Mexican American Opportunity Foundation

CATALOG

2026 – 2027

SCHOOL CATALOG – EFFECTIVE DATE 7/1/2026 - 6/30/2027



MAOF SKILL CENTER - BAKERSFIELD

2130 CHESTER AVENUE SUITE 200, BAKERSFIELD, CALIFORNIA 93301

Office: 661-558-0103 • Fax: 661-432-7854

WWW.MAOF.ORG

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MEXICAN AMERICAN OPPORTUNITY FOUNDATION

2130 Chester Avenue Suite 200, BAKERSFIELD, CA 93301 ○ TEL (661) 336-6826 ○ FAX (661) 432-7854

MESSAGE FROM THE ADMINISTRATOR

Dear Student/Participant,

Welcome to the MAOF Skill Center - Bakersfield! You are about to begin an exciting learning journey that will provide you with the essential skills needed to thrive in today's labor market.

Founded in East Los Angeles in the early 1960s, MAOF has successfully trained and placed over 100,000 individuals. Our administrative headquarters is in Montebello, California, where our interim President & CEO, Vicky Santos, oversees operations from Salinas to San Diego. Since 1971, we have been offering training programs in Kern County, earning a strong reputation for excellence in program administration.

These programs will provide you with the tools necessary to acquire the skills needed for full-time employment. However, it's important to remember that your success depends on your commitment to your training. To truly benefit from our resources, it is essential to be prepared to make a complete commitment and some sacrifices.

We wish you all the best as you complete your training program. Should you have any questions or concerns, please feel free to reach out to me

Sincerely,

Signed by:
Yovani Jimenez
AA03259187D3466...

Yovani Jimenez, Administrator
MAOF, Bakersfield

MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Instruction provided at:
MAOF SKILL CENTER - BAKERSFIELD
2130 Chester Avenue Suite 200
Bakersfield, CA 93301
(661) 558-0103
www.maof.org

Let's Stay Connected...

@KernMAOF @MAOF.Bakersfield @KernMAOF

FOUNDER	**Interim PRESIDENT & CEO**	**ADMINISTRATOR**
Dionicio Morales	Vicky Santos	Yovani Jimenez

FACULTY QUALIFICATIONS

MAOF SKILL CENTER – BAKERSFIELD is in accordance with the state of California Code of Regulations Section 71720. For non-degree programs the following faculty qualifications apply: An institution shall employ instructors who possess the academic, experiential, and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

INSTRUCTIONAL FACULTY

David Lopez Bookkeeping Instructor	Bachelor of Science degree in Business Administration with a concentration in accounting. 25 years of experience as a Bookkeeping Instructor including previous work experience as an elementary school teacher, office manager, tutor for at-risk children, accountant for a non-profit organization, and mentor for disadvantaged youth. Bookkeeping Instructor since 1999.
Sonia Jara Typing/Computer Instructor	Typing/Computer Instructor and event organizer for the MAOF with 33 years of experience including Instructional Aide and Job Coach experience. Typing/Computer Instructor since 1988.

INFORMATION ABOUT THE MAOF SKILL CENTER - BAKERSFIELD

MISSION STATEMENT

"TO PROVIDE ASSISTANCE AND ACTIVITIES THAT PROMOTE SELF-SUFFICIENCY"



The MAOF Skill Center - Bakersfield was founded in 1978 and has been changing lives in Kern County since then. MAOF Skill Center - Bakersfield serves students and employers in all geographic Kern County. Our goals are to provide our students with marketable skills needed to obtain employment in a chosen field.

Since coming to Kern County, we have provided thousands of people with 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 training in high demand occupations with room for professional growth. As a person grows in their respective career, economic self-sufficiency is realized.

The MAOF Skill Center - Bakersfield offers the following programs:

- BOOKKEEPING/PAYROLL ACCOUNTING
- CLERICAL OFFICE WORKER

PROGRAM OBJECTIVES

Our overall objectives for MAOF Skill Center – Bakersfield programs are to provide learning opportunities to adult learners that will prepare them for an entry-level position in their related field of study.

PROGRAM OBJECTIVES - BOOKKEEPING/PAYROLL ACCOUNTING

The objectives of the Bookkeeping/Payroll Accounting program are to prepare students for a variety of entry-level, high demand occupations in Bookkeeping/Payroll Accounting by giving students an overall understanding of the accounting cycle in retail, wholesale, farming and oil related industries.

PROGRAM OBJECTIVES - CLERICAL OFFICE WORKER

The objectives of the Clerical Office Worker program are to provide students with the skills and competencies needed to become an efficient, productive member of an office support team. Courses are designed to help students learn to analyze and coordinate office duties and systems, develop proficiency in the use of integrated software, and improve oral and written communication. Emphasis is placed on non-technical as well as technical skills.

Upon completion of our self-paced, open entry/exit, based programs, students will be proficient in the following:

BOOKKEEPING/PAYROLL ACCOUNTING	CLERICAL OFFICE WORKER
• Typing-40+Words Per Minute (WPM) • 10-key calculation 135 Strokes per Minute (SPM) • Accounting Cycles plus Reconciliation • Inventory-Control, cost, adjustments • Income Tax Preparation • Payroll preparation • QuickBooks certification • Business ethics • Word Processing/Data Entry • Operation of basic office equipment • Computer Applications, Microsoft Office Suite	• Typing 40+Words per Minute (WPM) • 10-key calculation 135 Strokes per Minute (SPM) • Office Procedures and technology • Alphabetic indexing and filing • Business math calculations • Office communications and receptionist skills • Business letter formatting, memos, tables, reports • Business ethics • Word Processing/Data Entry • Operation of basic office equipment • Computer Applications, Microsoft Office Suite

