

Mission Language and Vocational School (MLVS) is a private institution. MLVS is approved to operate by the Bureau for Private Postsecondary Education (BPPE). This approval to operate means that we are in compliance with state standards as set forth in the CEC and 5, CCR.

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A NOTE FROM THE SCHOOL

Welcome to MLVS!

We are very pleased that you have chosen us for your job training program. We know that you will make the most of your time with us and go on to join the over 40,000 successful MLVS graduates in the Bay Area labor force.

By attending this school, you are becoming a part of a proud tradition of people who have the confidence and motivation to change their, and their families’ lives for the better. This road is challenging, but it is one that every future leader must take. All of us at MLVS are here to support you in your journey and help you with any problems you may encounter along the way. Our success relies on yours!

MLVS thrives on open communication between students, staff, and administration. We are always eager to have your suggestions and feedback about possible improvements for the school. We are happy that you have made the decision to join our community, and look forward to sharing in your success.

Sincerely,

**Mission Language and Vocational School, Inc. (MLVS)
Staff & Faculty**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution, MLVS, may be directed to the BPPE at:

1747 N. Market Blvd. Ste 225
Sacramento, CA 95834
or

P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov
(888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at: www.bppe.ca.gov.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at MLVS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Medical Assistant Certificate you earn in the Medical Assistant Program here at MLVS is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at MLVS will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MLVS to determine if your Medical Assistant Certificate will transfer.

MLVS has not entered into an articulation or transfer agreement with any other college or university.

This course is offered in English, and requires that you be proficient in the English Language. There are on site ESL courses for those of you who would like to attend, they are offered by FiveKeys, for free.

HISTORY

Mission Language and Vocational School (MLVS) is a non-profit, community service organization. Originally known as El Centro Social Obrero, MLVS was founded in 1962 by a group of Mexican construction workers who saw the need for language education and job training in their community. The School's original purpose was to teach Vocational English as a Second Language (VESL) and the fundamentals of getting a job, keeping it and excelling on the job.

Over the years, MLVS has provided training for more than 20,000 people in fields as varied as telephone installation, grocery clerking and electronics assembly. Gradually, MLVS established itself as the clerical and computer training center that it now is. The school served over five hundred (500) immigrants in 2005, and 75% of past participants have found jobs through MLVS' training programs.

MLVS is funded by various government departments and private sources to provide language and job training and placement services. Though our traditional client base has been the Latino community of San Francisco, we welcome students of every race and background.

Mission Language and Vocational School, Inc. (MLVS), located in the San Francisco Mission District, is a non-profit community education center whose mission is to improve the socioeconomic conditions of low-income minorities in San Francisco, CA. Currently, MLVS offers job-specific classroom training programs in the areas of office technology, computerized accounting, medical assisting and culinary arts. In addition, the new Digital empowerment Project consists of two technology-based programs-the Computer Literacy Program and Mission Community Internet Center-both of which aim to demythologize computers among minority users and help stem the tide of population displacement from San Francisco's low-income areas by improving their career prospects.

In addition to learning new job skills, students acquire "soft skills" designed to improve integration into the culture of the workplace, such as business etiquette, study habits, disciplined attendance, analytical thinking skills, learning techniques, and safety awareness. Career guidance, counseling, employment, and referral services for legal, childcare, health, and housing assistance are also an integral part of all MLVS programs. In addition, students are given intensive case management and are followed from the time they are enrolled to six-month job retention after they are employed. Students are also assigned mentors who work with the students during their course of study.

In its current programs, MLVS serves a multicultural population of all ages and special needs, averaging and annual enrollment of more than 500 participants from the Greater Bay Area. Percentage wise, 20% school participants are welfare-to-work public assistance recipients, 90% low-income minorities, and 70% women. Breakdown by ethnicity includes 65% Latino, 26% Asian, 3% African-American, 3% White and 3% other. Age of adult trainee's ranges from 18 to 65, and more than 200 at-risk youth attend the after-school program. Approximately 70% of students are Non-or Limited-English Proficient. More than half are single parents, 80% low-income earners (working poor), and 20% Temporary Assistance to Needy Families (TANF) recipients.

MLVS has been in continuous operation for nearly 35 years. Since the time of its inception, more than 18, 000 students have been placed in jobs, and more than 80% of these students have continued to be employed after one year, managing to escape the cycle of poverty and become self-sufficient, productive individuals in their communities.

