



Short-Term Vocational Online Programs - Fall 2021

Apply online: www.mtsac.edu/noncreditapp

Contact us: 909-274-4220 or visit <https://www.mtsac.edu/vocational/>

CLASS ENROLLMENT IS OFFERED AT NO COST. ADDITIONAL FEES MAY BE REQUIRED.

ACCOUNTING

September 14 - November 19, 2021

Tuesday/Wednesday/Thursday;

4:00 - 8:00 PM; 10 Weeks

Course: This course provides instruction on accounting vocabulary and theory, equations to solve word problems, simple and compound interest, present value, consumer and business credit, mortgages, financial statements and ratios, inventory, depreciation, business taxes and investments.

VOC BA11: Fundamentals of Accounting

VOC BA68: Business Math

Material Fees: Free digital book. Hardcover \$50 (not required). Must use spreadsheet software and have Adobe Acrobat Reader enabled.



ESSENTIAL OFFICE SKILLS

August 30 - November 19, 2021

Monday - Thursday

1:30 - 4:30 PM ; 12 Weeks

Course: This course provides instruction in Office Management Skills, Microcomputer Applications (Word, Excel, PowerPoint, Google Programs) and Career Development/Work Readiness to prepare students for an entry level position.

VOC CSB15: Microcomputer Applications

VOC CS41: Office Management Skills

BS ABE05: Career Development

Material Fees: Not required at this time.



ELECTRONIC SYSTEMS TECHNOLOGY

August 27 - December 11, 2021

Friday - Saturday

8:00 - 3:30 PM; 16 weeks

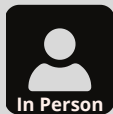
Course: Students will learn the skills required to prepare for employment with telephone companies, satellite/cable TV providers, electrical contractors, computer networking companies and home theater/home security retailers.

VOC EST50: Fundamentals for Cable Installation

VOC EST54: Cabling & Wiring Standards

VOC EST56: Home Theater

Material Fees: Not required at this time.



PHYSICAL THERAPY AIDE

September 8 - November 24, 2021

Monday/Wednesday/Friday

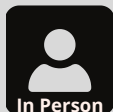
8:00 AM - 12:00 PM; 12 Weeks

Course: This course will provide students with a basic understanding of working in a physical therapy setting with patients who need rehabilitation. This course includes medical terminology used in the profession.

VOC HTH12: Medical Terminology

VOC PT81: Physical Therapy Aide

Material Fees: Textbook \$100 and the workbook \$50 on Amazon.



CARE COORDINATOR

September 7 - November 24, 2021

10 hours per week of online independent study

10 weeks

Course: Students will learn to provide timely access to quality healthcare through all phases of the healthcare continuum, determine needs of patients, identify resources, and create an appropriate discharge plan to prevent readmission. Recommended for currently employed CNA's and Medical Assistants.

VOC CC1: Care Coordinator 1

VOC CC2: Care Coordinator 2

VOC HTH06: Health Careers Employability Skills

Material Fees: Not required at this time.



CONTACT TRACER

September 27 - November 5, 2021

10 hours per week online independent study

6 weeks

Course: This short-term program is intended to prepare students to become a contact tracer in the community health setting. The career development course increases employability and work skills.

VOC CT Contact Tracer

BS ABE05 Career Development

Material Fees: Not required at this time.



PERSONAL CARE AIDE

September 27 - November 17, 2021

Monday - Thursday

4:30 - 9:00 PM; 8 Weeks

Course: To assist elderly, disabled and ill persons. Maintenance of a healthy environment and procedures for emergencies. Personal hygiene, safe transfer techniques and basic nutrition skills are taught

VOC PCA: Personal Care Aide

VOC HTH06: Health Careers Employability Skills

BS ABE05 Career Development

Material Fees: CPR \$50 (optional)



FLORAL DESIGN

Floral Design 1

August 24 - December 7, 2021

Tuesdays; 6:00 - 10:00 PM

Floral Design 2

August 26 - December 9, 2021

Thursdays; 6:00 - 10:00 PM

VOC AG25: Floral Design 1

Principles of floral design: form, style, and composition. Includes designing of floral arrangements, wreaths, sprays, baskets, bouquets, wedding flowers, and corsages.

VOC AG26: Floral Design 2

Contemporary floral design theory emphasizing creativity, self-expression, and professional design situations.

Material Fees: \$250 required for each class which must be paid at the Bursar's Office prior to the first class.