EMPLOYMENT OBJECTIVES

BOOKKEEPING/PAYROLL ACCOUNTING JOBS	
43-3021	Billing and Posting Clerks
43-3071	Tellers
43-3031	Bookkeeping, Accounting & Auditing Clerk
43-3000	Financial Clerk
43-3011	Bill and Account Collectors
43-3051	Payroll and Timekeeping Clerk
43-3061	Procurement Clerks
43-3099	Financial Clerks, All others

CLERICAL OFFICE WORKER JOBS	
43-4031	Court, Municipal and License clerks
43-4121	Library assistants, Clerical
43-4161	Human Resources assistants, except payroll and timekeeping
43-6000	Administrative Assistants & Secretaries
43-6011	Executive Secretaries and Adm. Asst.
43-9041	Insurance Claims & Policy Process.
43-9061	Office Clerks, General
43-9199	Office & Administrative sup. workers

*** *Occupations are identified using the United States Department of Labor's Standard Occupational Classification codes.*

Hours of Operation: Monday through Friday - Closed Legal Holidays
Administration Office Hours 7:30 am to 4:30 pm
Instructional Hours..... 8:00 a.m. to 4:00 p.m.

HOLIDAYS

MAOF observes the following holidays.

New Years Day.....January 1

Martin Luther King Jr. Day .....Third Monday in January

Washington's Birthday.....Third Monday in February

Cesar Chavez Birthday .....March 31st

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

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

ACCREDITATION

MAOF SKILL CENTER – BAKERSFIELD is not accredited by an accrediting agency recognized by the United States Department of Education. MAOF SKILL CENTER – BAKERSFIELD is unaccredited and does NOT offer a degree program. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

APPROVAL DISCLOSURE STATEMENT

The MAOF SKILL CENTER – BAKERSFIELD is a private institution which was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. 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.

CURRICULUM AND POLICY CHANGES

MAOF SKILL CENTER – BAKERSFIELD reserves the right to change internal academic and administrative policies at any time, schedules, tuition and fees, student rules, regulations and requirements at any time and without notice. In keeping with the philosophy of maintaining up-to-date program content, the school reserves the right to modify or change course content and/or the structure of course curricula at any time. Please note any changes in tuition and fees will apply to new students only.

FACILITY

MAOF SKILL CENTER – BAKERSFIELD facility is centrally located in downtown Bakersfield and it is housed at 2130 Chester Ave., in Bakersfield, California with convenient public transportation access. The facility consists of 9,590 square feet with all classrooms located on the 2nd floor with accessibility for the physically challenged (for specific handicaps, please contact the Administrator or Office Manager), and parking is available on the street and onsite. All courses are taught at this location. The attractive, state of the art, well-lit facility includes administrative offices, student and staff break rooms, computer labs and classrooms with total seating capacity for 100 students. Instructional equipment includes microcomputer systems, computer projection equipment, and office equipment such as desktop printing calculators, multiline phone system, copiers, printers, scanners, typewriter, and fax machine. This institution, the facilities it occupies, and the equipment it utilizes fully comply with all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health. The school has an ample parking lot for students use.
The school with ample parking and.

HOUSING INFORMATION

Although in most cases not applicable we are required by mandate to inform you of the following:
MAOF SKILL CENTER - BAKERSFIELD has no dormitory facilities under its control and 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
$960	$967	$1,258	$1,773	$2,135

CATALOG INFORMATION

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.

UPDATE POLICY

The official school catalog is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

DISTRIBUTION OF SCHOOL CATALOG AND PROGRAM BROCHURES

The current catalog and current program brochures are available to prospective students and any interested person at no charge. Individuals who wish to obtain copies may visit the MAOF Skill Center – Bakersfield to pick-up a free copy or they may download a copy by visiting our website at www.maof.org.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling Toll-free telephone #: (888)370-7589 or by visiting Web site Address: www.osar.bppe.ca.gov

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 satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

GENERAL ADMISSION REQUIREMENTS FOR ALL PROGRAMS

All prospective students must attend an orientation at the MAOF SKILL CENTER – BAKERSFIELD or at the local America's Job Center of California (AJCC) to receive detailed information about our programs and complete a pre-application through Cal Jobs https://www.caljobs.ca.gov/

Orientations are held at our facility every Wednesday at 10:00 a.m. Assistance in creating a CALJobs account and assistance in completing the pre-application will also be provided by staff (if needed).

Prospective students interested in attending orientation at the local AJCC may find orientation dates and details on their website at https://www.americasjobcenterofkern.com/

Prospective students 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. The MAOF Skill Center - Bakerfield accepts only WIOA eligible students into its training programs.
Students are not admitted unless this process has taken place and they must meet the following minimum requirements:

1. Must be 18 years of age or older.
2. Must be residents of Kern County
3. Must have right-to-work documents (I-9 Guidelines)
4. Must meet selective service requirements
5. Must be able to read, write, speak, comprehend, and communicate in English at a 9th grade level or above. Prospective students that completed all their high school in English are considered proficient.

- The English Language Proficiency can be fulfilled with one of the following:
  - By providing a copy of a High School Diploma/equivalent or transcript.
  - By taking and passing the CASAS Reading STEPS Assessment with a score of 239 or above. This test is administered by Employers' Training Resource.

6. Must be detail orientated, have excellent verbal and written communication skills, be able to prioritize and practice effective time management, and possess strong math skills.