MISSION STATEMENT

Mission Language and Vocational School's (MLVS) mission is to improve the socio-economic condition of limited or non-English speaking, low-and moderate-income Latinos and other minorities in San Francisco and the Bay Area through job-specific language and vocational training programs and the creation of economic development initiatives. Support services such as career counseling, employment, job placement, and referral services are an integral part of MLVS' programs. MLVS strives to empower underserved populations and improve the community through social, economic and educational advancements.

PHILOSOPHY

Mission Language and Vocational School believes in achievement through education. Students can best achieve the optimum outcomes for their lives: well-paying jobs, and stable and productive relationships in their communities, through receiving education and training that makes them capable and confident. The Board of Directors also emphasizes the importance of instructing students in their rights and responsibilities as citizens, and instilling a sense of community. The staff and faculty of MLVS are committed to providing quality programs leading to the betterment of our students' lives and futures.

STATEMENT OF NON-DISCRIMINATION

Mission Language and Vocational School does not discriminate on the basis of race, sex, age, physical challenge, national origin, ethnic background, creed, sexual orientation or religion in employing school personnel, or in granting admission to the school, or in offering its students counseling, training, or placement opportunities, or in any other of its programs or activities.

STATEMENT OF COMMUNITY

The Mission Language and Vocational School is foremost an institution of learning and teaching, committed to serving the needs of our community. Our school community reflects and is a part of a society comprising all races, creeds, and social circumstances. The successful conduct of the school's affairs requires that every member of the school community acknowledges and practices the following basic principles:

We affirm the dignity inherent in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we endeavor to foster mutual understanding among the many parts to our whole.

We affirm the right to expression within our community and also affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to speak and think as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by the school's regulations governing time, place, and manner. The Mission Language and Vocational School promotes open expression of our own individuality and our diversity within the bounds of courtesy, sensitivity, and respect.

The Mission Language and Vocational School confronts and rejects all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, or any other differences among people which have been excuses for misunderstanding, dissension, or hatred. We recognize and cherish the richness contributed to our lives by our diversity.

We recognize that each of us has an obligation to the community of which we have chosen to be a part. We strive to build a true community of spirit and purpose based on mutual respect and caring.

Staff & Faculty Directory

Administration

Chef Alek Zavaleta (415) 622-5432
ChefAleks@mlvs.org Ext. 2009
Director

Mr. Sebastian Alioto (415) 622-5432
Salioto.mlvs@gmail.com
Chief Financial Officer

George Ruiz (415) 622-5432
George@mlvs.org Ext. 2003
I.T. Specialist/ Outreach

Student Services & Education Department

Jaime Marcic (415) 622- 5432
Jaime@mlvs.org Ext. 2005
Education Services Manager

Employment Department

Mrs. Elsy Tadeo (415) 622-5432
Elsy@mlvs.org Ext. 2010
Employment Coordinator

Hospitality & Catering Department

Chef Alek Zavaleta
ChefAleks@mlvs.org
Culinary & Hospitality Director

(415) 622-5432
Ext. 2009

Faculty/Qualifications

Chef Aleks/ServSafe Manager & Proctor, Culinary/Hospitality Director

ChefAleks@mlvs.org

Julio Garcia/MLVS Certificate, Culinary/Hospitality Assistant, J.garcia@mlvs.org

Dr. Nisa/B.A. Medicine/Surgery, MA LAB Instructor, A.nisa@mlvs.org

Ms. Jennifer Monroy/B.S., MA MOA/PC Instructor, J.monroy@mlvs.org

Mrs. Maria Monroy/B.S., MA PC Instructor, M.monroy@mlvs.org

Ms. Mika Robinson/CNA, A.A. Anatomy and Physiology, MA TAP Instructor

C.robinson@mlvs.org

POLICIES AND PROCEDURES

All trainees are expected to attend training sessions as scheduled. In addition, each trainee is to arrive on time so that maximum benefit can be derived from the instruction given. Our goal throughout the program is to train you with the skill set necessary for successful employment placement with retention. MLVS' academic and work ethics parallel medical, culinary and clerical employment expectations in terms of integrity, attendance and punctuality.

The success of our program depends on open communication.

