Mon 9:00-11:00AM 8 wks MVSrCtr/MtgRm Age 55+ \$90/others \$110

#### **Italian Language for Beginners 3**

Sequential to *Italian Language for Beginners 2* or equivalent (knowledge of present tense, articles, nouns, adjectives, and their agreement; numbers; prepositions; some irregular verbs; time). We will use the textbook *Arrivederci! 1 for English Speakers + Audio CD* (ISBN: 9789606931215). Instructor: Stefania Filigheddu, stefania.filigheddu@gmail.com. No class 4/6 and 4/13.

088006 3/23-5/18 Mon 9:00-11:00AM 7 wks MVSrCtr/MtgRm Age 55+ \$79/others \$99

#### **Italian, Intermediate 2**

Sequential to *Italian, Intermediate 1*, this class is designed for students who want to master their ability acquired in previous classes (knowledge of beginning skills level plus: perfect and imperfect tense, direct and indirect object pronouns; superlatives and comparatives, imperative). In a positive learning environment, you will be expanding your vocabulary and learning more grammatical structures and expressions in varied contexts, for oral and written communication. The course will include many conversational activities to prepare students to communicate effectively in many real-life situations. We will use the textbook, *Arrivederci! 2 + Audio CD* (ISBN 9789606930829). Instructor: Stefania Filigheddu, stefania.filigheddu@gmail.com. Please note new class time and location. No class 1/20, 2/17, 4/6, 4/13.

088012 1/13-3/16 Mon 11:00AM-12:30PM 8 wks MVSrCtr/MtgRm Age 55+ \$68/others \$88  
088013 3/23-5/18 Mon 11:00AM-12:30PM 7 wks MVSrCtr/MtgRm Age 55+ \$59/others \$79

*(Italian continues on page 28)*

# Community Interest & Older Adults Classes

## LANGUAGE ARTS & LANGUAGES

### Italian, Advanced 1

This class is best suited for students who have completed all the Intermediate Italian levels or have a high intermediate level of vocabulary and understanding of the language. Using a conversational approach in a comfortable and enjoyable atmosphere, you will continue to expand your vocabulary and learn more complex grammatical structures and expressions in varied contexts. Students will develop communicative proficiency of the target language in speaking, listening, reading, and writing. We will use the textbook, *Nuovo Contatto B1* (ISBN: 9788858308653). Instructor: Stefania Filigheddu, stefania.filigheddu@gmail.com. No class 2/21, 3/13, 4/10, 4/17.

088020 1/17-3/20 Fri 10:00AM-12:00PM 8 wks MVCCtr/Cedar Age 55+ \$109/others \$129  
088021 3/27-5/22 Fri 10:00AM-12:00PM 7 wks MVCCtr/Cedar Age 55+ \$96/others \$116

### Memoirs Writing

#### Memoirs Writing

Stimulate your thinking power as you rediscover your past by listening to the memoirs of others. 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. Instructor: Sylvia Halloran. No Thu. class 2/20 and 4/9; no Fri. class 2/21, 3/13, 4/10.

#### Thursday:

089513 2/6-3/26 Thu 12:30-3:30PM 7 wks MVSrCtr/MultiB Age 55+ \$98/others \$118  
089514 4/2-5/28 Thu 12:30-3:30PM 8 wks MVSrCtr/MultiB Age 55+ \$112/others \$132

#### Friday:

089511 1/17-3/20 Fri 9:00AM-12:00PM 8 wks MVCCtr/Maple Age 55+ \$117/others \$137  
089512 3/27-5/29 Fri 9:00AM-12:00PM 9 wks MVCCtr/Maple Age 55+ \$131/others \$151

### Spanish

#### Spanish, Beginning I

Immerse yourself in the world of Spanish Language by learning basic sentences! Students will acquire and develop listening, speaking, reading, and writing skills as they also gain knowledge about cultural similarities and differences between the United States and the Spanish-speaking world. This is a fun, relaxed class and conversation is encouraged! For the day classes, the instructor will provide textbook information on the first day of class. For the evening classes, students are expected to purchase their textbook and workbook, *ULTIMATE Spanish Beginner-Intermediate* (ISBN: 9781400009619) and *Spanish Verb Drills, Fifth Edition* (ISBN: 9781260010664), prior to the first day of class. Instructors: Sarah Hsu (evening), TBD (day). No Tue. class 2/18 and 4/7; no Thu. class 2/20 and 4/9.