****Externship sites may require background checks. Participants with felonies and/or misdemeanors will be considered on an individual basis.*

Additional Entry Requirements for Specific Programs:

Prospective Bookkeeping/Payroll Accounting Program students must pass the WorkKeys Assessment with the following minimum scores:

Applied Math-4 Graphic Literacy-4 Workplace Documents-4

Prospective Clerical Office Worker Program students must pass the WorkKeys Assessment with the following minimum scores:

Applied Math-3 Graphic Literacy-3 Workplace Documents-3

TRANSFER OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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 the **Bookkeeping/Payroll Accounting** program, or the **Clerical Office Worker** program 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 are 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.

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.

MAOF SKILL CENTER – BAKERSFIELD does not have an articulation or transfer agreement with any other college or university.

LANGUAGE PROFICIENCY INFORMATION

MAOF SKILL CENTER – BAKERSFIELD does not provide English language services, including ESL instruction. All instruction will occur in English. Therefore, all students must be able to read, write, speak, understand, and communicate in English at a 9th grade level or above. Prospective students that completed all of their high school in English are considered proficient.

- The English Language Proficiency can be fulfilled with one of the following:
  - By providing a copy of High School Diploma, GED/equivalent or transcript.

- Must take and pass the CASAS Reading STEPS Assessment with a scale score of 239 and above administered by Employers' Training Resource.

This institution does not admit students from other countries; therefore, no visa related services are offered, and this institution will not vouch for student status.

MAINTENANCE AND PRODUCTION OF RECORDS

The MAOF Skill Center – Bakersfield maintains a file for each student who enrolls in the institution as required by section 94900(b) of the California Education Code and California Code of Regulations – Division 7.5 Private Postsecondary Education which states the following:

California Education Code 94900 (b)

(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.

(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

(1) The degree or certificate granted and the date on which that degree or certificate was granted.

(2) The courses and units on which the certificate or degree was based.

(3) The grades earned by the student in each of those courses.

California Code of Regulations - Division 7.5 Private Postsecondary Education Article 3. Maintenance and Production of Records 71920. Student Records.

(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:

(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:

(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;

(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;

(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;

(D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;

(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;

(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;

(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and

(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;

(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;

(C) Credit for courses earned at other institution;

(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
(E) The name, address, website address, and telephone number of the institution.
(6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
(7) The dissertations, theses, and other student projects submitted by graduate students;
(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
(11) Copies of any official advisory notices or warnings regarding the student's progress; and
(12) Complaints received from the student.
Note: Authority cited: Sections 94803 and 94877, Education Code. Reference: Sections 94885, 94900 and 94927.5, Education Code.

71930. Maintenance of Records.

(a) An institution shall maintain all records required by the Act and this chapter. The records shall be maintained in this state.
(b)(1) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

Students may request access to their records in writing during the institution's hours of operation. The written request need not take any particular form.

To request your records, send your request:

By mail or hand delivery:	**By email:**	**By Fax:**
MAOF SKILL CENTER – BAKERSFIELD 2130 Chester Avenue Suite 200 Bakersfield, CA 93301 Attn: Administrator	Yovani.jimenez@maof.org	661-432-7854

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

1. You have the right to cancel your enrollment agreement for a program of instruction without any penalty or obligations and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
2. Students attending the MAOF Skill Center-Bakersfield have all training costs paid for by the Workforce Innovations Opportunity Act (WIOA).
3. Cancellation may occur when the student provides a written Notice of Cancellation to the Program Coordinator.
4. The written Notice of Cancellation, if sent by mail, is effective date is the stamped date on the envelope.
5. The written Notice of Cancellation, if sent through other methods (described below), is effective on the date received by the institution.
6. The written Notice of Cancellation need not take any particular form. However expressed, it is effective if the student no longer wishes to be bound by the Enrollment Agreement.
7. You may cancel your enrollment into the program by the date indicated on the Enrollment Agreement without any penalty or obligation.

WITHDRAWAL FROM THE PROGRAM

1. You may withdraw from the program at any time after the cancellation period (described above)
2. Withdrawal from the progam may occur when the student provides a written Notice to Withdraw to the Administrator.
3. The written Notice to Withdraw, if sent by mail, is effective on the stamped date on the envelope.
4. The written Notice to Withdraw, if sent through other methods (described below), is effective on the date received by the institution.
5. The written Notice to Withdraw need not take any particular form. However expressed, it is effective if the student no longer wishes to continue with the program.

To cancel your enrollment agreement or withdraw from the program, send your request:

By mail or hand delivery:	**By email:**	**By Fax:**
MAOF SKILL CENTER – BAKERSFIELD 2130 Chester Avenue Suite 200 Bakersfield, CA 93301 Attn: Administrator	Yovani.jimenez@maof.org	661-432-7854

REFUND POLICY

Students attending this school have been determined to be WIOA eligible and referred to MAOF SKILL CENTER - BAKERSFIELD by the local Workforce Development Board; therefore, they are not liable for the cost of tuition, equipment or supplies, fees, or for any other educational service.

MAOF SKILL CENTER – BAKERSFIELD does not participate in Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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 your educational program. **Refunds due will be processed within 45 days** of the last day of attendance if applicable and if you provided written Notice to Withdraw from the institution or from the date the institution terminates your enrollment or determines you withdrew. **Refunds due will be paid without requiring a request from the student.** If you complete more than 60% of your educational program, the tuition is considered earned and you will receive no refund.

A pro rata refund pursuant to section shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

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 Cancel Enrollment Within the Cancellation Period**
   Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250) if notice of cancellation is received by the institution within the cancellation period.

   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.

   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.

COMPLAINT PROCEDURES

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Toll-free telephone #: (888) 370-7589
Web site Address: 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 Program Coordinator 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. All students will receive and sign an acknowledgement of receipt and a copy of the grievance procedures upon enrollment into the program.