GUIDELINES FOR SUCCESS: Expectations

- **Respect for all faculty members, staff, students and self: Courtesy and consideration for all members of the school community: no bullying, fighting, harassment or graffiti.**
- Attend classes on time every day and complete your training cycles. If you are late, please go to the Employment and Education dept. and get a tardy slip.
- **Respect for all school property and school uniform:** Act and dress professionally, failure to comply with the uniform policy can result in you being sent home.
- Respect classroom lectures and labs by not being disruptive.
- **No food or beverages** are allowed in the medical lab, computer labs, and all classrooms during class session in addition to other assigned instructional areas.

- Help and cooperate with the faculty and staff. Students are required to fulfill a minimum of four (4) MLVS community hours during the training program.
- Students will come to class prepared to learn with the required supplies and materials, textbooks, and in uniform.
- Students must agree to adhere to the terms outlined in the Student Handbook provided to you during orientation in regards to the **externship placement**. Failure to honor this commitment may result in being prohibited from further participation in the externship for your program.
- **CELL PHONES, CHARGING CELL PHONES OR PERSONAL ELECTRONIC DEVICES DURING CLASS SESSION WILL NOT BE TOLERATED:** Students will be required to place phones in the teacher’s organizer at the beginning of each class period and may retrieve them at break, until class is over for the day. **Failure to comply with this rule will result in you being asked to leave.**

ATTENDANCE

Unexcused Absences

Trainees are required to phone the school personally within a minimum of **30 minutes** before school starts on the day of the absence at **415-622-5432**. Not calling within this period will be considered an absence without notification. The Student Services Department will apply criteria for corrective action when there is no valid excuse.

Excused Absences

An excused absence means that you **spoke in person** to Program Personnel at **(415)622-5432** at MLVS **before** your absence. If you need to be absent, be sure to inform the Education Program Director and Student Services Department ahead of time.

An excused absence must be for a good reason – such as an illness, family emergency, and doctor appointments with doctor notes supporting your absence. If you have excessive absences, you will be asked for documentation to substantiate your absence. Excessive absences and tardiness may lead students to a written warning, up to and including termination from the program. (Procedure can be found on next page)

Unexcused Absences

An unexcused absence is when you do not have a legitimate reason for not coming to school/ not having previously approved your absence with the Student Services dept. **Taking a vacation is not a legitimate reason for missing classes.**

MLVS must keep careful records of your attendance. To help us do this, you must get a pass from the Education Department office if you come to class late or leave class early.

Tardiness

You are expected to come to school on time every day. If you have **three (3) unexcused absences OR excessive tardiness, you may be asked to leave the program.**

It is essential that you come to school on time. Punctuality is a **job skill** and a habit to practice while at MLVS.

Leave of Absence

We recommend that students who have upcoming prior engagements that are more than 3 days long, to consider taking the course at a later date. We do not grant a leave of absence unless medically necessary. The student must provide a Dr. note, detailing the expected date of return.

PROCEDURES FOR DEALING WITH UNEXCUSED ABSENCES/TARDINESS

- MLVS Faculty & Administration gives **Verbal Warning**. Trainees are notified that recurring absences will result in a written warning by Student Services Manager or Case Manager.
- Student Services Manager and/or Case Manager gives **Written Warning**. Trainees are notified that the recurrence of absence will result in **suspension** by the MLVS Director.
- **Suspension** of classes for two (2) days by the Director. Trainees are notified that reoccurrence will result in **termination of the program**. The student has a right to appeal to the Executive Director, by writing them a letter explaining your side of the situation and making a plea for why you should not be terminated from the program, it is then up to the discretion of the Director to approve or deny the appeal.

PROCEDURES FOR DEALING WITH A DISRUPTION

- **Verbal Warning** given by MLVS Faculty & Administration.
- **Written Warning** given by Student Services Manager and/or Case Management.
- **Termination** of trainee is given by the Executive Director/General Manager with the right to appeal to the Executive Director, by writing them a letter explaining your side of the

situation and making a plea for why you should not be terminated from the program, it is then up to the discretion of the Director to approve or deny the appeal.

UNDER THE INFLUENCE OF SUBSTANCE ABUSE & VIOLENT BEHAVIOR

Use of drugs, alcohol, physical violence, abusive language or any illegal act will result in **IMMEDIATE TERMINATION** from MLVS.

DISHONESTY DURING EXAMINATIONS

Students are required to comply with the school regulations; any dishonesty during quizzes and exams will not be tolerated, and may be grounds for termination of trainees.

