bloom

Courses Catalog

Quality Business & Vocational Training

bloom Business and Vocational Training Institute

e: contact@bloomtraininginstitute.com
p: (855) 420-8255
w: www.bloomtraininginstitute.com

We have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice as a result of actions of the administration of bloom Business and Vocational Training Institute involving the rules and regulations pertaining to postsecondary colleges. bloom Business and Vocational Training Institute further reserves the right to add, amend or repeal any of its rules, regulations, policies, or procedures at any time without notice.

"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."

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MISSION

At bloom Business and Vocational Training Institute, we provide innovative and relevant educational career training programs and services that lead to new career opportunities.

bloom Business and Vocational Training Institute values and cultivates personal and professional success through a psycho-social approach to learning and works to ensure programming is accessible and affordable to students and the communities we serve.

Our main objective is to meet the many layers of needs of our demographically diverse student population, while embracing equity and accountability through statistically measurable student learning outcomes, ethical data-driven decisions, student achievement and overall student self-sufficiency.



PRINCIPLES

1. **Learning:** Individual-centered and outcome-based learning designed for success.

2. **People:** A culture of respect and diversity to all people, cultures and communities.

3. **Focus:** Provide relevant adult education that leads to gainful employment and self sufficiency.

4. **Agility:** Be prepared to be flexible when needed, focused on the “real” needs for students and adjust to those needs as needed

5. **Collaboration:** Cultivate strong relationships with partners and stakeholders to develop programming with a shared responsibility and teamwork approach for the betterment of all students and the communities we serve.

6. **Diversity:** Ensure inclusiveness with all ethnic, socioeconomic, educational, abilities, and cultural backgrounds to meet the needs of the students and the community through our board of directors and partnerships.

7. **Equity:** Provide programming and student services that reflect consideration and value to all populations as a means to gainful employment and self-sufficiency.

8. **Employment**: We strive to work together to provide employment opportunities for our communities through our vocational training centers.

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GOALS

1. Develop and foster student-centered adult learning opportunities, develop positive attitudes among students through sound processes, decisions, policies and culture.

2. Ensure student success rates through the development and adoption of educational best practices and program designs.

3. Increase access to as many students and locations as possible thereby increasing the levels of success and to meet the changing students' needs of the communities we serve.

4. Recruit, develop and provide leadership that is focused on the changing needs of the workforce and meet those changing needs through program development and training practices.

5. Recruit, develop and foster the diversity of board, faculty, staff, administration, and curriculum to ensure inclusiveness of all learners.

6. Encourage and support creativity, flexibility, and innovation.

7. Engage and invest in entrepreneurial activities to increase and diversify revenue streams through student success and self-sufficiency.

8. Achieve long-term financial stability and decrease reliability multiple levels and funding streams.

9. Strengthen and increase strategic alliances and partnerships in local and outside communities.

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2026 ACADEMIC CALENDAR YEAR

Effective Dates of this Catalog 1/1/2026 through 12/31/2026

Spring Semester - January 11 - May 1

Summer Semester - June 1 - July 31

Fall Semester - September 1 - December 10

***Please check our website calendar at bloomtraininginstitute.com for courses and dates.

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bloom Business and Vocational Training Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) “Approved” means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

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 1747 North Market Blvd, Suite 225, Sacramento, CA 95834 and/or P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589, Fax (916) 263-1894

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.

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

Policies and Procedures Regarding Financial Aid

bloom Business and Vocational Training Institute does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds

MODALITIES OF COURSE DELIVERY

bloom Business and Vocational Training Institute is dedicated to delivering comprehensive learning modalities that are flexible to all learners. Our programs are designed so that adult learners can receive the training they need in a setting that fits their schedule and learning style.

Unlike traditional learning systems that would involve traveling away from home, living in a completely unknown city, and struggling in an extremely competitive learning environment with online education you can take your program or course wherever you are at your pace.

Distance Learning: Learners will use a computer, tablet or some other device for their learning while connected to the internet to access information or communicate with their instructor and other learners. Bloom will be utilizing Learndesk and Coursera to deliver distance learning.