If a student believes a complaint is unresolved, he/she may also file a grievance with the Bureau for Private Postsecondary Education (BPPE) and mail it to 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or
P.O. Box 980818, West Sacramento, CA 95798-0818. 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.

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 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 administrator.

Students seeking to transfer must meet the necessary requirements for the program they intend to transfer to. In the case of students wishing to transfer to Bookkeeping/Payroll Accounting Program they must apply for and meet WIOA eligibility requirements.

For more information, please see the Administrator.

STUDENT TUITION RECOVERY FUND

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at
Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818 or by Phone: (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollecting may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

FINANCIAL ASSISTANCE

MAOF Skill Center- Bakersfield is a contracted training provider for the Workforce Innovation Opportunity Act (WIOA) administered locally by Employer's Training Resource (ETR). The institution does participate in the State of California's Eligible Training Provider List (ETPL) that provides customer-focused employment training resources for adults and dislocated workers. The ETPL program provides their own policies and disclosure to students who qualify under the program. The MAOF Skill Center-Bakerfield accepts only WIOA eligible students into its training programs.

The cost of your training is covered by WIOA if you are determined eligible for training under WIOA rules. This is considered a State of California Financial Aid Program.

Contact your local America's Job Center to see if you qualify:

America's Job Center Comprehensive One-Stops
1600 E. Belle Terrace Bakersfield, CA 93307
661.325.HIRE • Fax 661.635.2768

707 Main Street, Suite #4 Delano, CA 93215
661.721.5800 • Fax 661.721.5850

The school does not participate in Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

ITEMIZATION & TOTAL INSTITUTIONAL CHARGES/FEES

Bookkeeping/Payroll Accounting Program

Tuition fees	$10,000	
Registration Fee *(nonrefundable)*	$0	
Supplies	$0	
Textbooks	$0	
Tutoring	$0	
Assessment Fees for Transfer of Credits	$0	N/A
*Student Tuition Recovery Fund Fee *(nonrefundable)*	$25	*($2.50 per $1000 institutional charges rounded to the nearest thousand)*

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	$10,025
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	$10,025
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:	$0.00

Clerical Office Worker Program

Tuition fees	$4,167	
Registration Fee *(nonrefundable)*	$0	
Supplies	$0	
Textbooks	$0	
Tutoring	$0	
Assessment Fees for Transfer of Credits	$0	N/A
*Student Tuition Recovery Fund Fee *(nonrefundable)*	$10	*($2.50 per $1000 institutional charges rounded to the nearest thousand)*

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	$4,177
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	$4,177
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:	$0.00

**Students attending the MAOF Skill Center-Bakersfield have all training costs paid for by the Workforce Innovations Opportunity Act (WIOA). In the event a student cancels this agreement, there is no refund due to the student.*

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 money's 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.

ACADEMIC POLICIES AND STUDENT INFORMATION

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 the program.

ORIENTATION

At the beginning of the training program, all students 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 661-558-0103***. For those in externship, 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 externship site, 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

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.

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
- Customer Service Representative: English 1-800-300-5616 or Spanish 1-800-326-8937
- Mailing Address: P.O. Box 826880, Sacramento, CA 94280-0001

REPORTING CHANGES
You must notify MAOF SKILL CENTER - BAKERSFIELD staff if any of the following changes occur: address, phone number, email address, or name change. 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.

TUTORING
One-on-one tutoring is offered to students having difficulties with their coursework. Instructors monitor student's progress closely and if needed a plan of action will be implemented to help keep you on track. If you are having difficulties in your coursework, individual tutoring will be offered. Do not hesitate to request tutoring assistance from your instructor. There is no charge for this assistance. Our success comes from your success.

LEARNING RESOURCES
MAOF Skill Center – Bakersfield provides ample Learning Resources to help students throughout their education journey. Additional Learning Resources are available in each classroom to help meet the instructional needs of students by providing access to optional resources recommended by faculty. Learning Resources include access to the internet and printing along with various handouts, posters, videos books and audio books. Students may utilize additional Learning Resources by requesting them from their instructor or the Program Coordinator. There is no charge passed on to the student for access or utilization of the Learning Resources. Additionally, students are encouraged to obtain library access from their local and nearby college and university libraries. We also provide directions to other libraries in the area that may be utilized for additional reference materials. While we encourage this practice, it is not a requirement so long as the student maintains educational progress that will allow 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.

EXTERNSHIP

There is no cost to students wishing to participate in the 120 -hour externship. This opportunity is not a form of job placement. As it is designed for students to put in practice and gain experience in their newly acquired skills. Externship sites provide the student and MAOF Skill Center-Bakersfield the opportunity to provide feedback on the students' abilities in skills, time management, and dependability.

Over the years we have found that for the most part students want to participate in the externship component of the program, and we highly encourage it. However, we have found some students who for a variety of reasons do not wish to participate in externship. Some of these reasons include their eagerness to begin their job search as well as some have secured employment and participating in 160-hour externship will delay that. As stated previously, most students desire to participate in the externship and therefore making the externship opportunity optional accommodates the varying needs of all students.

Students interested in taking advantage of the externship opportunity will meet with the Program Coordinator prior to starting at an externship site. This meeting will include discussing all geographical, childcare, transportation or other situations that could prevent the student from participating in externship. Students will provide their own transportation once a site has been identified and approved. Bi-weekly time sheets must be signed by the student and supervisor and emailed to the Program Coordinator or dropped off in person at the MAOF Skill Center - Bakersfield. It is the students' responsibility to report to the specified location. If a student fails to report to work and does not call the site supervisor, the student may lose the privilege to be at the selected site. Students must at all times represent themselves in a professional and ethical manner and must always be dressed professionally and have a high level of professional conduct.