DRESS CODE

Students are requested to be well groomed and dressed professionally each day. Jeans, sagging, skinny, jeggings, boot cut, capris, all forms of shorts, yoga pants, leggings, sweatpants, pajamas, flip flops, open toe, all forms of high- heels, wedge shoes, caps, beanie hats, and tennis shoes are considered to be INAPPROPRIATE attire FOR THE CLASSROOM SETTING.

Uniforms are to be worn AT ALL TIMES.

Medical Assistant: Solid navy blue or light blue scrubs (top and bottom complete set) and non-slip shoes ONLY.

Culinary Arts: White chef's jacket, hair net, white button down shirt/blouse, black slacks and non-slip shoes.

MLVS Participant Formal Complaint and Grievance Procedures

It is the strict policy of the Mission Language and Vocational School to provide fair and equitable treatment to its students. By law MLVS must provide services without discriminating on the basis of race, creed, disability, sexual orientation or identity, or by religious affiliation. Recognizing that mistakes can occur, the following procedures should be followed by students, enrollees, or applicants wishing to file a formal complaint.

1. A written complaint should be given to the Student Services Director. Within five (5) working days, a meeting or meetings should be scheduled to discuss the nature of the complaint and measures taken to resolve the complaint.

2. If not satisfied with the initial meeting or meetings, the issuing party may request a hearing with the Program Manager of MLVS. Within five (5) working days the requesting party should be given written notice regarding the time, date, and location of the scheduled hearing.
3. Within ten (10) working days from the date of the hearing, a written decision regarding the matter shall be issued to the participant and all other involved parties.
4. The decision shall be final unless the matter concerns contractual responsibilities of the school to one of its funding sources.
5. Upon request, the school shall provide the participant with the name and telephone number of a contact person at a respective funding or regulatory agency.

STUDENT SERVICES/EDUCATION DEPARTMENT

Student Services assist, inform students with student services' processes, procedures and policies, which include, but are not limited to: admissions, advising, assessment/testing; community resources-referrals, and orientation.

For academic tutoring or problems with an instructor, students should see the Student Services Coordinator of the program. We are always ready and eager to help students enhance their personal growth in their training at MLVS.

CASE MANAGEMENT: *COUNSELING*

Personal and academic counseling is always available to students who are having trouble at home or in their classes. Appointments can be made in advance through the counseling office. The Counselor maintains a list of community-based organizations that provide services in the areas of child care, legal assistance, health, housing, alcoholism and drug abuse, and domestic violence, among others.

EMPLOYMENT DEPARTMENT: *WORKFORCE DEVELOPMENT*

Employment Counseling

Counseling is done at the beginning of each training cycle to the group as a whole, once a month to each individual trainee assigned and prior to each job referral.

Both at the initial group and the first individual counseling session, the Employment Representative discusses roles with the students. Punctuality, attendance and performance are key to obtaining employment.

All trainees are counseled once a month. If special problems arise or preparation for job referrals is necessary, special counseling sessions are scheduled.

Trainees are informed of proper organizational procedures, company regulations, etc. so that they are aware of their rights and responsibilities.

Students are advised of the importance of developing good working relationships with co-workers and how this increases their advancement opportunities.

Job Developer will refer applicants to Counselor or appropriate service (i.e., tutoring, testing, etc.) when needed.

Job Referral and Placement Services

After all necessary job research has been made of the job market and a complete assessment has been made of trainee's acquired skills, the student is then referred to job interviews.

Prior to sending students on a job interview, the Job Developer will evaluate the trainee through a review of his or her personal profile and by consulting the Employment Manager, Counselor, and Job Developer through Education Coordinator will inform companies of trainee's potential, work experience, course work progress and motivation and request interview appointments.

The Job Developer will follow-up with the company to discuss the outcome of the interview and inform the trainee of the results. If a trainee was not accepted, the Job Developer will suggest corrective actions.

EMERGENCY PROCEDURES

Taking appropriate action in an emergency can save your life. Reflect and proceed according to the situation at hand. You must remain calm. Do not lose control.

