

MANUFACTURING PRE-APPRENTICESHIP

IN COLLABORATION WITH SACRAMENTO VALLEY MANUFACTURING INITIATIVE (SVMII)

90 Hours • 5 Instructional Weeks



ADMISSION REQUIREMENTS PRE-REQUISITES

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation and CAJ Cal Jobs Individualize Orientations (available by appointment)
- Register in Cal Jobs at www.caljobs.ca.gov
- Complete CAJ Job Center intake and required workshops
- Provide Right to Work documentation
- Complete Work Key assessments in industry related to Manufacturing and obtain appropriate scores
- Complete eligibility assessment through CAJ Job Center
- Develop an Individualized Employment Plan with a CAJ Job Coach

(Takes 2-4 weeks to complete the process with the CAJ Job Center)

- Assessment Test
Reading: 230 Math: 235

PROGRAM DATES

11/05/20 - 12/18/20
 01/05/21 - 02/03/21
 02/09/21 - 03/11/21
 03/15/21 - 04/16/21
 04/19/21 - 05/18/21
 05/24/21 - 06/23/21
 07/19/21 - 08/17/21
 08/23/21 - 09/21/21

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Thursday
18 Hours per week required

Distance education class time will vary

Schedule for hands-on labs - TBD

PROGRAM COMPONENTS

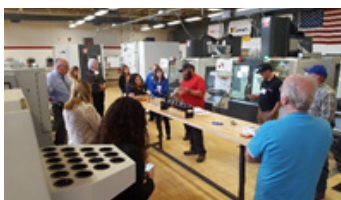
- Intro to Advanced Manufacturing
- Additive Processes
- Subtractive Processes
- Forming Processes
- Joining Processes
- Soft Products, Sewing, Textiles
- Surface Finishing Processes
- Manufacturing Support Systems
- Manufacturing Safety
- Use of Basic Hand Tools & Components and Terminology
- Critical Thinking and Proper Troubleshooting Techniques
- Advanced Manufacturing Career Pathways

BOOKS AND MATERIALS

- Tooling U – Manufacturing Training online software \$120
- CAJ Uniform Shirt \$30
(additional charge for size 2XL and larger)
- Chromebook \$300*

Internet Access required for Distance Education components. Temporary internet access may be available for students who qualify for scholarship assistance, and as supplies last.

*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.



FEES

This program *does not qualify* for Federal Financial Aid

Registration Fee: (non-refundable) \$ 50.00

Books and Materials: \$ 450.00

TOTAL: \$ 500.00

REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

CHARLES A. JONES CAREER AND EDUCATION CENTER 2020-2021 PROGRAM CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | WWW.CAJ.SCUSD.EDU
REMOTE OFFICE (916) 417-6580



*Celebrating over 20 years
on Lemon Hill Avenue*

WELCOME TO

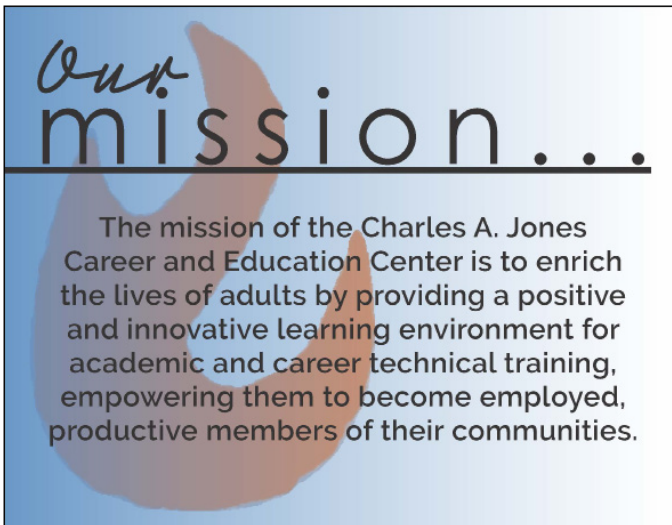
Charles A. Jones Career and Education Center

Welcome to Charles A. Jones Career and Education Center (CAJ)! It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue your career.

CAJ is a public adult school operated by the Sacramento City Unified School District. CAJ is located on Lemon Hill, a half block west of Stockton Boulevard. The facility is a three-building complex on seven acres. Parking is available on the school grounds for all students and the center is served by Regional Transit. CAJ also has over fifty classrooms, a library, job center, school office, and financial aid office, all available to students during regular business hours. The campus is currently closed due to the impact of COVID-19, but classes and job center services are being provided through distance learning.