PLACEMENT ASSISTANCE

MAOF Skill Center – Bakersfield and Employers' Training Resource (ETR) will work collaboratively to assist you with your job search efforts.

Upon completion of all mandatory course requirements, participants will have the option to attend the Job Search class offered through Employers' Training Resource. We highly recommend your participation in this course as Employers' Training Resource along with MAOF work together to help you find employment.

Program Overview: The Firing Up Your Job Search program (FUYJS) is designed to help participants get back into the workforce. The goal of this program is to provide participants with valuable resources while promoting job readiness skills. Participants will successfully complete the class with a Resume, Master Application, Job Search Resources and Interviewing Skills.

JSA Class Schedule: Monday - Thursday from 9:00 a.m. to 3:00 p.m.

Participation: ATTENDANCE IS EXPECTED ALL 4 DAYS! Each participant is required to arrive on time daily and be dressed in business casual attire. In case of an emergency, participants are required to inform the FUYJS instructor and will be rescheduled for the next available start date. No children will be allowed.

Case Management: Upon successful completion of FUYJS each participant will be assigned to an ETR Job Developer who will provide one on one job search assistance.

In addition to the job placement services provided by ETR, MAOF Skill Center – Bakersfield staff will provide Employment preparation topics in the course curriculum and instructors will assist students by giving 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.

You will be given valuable advice and assistance regarding job search techniques, employment information and referral services, access to our resource room which includes, job announcements, access to the internet, printer, copier, fax machine, and scanner. 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.

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. While this institution provides placement assistance, it does not guarantee or promise employment.

STUDENT RIGHTS AND RESPONSIBILITIES

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 accommodation, 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 661-558-0103.

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 by assigned staff or the administrator for proven misconduct or actual violation of specified policies and procedures. Staff and/or administrator may place students on probation or temporary exclusion during the training period and shall have the power to impose suspension and to recommend termination from future training.

DISMISSAL

Students shall be deemed to have withdrawn or terminated from the program of instruction when any of the following occurs:

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; and/or absences in excess of maximum set forth by the institution.
- The student has failed to attend class for three (2) consecutive weeks.
- The student fails to return from a leave of absence.

STUDENT'S RIGHT TO APPEAL OF DISMISSAL

A student who is dismissed from the program can submit a written Letter of Appeal to be Readmitted to the institution's Administrator.

1. The Administrator's decision is final.
2. The written letter of Appeal to be Readmitted need not take any particular form.
3. The Administrator will provide a written final decision to the student within 3 – 5 business days.
4. Student can file a complaint to the Bureau for Private Postsecondary Education if he or she does not agree with the dismissal.

To appeal a dismissal, send your request:

By mail or hand delivery:	**By email:**	**By Fax:**
MAOF SKILL CENTER – BAKERSFIELD 2130 Chester Avenue Suite 200 Bakersfield, CA 93301 Attn: Administrator	yovani.jimenez@maof.org	661-432-7854

Students charged with misconduct may be subject to the following sanctions.

Probation:	The result of verbal or written warning.
Temporary Exclusion:	Temporary removal for duration of class period or training activity.
Suspension:	Removal from all classes or activities for a specified period as set forth in the notice of suspension.
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 more than three (3) days without permission or doctor's excuse
- Continuous absences, even if authorized, prevent 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 is 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.

SUBSTANCE ABUSE 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.

PROGRAM INFORMATION AND PROGRAM DESCRIPTIONS

- BOOKKEEPING/PAYROLL ACCOUNTING
- CLERICAL OFFICE WORKER

A certificate of completion is awarded for successful completion of each program. All courses are open-entry/open-exit self-paced modules combined with relevant lectures. A clear orientation on the requirements to complete each program is provided prior to enrollment.

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

Our training programs build career skills to a high level of proficiency and are designed to lead to employment. Students will graduate prepared to enter the job market ready for a wide variety of jobs with a wide variety of employers.

CLASS SCHEDULE

Please Note: It is mandatory for all students to attend two class periods daily.

BOOKKEEPING/PAYROLL ACCOUNTING
CLERICAL OFFICE WORKER
MONDAY - FRIDAY

Period 1	8:00 a.m.	-	10:00 a.m.
Period 2	10:15 a.m.	-	12:00 p.m.
Period 3	12:30 p.m.	-	2:30 p.m.
Period 4	2:30 p.m.	-	4:00 p.m.

COMPUTERS
MONDAY, WEDNESDAY, FRIDAY
TYPING
TUESDAY AND THURSDAY

Period 1	8:00 a.m.	-	10:00 a.m.
Period 2	10:15 a.m.	-	12:00 p.m.
Period 3	12:30 p.m.	-	4:30 p.m.
Period 4	2:30 p.m.	-	4:00 p.m.

CAREER ENHANCEMENT WORKSHOPS
Every 3rd Friday of the Month
10:50 a.m. - 1 :00 p.m.
If class ends early return to your regular class.

BREAK
10:15 a.m. - 10:30 a.m.

LUNCH
12:00 p.m - 12:30 p.m

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 plan 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.

PROGRAM DESCRIPTIONS

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 896 clock hours to complete the required coursework in their major. Classes are open entry/exit, and an externship will be offered in all majors.

PROGRAM TITLE: BOOKKEEPING/PAYROLL ACCOUNTING
PROGRAM LENGTH: 675 clock hours *(approximately 6 months)*
COURSE DELIVERY OPTION: Classroom – open entry/open exit, self-paced program
PROGRAM SCHEDULE: Monday - Friday
PROGRAM HOURS ARE FROM:
8:00 a.m. – 12:00 p.m. or 10:30 a.m. – 4:00 p.m.

