

MVLA Adult School Career Technical Education Course Descriptions

Google Applied Digital Skills - Entry-Level Project Management

This hands-on course, offered in collaboration with Google, equips students with the digital skill set required for entry-level employment in project management. The course focuses on solving real-life problems using Google Apps as a tool. Students will learn to create spreadsheets, effectively organize, analyze, manipulate, and visualize data, and identify patterns in data. Additionally, the course covers programming basics, debugging, and implementing algorithms. Students will also develop research-based decision-making skills and digital collaboration techniques to communicate successfully with others.

The course fee is \$70.00. Students have the option to purchase a Chromebook or a laptop for approximately \$650.00.

Course Fee: \$70.00

Network Specialist - CompTIA Network+

This course covers the installation, configuration, and maintenance of wired and wireless networks, including network management, optimization, troubleshooting, and security. A free optional resume workshop is available, and job placement assistance is provided. The CompTIA A+ exam costs \$137.00, and the book is \$60.00

Course Fee: \$175.00

Web development

Students who complete the following three courses are eligible for the Web Development Certificate.

- Web Design Fundamentals with HTML, CSS, and JavaScript
- Introduction to the Python Programming Language
- AWS Cloud Computing

This program prepares individuals to apply HTML, CSS, XML, JavaScript, graphics applications, and other authoring tools to the design, editing, publishing, and launching of documents, images, graphics, sound, and multimedia products on the World Wide Web. The program includes instruction in Internet theory, web page standards and policies, elements of web page design, user interfaces, vector tools, special effects, interactive and multimedia components, search engines, navigation, morphing, e-commerce tools, and emerging web technologies.

The cost of the AWS Certified Developer - Associate exam is about \$150. The fee for Web Design is \$70.00, Intro to Python is \$70.00, and Amazon Web Services is \$70.00, totaling \$210.00 for the pathway.

Program Fee (3 courses): \$210.00

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Acute Care Program

This 116-hour training course prepares the long-term care nurse assistant to function at a competent level in the acute care setting. Building upon previously learned CNA skills, the course comprises both lecture and clinical components. Depending on the facility, clinical training may start as early as 7 AM. A current CNA Certificate is required. Students must wear navy blue scrubs and white solid shoes at all times and provide proof of a valid TB test and immunizations. A flu shot is required between October and April. Urine drug screening may be requested.

The course fee is \$260. Students will also need to budget \$80 for tools and approximately \$500 for immunizations, uniforms, shoes, TB testing, professional liability insurance, and live scan or fingerprinting.

Course Fee: \$260.00

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 7:00 AM (day program) or 3:00 PM (evening program) for Fall and Winter/Spring sessions. A free mandatory resume workshop and job placement assistance are provided.

Students need to wear navy blue scrubs and white solid shoes while at school and in clinical settings and must provide proof of a valid TB test and immunizations before the start of the program. A flu shot is required between October and April. Live Scan fingerprinting information will be provided during orientation.

Prerequisites: Students must attend a required healthcare orientation prior to registering for this program. A Medical Terminology Fundamentals course is highly recommended.

The course fee includes textbooks, supplemental materials, and instruments. The \$120 NNAAP exam fee is payable at a later date.

The course fee is \$650. Additional costs include \$120 for the NNAAP test fee and \$130 for the TB test and uniform.

Course Fee: \$650.00

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Eye Care Technician (Optometric Assistant)

This program prepares individuals to adapt and fit corrective eyewear, including eyeglasses and contact lenses, as prescribed by ophthalmologists or optometrists. It assists patients in selecting appropriate frames and prepares work orders for ophthalmic laboratory technicians. The curriculum includes instruction in geometrical optics, ophthalmic optics, anatomy of the eye, optical instrumentation, use and maintenance of adjustment and cleaning tools, prescription interpretation, contact lens adaptation and fitting, prosthesis fitting, facial and eye measuring, pathology identification, record-keeping, and patient and business administrative tasks.

The cost of the class is \$150. Additional costs include \$175 for the ABO Exam and approximately \$50 for liability insurance and immunizations.

Course Fee: \$150.00

General Accounting Clerk

Accounting is the backbone of any business around the world. Students who complete all four of the following classes: Accounting IA, 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 1B are articulated with Mission College and San Jose City College. Students can earn 5.0 credits upon completion of both classes.

Accounting 1A: Principles of Small Business Accounting: This course is an introduction to basic accounting procedures for new or potential business owners and those who want to increase their knowledge of working with ledgers, debits and credits, and financial statements. After completing this course, students will be able to analyze business transactions, record

Journal entries, post to general ledger accounts, and prepare financial statements. You must complete both Accounting 1A and 1B to receive a certificate of completion.

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

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

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Students must purchase textbooks or eBooks and Connect access cards for the 4 courses. The total cost is approximately \$750.00 for all books. The program consists of 4 courses at \$70.00 each: Accounting 1A, 1B, Payroll Records and Procedures, and QuickBooks Pro.

Course Fee: \$280.00

Home Health Aide

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

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

The course fee is \$130. Additional costs include \$100 for immunizations, TB test, uniform, etc.

Course Fee: \$130.00

Introduction to Cisco Certified Network Associate (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.

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

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The course fee is \$120. Additional costs include \$80 for books and \$40 for tools.

Course Fee: \$120.00

Introduction to Cloud Computing in Amazon Web Services - Entry-Level Certificate

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

Prerequisites: Basic computer literacy. High school diploma/GED is recommended. Access to a personal computer, internet/Wi-Fi, Canvas, and Zoom is required to enroll in the course.

The course fee is \$70. Additional costs include \$50 for tools.

Course Fee: \$70.00

Medical Assistant (MA) National Certification (NCMA) – Front and Back Office

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

A free mandatory resume workshop and job placement assistance are provided.

MA classes fill up quickly! We recommend attending an orientation as early as 6 months before the class start date.

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Prerequisites: Must possess a high school diploma or GED. Students must attend a required Healthcare Orientation prior to registering for this program. Check dates and register for an orientation online. Medical Terminology is highly recommended.

The class fee includes textbooks, supplemental materials, and instruments. The NCCT exam fee of \$119 is paid separately.

The course fee is \$950. Additional costs include \$81 for uniforms, \$119 for the NCCT test fee (payable four weeks before the test), and \$470 for immunizations, uniforms, liability insurance, BLS certification, shoes, etc.

Course Fee: \$950.00

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 can take the national certification test (NCMOA). This program includes a free optional resume workshop and provides job placement assistance.

Prerequisite: Computer literacy and basic typing skills. Students must bring their own USB flash drive and purchase a textbook or eBook with a Connect Access Card for the online interactive features: Medical Office Procedures, 9th Edition, Bayes, ISBN-10: 1259630765, ISBN-13: 9781259630767. All required online assignments and the interactive eBook for this course are available on McGrawHill Connect.

The course fee is \$175. Additional costs include \$250 for books, \$10 for a USB stick, and \$119 for NCCT testing.

Course Fee: \$175.00

Medical Records Specialist Certificate - National Certification (NCICS)

Medical Records Specialist is a career with a bright outlook. Students who complete both classes, Electronic 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. We highly

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recommend that students take Electronic Record Keeping before enrolling in Medical Billing and Coding.

The course fee is \$350 (\$175 for Medical Billing and Coding & \$175 for Electronic Health Records). Additional costs include \$500 for books, \$119 for NCCT testing, and \$10 for a USB stick.

Program Fee (2 courses): \$350.00