



# MAOF

## SKILL CENTER - BAKERSFIELD

# STUDENT GUIDE

INCLUDING

STUDENT HANDBOOK

&

POLICIES AND PROCEDURES

**MAOF SKILL CENTER - BAKERSFIELD**

2130 CHESTER AVENUE SUITE 200  
BAKERSFIELD, CALIFORNIA 93301  
(661) 336-6827

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**MAOF SKILL CENTER - BAKERSFIELD**

Administration Office and Training Center  
2130 Chester Avenue Suite 200 • Bakersfield, California 93301 • (661) 336-6827  
MAOF SKILL CENTER – BAKERSFIELD [www.maof.org](http://www.maof.org)

**SCHOOL CATALOG – EFFECTIVE DATE 7/1/21 TO 6/30/22**

## MESSAGE FROM THE ADMINISTRATOR

Dear Student/Participant,

You are about to embark on a learning adventure with the MAOF SKILL CENTER - BAKERSFIELD, an adventure that could be a very rewarding experience in providing you with the skills that you will need to compete in the labor market.

MAOF was founded in East Los Angeles in the early 1960's and since then has been responsible for the training and placement of over 100,000 individuals. Our administrative headquarters are located in Montebello, California. From this location, the President of the Foundation, Mr. Martin Castro, oversees MAOF operations from Salinas to San Diego.

MAOF has been operating training programs in Kern County since 1971, and has an outstanding record in the administration of these programs. These programs provide individuals with tools needed to acquire the necessary skills for full-time employment. But, unless you are willing to make a complete commitment to your training, and even make a few sacrifices, our outstanding job placement record and technical assistance will not help you gain the skills you are here to learn.

We wish you well as you complete your training program. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,



Magda Menendez, Administrator  
MAOF, Bakersfield

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# MEXICAN AMERICAN OPPORTUNITY FOUNDATION

2130 Chester Avenue Suite 200 • Bakersfield, CA 93301

(661) 336-6827

Maof.org

## FOUNDER

Dionicio Morales

## PRESIDENT

Martin Castro

## ADMINISTRATOR

Magda Menendez

## *INSTRUCTORS*

***Mauro Laris***  
Program  
Coordinator

Major in Business administration / Spanish. Fifteen years working for non-profit organizations serving the community. Previous work experience as a Program Director, Teacher and Restaurant Manager.

***David Lopez***  
Bookkeeping  
Instructor

BS in Business Administration concentration in Accounting. Previous work experience as an Elementary School Teacher, Office Manager, Tutor for at-risk children, accountant for a non-profit organization, and mentor for disadvantage youth. Bookkeeping Instructor since 1999.

***Lynette Diaz***  
Clerical Instructor

Trained Certified Clerical Office Worker. Five years of Instructional Aide experience. More than two years of Clerical Instructor experience. And over 75 college credit units completed.

***Sonia Jara***  
Typing/Computer  
Instructor

Twenty-Five years typing experience in the Clerical Field with two years as an instructional Aide, and Typing Instructor since 1988. Event Organizer for various MAOF events.

# MISSION STATEMENT

***“TO PROVIDE ASSISTANCE AND ACTIVITIES THAT PROMOTE SELF-SUFFICIENCY”***



MAOF has been changing lives in Kern County since 1978. Since coming to Kern County we have provided thousands of people the opportunity to make positive changes in their lives. We are proud to play a role in making Kern County a stronger and healthier community.

Our goals are to provide trainings in demand occupations with room for professional growth. As a person grows in their respective career, economic self-sufficiency is realized.

Operating Schedule:                    Monday through Friday    Closed Legal Holidays  
Administration Office Hours ..... 7:30 am to 4:30 pm  
Instructional Hours..... 8:00 am to 4:00 pm

Important scheduling information (operating hours, holidays, class schedules and revisions of them) will be announced to students in advance.

## **FACILITY**

The school is centrally located in downtown Bakersfield with ample parking and convenient public transportation. The facility consists of 9,590 square feet with all classrooms located on the 2<sup>nd</sup> floor with accessibility for the physically challenged.

All courses are open-entry/open-exit self-paced modules combined with relevant lectures. A clear orientation on the requirements to complete is provided prior to enrollment. Instructors are always available for tutoring in areas the student may be having difficulty with. As part of the computer course students are allowed to work in areas related to their major. For example, bookkeeping majors will receive computer training in bookkeeping programs such as QuickBooks.

MAOF SKILL CENTER - BAKERSFIELD offers its students training utilizing equipment which is the latest in technical advances. We conduct research to ensure our trainings, instructional materials, textbooks and computer software are industry relevant and currently in use by potential employers. Our instructional materials are obtained by national providers.

## PROGRAM OBJECTIVES

Upon completion you will be proficient in the following;

BOOKKEEPING	CLERICAL
Perform typing at 40+WPM 10-key calculation 135+spm Word processing/ Data entry tasks Knowledge of applied math Accounting cycles plus reconciliation Inventory-control, cost, Adjustments Business formats, letter styles Office communications skills Operate basic office equipment Computer applications Job search assistance Work ethics	Office procedures and technology Electronic calculator (10-key)- 135 spm+ Typing- 40 WPM+ Alphabetic indexing and filing Business math calculations Computer applications Office communication and receptionist skills Business formats letter, memos, tables, reports, etc Job search assistance Work ethics

**Although in most cases not applicable we are required by mandate to inform you of the following:**

**HOUSING: MAOF SKILL CENTER - BAKERSFIELD has no dormitory facilities under its control.** MAOF SKILL CENTER - BAKERSFIELD has no responsibility to find or assist a student in finding housing. Ensuring you have adequate housing for the duration of the training was determined as part of your assessment process prior to enrolling in the program.