#### Day classes:

086902 1/14-3/17 Tue 8:30-10:30AM 9 wks MVCCtr/Maple Age 55+ \$123/others \$143  
086906 3/24-5/26 Tue 8:30-10:30AM 9 wks MVCCtr/Maple Age 55+ \$123/others \$143  
086903 1/16-3/19 Thu 8:30-10:30AM 9 wks MVCCtr/Cedar Age 55+ \$123/others \$143  
086907 3/26-5/28 Thu 8:30-10:30AM 9 wks MVCCtr/Cedar Age 55+ \$123/others \$143

#### Evening classes:

501201 1/14-3/17 Tue 5:00-7:00PM 9 wks LAHS/306 \$101  
501203 3/24-5/26 Tue 5:00-7:00PM 9 wks LAHS/306 \$101



# Community Interest & Older Adults Classes

## LANGUAGE ARTS & LANGUAGES

### Spanish, Beginning II

Prerequisite: *Beginning Spanish I* or other beginning Spanish class. Students will continue to acquire and develop listening, speaking, reading, and writing skills. Major grammatical structure of the present indicative, preterit and imperfect tense review, and introduction of future tense. If time allows, we will continue down the road. This is a fun, relaxed class and conversation is encouraged! For the day class, the instructor will provide textbook information on the first day of class. For the evening class, students are expected to purchase their textbook, *ULTIMATE Spanish Beginner-Intermediate* (ISBN: 9781400009619) and *Spanish Verb Drills, Fifth Edition* (ISBN: 9781260010664), prior to the first day of class. Instructors: Sarah Hsu (evening), TBD (day). No Tue. class 2/18 and 4/7; no Thu. class 2/20 and 4/9.

#### Day classes:

086904 1/16-3/19 Thu 10:30AM-12:30PM 9 wks MVCCtr/Cedar Age 55+ \$123/others \$143  
086905 3/26-5/28 Thu 10:30AM-12:30PM 9 wks MVCCtr/Cedar Age 55+ \$123/others \$143

#### Evening classes:

501202 1/14-3/17 Tue 7:00-9:00PM 9 wks LAHS/306 \$101  
501204 3/24-5/26 Tue 7:00-9:00PM 9 wks LAHS/306 \$101

### Spanish, Conversation C

This class comprises student presentations of current events, a selection of authors, and interactive discourse in Spanish at a beginner to intermediate level. This class will have minimal grammar review and work on conversation construction. This class is intended for intermediate to advanced conversationalists (who have taken the minimum of a Spanish II class), but everyone is encouraged to expand their horizons in Spanish. This will be a fun, relaxed atmosphere so bring on the conversation! Instructor: TBD. No class 2/18 and 4/7.

085535 1/14-3/10 Tue 10:30AM-12:30PM 8 wks MVCCtr/Maple Age 55+ \$109/others \$129  
085536 3/24-5/26 Tue 10:30AM-12:30PM 9 wks MVCCtr/Maple Age 55+ \$123/others \$143

## MUSIC & DANCE

### *Ballroom and Latin Dance*

#### Mamma Mia! Here We Go Again

Mamma mia! Here we go again - social dances including hustle, night club two-step, salsa, East & West Coast swing. Recorded music from movie favorites to big bands of the past. Couples and singles welcome. Instructors: Ellen Murray and Gene Esswein. No class 2/17.