The program consists of 675 clock hours of training:

223 hours Bookkeeping/Payroll Accounting
223 hours Computer Lab
223 hours Keyboarding Lab
6 hours Career Enhancement Workshops
675 Total Hours

PROGRAM OBJECTIVES

The objectives of the Bookkeeping/Payroll Accounting program are to prepare students for a variety of entry-level, high demand occupations in Bookkeeping/Payroll Accounting by giving students an overall understanding of the accounting cycle in retail, wholesale, farming, and oil related industries.

Upon completion of the Bookkeeping/Payroll Accounting Program, students will receive a Certificate of Completion and they will be proficient in the following:

- Typing-40+Words Per Minute (WPM)
- 10-key calculation 135 Strokes per Minute (SPM)
- Accounting Cycles plus Reconciliation
- Inventory-Control, cost, adjustments
- Income Tax Preparation
- Payroll preparation
- QuickBooks Certification
- Business Ethics
- Word Processing/Data Entry
- Operation of basic office equipment
- Computer Applications, Microsoft Office Suite

EMPLOYMENT OBJECTIVES

BOOKKEEPING/PAYROLL ACCOUNTING JOBS	
43-3021	Billing and Posting Clerks
43-3071	Tellers
43-3031	Bookkeeping, Accounting & Auditing Clerk
43-3000	Financial Clerk
43-3011	Bill and Account Collectors
43-3051	Payroll and Timekeeping Clerk
43-3061	Procurement Clerks
43-3099	Financial Clerks, All others

**** Occupations are identified using the United States Department of Labor's Standard Occupational Classification codes.*

CLASS SCHEDULE

This Program uses a two-period block of time to provide instruction and it integrates realistic practice through projects in a simulated business environment and allows for flexibility to meet individual student learning needs.

Please Note: *It is mandatory for all students to attend two class periods daily (one period to focus on major and other class period is combined with computer and keyboarding lab. Students will choose a schedule from the following options below.*

BOOKKEEPING/PAYROLL ACCOUNTING

MONDAY – FRIDAY

(choose one of three)

Period 1 8:00 a.m. - 10:00 a.m.
Period 2 10:15 a.m. - 12:00 p.m.
Period 3 12:30 p.m. - 2:30 p.m.
Period 4 2:30 p.m. - 4:00 p.m.

COMPUTER LAB

MONDAY, WEDNESDAY, FRIDAY

KEYBOARDING LAB

TUESDAY AND THURSDAY

(choose one of three)

Period 1 8:00 a.m. - 10:00 a.m.
Period 2 10:15 a.m. - 12:00 p.m.
Period 3 12:30 p.m. - 2:30 p.m.
Period 4 2:30 p.m. - 4:00 p.m.

BREAK
10:00 a.m. - 10:15 a.m.

LUNCH
12:00 p.m. - 12:30 p.m.

CAREER ENHANCEMENT WORKSHOPS

Every 3rd Friday of a month

10:50 a.m. - 1:00 p.m.

If class ends early return to your regular class.

PROGRAM DESCRIPTION

Skills are taught in a modern, state of the art, well-equipped office lab. All subject matter is academically challenging; Involve substantial reading and writing; Include problem-solving and laboratory work, as appropriate; Show serious attention to analytical thinking, as well as factual content; Develop students' oral and listening skills; and Incorporate learning to develop skills and cultivate interest in the academic enterprise. Rigorous course work is at a sufficient depth to allow students to achieve mastery of fundamental knowledge that prepares them for a future career path in entry-level positions in the accounting field.

This class consists of intensive training emphasizing in the complete accounting cycle and the proper use of office equipment; application of basic accounting principles, practices, and procedures, payroll preparation and the various systems in use (General Ledger, Accounts Payable, Accounts Receivable, and Payroll); application of workplace computer skills including Microsoft Word and Microsoft Excel; written and oral communication skills; keyboarding and ten-key skill building, including the following:

- 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
- Timecards / W4's / W2's / Tax Deposits
- Bank Reconciling
- Financial Statements
- Placement Assistance/Job Preparation
- QuickBooks
- Income Tax Preparation
- Career Enhancement Workshops
- Externships Opportunities

Because the course is open-entry, open-exit, self-paced, and it is geared to individual needs and individual instructions, some students will advance through the curriculum much more rapidly than others. These more advanced students benefit from additional instruction in the Computer Lab and advanced Special Projects in Bookkeeping.

Note: Students will receive a goal sheet on the first day of class. They will also receive a weekly timeline listing all assignments that must be completed within the time given to help them keep track of their progress.

It is important to note that as a community service, the Bookkeeping/Payroll Accounting 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.

MANDATORY COURSE REQUIREMENTS

BOOKKEEPING/PAYROLL ACCOUNTING

The basic accounting practices and procedures are stressed the first three months of training, this is done by a combination of manual and computerized assignments. During the second half of the program emphasis is placed on the different areas of bookkeeping such as A/R, A/P, Payroll, Sales Etc. as to gain a better understanding of each individual area. Towards the end of the program usage of accounting software such as QuickBooks is used to help students get an understanding of software used in the field.