We have obtained average rental costs near our campus for informational purposes only. According to Fair Market Surveys by the Housing and Urban Development (HUD) the median monthly rents for apartments near our campus are as follows:

Studio	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
\$540	\$590.	\$700.	\$1,010.	\$1,210.

Instruction will occur in English. All course instruction will be in English. Your scores in the CASAS testing as well as WorkKeys has determined your English comprehension is at the academic level needed to pass your course. In order to participate in our trainings, all students must be able to provide proof of their legal right to work in the United States.

MAOF SKILL CENTER - BAKERSFIELD does not accept credits earned at other institutions. And does not award credit for prior experiential learning.

MAOF Skill Center- Bakersfield is a contracted training provider for the Workforce Innovations Opportunity Act (WIOA) administered locally by Employer's Training Resource (ETR). The cost of your training is covered by WIOA If you are determined eligible for training under WIOA. This is considered a State of California Financial Aid Program.

Policies on student rights and procedure for addressing student grievances are addressed in the Student Rights and Responsibilities section of this catalog.

Our policy on the retention of student records is described in the Records Retention section of this handbook. Student Tuition Recovery Fund disclosure is located on our enrollment form for our program.

## **STUDENT TUITION RECOVERY FUND**

According to the State of California's Student Tuition Recovery Fund (STRF), you must pay the state-imposed assessment if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

## **APPROVAL DISCLOSURE STATEMENT**

The MAOF SKILL CENTER - BAKERSFIELD, 2130 Chester Avenue Suite 200, Bakersfield, CA 93301 is a private non-profit institution which was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code. The Bureau's approval means that the institution and its operation comply with minimum standards established under law for occupational instruction by Private Postsecondary Education Institutions. Institutional approval must be renewed every five years and is subject to continuing review. This institutional approval does not mean that an endorsement or recommendation to enroll in our program has been made by either the State or the Bureau.

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.

Prospective students are also encouraged to discuss personal educational and occupational plans with the staff prior to enrollment.

Any questions a student may have regarding this catalog that have not been satisfactory answered by MAOF SKILL CENTER – BAKERSFIELD may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA. 95798-0818. You may also contact them toll free at 1-888-370-7589. The website address is [www.bppe.ca.gov](http://www.bppe.ca.gov).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589 or by completing a complaint form, which can be obtained on their website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be directed to the senior instructor and finally to the administrator. If an issue remains unresolved the person may present their grievances to a grievance officer at the Employers' Training Resource Department.

If a student believes a complaint is unresolved he/she may also file a grievance with the Bureau for Private Postsecondary Education (BPPE) and mailing it to 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833. You may also call toll free at 1-888-370-7589 or to receive a complaint form via the internet, log into their website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

All students will receive and sign an acknowledgement of receipt and a copy of the grievance procedure upon enrollment into the program.

This institution DOES NOT have a pending petition in bankruptcy NOR is operating as a debtor in possession, NOR has filed a petition within the preceding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec. 1101 et seq.).



## **TRANSFER POLICY**

### **NOTICE CONCERNING ACCEPTANCE OF CREDITS AND CREDENTIALS EARNED AT OTHER INSTITUTIONS**

MAOF SKILL CENTER - BAKERSFIELD does not accept credits earned at other institutions. And does not award credit for prior experiential learning.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

MAOF SKILL CENTER - BAKERSFIELD does not have an articulation or transfer agreement with any other college or university. The transferability of credits you earn at MAOF SKILL CENTER - BAKERSFIELD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MAOF SKILL CENTER - BAKERSFIELD to determine if your certificate will transfer.

Instruction is in residence with class size limited to 18 students. A certificate of completion is awarded for successful completion of courses.

## **TRANSFER BETWEEN MAJORS POLICY**

### **CHANGE OF MAJOR POLICY**

**ALL TRANSFERS MUST BE AUTHORIZED BY MAOF SKILL CENTER - BAKERSFIELD AND EMPLOYERS TRAINING RESOURCE**

Students have the opportunity to change to another major if they determine the course of study they are currently pursuing no longer matches their career plans. Change of major petitions must be submitted no later than the end of the third week upon beginning a training program in order to be considered. In such cases, students should consult the Program Coordinator.

Students seeking to transfer, must meet the necessary requirements for the program they intend to transfer to. Students must submit a completed Request for Training Transfer form to Employers Training Resource. This form can be obtained from the program coordinator.

### **IMPACTED MAJORS**

Students requesting a change of major to an impacted program must meet with the Program Coordinator to see if the student can be accommodated. If no accommodation can be made, it is up to the student's discretion if they want to continue with their assigned major.

## COURSES

- BOOKKEEPING/PAYROLL ACCOUNTING
- CLERICAL OFFICE WORKER

## COURSES OF INSTRUCTION

*The following is a description of the programs offered as well as the requirements to receive a Certificate of Completion. Participants will have a total of 720 clock hours to complete the required coursework in their major. An externship will be offered in all majors. Participation in the externship is not required to graduate but encouraged. Each student enrolled in vocational training must take and pass a typing and computer class.*

*Please note the careers we train in do not require licensure in the State of California.*

Our training program builds your career skills to a high level of proficiency. You will graduate prepared to enter the job market ready for a wide variety of jobs with a wide variety of employers. Some of these occupations are identified below using the United States Department of Labor's Standard Occupational Classification codes.