We offer both 100% online courses as well as in person courses so that our students can receive all of the benefits of a traditional learning environment but using a course shell classroom.

The purpose of a hybrid course is to take advantage of the best features of both face-to-face and online learning. While hybrid classes and distance learning classes both have online elements, there are some distinct differences between the two types of courses.

Final test results will be sent to students within 24-48 hours of completion Monday-Friday

ONLINE TECHNICAL REQUIREMENTS

Prior to the start of classes, students will be sent an confirmation letter with a "user ID" and a "password" as well as instructions to access courses. Please note that some courses may have mandatory group work and mandatory chats where you will be required to be logged into your course at specific times for specified periods of time. These requirements will be indicated in the course description. Minimum technical and software requirements for Online Learning courses:

Computer and Internet Connection: You will need regular access to a computer with an internet connection. High speed broadband access (LAN, Cable or DSL) is highly recommended for the optimal learning experience. Some courses have more advanced system requirements.

A Macintosh or PC system with these minimum requirements: PC Compatible Operating System: Windows XP, Vista, 7, 8, 8.1 Web Browser: Firefox, Chrome, Internet Explorer 10 or higher Mac Compatible Operating System: OS X Web Browser: Firefox, Chrome, Safari

Software: • Individual courses may have additional software requirements. This may include video or audio playing software or a specific software application. • Most courses require word processing software. • In some instances, it may be necessary for some users to upgrade their Flash or Java versions. Technical assistance is available.

Other Devices: Depending on the learning management system being used to deliver your course, you may access and interact with most course elements, readings, multimedia, email and discussions through tablets and smartphones. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Please ensure you have a PC or Mac based computer available to complete coursework. We recommend that students do not attempt quizzes when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

Web Browser: A graphical browser is required. In some instances, it may be necessary for some users to upgrade their web browser programs. Technical assistance is available.

Email: Depending on the learning management system being used to deliver your course, you may be assigned an email account that is accessed within your course or you may be required to use your personal email account.

Please note: Individual courses may have additional technical and/or software requirements.

STUDENT SERVICES

Our Dean of Administration & Student Support Services is dedicated to assist and support students in their academic careers.

PROCEDURES FOR STUDENTS WITH DISABILITIES POLICY

bloom Business and Vocational Training Institute , is committed to providing equal access to students with disabilities under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act. Students with disabilities who wish to request reasonable accommodations to ensure equal access to classes, programs or services must let us know in advance. Supports for students include reasonable and effective accommodations, academic adjustments and/ or auxiliary aids as determined by a case by case basis. If you have an identified disability that may affect your performance in this class and you choose to request reasonable accommodations, please request an appointment with the administration office, so that provisions can be made to assure you have an equal opportunity to meet all of the requirements of this course.

Please return forms with the accompanying documentation to:

Administration and Student Services:

contact@bloomtraininginstitute.com

Web: www.bloomtraininginstitute.com

Phone: (855) 420-8255

Privacy Act, Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Library Resources

No library is needed to meet the instructional needs of the students, although it is the case that library or information resource materials are already contained in the pre-loaded software on computers when delivered to the student. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for the completion of these programs. Student may access learning resources by asking any staff member during normal business hours. Staff members are also available to provide research assistance.

Student Services / Placement

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student’s local community but does not offer personal counseling assistance. This institution does not provide placement services to its graduates.

Description of Facilities Main Facility: bloom Business and Vocational Training Institute Training Centers is located on a main thoroughfare in the city of Fresno. There is ample off street parking immediately adjacent to the entrance to the school. The facility is located on the ground floor. The building is approximately 30 years old and is comprised of a suite of professional offices. The school has a reception area, a teaching area and a student services desk. Personal computers, network computers and servers along with standard peripherals are utilized.

Special Notice of Financial Status: This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

Experiential Learning: This school does not issue credit for experiential learning.

Visa Related Services: This institution does not admit students from other countries, so no visa related services are offered.