801200 2/3-3/23 Mon 7:30-9:00PM 7 wks  
MVSrCtr/SocHall \$48

#### Spring Fling

Get ready to party with romantic waltzes, tango, and rhumba! Dance to the classics and modern favorites. Couples and singles welcome. Instructors: Ellen Murray and Gene Esswein. No class 4/6.

801300 3/30-5/18 Mon 7:30-9:00PM 7 wks MVSrCtr/SocHall \$48

# Community Interest & Older Adults Classes

## MUSIC & DANCE

### 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. Instructor: Paula Villa, pauladance.com. No class 2/17, 4/6, 4/13. Please note new class location.

800025 2/10-3/23 Mon 7:30-8:30PM 6 wks MVSrCtr/Dance \$51

800026 3/30-5/18 Mon 7:30-8:30PM 6 wks MVSrCtr/Dance \$51

### 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). Instructor: Marnie Ridgway, am\_consulting@usa.net. No class 2/19 and 4/8.

080521 2/5-3/25 Wed 9:30-11:30AM 7 wks MVSrCtr/MultiA Age 55+ \$53/others \$73

080522 4/1-5/27 Wed 9:30-11:30AM 8 wks MVSrCtr/MultiA Age 55+ \$60/others \$80

### Hula, All Levels

Learn to Sway Da Island Way... with Kumu Makalea! Beginner to intermediate students learn traditional Hula (basic feet and hands) incorporated with language, history, and culture of the islands. Intermediate and advanced dancers will be challenged to the next level of their Hula experience in technique, language, history, and culture of the islands. Students will need 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. Instructor: Makalea Kim, pahulaohana@gmail.com. No class 2/20 and 4/9.

801813 2/6-3/26 Thu 7:00-8:30PM 7 wks MVSrCtr/Dance \$60

801814 4/2-5/28 Thu 7:00-8:30PM 8 wks MVSrCtr/Dance \$68

### Orchestra

The MVLA Adult School Orchestra is a full orchestra consisting of a diverse group of adult musicians with music reading ability and technical skills. The group is passionate about serving the community through performing music. There will be some scheduled performances at the Mountain View Senior Center towards the end of each session. \$10 music printing fee is included in registration fee. Instructor/Conductor: Vince Gomez. No class 2/19 and 4/8.

081321 2/5-3/25 Wed 1:00-4:00PM 7 wks MVSrCtr/MultiA Age 55+ \$50/others \$70

081322 4/1-5/27 Wed 1:00-4:00PM 8 wks MVSrCtr/MultiA Age 55+ \$55/others \$75

### 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). Instructor: Marnie Ridgway, am\_consulting@usa.net. No class 2/18, 2/20, 4/7, 4/9.

082901 2/4-3/26 T/Th 1:15-2:15PM 14 mtgs MVSrCtr/Dance Age 55+ \$66/others \$86

082902 3/31-5/28 T/Th 1:15-2:15PM 16 mtgs MVSrCtr/Dance Age 55+ \$75/others \$95

# Community Interest & Older Adults Classes

## MUSIC & DANCE

### **Salsa Casino**



#### **Salsa Casino, Beginning**

Do you like Latin moves? Come and learn how to dance Salsa Rueda de Casino in a supportive environment. This class explores the basic steps, footwork, turns, and accents with inspired and motivated music. You will feel proud of your accomplishment, and you will get great exercise! No partner is required. Instructor: Paula Villa, pauladance.com.

No class 2/19, 4/8, 4/15. Please note new class location. On 2/5, 3/4, 4/1, and 5/6 class will meet in the Social Hall.