We are proud that we can provide a low-cost, high quality education that will enrich our students' lives. We offer career and technical programs in various occupational fields, with imbedded customer service modules. Our programs are designed to provide the technical and customer service skills needed in the local workforce.

CAJ also offers free academic preparation classes, including High School Equivalency, Adult Basic Education, English as a Second Language, and Citizenship classes, that are accredited by the Western Association of Schools and Colleges (WASC). CAJ Career Technical Education classes are accredited by the Commission of the Council on Occupational Education (COE), the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Accreditation Council for Pharmacy Education (ACPE) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify graduating students for national, state, or industry exams, including: the California Certifying Board for Medical Assistants (CCMA), the California Department of Public Health, and the California Court Reporters Board.



Our
mission...

The mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a positive and innovative learning environment for academic and career technical training, empowering them to become employed, productive members of their communities.



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CUSTOMER SERVICE REQUIREMENT

Superior Customer Service is Key to a Successful Career!
 This course prepares students to develop exceptional customer service and effective communication for the working professional in the following occupational areas and more: Business, Legal, Healthcare, and Industrial. Students with prior experience in customer service are encouraged to bring their knowledge into the classroom to lend for a richer, more enlightening learning experience for everyone.

Upon completion of the course, students will have identified, explored, practiced, and honed a myriad of soft skills essential to customer service such as: emotional intelligence, courtesy, patience, active listening and communication, empathy, compassion, problem solving, attentiveness, presentation skills, team building, diversity awareness, and workplace relations. Students will discover how proficiency in these areas and many others contribute not only to customer service effectiveness but also to workplace attainment, sustainment, and ultimately, career and life success.

This class is included in Office Occupations with emphasis on Proofreading, Notereading, Transcribing, and Customer Service (Court Reporting 1 of 4), Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician, Medical/Clinical Assistant, and Pharmacy Technician programs.

See individual program information for details.

CAJ NON-DISCRIMINATORY CLAUSE

The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, ancestry, sex, religion, color, national origin, physical handicap, disability, marital status, or age.

CAJ TRANSFER POLICY

In house evaluation of prior education is done on a case by case basis. CAJ does NOT accept credit or hours from other institutions and does not issue credits. CAJ career education programs are based on clock hours.

CAJ ADMISSION REQUIREMENTS AND REGISTRATION PROCEDURES

Each career program at CAJ has specific requirements listed on the pages dedicated to those programs (see table of contents).

To register for the program of your choice:

- Attend an orientation (See page 4)
- Connect with teachers for program details during office hours or by phone
- Pass the assessment test with program's required scores*
- Visit the financial aid office and start your FAFSA, *if desired*, well in advance of the program start date (Financial Aid virtual appointments are available)
- Meet with Job Center staff for scholarship eligibility and processing, *if desired*, well in advance of the program start date
- Complete a registration form and pay fees.
 - Cash, credit and debit, cashier's check, and money order are all accepted forms of payment. We do not accept American Express cards or personal checks.



JOIN US FOR A VIRTUAL ORIENTATION!

When: Virtual Orientation Every Monday by Appointment (Except holidays and break periods)

Where: Phone, Zoom Meeting, or Google Meet by Appointment.

Who: Anyone interested. Must be 18 years or older to enroll in Adult Education Programs.

How to make an appointment: Call CAJ Job Center at (916) 826-0967 or email: lemonhill5451@gmail.com, Monday-Thursday 8:30 am to 4:00 pm, Friday 8:30 am to 12:00 pm

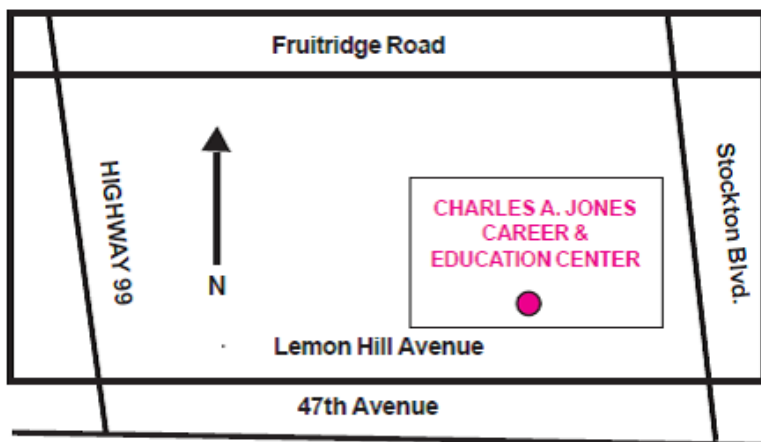
At the CAJ Virtual Orientation, you will learn about how to sign up for High School Equivalency preparation classes or Career Education programs.