Language Proficiency: The following apply to students for whom English or Spanish is not their primary language: For a student whose high school or equivalent coursework was not completed in English or Spanish, and for whom English or Spanish was not a primary language, we will seek a score of 500 on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English or Spanish language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English or Spanish, at the college level. In such cases, when a student is wanting to enroll in a program instructed in their own native language, but has earned a high school diploma, or its equivalent (GED), in a language other than their own native language, student must first take the ACTFL Test for Higher Education. Student must earn a minimum of a Level 3 on the ILP scale.

Return of Lessons and Projects: (Distance Education) Instructors will evaluate student submissions and lessons, projects or dissertations will be returned within ten days from the date of receipt by the Instructor.

Tuition and Fees: All fees are subject to change from time to time, without notice. Non-Refundable portion of the fees are labeled “NR.” A personal computer is not required for students who choose to be instructed in the classroom. Equipment cost may be subtracted from Total Program Charges if student chooses Classroom Study..

STRF Regulations

Sections 5, CCR §76215(a). "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. 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (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 non-collection 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.

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.

STRF Fee

STRF Fee (Non-refundable, $2.50 per $1,000 of institutional costs) is included in program cost.

This portion of the cost is non-refundable.

Note: No grades or documents will be released if there is an outstanding balance.

The institution may refuse any type of service to students who have an outstanding balance. The institution may also refuse re-admission to a student who has left the institution with an outstanding balance that has not been paid in full.

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bloom CANCELLATION POLICY

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel the agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60% (percent) or less of the scheduled hours in the current payment period in your program through the last day of attendance. Cancellation of this agreement can occur up to: 60 DAYS. Cancellation may occur when the student provides a written letter of cancellation, my mail or hand delivery to the following address:

a. The written notice of cancellation, if sent by mail, is effective when deposited in the mail addressed with proper postage.

2. Email to cancellations@bloomtraininginstitute.com

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the Enrollment Agreement is canceled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

bloom CANCELLATION POLICY

DISTANCE EDUCATION PROGRAMS (Note: Not offered in real time.)

STUDENT'S RIGHT TO CANCEL

This institution offers distance educational programs where the instruction is not offered in real time. The Institution shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student has the right to cancel the agreement and receive a full refund before the first lesson and materials are received. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven days after the institution accepts the student for admission.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

WITHDRAWAL FROM THE PROGRAM: You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the schedule in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction by sending a withdrawal email to cancellations@bloomtraininginstitute.com when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

The student has failed to attend class for three (2) consecutive weeks.

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days/hours in the program), multiplied by the number of days/hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

Refunds are processed when a student has resolved all financial obligations against their school debts, and their student account reflects a credit balance. Refunds are processed within 45 days after the student's account reflects a credit balance.

If a student fails to adhere to bloom Business and Vocational Training Institute rules and regulations and bloom Business and Vocational Training Institute terminates this Agreement, the school shall remit to Student a prorated tuition refund (if applicable) with such calculation based upon the last date of Student's attendance.

Any money owed to bloom Business and Vocational Training Institute is due and payable on the date of the withdrawal. A withdrawal is effective on the date it is received by bloom Business and Vocational Training Institute, whether personally delivered or postmarked (if mailed).

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589., www.bppe.ca.gov;

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (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.

Grades and Standards for Student Achievement - Satisfactory Progress Computer Training Programs: Grades are awarded on a Pass/Fail basis. The minimum requirement to receive a 'Pass' is to complete at least 60% of the course material.

TRANSFER NOTICE

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at bloom Business and Vocational Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational 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 bloom Business and Vocational Training Institute to determine if your certificate(s) will transfer.

Student Grievance Procedures

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Director Or may contact the Bureau for Private Postsecondary Education at any time. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Graduation Requirements

Student completing the course(s) with the minimum of a “D” grade will pass the course and will receive a Pass for the course(s). Successful completion and passing of all courses in the program satisfy the requirement for graduation.

Academic Probation

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period when the grades are posted. Should the GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student, indicating the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student.

Admissions Policy – All Programs

The general criteria for admission are: Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning. This institution has not entered into an articulation or transfer agreement with any other institution.