802025 2/5-3/25 Wed 6:30-7:30PM 7 wks MVSrCtr/Dance \$48

802026 4/1-5/27 Wed 6:30-7:30PM 7 wks MVSrCtr/Dance \$48

#### **Salsa Casino, Intermediate**

Prerequisite: students should have previously completed at least two sessions of *Beginning Salsa Casino*. Please contact the instructor if you are not sure about your experience level. This class explores the intermediate steps, footwork, turns, and accents with inspired and motivated music. Instructor: Paula Villa, pauladance.com. No class 2/19, 4/8, 4/15. Please note new class location. On 2/5, 3/4, 4/1, and 5/6 class will meet in the Social Hall.

802035 2/5-3/25 Wed 7:45-8:45PM 7 wks MVSrCtr/Dance \$48

802036 4/1-5/27 Wed 7:45-8:45PM 7 wks MVSrCtr/Dance \$48

## NEEDLE ARTS & SEWING

### **Knitting and Crochet Workshop**

Are you stuck on a knitting or crochet pattern that prevents you from completing your project? Come join others who want knitting and crochet solutions. Beginners will learn to knit or crochet with easy hands-on projects. Learn to read patterns successfully. All levels welcome! Instructor: Caroline Hui. No class 2/18 and 4/7.

087311 1/14-3/10 Tue 1:00-3:00PM 8 wks MVCCtr/Maple Age 55+ \$73/others \$93

087312 3/24-5/26 Tue 1:00-3:00PM 9 wks MVCCtr/Maple Age 55+ \$82/others \$102

### **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, new designs, materials, finishing, and solving individual problems are included in the instruction. Instructor: Caroline Hui. No class 2/5, 2/19, 4/8.

087411 1/15-3/18 Wed 9:30-11:30AM 8 wks MVCCtr/Maple Age 55+ \$91/others \$111

087412 3/25-5/27 Wed 9:30-11:30AM 9 wks MVCCtr/Maple Age 55+ \$102/others \$122

# Community Interest & Older Adults Classes

## PHYSICAL FITNESS

### Exercise for the Older Adult

Are your daily routines inhibited because you are plagued with stiffness and limited movement? Are you afraid your balance is rapidly declining and you may need to depend on special aids? This class includes specific strengthening exercises from a sitting or standing position. \$1 Thera-band fee is included in registration fee. Instructor: Misty Reddington. No class 1/20, 2/17, 2/19, 3/2, 3/4, 4/6, 4/8.

082602 1/13-3/18 M/W 12:30-1:15PM 15 mtgs LAYC/Main Age 55+ \$43/others \$63  
082603 3/23-5/20 M/W 12:30-1:15PM 16 mtgs LAYC/Main Age 55+ \$46/others \$66

### 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. Mats provided. Instructor: Jean Elvin. No class 2/21 and 4/10.

083311 2/7-3/27 Fri 10:00-11:15AM 7 wks MVSrCtr/MultiA Age 55+ \$33/others \$53  
083312 4/3-5/29 Fri 10:00-11:15AM 8 wks MVSrCtr/MultiA Age 55+ \$38/others \$58



### Hike for Health

Hike 4-6 miles in our beautiful open space preserves, county parks, and coastal trails. Participants must be able to hike the full roundtrip distance, navigate mostly rough terrain, and climb moderate to challenging hills at times. Hiking boots/sturdy shoes required. Class is divided into two groups with one hiking about 4 miles and the other 4 to 6 miles. Class is designed for exercise and enjoyment of nature. Bring daypack, water, lunch, and basic first aid kit. Instructor: Roberta Hutchinson. No class 2/20 and 4/9.

089600 1/16-3/19 Thu 9:30AM-2:00PM 9 wks BCC/FC-524 Age 55+ \$79/others \$99  
089601 3/26-5/28 Thu 9:30AM-2:00PM 9 wks BCC/FC-524 Age 55+ \$79/others \$99

### Qigong

Qigong combines slow graceful movements with mental concentration and breathing to increase strength, balance, and coordination, which enhances the immune system and reduces physical and mental stress. It is gentle and precise, making it accessible to any willing student, even those who are physically limited. This class is not suitable for those who are chronically ill. Instructor: Shadi Haghi. No class 2/21, 3/13, 4/10.