CLERICAL JOBS		BOOKKEEPING JOBS	
<b>43-4031</b>	Court, Municipal and License clerks	<b>43-3021</b>	Billing and Posting Clerks
<b>43-4121</b>	Library assistants, Clerical	<b>43-3071</b>	Tellers
<b>43-4161</b>	Human Resources assistants, except payroll and timekeeping	<b>43-3031</b>	Bookkeeping, Accounting & Auditing Clerk
<b>43-6000</b>	Administrative Assistants & Secretaries	<b>43-3000</b>	Financial Clerk
<b>43-6011</b>	Executive Secretaries and Adm. Asst.	<b>43-3011</b>	Bill and Account Collectors
<b>43-9041</b>	Insurance Claims & Policy Process cler.	<b>43-3051</b>	Payroll and Timekeeping Clerk
<b>43-9061</b>	Office Clerks, General	<b>43-3061</b>	Procurement Clerks
<b>43-9199</b>	Office & Administrative sup. workers	<b>43-3099</b>	Financial Clerks, All others

## COMPUTER LAB

SOFTWARE AVAILABLE: MICROSOFT OFFICE 2016

- ☞ Excel - Spreadsheets
- ☞ Word - Word Processing
- ☞ Access - Database ⚡
- ☞ PowerPoint - Presentations ⚡
- ☞ Quick Books ⚡

### TYPING

- ☞ Finger Placement/Keyboard Memorization
- ☞ Symbol-Key Operation
- ☞ Keyboard Language Skills
- ☞ Alpha Numeric Systems
- ☞ Spacing-Margins-Centering-Tabulating
- ☞ Correspondence/Formatting
  - Personal/Business Correspondence
  - Reports/Outlines
  - Simple Tables
- ☞ Letter/Memorandums
- ☞ Drills (min. 40 wpm)
- ☞ Portfolio & Drills (min. 50 wpm) ⚡

All items **not** marked as optional are required to successfully complete the course and receive a certificate of completion

*Items marked with this bullet point ⚡ indicate Optional Learning Items*

## **CLERICAL OFFICE WORKER**

This class consists of training in general office procedures, including receptionist duties, Records management, business communication, auditing, telephone etiquette, filing and banking. Participants are generally enrolled in the clerical skills program for approximately six months and may include a one month externship. Classes are open entry/exit and include required key boarding and computer lab requirements.

- ☞ Word Processing / Excel Spreadsheet / Access Database
- ☞ Work Etiquette
- ☞ Job Preparation
- ☞ Receptionist Duties
- ☞ Telephone Etiquette / Call Center
- ☞ Business Ethics
- ☞ Data Entry / Basic Payroll Spreadsheets
- ☞ Operate Basic Office Equipment
- ☞ Business Communications / Internet Research Techniques
- ☞ Calculator Applications
- ☞ PowerPoint Presentations / Multi-media Projection
- ☞ Letters and Reports
- ☞ Nutrition ★

All items **not** marked as optional are required to successfully complete the course and receive a certificate of completion

**CLERICAL OFFICE WORKER GOAL SHEET  
PROCEDURES & THEORY FOR ADMINISTRATIVE PROFESSIONALS – 7<sup>TH</sup> EDITION**

Name \_\_\_\_\_ Entry Date \_\_\_\_\_ Exit Date \_\_\_\_\_ Title \_\_\_\_\_

<b>FILING TEST</b>		Date Completed	Percentage Required	Percentage Score	Test Grade
Application 1	Application 2		75%		
Application 3	Application 4		75%		
Application 5	Application 6		75%		
Application 7	Application 8		75%		
Test 1			75%		
Test 2			75%		
Test 3			75%		

<b>PART 1 – THE DYNAMIC WORKPLACE</b>	Date	<b>PART 1 – ACHIEVEMENT TEST</b>
Chapter 1 – The Workplace, Constantly Changing		Date Completed:
Chapter 2 – Your Professional Image		Points: _____ Grade: _____
Chapter 3 – Workplace Teams		Percentage Score: _____

<b>PART 2 – WORKFORCE BEHAVIORS</b>	Date	<b>PART 2 – ACHIEVEMENT TEST</b>
Chapter 4 – Self-Management		Date Completed:
Chapter 5 – Ethical Theories and Behaviors		Points: _____ Grade: _____
Chapter 6 – Leadership		Percentage Score: _____
Chapter 7 – Customer Service		

<b>PART 3 – COMMUNICATION ESSENTIALS</b>	Date	<b>PART 3 – ACHIEVEMENT TEST</b>
Chapter 8 – Written Communication		Date Completed:
Chapter 9 – Verbal Communication and Presentations		Points: _____ Grade: _____
Chapter 10 – Global Communications–Technology and Etiquette		Percentage Score: _____

<b>PART 4 – RECORDS AND FINANCIAL MANAGEMENT</b>	Date	<b>PART 4 – ACHIEVEMENT TEST</b>
Chapter 11 – Managing Records		Date Completed:
Chapter 12 – Managing Electronic Records		Points: _____ Grade: _____
Chapter 13 – Personal Finance and Investment Strategies		Percentage Score: _____