Prospective students are encouraged to visit bloom Business and Vocational Training Institute offices to discuss educational and occupational goals with school personnel prior to enrolling or signing enrollment agreements. The visit should take about one hour. Applicants may visit on any school day and are invited to call us at toll free number (855) 420-8255 to schedule an appointment. However, we are happy to serve clients on a walk-in basis as well.

No previous education is required. A high school diploma or its equivalent (GED) is prefered. Students with no previous education and/or a high school diploma or GED are encouraged to enroll. As of 01/01/2022, Senate Bill -607 has eliminated the need for the Ability to benefit test. Testing prior to enrollment is NO LONGER REQUIRED

Student Housing
bloom Business and Vocational Training Institute does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. We have no responsibility to secure or find housing.

Housing in the immediate area is available in one or two story apartments. Monthly rent for a one bedroom unit is approximately $850 a month.

bloom has no responsibility to find or assist a student in finding housing. blom program is "non-residential" does not satisfy this subparagraph.

English as a Second Language Instruction This institution does not provide training in any other language except English.

Nondiscrimination Policy This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran’s status, or any other classification that precludes a person from consideration as an individual.

Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Sexual Harassment: This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Professions – Requirements for Eligibility for Licensure: None of the educational services offered lead to occupations that require licensure.

Catalog Update Policy: The policy of this institution is to update the official school catalog annually, in January of each year. 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.

Accreditation: This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

TUITION & FEES

All fees are subject to change from time to time, without notice. Non-Refundable portion of the fees are labeled “NR.” A personal computer is not required for students who choose to be instructed in the classroom. Equipment cost may be subtracted from Total Program Charges if student chooses Classroom Study

Program Name	Reg. Fee	STRF Fee*	Tuition	Equipment	Other Expenses / Lodging	Books & Materials	Total charges for a period of attendance	Estimated schedule of total charges for the entire educational program
Business Incubator Course	$250 NR	$0.00	$3,750	$1,000	N/A	$1,000 NR	$5,750	$8,000
Online business course	$250 NR	$0.00	$3,750	$1,000	N/A	$1,000 NR	$5,750	$8,000
Branding & Marketing	$250 NR	$0.00	$1,750	$1,000	N/A	$500 NR	$1,750	$6,000
Cannabis Management & Compliance	$250 NR	$0.00	$3,750	$1,000	N/A	$1,000 NR	$5,750	$8,000
Budtending	$250 NR	$0.00	$2,000	$1,000	N/A	$750 NR	$2,000	$4,000
Cannabis Delivery Driver	$250 NR	$0.00	$2,000	$1,000	N/A	$750 NR	$2,000	$4,000
Cannabis Distribution	$250 NR	$0.00	$1,750	$1,000	N/A	$500 NR	$1,750	$6,000

TUITION & FEES

All fees are subject to change from time to time, without notice. Non-Refundable portion of the fees are labeled “NR.” A personal computer is not required for students who choose to be instructed in the classroom. Equipment cost may be subtracted from Total Program Charges if student chooses Classroom Study

Program Name	Reg. Fee	STRF Fee*	Tuition	Equipment	Other Expenses/ Lodging	Books & Materials	Total charges for a period of attendance	Estimated schedule of total charges for the entire educationa l program
Freight Dispatch & Carrier	$250 NR	$0.00	$3,750	$1,000	N/A	$1000 NR	$3,750	$6,000
Truck Driving	$250 NR	$0.00	$3,750	$1,000	N/A	$1000 NR	$5,750	$8,000
Business Office Administrative Assistant / Customer Service Representative	$250 NR	$0.00	$3,750	$1,000	N/A	$1000 NR	$5,750	$8,000

INCUBATOR COURSE OFFERINGS

1. Business Incubator - This course covers business start up and operation from business basics to advanced in detail. Students that complete this course, will be ready to start and operate their desired business, in person as well as online business. Follow up mentorship for students after completion of the course is included for the initial 6 months.