1. Maintain a satisfactory record in attendance and punctuality.
2. Operate the Ten Key at minimum 135 strokes per minute.
3. Complete Alphabetic Indexing Parts 1-6 with a minimum score of 75%
4. Complete five Excel Projects
5. Complete Simulation Packets
6. Satisfactorily pass chapters 1-17 tests - Completion of the first 17 chapters in Century 21 Accounting Textbook and workbook is required, this includes the complete accounting cycle from the opening entry through the adjusting and closing entries, Bank Statement Reconciliation, Installment Buying, Employer and Employee responsibilities, Personal Finance. At the completion of each chapter and each cycle a test will be given. Students will notify the instructor when ready to test so proper test can be provided. Simulation Packets are also available at the end of each cycle.
7. Satisfactorily pass Part 1 mid-term exam with a minimum score of 75%
8. Satisfactorily pass Part 2 final exam with a minimum score of 75%
9. Satisfactorily completion of QuickBooks curriculum comprised of 12 chapters from the textbook and usage of QuickBooks software with a minimum score of 75%

Note: Part 1 mid-term exam and Part 2 final exam are comprised of a combination of multiple choice and matching questions along with workout problems from the various chapters enough to evaluate the student's comprehension of the materials covered in each chapter. Part 1mid-term exam covers chapters 1-8 and Part 2 final exam covers chapters 9-17. Exams are closed book, but students are allowed a calculator if needed and have the duration of the class period to complete the exam.

Required Textbooks and Materials
Touch Operation of the Electronic Calculator
Published by: South-Western Educational Publishing

Alphabetic Indexing, 6th edition
Published by: South-Western Educational Publishing

Century 21 Accounting, 11th edition
Published by: Cengage Learning

Red Carpet Events – Business Simulation
Published by: Cengage Learning

Authentic Threads- Business Simulation
Published by: Cengage Learning

Using QuickBooks Accountant for Accounting 2018
Published by: Cengage

*Digital Diversion - Business Simulation
Published by: Cengage Learning
(optional, only if chapters 18-24 are completed)

PROGRAM TITLE: CLERICAL OFFICE WORKER

Program Length: 675 clock hours *(approximately 8.5 months)*

Course Delivery Option: Classroom – open entry/open exit

Program Schedule: Monday - Friday

Program Hours are from:

8:00 a.m. – 1:00 p.m. or 10:45 a.m. – 4:00 p.m.

The Clerical Office Worker Program consists of 896 clock hours of training:

223 hours Clerical Office Worker
223 hours Computer Lab
223 hours Keyboarding Lab
6 hours Career Enhancement Workshops
675 Total Hours

PROGRAM OBJECTIVES

The objectives of the Clerical Office Worker program are to provide students with the skills and competencies needed to become an efficient, productive member of an office support team. Courses are designed to help students learn to analyze and coordinate office duties and systems, develop proficiency in the use of integrated software, and improve oral and written communication. Emphasis is placed on non-technical as well as technical skills.

EMPLOYMENT OBJECTIVES

CLERICAL OFFICE WORKER JOBS	
43-4031	Court, Municipal and License clerks
43-4121	Library assistants, Clerical
43-4161	Human Resources assistants, except payroll and timekeeping
43-6000	Administrative Assistants & Secretaries
43-6011	Executive Secretaries and Adm. Asst.
43-9041	Insurance Claims & Policy Process cler.
43-9061	Office Clerks, General
43-9199	Office & Administrative sup. workers

*** *Occupations are identified using the United States Department of Labor's Standard Occupational Classification codes.*

CLASS SCHEDULE

This Program uses a two-period block of time to provide instruction and it integrates realistic practice through projects in a simulated business environment and allows for flexibility to meet individual student learning needs.

Please Note: *It is mandatory for all students to attend two class periods daily (one period to focus on major and other class period is combined with computer and keyboarding lab. Students will choose a schedule from the following options below.*

CLERICAL

MONDAY – FRIDAY

(choose one of three)

Period 1 8:00 a.m. - 10:00 a.m.
Period 2 10:15 a.m. - 12:00 p.m.
Period 3 12:30 p.m. - 2:30 p.m.
Period 4 2:30 p.m. - 4:00 p.m.

COMPUTER LAB

MONDAY, WEDNESDAY, FRIDAY

KEYBOARDING LAB

TUESDAY AND THURSDAY

(choose one of three)

Period 1 8:00 a.m. - 10:00 a.m.
Period 2 10:15 a.m. - 12:00 p.m.
Period 3 12:30 p.m. - 2:30 p.m.
Period 4 2:30 p.m. - 4:00 p.m.

BREAK
10:00 a.m. - 10:15 a.m.

LUNCH
12:00 p.m. - 12:30 p.m.

CAREER ENHANCEMENT WORKSHOPS

Every 3rd Friday of a month
10:50 a.m. - 1:00 p.m.
If class ends early return to your regular class.

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PROGRAM DESCRIPTION

This program prepares students for a variety of entry-level Clerical Office Worker pathways. Skills are taught in a modern, state of the art, well-equipped office lab. All subject matter is academically challenging; Involve substantial reading and writing; Include problem-solving and laboratory work, as appropriate; Show serious attention to analytical thinking, as well as factual content; Develop students' oral and listening skills; and Incorporate learning to develop skills and cultivate interest in the academic enterprise. Rigorous course work is at a sufficient depth to allow students to achieve mastery of fundamental knowledge that prepares them for a future career path.

This class consists of intensive training emphasizing in general office procedures including the following:

- Word Processing
- Computer Skills including Microsoft Word and Microsoft Excel
- Work Etiquette

- Records Management
- Receptionist Duties
- Telephone Etiquette / Call Center
- Business Ethics
- Data Entry / Basic Payroll Spreadsheets
- Basic Office Equipment Operation
- Business Communication Skills (written and oral)
- Internet Research Techniques
- Calculator Applications
- PowerPoint Presentations / Multi-media Projection
- Letters and Reports
- Career Enhancement Workshops
- Placement Assistance/Job Preparation
- Externship Opportunities *(optional)*

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

Because the course is open-entry, open-exit, self-paced, and it is geared to individual needs and individual instructions, some students will advance through the curriculum much more rapidly than others. These more advanced students benefit from additional instruction in the Computer Lab.