<b>PART 5 – PROFESSIONAL RESPONSIBILITIES AND GROWTH</b>	Date	<b>PART 5 – ACHIEVEMENT TEST</b>
Chapter 14 – Meeting and Event Planning		Date Completed:
Chapter 15 – Travel Arrangements		Points: _____ Grade: _____
Chapter 16 – Workplace Mail and Copying		Percentage Score: _____
Chapter 17 – Job Search and Advancement		

<b>FINAL EXAM PROCEDURES &amp; THEORY FOR ADMINISTRATIVE PROFESSIONALS –7<sup>th</sup> Edition - Chapters 1-17</b>	<b>Date Completed:</b>	
	<b>Points:</b>	<b>Grade:</b>
	<b>Percentage Score:</b>	<b>GPA:</b>

<b>MATH WORKBOOK</b>	<b>DATE</b>	<b>GRADE</b>	<b>DATE</b>	<b>GRADE</b>
Unit 1 Test			Unit 3	
Unit 2 Test			Unit 4	

<b>LECTURES COMPLETED:</b>		
Lecture 1 Quiz -	Lecture 2 Quiz -	Lecture 3 Quiz -
Lecture 4 Quiz -	Lecture 5 Quiz -	Lecture 6 Quiz -

SEX \_\_\_\_\_ ETHNICITY \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

AGE \_\_\_\_\_ SSN \_\_\_\_\_ PHONE \_\_\_\_\_

## **BOOKKEEPING/PAYROLL ACCOUNTING**

This class provides the students an overall understanding of the account cycle in retail, wholesale, farming and oil related industries. Basic accounting practices and procedures are stressed. Emphasis is also placed on payroll preparation, accounts payable, accounts receivable, income preparation and the various systems in use. Participants are generally enrolled in the bookkeeping program for approximately six months and one month of externship. Classes are open entry/exit and include required typing and computer lab components.

It is important to note that as a community service, the bookkeeping class helps prepare income tax forms for the community yearly. The class is an IRS certified Volunteer Income Tax Assistance (VITA) Site and in any given year, the bookkeeping class will prepare over 400 returns free of charge.

- ☞ Analyzing Debits and Credits
  - ☞ Text - Journals
  - ☞ Text - Ledgers
  - ☞ Tax Deposits
  - ☞ Knowledge of Applied Math
  - ☞ Inventory - Control, Cost & Adjustments
  - ☞ Text - Payroll Procedures
  - ☞ Federal & State Reporting/Quarterlies
  - ☞ Time Cards / W4's / W2's / Tax Deposits
  - ☞ Bank Reconciling
  - ☞ Financial Statements
  - ☞ Job Preparation
  - ☞ QuickBooks
  - ☞ Income Tax Preparation
- (Required during Jan-April, 🌟 Optional May-Dec)
- ☞ Nutrition

All items **not** marked as optional are required to successfully complete the course and receive a certificate of completion

Name: \_\_\_\_\_ Start Date \_\_\_\_\_ Term Date \_\_\_\_\_

<b>BOOKKEEPING GOAL SHEET</b>	Date Completed	Percentage Required	Percentage Achieved	Comment
Fractions, Decimals, Percents		75%		
Multiplication Tables		75%		
<b>CHAPTERS REQUIRED</b>				
1. Starting A Proprietorship		75%		
2. Analyzing Transactions Into Debits and Credits		75%		
3. Recording transactions into a general journal		75%		
4. Posting From General Journal to General Ledger		75%		
5. Cash Control Systems		75%		
6. Worksheet for a Service Business		75%		
7. Financial Statements for a Proprietorship		75%		
8. Recording Adjusting Entries for a Service Business		75%		
9. Journalizing Purchases And Cash Payments		75%		
10. Journalizing Sales and Cash Receipts using special journals		75%		
11. Posting to General and Subsidiary Ledger		75%		
12. Preparing Payroll Records		75%		
13. Payroll Accounting, Taxes, and Reports		75%		
14. Distributing Dividends an Preparing a worksheet for a Corp.		75%		
15. Financial statements for a corporation.		75%		
16. Recording Adjusting and Closing Entries For a Corporation		75%		
17. Cycle One Chapters 1-8		75%		
18. Cycle Two Chapters 9-16		75%		
19 Rico Sanchez DJ (Simulation Packet)		75%		
20. Unique Global Imports (Simulation Packet)		75%		
21. QuickBooks Lessons		75%		
22. QuickBooks Final		75%		
23. Typing		40 WPM		
24. Calculator 2 min Test		125 SPM		
<b>Optional</b>				
24. Chapter 17 Accounting for uncollectable A/R		75%		
25. Chapter 18 Accounting for Plant Assets And Depreciation		75%		
26. Chapter 19 Accounting for Inventory		75%		
27. Chapter 20 Accounting for Notes and Interest		75%		
28. Chapter 21 Accounting for Accrued Revenue and Expenses		75%		
29. Chapter 22 End- of –fiscal -period work for a corporation		75%		
30. Chapter 23 Accounting for partnerships		75%		
31. Chapter 24 Recording International and internet sales		75%		
32. Electro (simulation Packet)		75%		
33. Comprehensive 3 Chapters 17-24		75%		
34. Managerial Accounting		75%		
35. Income tax Preparation		75%		

rev. 10/20

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### **CAREER ENHANCEMENT CLASSES (CEC)**

- ☞ Making the Best Choices
- ☞ Preparing to Work
- ☞ The Application Process
- ☞ Balancing Work and Your Personal Life
- ☞ Other Issues in Becoming Employed
- ☞ Clothing and Appearance
- ☞ Financial Management
- ☞ Work Behavior Skills

### **RECORDS RETENTION**

State law requires student transcripts be maintained permanently. You may access your records anytime MAOF is open and during normal business hours. You may also contact our documentation Dept. and request copies of transcripts be mailed to you.