SOC 11-1020, 11-2000, 11-3000, 11-3060, 11-3070, 11-3130, 13-1190

This course covers:

- Learn how to start any type of business
- Business compliance basics
- Bookkeeping
- Permits
- Operations
- Creating contracts
- Employee relations
- Customer service
- Brand creation
- **Online Business courses -** how to start an online business, from web development, search engine optimization, ecommerce, paid advertising, social media marketing and more:
    - On Site & Off Site Search Engine Optimization
    - How to reach the #1 spot of Google
    - Funnel building & Email marketing
    - Product Creation
    - Product Branding
    - Online Marketing Techniques
    - Social media marketing
    - Pay Per Click
    - Affiliate marketing
    - Video marketing
    - In-person, offline sales

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Course Outline

Week	Module	Course Description	Hours
1-3	Business Structure	Students will know how to get in business, state fillings, taxID's, seller's permits, banking, business compliance, taxes, other permits and licenses necessary. Hiring employees, EDD, sexual harassment compliance and training	30
4-8	Business Plan	Creating a business plan - Students will learn how to create a business plan, financials. Raising money and dealing with investors.	40
8-9	Branding	Brand creation - students will learn about branding and creating their business idea.	10
9-16	Marketing	Getting the word out and generating leads. Students will know about finding clients and customers for their new businesses. We will cover web development, online marketing as well as in person marketing.	70
17-24	Quickbooks	Learning how to use Quickbooks - Creating company profile, setting up quickbooks, using different tasks to create reports and small business accounting.	70
25-30	Get To Work	Put in practice - students will start their desired businesses and go. We will be there every step of the way to offer mentorship and education to assist students in customer service and marketing.	80
		Total	300

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Course Outline

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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2. Online business course - This course covers how to start an online business, from web development, search engine optimization, ecommerce, paid advertising, social media marketing and more.

Students will learn how to:

- On Site & Off Site Search Engine Optimization
- How to reach the #1 spot of Google
- Funnel building & Email marketing
- Product Creation
- Product Branding
- Online Marketing Techniques
- Social media marketing
- Pay Per Click
- Affiliate marketing
- Video marketing
- Includes Branding & Marketing course

Small Business Owner (Code: 11-1011)
Small business owners are individuals who own and operate their own small businesses. They are responsible for managing all aspects of the business, including planning, marketing, finance, and operations. Graduates of the Online Business Course can pursue careers as small business owners, utilizing the skills and knowledge gained in the course to establish and run successful online businesses.

Digital Marketing Specialist (Code: 11-2021)
Digital marketing specialists are professionals who develop and implement marketing strategies specifically tailored for online platforms. They utilize various online marketing techniques such as search engine optimization, social media marketing, pay-per-click advertising, and email marketing to promote products or services and increase brand visibility. Graduates of the Online Business Course can pursue careers as digital marketing specialists, leveraging their expertise in online marketing techniques.

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E-commerce Manager (Code: 11-2022)
E-commerce managers oversee the online sales and operations of businesses. They are responsible for managing online stores, optimizing product listings, coordinating logistics, and implementing marketing strategies to drive traffic and increase sales. Graduates of the Online Business Course can pursue careers as e-commerce managers, utilizing their knowledge of web development, product branding, and online marketing to manage successful e-commerce platforms.

SEO Specialist (Code: 15-1199)
SEO specialists focus on improving a website's visibility in search engine results pages through various techniques, including keyword research, content optimization, and link building. They analyze website performance, monitor search engine algorithms, and make strategic recommendations to enhance organic search rankings. Graduates of the Online Business Course can pursue careers as SEO specialists, applying their knowledge of on-site and off-site search engine optimization techniques.

Affiliate Marketer (Code: 11-2022)
Affiliate marketers promote products or services on behalf of other businesses and earn commissions for each sale or lead generated through their affiliate links. They utilize various online marketing channels, including websites, blogs, and social media, to drive traffic and encourage conversions. Graduates of the Online Business Course can pursue careers as affiliate marketers, leveraging their understanding of affiliate marketing strategies and techniques.

Social Media Manager (Code: 11-2021)
Social media managers are responsible for creating and executing social media strategies to increase brand awareness, engage with audiences, and drive traffic to websites or online stores. They create and curate content, manage social media accounts, monitor analytics, and implement paid social media advertising campaigns. Graduates of the Online Business Course can pursue careers as social media managers, utilizing their knowledge of social media marketing and advertising techniques.