IN CASE OF AN EARTHQUAKE

In case of an earthquake, follow these procedures:

- Do not yell or panic.
- Do not run.
- Remain where you are. If you are outside of the school, stay outside. If you are in school, remain inside.
- If you are inside a classroom, please remain calm and, if possible, get underneath a table or desk and remain in that position until the tremor stops. If you are in a hallway, sit with your knees bent and your back against the wall (preferably a corner) making sure to protect the back of your neck and head with your arms.
- Move away from windows since the glass may shatter.

- If you are on the street, move away from electrical wires; and do not walk near buildings.
- If you are driving, stop as soon as possible in an open area away from buildings, bridges or overpasses. Remain in your car until the earthquake is over. Look out for fallen debris.
- Be extremely careful when entering buildings that may have been damaged by the earthquake. They may be unstable and could crumble. There could also be gas leaks and electrical short circuits.
- Do not smoke or light any matches since there could be gas leaks.
- Do not use the phone.
- Prepare yourself for the possibility of aftershocks.

IN CASE OF FIRE

- Bell will ring long and loud. Fire alarms will also ring.
- Go outside as soon as possible.
- Do not panic. Avoid unnecessary risk.
- Once outside, stay away from the building.
- All students and staff from the second floor will use upstairs fire exits or emergency exits.

EMERGENCY AND RESOURCE SERVICE NUMBERS

EMERGENCY:

San Francisco Police Department	911
San Francisco Fire Department	911
San Francisco General Hospital	(415)206-8000

SUPPORTIVE SERVICES:

- | | |
|---|---|
| <ul style="list-style-type: none"> ➤ Mission Neighborhood Health Center
240 Shotwell St.
San Francisco, CA 94110
(415)552-3870 | <p style="margin-left: 40px;">San Francisco, CA 94114
(415)276-2900</p> |
| <ul style="list-style-type: none"> ➤ Employment Development
Department-Mission District
3120 Mission St.
San Francisco, CA 94110
(415)401-4800 | <ul style="list-style-type: none"> ➤ San Francisco Department of Human
Services
170 Otis St.
San Francisco, CA 94103
(415)557-5000 |
| <ul style="list-style-type: none"> ➤ Children’s Council of San Francisco
445 Church St. | <ul style="list-style-type: none"> ➤ Project Open Hand-San Francisco
730 Polk St. |

San Francisco, CA 94109
(415)447-2300

- Centro Legal de la Raza
474 Valencia St., Suite 295
San Francisco, CA 94103
(415)575-3500
- Instituto Familiar de la Raza
2919 Mission St.
San Francisco, CA 94110
(415)229-0500
- Iris Center of San Francisco
12 Gough St.
San Francisco, CA 94103
(415)864-2608
- Mission Mental Health
2712 Mission St.
San Francisco, CA 94110
(415)401-2700
- La Casa de las Madres
1663 Mission St. Suite 225
San Francisco, CA 94103
(415)503-0500
- The Women's Building
3543 – 18th St.
San Francisco, CA 94110
(415)431-1180
- Project Homeless Connect
25 Van Ness Ave. Suite 340
San Francisco, CA 94102
(415)503-2123
- Compass Connection Point
995 Market St.
San Francisco, CA 94103
(415)644-0504
- Mission Family Center
759 South Van Ness Ave.
San Francisco, CA 94110

F. A. Q.s

1. MLVS does not provide federal, state or private financial aid services to it's students.
2. MLVS does not participate in any housing or dormitory services, as MLVS does not have any of those facilities under our control.
3. MLVS retains student records in compliance with BPPE. (CEC 94900, 5, CCR 71810 (b)(15) and 71920) This can be found on their website at: www.bppe.ca.gov . We will maintain a hardcopy of your student file, for five years, along with transcripts and any Certificates you obtain for life.

4. The job classifications (along with their Standard Occupational Classification codes) for each program that we prepare students to be placed in are as follows: Medical Assistant Program: Medical Assistant 31-9092; Professional Cooking Intensive Course Program: Cook 35-20000, Lead Line Cook 35-2014, Line Cook 35-2014, Saucier Cook 35-2014, Prep-Cook 35-2020, Kitchen Manager 11-9051.
5. MLVS does not offer distance or online learning courses at this time.
6. MLVS students have access to a computer/resource lab. There are ample computers for your studying, job readiness, and job searching purposes. Along with this, we also have a number of resource binders and a library of literary sources for you to use. Should you require assistance anyone in the education and employment office can help you access these resources at any time.