### **PLACEMENT ASSISTANCE**

The primary objective of this training program is to prepare participants for entry level employment opportunities. Employment preparation topics are included in course curriculum. Instructors assist students by posting job announcements and providing release time for interviews. When students are near course completion, they receive formal job search instruction and assistance in finding employment. While this institution provides placement assistance, it does not guarantee or promise employment.



## Admission Policies

All students enrolled in our training programs must be determined eligible and referred to MAOF SKILL CENTER - BAKERSFIELD by the local Workforce Development Board. All eligibility and assessments for training are conducted by the local Workforce Innovation and Opportunity Act (WIOA) provider in our area. Students are not admitted unless this process has taken place. MAOF SKILL CENTER - BAKERSFIELD's goals are to provide marketable skills needed to obtain employment. Students must complete each unit of study with satisfactory progress. Failure to complete work assignments or show progress could lead to termination from assigned training activity. Students must hold a high school diploma or equivalent to be admitted into the training program.

### Itemized total charges

Bookkeeping Educational Program Cost		WIOA
Program	Bkkp	Bkkp
Program length	7 months	7 month
Registration fees	100.00	0
Educational supplies cost	0	0
Tuition fees	\$4167.00	0
Student Tuition Recovery Fund Fee (non-refundable)	0	0
Lab supplies	0	0
Text books or other learning media	0	0
Uniforms	0	0
In-resident housing	N/A	N/A
Assessment fees for transfer of credits	N/A	N/A
Fees to transfer credits:	N/A	N/A
Students Tuition Recover Fund fee (non-refundable); and	0	0
Any other institutional charge or fee	0	0
Tutoring	0	0

Clerical Educational Program Cost		WIOA
Program	Clerical	Clerical
Program length	7 months	7 months
Registration fees	100.00	0
Educational supplies cost	0	0
Tuition fees	\$4167.00	0
Student Tuition Recovery Fund Fee (non-refundable)	0	0
Lab supplies	0	0
Text books or other learning media	0	0
Uniforms	0	0
In-resident housing	N/A	N/A
Assessment fees for transfer of credits	N/A	N/A
Fees to transfer credits:	N/A	N/A
Students Tuition Recovery Fund fee (non-refundable); and	0	0
Any other institutional charge or fee	0	0
Tutoring	0	0

### **SCHEDULE OF TOTAL CHARGES**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$4167.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$4167.00  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$4167.00

### **WIOA**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$0.00  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$0.00  
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$0.00

### **STUDENT LOAN**

If you obtained a loan to attend our institution you are responsible to repay the full amount of the loan plus interest, less the amount of any refund received and if you received federal student financial aid funds, you are entitled to a refund of the moneys not paid from federal financial aid funds

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against you including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **STUDENT CANCELLATION POLICY**

If upon enrollment a student wishes to withdraw or cancel the enrollment agreement, he/she may do so prior to the seventh (7<sup>th</sup>) day after enrollment by informing the instructor who will then refer the student to the program coordinator.

The Program Coordinator will cancel the enrollment and refer the student back to the America's Job Center for reassessment into another activity or training

If after enrollment students encounter unanticipated obstacles, the MAOF may be able to assist. We have extensive supportive services we can provide to assist students in completing their training.

## **REFUND POLICY**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdraw from school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. **Refunds due will be processed within 45 days** of the last day of attendance if you provided written notification of withdrawal to the institution or from the date the institution terminates your or determines you withdrew. **Refunds due will be paid without requiring a request from the student.** If you complete more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will receive no refund.

### **1. Refunds for Classes Canceled by the Institution**

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded.

### **2. Refunds for Students Who Withdraw On or Before the First Day of Class**

If tuition and fees are collected in advance of the start date of classes and you do not begin class or you withdraw on the first day of class, no more than \$100 of the tuitions and the applicable STRF fees are non-refundable by the institution.

# CLASS SCHEDULE

*Please Note: It is mandatory for all students to attend two classes daily.*

## COMPUTERS TYPING

P1 8:00 - 10:30  
P2 10:45 - 1:00  
P3 1:30 - 4:00

Computers: M-W-F  
Typing: T-TH

## BOOKKEEPING Clerical

P1 8:00 - 10:30  
P2 10:45 - 1:00  
P3 1:30 - 4:00

(P) = Class Period

## CAREER ENHANCEMENT CLASSES

Fridays Only

10:50 - 1:00

*If class ends early return to your regular class.*

## BREAK

10:30 - 10:45

## LUNCH

1:00 - 1:30

## STUDENT/PARTICIPANT INFORMATION

### ***ORIENTATION***

At the beginning of the training program, all students/participants will participate in an orientation. The content of the orientation is to review the purpose of the training and to inform and give students the opportunity to ask questions and receive answers regarding training at the **MAOF SKILL CENTER - BAKERSFIELD**.

### ***ATTENDANCE REQUIREMENTS***

Because of the short period of time you will be with us, punctuality and attendance are essential elements to achieving your personal training goals. In the instance when you are unable to attend any part of your training you are required to contact the **MAOF SKILL CENTER - BAKERSFIELD Attendance Line (661) 336-6831**. For those in Work Experience Program, you must also contact your worksite supervisor.