This is the first step to your new career! Learn about the exciting career training programs available. Students may begin classes throughout the year on a scheduled basis as space is available. All career education programs require excellent attendance.

Assessment testing is held each Wednesday through Friday by appointment. Student must show ID. For in-person testing, mask is required. **Orientation and assessment are required before enrollment.** CAJ reserves the right to cancel program start dates due to low enrollment.

Financial Aid Available!

Financial Aid (Pell Grant) is available for those students who meet Federal guidelines. Start your Free Application online at [StudentAid.gov](https://studentaid.gov). Use financial aid school code **009509**. Ask for a financial aid procedures brochure for steps to apply.




2020-2021 ACADEMIC CALENDAR

July 2020							August 2020							September 2020							October 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1			1	2	3	4	5					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31				
							30	31																			

November 2020							December 2020							January 2021							February 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	27	28	29	30	31							24	25	26	27	28	29	30	28							
													31														

March 2021							April 2021							May 2021							June 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3						1			1	2	3	4	5		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30							
													30	31													

 School Closed

CAJ REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Court Reporting / Court Reporter program fees are charged annually. Refunds are based on CAJ Refund Chart.
6. Eligible refunds for students in the Vocational Nursing (Licensed Practical/ Vocational Nursing Training) program will be based on attendance per level.
7. No refund on HSE testing fees (HiSET)
8. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (see pages 21 and 22)

COSTS, FEES AND CHARGES

Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee (or 10% of the annual program fee for Court Reporting / Court Reporter program) is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

***Program fees and material costs are subject to change without notice.
Student is responsible for increases prior to purchase.
All fees must be paid in full to graduate.***

CAJ ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
Site Administrator			
Hatter, Angela	San Francisco State University	M.A.	N/A
CTE Instructors			
Bradshaw, Patricia	California State University, Sacramento	CTE Credential B.S.	Medical/Clinical Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid)
Chufar, Bonnie	West Valley Community College	CTE Credential A.A.	Court Reporting / Court Reporter
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing (Licensed Practical/ Vocational Nursing Training)
Doll, Lorraine	California Commission on Teacher Credentialing	CTE Credential	Court Reporting / Court Reporter
Fong, Lana	California State University, Sacramento	CTE Credential Health Science and Medical Technology	Pharmacy Technician
Gagney, David	California Commission on Teacher Credentialing	CTE Credential	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid) and Vocational Nursing (Licensed Practical/ Vocational Nursing Training)
Huynh, Sandra	California State University, Sacramento	CTE Credential B.V.E.	Pharmacy Technician
Johnson, Valyncia	California Commission on Teacher Credentialing	CTE Credential	Integrated Educational Training
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid) and Vocational Nursing (Licensed Practical/ Vocational Nursing Training)
Rosa, Ruth	California Commission on Teacher Credentialing	CTE Credential	Medical/Clinical Assistant



ROSTER OF STAFF (CONT'D)

Name	Conferring Institution	Most Advanced Degree	Courses Taught
ABE, HSE, and ESL Instructors			
Ciani, Nick	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential	ABE/HSE
Hawes, Victoria	San Francisco State University	M.A.	ESL
Sterling, Marguerite	Universidad Ibero-Americana	B.A.	ESL
Part-Time ESL Instructors			
Boyd, Kathryn	San Jose State University	M.S.	ESL
Monte, Don	California Commission on Teacher Credentialing	Lifetime Teaching Credential, All Subjects	Citizenship/ESL



Board of Education

Jessie Ryan, President (Trustee Area 7)
Christina Pritchett, Vice President (Trustee Area 3)
Michael Minnick, 2nd Vice President (Trustee Area 4)
Lisa Murawski, (Trustee Area 1)
Leticia Garcia, (Trustee Area 2)
Mai Vang, (Trustee Area 5)
Darrel Woo, (Trustee Area 6)
Olivia Ang-Olson, Student Board Member

Executive Members

Jorge A. Aguilar, Superintendent
Christine Baeta, Chief Academic Officer
Susan Lytle Gilmore, Ph.D., Director, Adult Education
Angela Hatter, Coordinator III, Adult Education