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Course Outline

Week	Module	Course Description	Hours
1-4	Computer & Google	Getting familiar with using a computer and online services. Email set up, internet browsing, Using Google services	40
4-12	Marketing	Getting the word out and generating leads. Students will know about web development, online marketing, search engine optimization, setting up ecommerce, accepting payments	80
12-19	Social Media	Social Media marketing - content creation, email marketing, Facebook, Twitter, Youtube, Ebay, Amazon	70
20-25	Start Work	Students will start their desired businesses and go. We will be there every step of the way to offer mentorship and education to assist students in customer service and marketing.	80
		Total	270

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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COURSE OFFERINGS

3. Branding & Marketing course. This course is designed to provide students with the tools and information necessary for successfully create brands, advertising and marketing campaigns while maintaining compliance. Students will have a full understanding of how to create brands and create successful marketing campaigns. Students can expect to have occupations as content and brand creation and management.The course also covers Packaging & Labeling with the regulatory knowledge to comply with changing cannabis packaging and labeling requirements to assist in creating branding and marketing campaigns for licensed cannabis companies in California.

Course Outline

Week	Module	Course Description	Hours
1-2	Brand Creation	Students will learn the ins and outs of creating a brand, design, packaging, labels, creating a brand identity	20
3-4	Products	Students will learn how to develop their own products and products for others.	20
5-7	Marketing	Getting the word out and generating leads. Students will know about web development, online marketing, search engine optimization	20
8	Cannabis	Creating and managing packaging, labeling and marketing campaigns for cannabis products and companies	10
9-10	Start Work	Put in practice - students will start their desired brand and start marketing campaigns. Our staff will be there every step of the way to offer mentorship and education to assist students in their campaigns.	20
11	Exams	Final exams and tests	5
		Total	95

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Occupations Associated with Program Completion:

Marketing Managers: SOC: 11-2021.
Advertising and Promotions Managers SOC: 11-2011.
Market Research Analysts SOC: 13-1161.
Content Strategists SOC: 27-3031.
Brand Managers SOC: 11-2022.
Social Media Managers SOC: 11-2022.
Public Relations Specialists SOC: 27-3031.
Market Communications Coordinators SOC: 11-2022.
Digital Marketing Specialists SOC: 11-2021.

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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CANNABIS COURSE OFFERINGS

4. Cannabis Business Management & Compliance - $6,000. This course will introduce students to the various governing bodies in the California cannabis industry. Topics also include types of licensure, maintaining licensure, laws, regulations and ethical standards of cannabis compliance, business management and more. The course is designed to assist students in the development of tools and the skills, interests, values and motivation needed to run a successful cannabis business. The Cannabis Business Management program is designed for students interested in starting a cannabis business and/or occupations as general manager in any cannabis business in California.

SOC 11-1020, 11-2000, 11-3000, 11-3060, 11-3070, 11-3130, 13-1190

This course covers:

- Regulatory compliance
- Finance
- Bookkeeping
- Office administration
- Company policies and procedures
- Insurance Requirements
- Access to licensed cannabis business premises
- Dispensary Employee management
- Customer service
- Customer Returns
- Free Cannabis Goods
- Packaging & Labeling
- Inventory Documentation
- Inventory Reconciliation
- Receiving Shipments of Inventory
- Daily Customer Flow
- METRC training
- Sales & Marketing

Instructions are designed to familiarize students with the core cannabis business functions and Standard Operational Procedures. After taking this course, student will have a very well understanding of how all cannabis businesses operate and how to maintain compliance.