If you are absent over three (3) days due to illness you need a doctor's medical clearance to return to your training activity. Excessive excused absences may also be subject to probation or termination. Also repeated unexcused absences are also subject to probation or termination.

Remember, part of training at MAOF SKILL CENTER - BAKERSFIELD, whether it is in the classroom or in the work experience program, requires continuous satisfactory participation and work. Therefore, you are expected to report to your assigned training activity on time; and to report any absence to the appropriate staff and/or worksite supervisor. Failure to do so may result in probation, suspension, or termination.

## ***Leave of Absence***

Generally speaking no leaves of absence are permitted except in the case of illness. Medical leave will be granted if a student is precluded from participating in training for a temporary condition that is expected to last ninety (90) days or less. A Dr's verification will be required. In the event of verified medical leave, the student's time in the program will be extended by the amount of medical leave that was granted.

## ***STANDARDS FOR STUDENT ACHIEVEMENT***

MAOF SKILL CENTER - BAKERSFIELD utilizes a 100-point grading scale: 75-100% is passing, 0-74% is not passing. Grades are given for classroom work and projects. Throughout your training, you will be tested and evaluated in areas such as progress, work habits, appearance, conduct, initiative, cooperation and attendance. The evaluations and testing are to ensure that you are making adequate progress in learning the skills needed to prepare you for your chosen field.

If during your training it is determined you are not making adequate progress, your instructor will meet with you to discuss areas you are deficient in. A written plan of action will be created and discussed with you. We will also make arrangements for extra tutoring if needed. If at any time you feel you need extra help or tutoring please discuss this with your instructor. They are here to help you.

## ***UNEMPLOYMENT BENEFITS***

Students/participants receiving unemployment benefits will receive a bi-weekly attendance verification form to provide to their assigned staff.

Any questions regarding unemployment benefits should be referred to the Employment Development Department (EDD) Monday through Friday from 8am to 5pm and Saturday from 10am to 1pm.

- ◆ Automated Self Service: (866) 333-4606 or [www.edd.ca.gov](http://www.edd.ca.gov)
- ◆ Customer Service Representative: English 1-800-300-5616 or Spanish 1-800-326-8937
- ◆ Mailing Address: P.O. Box 826880, Sacramento, CA 94280-0001

## ***HOLIDAYS***

### **The following holidays will be observed at the MAOF SKILL CENTER – BAKERSFIELD**

New Years Day .....	January 1
Martin Luther King Jr. Day .....	Third Monday in January
Washington's Birthday .....	Third Monday in February
Cesar Chaves Birthday .....	March 31 <sup>st</sup>
Memorial Day .....	Last Monday in May
Independence Day .....	July 4
Labor Day .....	First Monday in September
Thanksgiving Day .....	Fourth Thursday and Friday in November
Christmas Day .....	December 24 & 25

When any of the dates shown fall on a Sunday, the following Monday is recognized as the holiday. When any of the dates falls on a Saturday, the preceding Friday is observed as the Holiday.

### ***CHANGE OF ADDRESS***

You must notify MAOF SKILL CENTER - BAKERSFIELD staff if an address change occurs. Being able to contact you for possible employment referrals or opportunities is essential.

### ***STUDENT SERVICES***

We recognize the fact that some students/participants have special needs that may require other services that MAOF SKILL CENTER - BAKERSFIELD does not offer directly. MAOF SKILL CENTER - BAKERSFIELD staff has information available about many of the services provided by other community organizations.

If you are experiencing financial problems or other barriers that may hinder your progress in training, please do not hesitate to speak with your instructor or any staff member. We want to be helpful and are ready to assist you in identifying your supportive service's needs. You must understand that MAOF SKILL CENTER - BAKERSFIELD cannot guarantee the result of any referral. These are only suggestions to aid you in your training progress.

## ***LEARNING RESOURCES***

Take home instructional materials are available to all students who wish to invest more time in their major area of study. While we encourage this practice, it is not a requirement so long as you maintain educational progress that will allow your timely completion of the program.

If you do fall behind your instructor will design a course of action that will allow you to catch up and complete your course within the required length of your program.

Additionally all instructors are available to provide academic counseling to ensure your success.

Upon completion of your training you will be offered the opportunity to intern at a local business which will allow you to put into practice what you have learned.

Each major has a list of web resources that is provided at orientation and provided by instructors to students on an ongoing basis and as needed.

BOOKKEEPING	CLERICAL
<p><a href="http://www.cengage.com">www.cengage.com</a> Accounting equations Analyzing debits and credits Journalizing transactions Posting to general ledger And more <a href="http://www.youtube.com/MrsDePriestSHS">www.youtube.com/MrsDePriestSHS</a> Cash control system Financial entries Payroll Closing entries And more...</p>	<p><a href="http://www.leranmyway.com">www.leranmyway.com</a> – Tutorial in technology <a href="http://www.inpics.net">www.inpics.net</a> – Learn computers visually <a href="http://www.gsflernfree.org">www.gsflernfree.org</a> – Tutorials in reading, math. <a href="http://www.coursera.org">www.coursera.org</a> – classes on educational edu. <a href="http://www.pcworld.com">www.pcworld.com</a> – How to use PC hardware &amp; software. Youtube.com – Online tutorials</p>

## ***STUDENTS/PARTICIPANTS RIGHTS AND RESPONSIBILITIES***

In order to protect the rights of students/participants temporarily enrolled, the MAOF SKILL CENTER - BAKERSFIELD does not discriminate against any individual in any of its programs or activities on the basis of ethnic group, religion, age, sex, color, or disability. If it is believed that you have been discriminated against because of your national origin, personal appearance, etc., a grievance may be filed.