Note: Students will receive a course syllabus and goal sheet on the first day of class. They will also receive a weekly timeline listing all assignments that must be completed within the time given to help them keep track of their progress.

MANDATORY COURSE REQUIREMENTS

Procedures & Theory for Administrative Professionals – 7th Edition textbook is utilized in the Clerical Program course curriculum. It is comprised of 17 chapters. Students will read the chapters, complete 5 achievement tests with a minimum score of 75%. These tests are given at the end of three or four chapters, and students will do a variety of related activities augmenting the learning process.

Upon completion of the Procedures & Theory for Administrative Professionals textbook students must take and pass the Clerical Final with a minimum score of 75%.

To fulfill the filing competency requirement, one filing workbook is utilized, Alphabetic Indexing This workbook is designed to be a first step toward learning to organize information and manage office records. Exercises and tests are cumulative and provide an ongoing rules review. The exercises and tests are varied and deliberately challenging to increase understanding. In addition to alphabetic indexing rules, the subject, numeric, and geographic filing methods are introduced.

Upon completion of the Alphabetic Indexing Book students must take and pass Test 1-3 with a minimum score of 75% each.

For the math competency, one math workbook is provided to the student, Calculator Applications for Business – 4th Edition, is utilized. This workbook covers a variety of exercises that expose the

students to typical applications performed by accounting, bookkeeping, and record keeping employees in both large and small businesses. In addition, completion of the workbook promotes speed and accuracy of the 10-key numeric touch system.

There are four units in the Calculator Applications for Business book and students are required to take and pass an Application Evaluation exam after each unit with a minimum score of 75%.

In conjunction with the above process, the student is drilled on the 10-key for speed competency of 135 SPM

The above summary is the bulk of the course curriculum required and completed by the students. The instructor uses effective teaching techniques that are described more fully in the course curriculum breakdown.

MANDATORY COURSE REQUIREMENTS
BOOKKEEPING/PAYROLL ACCOUNTING AND CLERICAL OFFICE WORKER PROGRAMS

The Bookkeeping/Payroll Accounting Program and the Clerical Office Worker Program include a Keyboarding and Computer Lab component and Career Enhancement Workshops as part of the mandatory course requirements for graduation.

KEYBOARDING LAB

1. All students will complete a keyboarding pre-test on the first day of attendance to determine the keyboarding level they will be assigned to.

2. Students who type under 50 WPM will be assigned to Beginning Keyboarding and must satisfactorily complete Units 1-18

3. Students who type 50 WPM or over will be assigned to Intermediate Keyboarding and must satisfactorily complete Units 10-27.

4. All students are required to type at least 40 WPM to receive a typing certificate and satisfy the course requirements.

Keyboarding Units consist of the following skills related to the usage of the computer keyboard:

- 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)

Required Textbooks and Materials
Century 21 Keyboarding & Information Processing – Book One
Published by: South-Western Educational Publishing

COMPUTER LAB
SOFTWARE AVAILABLE: MICROSOFT OFFICE 2016

- Excel - Spreadsheets
- Word - Word Processing
- Access - Database *(optional)*
- PowerPoint – Presentations *(optional)*
- Quick Books *(required for Bookkeeping/Payroll Accounting program, not required for Clerical Office Worker Program)*

1. Completion of Introductory Microsoft Word 2016 with a minimum score of 75%
   (mandatory for Bookkeeping/Payroll Accounting and Clerical Office Worker majors)

2. Completion of Intermediate Microsoft Word 2016 with a minimum score of 75%
   (mandatory for Clerical Office Worker majors and optional for Bookkeeping/Payroll Accounting majors)

3. Completion of Introductory Microsoft Excel 2016 with a minimum score of 75%
   (mandatory for Bookkeeping/Payroll Accounting and Clerical Office Worker majors)

4. Completion of Intermediate Microsoft Excel 2016 with a minimum score of 75%
   (mandatory for Bookkeeping/Payroll Accounting majors only and optional for Clerical Office Worker majors)

Optional: The following additional certificates are available to students who complete all mandatory course requirements

- Microsoft Excel – Intermediate and Advanced
- Microsoft Word - Intermediate and Advanced
- Microsoft Access - Introductory, Intermediate and Advanced
- Microsoft PowerPoint - Introductory, Intermediate and Advanced

Required Textbooks and Materials
Introductory Microsoft Office 365 Word 2016
Published by: Cengage Learning

Introductory Microsoft Office 365 Excel 2016
Published by: Cengage Learning

Intermediate Microsoft Office 365 Excel 2016
Published by: Cengage Learning

CAREER ENHANCEMENT WORKSHOPS

Career Enhancement Workshops are also included as part of the Bookkeeping/Payroll Accounting Program and the Clerical Office Worker Program mandatory course requirements. These workshops are offered every Friday, and they are designed to help students prepare to enter the workforce, balance work and home, build their existing knowledge and abilities, and introduce new skills that will enrich their education and work experience. This gives students the opportunity to evaluate and plan their employment futures, as well as expand their job-related skills and knowledge. The ultimate goal is to provide the background students' need to enter the workforce and maintain balance so they can stay employed.

Instructors will provide a schedule of workshops offered during the enrollment period to all students upon enrollment in the program.

Topics covered in Career Enhancement Workshops might include:

- 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

We sincerely wish you the very best as you prepare for your future.

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