089800 1/17-3/20 Fri 9:30-11:00AM 8 wks MVCCtr/Magnolia Age 55+ \$82/others \$102  
089801 3/27-5/29 Fri 9:30-11:00AM 9 wks MVCCtr/Magnolia Age 55+ \$92/others \$112

# Community Interest & Older Adults Classes

## PHYSICAL FITNESS

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

This beginning class emphasizes the basic principles and body alignment of Tai Chi and Qigong. The traditional Chen Taiji form will help students to develop strength, balance, and coordination. Silk-reeling exercises are a series of spiral movements that promote muscle relaxation and flexibility by reducing physical tension and strain. Wuji Qigong (standing meditation) will help students to cultivate internal energy (qi) that will enhance their immune system and reduce physical and mental stress. Instructor: Master Anthony Wong, wongwaiyi@hotmail.com. For more information, visit chenfamilytaiji.com. No class 2/18, 4/7, 5/19.

601121 2/4-3/24 Tue 6:30-7:45PM 7 wks MVSrCtr/SocHall \$60

601122 3/31-5/26 Tue 6:30-7:45PM 7 wks MVSrCtr/SocHall \$60

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

This intermediate class is the continuation of the Tai Chi and Qigong, Chen Style – Beginning class and emphasizes application of the Taiji form and push hands technique. Much emphasis in silk-reeling exercises is placed on having ground connections and energy (jin) flow sequentially from the legs up to the dantian (center of body) to achieve integrated body movements. Hun Yuan Qigong exercises will enable students using external movements to guide the internal energy flow through various acupressure points to maximize and strengthen internal energy flow. Instructor: Master Anthony Wong, wongwaiyi@hotmail.com. For more information, visit chenfamilytaiji.com. No class 2/18, 4/7, 5/19.

601123 2/4-3/24 Tue 7:45-9:00PM 7 wks MVSrCtr/SocHall \$60

601124 3/31-5/26 Tue 7:45-9:00PM 7 wks MVSrCtr/SocHall \$60

## Yoga

### 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. What you need: all you need to bring for the Chair Yoga experience is a 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. Instructor: Shadi Haghi. No class 2/20 and 4/9.

600401 2/6-3/26 Thu 7:45-8:45PM 7 wks MVSrCtr/MultiA \$60

600402 4/2-5/28 Thu 7:45-8:45PM 8 wks MVSrCtr/MultiA \$68

### 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. Instructor: Shadi Haghi. No class 2/20 and 4/9.

600330 2/6-3/26 Thu 6:00-7:30PM 7 wks MVSrCtr/MultiA \$60

600331 4/2-5/28 Thu 6:00-7:30PM 8 wks MVSrCtr/MultiA \$68

# Community Interest & Older Adults Classes

## PHYSICAL FITNESS

### 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. Instructor: Alejandra Picollo. No class 2/18 and 4/7.

082400 2/4-3/24 Tue 6:15-7:15PM 7 wks MVSrCtr/MultiA Age 55+ \$33/others \$53

082401 3/31-5/26 Tue 6:15-7:15PM 8 wks MVSrCtr/MultiA Age 55+ \$38/others \$58

### 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. Instructor: Alejandra Picollo. No class 2/17, 2/20, 4/6, 4/9, 5/25.

801609 2/3-3/26 M/Th 6:00-7:00PM 14 mtgs MVSrCtr/SocHall \$96

801610 3/30-5/28 M/Th 6:00-7:00PM 15 mtgs MVSrCtr/SocHall \$102

## Student Support Services

### ACADEMIC TUTORING



Onsite tutoring for ESL students is available during morning, afternoon, and evening hours in Room 105. Additional tutorial services are also available for GED and CTE programs. Please contact Tina Dave at [tina.dave@mvla.net](mailto:tina.dave@mvla.net) for more information.