Please be assured that many problems and dissatisfactions can be discussed and resolved informally by a meeting between yourself and assigned staff. When this can be done no further action or reporting is required. If you need reasonable accommodations please see your instructor or program coordinator.

If any concerns you have are not addressed to your satisfaction, you may file a grievance. A copy of the grievance procedures is attached to this handbook. In addition, a copy of the complete grievance procedures is posted in every classroom. It is also available to you upon request. For extra copies, contact the MAOF SKILL CENTER - BAKERSFIELD office at 2130 Chester Avenue Suite 200, Bakersfield, CA (661) 336-6827.

## ***PRIVACY ACT***

Under the Privacy Act of 1974, present and former MAOF SKILL CENTER - BAKERSFIELD students/participants are given the right to inspect, review and challenge the contents of all educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized. Students/participants wishing to inspect, review or challenge any of their records must make a request in writing to the Director.

## ***STUDENT CONDUCT POLICY***

In joining the MAOF SKILL CENTER - BAKERSFIELD training programs, the student/participant assumes the rights and responsibilities involved in exercising the freedom to learn. Like other staff members, students/participants are expected to conduct himself/herself in accordance with MAOF standards that are designed to promote its training goals. A charge of misconduct may be imposed on students/participants for violation of the policies and procedures.

Like any other organization it is important to have some policies and procedures that must be adhered to by all those individuals who are part of it. You are part of MAOF SKILL CENTER - BAKERSFIELD and as such will be a representative of this organization during your training period. So allow us to provide you with some of those rules and regulations that others before you have had difficulties with.

**DON'T ALLOW YOUR CONDUCT TO HINDER OR KEEP YOU FROM REACHING  
YOUR TRAINING GOALS**

Staff would like to make it clear that our intention is not to project a negative attitude about the infractions listed below. But, our experience dictates to us that these are areas in which



students/participants have experienced problems in the past. We outline these infractions because they can become a problem for you, and could very possible exclude you from completing your training with MAOF SKILL CENTER – BAKERSFIELD.

### ***DRESS CODE POLICY***

- ⊗ NO CAPS, HATS, BANDANNAS
- ⊗ NO HEADBANDS OR VISORS
- ⊗ NO SHORTS, INCLUDING WALKING SHORTS
- ⊗ SKIRTS AND DRESSES MUST BE A RESPECTABLE LENGTH
- ⊗ NO MINI SKIRTS
- ⊗ NO HALTER TOPS
- ⊗ NO RUBBER THONGS
- ⊗ SHOES MUST BE WORN AT ALL TIMES
- ⊗ NO BODY PIERCINGS
- ⊗ TATOOS MUST NOT BE VISABLE WHEN POSSIBLE

### ***MISCONDUCT PROCEDURES***

Any charge of misconduct shall be processed in accordance with the following policies and procedures. Disciplinary action may be imposed upon a student/participant by assigned staff or the administrator for proven misconduct or actual violation of specified policies and procedures. Staff and/or administrator may place students/participants on probation or temporary exclusion during the training period and shall have the power to impose suspension and to recommend termination from future training.

### **STUDENTS/PARTICIPANTS CHARGED WITH MISCONDUCT MAY BE SUBJECT TO THE FOLLOWING SANCTIONS**

1. Probation:                      The result of verbal or written warning.
2. Temporary Exclusion:       Temporary removal for duration of class period or training activity.
3. Suspension:                 Removal from all classes or activities for a specified period of time as set forth in the notice of suspension.
4. Expulsion:                  Termination of participatory status as set forth in the notice.

## ***GENERAL MISCONDUCT***

- .....Repeated absences without reasonable cause - three (3) times in one month
- .....Program absences in excess of three (3) days without permission or doctor's excuse
- .....Continuous absences, even if authorized, which prevents active program participation & progress
- .....Repeated tardiness
- .....Repeatedly leaving class studies without permission from the proper authority
- .....Deliberate loafing or loitering during hours of instruction or work experience
- .....Deliberate disruptive behavior in the classroom or at the worksite.
- .....Disruptions by usage of cell phones including texting
- .....Failure to respond to counseling or verbal warnings from staff or worksite supervisor
- .....Verbal abuse of any student/participant, staff, or worksite supervisor
- .....Having food or drinks in classroom or worksite during hours of instruction or work experience.
- .....Having I-pods, MP3 players, radios, or musical instruments in class
- .....Failure to complete class or worksite assignments in allotted time.
- .....Failure to comply with the "No Smoking Policy" in any part of the building, surrounding areas, and assigned worksites.
- .....Smoking allowed in designated areas only during class breaks or lunches
- .....Engage in dishonesty, such as cheating or plagiarism or knowingly providing false information.
- .....Failure to comply with the "Dress Code Policy"

Note: A general misconduct offense may result in disciplinary action or termination depending on the seriousness and circumstances of the offense.