MLVS Programs

ABOUT THE MEDICAL ASSISTANT PROGRAM

The goal of the MLVS Medical Assistant Program is to prepare each student to prepare each student to handle basic front and back office duties in the Healthcare Industry. The program provides students with new opportunities and skills that make them viable and competitive in the healthcare providers. The course will familiarize students with medical terminology, technical vocabulary used in medical facilities, as well as, clinical techniques and procedures.

The program is divided into eight (8) 4-week modules. Changes or modification to the standard module sequence design will be based on the particular needs of each group or students. Students may enter program groups up to Module IV, and then will be required to circle back or take simultaneously courses missed in previous modules to enter into the program (Modules I-III).

Classes will take place at MLVS on the 2nd Floor of 2929 19th Street in San Francisco California. There are two computer labs, a lecture classroom and skills lab, a terminology, anatomy, and physiology classroom and study hall where you will be instructed. In the lab you will have hands-on learning, using all medical office supplies.

Education Plan

Prerequisites of the Program:

1. Orientation to MLVS, Medical Assistant Program
2. Introduction to the Computer
3. Keyboarding
4. Business English
5. VESL II or III/Interaction
6. Introduction to Medical Terminology, Anatomy, & Physiology
7. Math for Medical Assisting
8. Study Skills/Soft Skills

Core Curriculum:

1. Medical Office Procedure Simulation (MOA)
 - a. Medical Assisting
 - b. Administrative Assisting
 - c. Medical Office Management
 - d. Medical Office Practice
 - e. MediSoft

2. Medical Terminology, Anatomy, and Physiology (TAP):
 - a. Body Structure – Introduction
 - b. The Nervous System
 - c. The Senses System
 - d. The Integumentary System
 - e. The Skeletal System
 - f. The Muscular System
 - g. The Respiratory System
 - h. The Circulatory System
 - i. The Immune System
 - j. The Digestive System
 - k. The Urinary System
 - l. The Endocrine System
 - m. The Reproductive System

3. Clinical Laboratory Procedures (LAB)
 - a. Introduction to Medical Lab I
 - b. Medical Procedures Lab II
 - c. Medical Specialty Lab III
 - d. Medical Specialty Lab IV
 - e. Medical Specialty Lab V
 - f. Medical Specialty Lab VI

4. Job Readiness
 - a. Applications, resume, cover and thank you letters
 - b. Interview Skills
 - c. Understanding the field of medicine

5. CPR Certification
 - a. Two-hour onsite certification class in basic life skills and CPR.

6. Externship
 - a. 160 hours (1-month) offsite at a reputable hospital or clinic

7. Job Placement Assistance

-We also offer a Professional Cooking Intensive Course Program.-

ABOUT THE CULINARY PROGRAM

The goal of the MLVS Professional Cooking Intensive Course Program is to prepare each student to be confident in all roles of the kitchen. To be certified to Manage a kitchen, safe handling practices, and executing personal goals while cooking.

The program is divided into sections, where you will have classroom training to include computer use, homework, and hands-on practical learning in the kitchen. Additional training will come in the form of catering events that we are hired to work, on evenings and weekends. You will be notified ahead of time to prepare for these schedule changes.

The course will be taught at MLVS 2929 19th Street in San Francisco, California on the 2nd floor. The classes will be in a working kitchen, utilizing all kitchen supplies, as well as in the computer lab for lectures.

Education Plan

Prerequisites of the Program:

1. Orientation to MLVS, Professional Cooking, Intensive Program
2. Computer/Email introduction

Core Curriculum

1. ServSafe Manager Certification
2. Job Readiness
 - Applications, resume, cover and thank you letters
 - Interview Skills
 - Understanding the field of medicine

3. Internship Hours (100)
 - To include catering with our Hospitality department
 - Expect some weekend and evening events
 - Off Site work with the program's partners

4. Job Placement Assistance

Student Tuition Rights and Responsibilities

1. In regards to the Student Tuition Recovery Fund (STRF), it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. Students at MLVS do not pay a tuition, though should you want more information about this please go to our accreditor's website at: www.bppe.ca.gov

Cancelation Process

1. Students are able to cancel, and withdraw from the program at any time. We ask that you communicate this to the Education Services Manager in writing. There is no refund policy as we do not collect or charge a tuition. If any uniforms or textbooks are purchased, the student is not able to be refunded for those items.

Thank you for your interest in MLVS. We look forward to serving you soon.