### 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 Adult Education Program 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
- Interview Practice
- Resume Writing
- Online Job Postings at our Job Blog: [mvlaae.wordpress.com](http://mvlaae.wordpress.com)
- Job Search Information
- College Selection, Application, Registration
- Career Exploration
- Connection to Support Services
- Networking

Contact Transition Advisor-Coordinator, Tina Dave, at (650) 940-1333 (ext. 6030); [tina.dave@mvla.net](mailto:tina.dave@mvla.net); or visit the main office at the Adult School, 333 Moffett Blvd., Mountain View, CA 94043.



## TRANSITION ADVISING AND CAREER SERVICES

### CAREER TRANSITION WORKSHOPS

These workshops are available for adult school students registered in any of our core classes or programs, up to one year after course completion. Register online.

#### Winter 2020:

603100	Career Exploration	1/7	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603200	Resume Workshop	1/14	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603300	LinkedIn Account	1/21	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603400	Interview Preparation	1/28	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603500	FAFSA Overview	2/4	Tue	11:00AM-12:30PM	AdultSch/105	FREE

#### Spring 2020:

603101	Career Exploration	4/14	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603201	Resume Workshop	4/21	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603301	LinkedIn Account	4/28	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603401	Interview Preparation	5/5	Tue	11:00AM-12:30PM	AdultSch/105	FREE
603501	FAFSA Overview	5/12	Tue	11:00AM-12:30PM	AdultSch/105	FREE

#### Career Exploration

Unsure of what career would be the best option for you? Attend the career exploration workshop to discover which career best meets your interests and skills.

#### Resume Workshop

What makes an effective resume? Learn the essentials of how to write a resume that will get you noticed. Create a new resume that highlights your skills or receive guidance on how to update an existing resume to land you that next position! (Please bring relevant background information such as job history and educational experience to add to your resume.)

#### LinkedIn Account

Professional networking is an essential component of your job search. Learn simple tips and strategies that will help you develop a strong LinkedIn profile and stand out! Learn how to create or update your LinkedIn account using your current resume.

#### Interview Preparation

Now that you have an interview, how should you prepare? What should you wear? What types of questions will be asked? Learn about different types of interviews and practice responding to questions in a way that demonstrates your knowledge and qualifications for the position you want.

#### Community College Application FAFSA Overview

Interested in continuing your education in the college setting? Did you know that the government provides financial assistance for those who qualify? Attend this workshop to learn how to access and apply for the Free Application for Federal Student Aid (FAFSA).

# Student Support Services

## 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 [www.cdss.ca.gov/CalWORKS](http://www.cdss.ca.gov/CalWORKS) or visit the Mountain View Social Services Agency office:

1330 W. Middlefield Road  
Mountain View, CA 94043  
(408) 278-2402 or (650) 988-6200



**Already a CalWORKs participant?** MVLA's onsite CalWORKs representative will help and partner with you while you attend classes at MVLA Adult School. Our site representative is available during the office hours listed below and by appointment. Call, email or visit him at MVLA Adult School, room 105.

Jim Wong, CalWORKs Site Representative, MVLA  
(650) 940-6029 / [jim.wong@mvla.net](mailto:jim.wong@mvla.net)  
Regular drop-in hours: Mon & Wed-Fri: 9:00-1:00, Tue: 10:30-1:00

## CHILDCARE FOR ESL STUDENTS (FAMILIES LEARNING TOGETHER)



This is a participation Family Literacy program, designed for parents who would like to help their children (ages 3-5 yrs) to be successful learners. Parents and children attend classes 5 days per week. 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 a minimum of 85% attendance and participation in classes/activities. For more information, call (650) 940-6039.

**Morning Session for Preschoolers 3-5 yrs**  
M-F 8:45-11:45AM Adult Sch/Child Dev Ctr

### 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 (650) 940-4675.