## ***MAJOR MISCONDUCT***

- .....Committing any act of violence while on MAOF SKILL CENTER - BAKERSFIELD property or worksite.
- .....Reporting to classroom or worksite under the influence of alcohol or illegal drugs
- .....Taking property, records, study or confidential materials and information from classroom or worksite without staff or supervisor's permission
- .....Any illegal, immoral or indecent conduct
- .....Omission of pertinent facts or falsification of information provided to Employers' Training Resource (ETR) at the time eligibility was established
- .....The solicitation of funds and the conducting of personal business or other personal activities on MAOF SKILL CENTER - BAKERSFIELD property
- .....Deliberate use of racial slurs or distribution of offensive materials which is directed towards any students/participants, staff member, or supervisor
- .....Purposely being destructive or defacing any part of MAOF SKILL CENTER - BAKERSFIELD or worksite property

Note: A major offense could result in immediate termination and exclude you from future training opportunities. If you have any questions regarding the above, don't hesitate to ask staff for clarification.

## ***SUBSTANCE ABUSE POLICY***

MAOF SKILL CENTER – BAKERSFIELD’s objective is to provide a safe and healthy classroom/worksite environment:

1. The illegal use, sale or possession of narcotics, drugs or controlled substances (including but not limited to marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines and barbiturates) while on MAOF SKILL CENTER - BAKERSFIELD property is strictly prohibited. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. Alcohol may not be bought or consumed on any MAOF SKILL CENTER - BAKERSFIELD owned leased property or worksite, or in any vehicle (including personal vehicle, if on MAOF SKILL CENTER - BAKERSFIELD business).

3. Students/participants will not be permitted to participate in the classroom/worksite while under the influence of alcohol or with a detectable level of prohibited drugs in their systems. Prohibited drugs include both illegal substances and prescription drugs that have been specifically prescribed by a registered physician for specific treatment purposes for the student/participants. While MAOF has no intention of intruding into private lives, we do require all students/participants to report to classroom/worksite in a condition that allows them to perform their duties. Individuals who appear to be unfit for classroom/worksite may be subject to a fitness-for-duty examination at a designated medical facility.
4. Any student/participant who is involved with off-the-job illegal drug use or who is arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, MAOF will take into consideration the nature of the charges and the students/participants' assignments and records with MAOF. In addition, MAOF will consider any adverse effect this action may have on other students/participants, the public, or the reputation and image of MAOF SKILL CENTER - BAKERSFIELD
5. MAOF SKILL CENTER - BAKERSFIELD does not intend to authorize indiscriminate searches of lockers, desks, or personal effects on MAOF property, but we do reserve the right to authorize searches for illegal drugs, alcohol, or contraband, if warranted.
6. Students/participants in assignment or jobs designated as "Safety-Sensitive" who are undergoing prescribed medical treatment with a controlled substance must report this fact to their supervisor. This information will be handled on a very confidential basis, but it is important for MAOF to know treatment is occurring. A determination will be made if the student/participant assignment is temporary affected; the student/participant training will not be jeopardized.

### ***STUDENT/PARTICIPANT ASSISTANCE***

MAOF SKILL CENTER - BAKERSFIELD will offer assistance to all students/participants to the extent possible for the treatment of drug and alcohol abuse through authorized programs. Students/participants are encouraged to voluntarily acknowledge a problem before disciplinary actions are initiated and to undertake an MAOF approved treatment program. If no other policies are violated, students/participants who successfully complete the program will not place their training opportunities in jeopardy.

### **SUBSTANCE TESTING**

To support the objective of a drug and alcohol free environment, testing for chemical substances is required under the following circumstances:

1. After a classroom/worksite related accident where judgment, coordination or physical/mental ability may have been impaired, substance testing might be required.
2. Any student/participant who continually has minor classroom/worksite related injuries resulting in lost time.
3. While we hope that MAOF will never have to discuss alcohol abuse and drug problems with any student/participant, it is only fair that every student/participant understands the consequences of violating

this policy. The illegal use, sale or possession of narcotics, drugs or controlled substances on MAOF's property will result in termination of training assignment. Working under the influence of illegal drugs or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will be considered proper cause for administrative action, up to, but not limited to termination. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to administrative action, up to termination.

### ***EXIT PROCEDURE/PLACEMENT ASSISTANCE***

As per our contract with the local WIA Provider, MAOF role is to provide you with the skills needed to compete in the job market. Upon completion of your training you will be transferred back to the WIA (ETR) who will assist you in your job search. You will attend a one week job search assistance course provided by ETR. You will be assigned to a career consultant who will be responsible for providing you with job referrals and supportive services needed to obtain employment.

Although we are not contracted to do so, as you are nearing the end of your training, staff assigned to you will also assist you in preparing you to seek employment. You will be given valuable advice and assistance regarding job search techniques, employment information and referral services, access to a newspaper, and utilization of ETR's job placement office. MAOF staff will work with you in your job search by looking for jobs relevant to the training you have received and may suggest that you apply for a particular job or contact a certain employer.

You will also be given guidance on how to prepare a resume, how to complete an application, and how to prepare for an interview so that you will be effective in seeking and obtaining employment as you near the end of your training. In many cases, the above will also apply to those individuals whom MAOF feels are ready for full time employment before their training cycle is completed. Please do not hesitate to take advantage of all opportunities that are offered and related to your training. The more assertive you are towards your training and seeking employment, the more likely you are to get a job.

**MAOF SKILL CENTER - BAKERSFIELD staff sincerely wishes you the very best as you prepare for your future.**