Course Outline

Week	Module	Course Description	Hours
1	Legal & History	Legal & Compliance. History of cannabis and laws. State compliance, what each license does. Local and state business and general requirements, neighborhood benefits.	30
2-3	Distribution Map & Categories	California's cannabis distribution map, proper packaging, labeling requirements, license categories, Cannabis products education	10
4-5	Cultivation	Cultivation business requirements, state & local compliance	10
6-7	Distribution	Distribution business requirements, compliant operations, local government. Different areas of distribution operations, state & local compliance	20
8	Manufacturing	Manufacturing & Extraction business requirements, state & local compliance. Safe extraction methods & equipment	10
9-10	Dispensary & Delivery	Retail dispensary & delivery business requirements, state & local compliance. Safe cannabis retail business operations. Budtending and delivery drivers course	30
11	Final Test	Final test and examinations	5
		Total	115

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion: To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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CANNABIS COURSE OFFERINGS

5. Budtender & cannabis employee course This course will train those interested in a retail career in the cannabis industry. Course covers the roles and responsibilities of budtending. Students can start occupations as cannabis budtenders in any retail cannabis company in California.

This course covers:

1. Regulatory compliance
2. Quality customer services techniques
3. An overview of types of strains
4. Selling techniques
5. Regulatory compliance
6. Customer service
7. Proper use of cannabis products
8. Best practices for assisting clients.
9. Limited-Access Areas
10. Hours of Operation
11. Cannabis Goods on display
12. Live Plants
13. Daily Limits
14. Customer Returns
15. Free Cannabis Goods
16. Exit Packaging
17. Customer checkout
18. Daily Customer Flow

Occupation: Retail Salespersons: SOC: 41-2031
Occupation: Customer Service Representatives: SOC: 43-4051
Occupation: Cannabis Budtenders: SOC: 41-2011
Occupation: Store Managers: SOC: 11-9111
Occupation: Compliance Officers: SOC: 13-1041
Occupation: Inventory Managers: SOC: 11-3071

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Course Outline

Week	Module	Course Outline	Hours
1	Legal & History	Legal & Compliance. History of cannabis and laws. State license categories, what each license does. Local and state business and general requirements, neighborhood benefits.	30
2-8	Budtender Job Duties	Introduction students to all the job duties of the dispensary budtender, Customer service - customer intake, verification, working with software, log entry access areas	55
9-10	Types of Cannabis	Cannabis education, strains, types of cannabis, and products	20
11	Inventory	Inventory procedures, storage room	20
		Total	125

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion

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CANNABIS COURSE OFFERINGS

6. Delivery Driver & Cannabis Employee course - This course prepares folks for a career as a cannabis delivery driver. This course can be taken online. After taking this course students will be fully trained to work in a cannabis delivery company as a driver. Students can expect to start occupations as cannabis delivery drivers as well as office employees in any cannabis business in California. Topics include:

- Compliance.
- Customer service
- Working with others for the common purpose
- Educating customers on services
- Methods of Delivery
- Vehicle Requirements
- The Process of Delivery
- Cannabis Goods Carried During Delivery
- Delivery Request Receipt
- Delivery Route
- Daily Customer Flow

Description of Potential Occupations:
Cannabis Delivery Driver (SOC Code: 53-3033.00)
Customer Service Representative (SOC Code: 43-4051.00)
Administrative Assistant (SOC Code: 43-6014.00)
Sales Associate (SOC Code: 41-2031.00)
Compliance Specialist (SOC Code: 13-1041.07)
Inventory Control Specialist (SOC Code: 43-5071.00)
Dispatch Coordinator (SOC Code: 43-5032.00)
Operations Assistant (SOC Code: 43-6013.00)

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Course Outline

Week	Module	Course Description	Hours
1	Legal & History	Legal & Compliance. History of cannabis and laws. State license categories, what each license does. Local and state business and general requirements, neighborhood benefits.	30
2-5	Delivery Driver	Delivery driver procedures, process of delivery, vehicle requirements	20
6-7	Customer Service	Customer service & compliance, cannabis products and effects	20
8	Mitigation	Robbery prevention and procedures	20
9-12	Office Work	Office admin - working with clients, taking orders, entering into software, preparing orders for delivery, customer verification, storage room	20
		Total	110

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam.

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CANNABIS COURSE OFFERINGS

7. Distribution & administrative employee course - This course can be taken online and in person. After taking this course students will be fully trained to start occupations in any cannabis distribution company as administrative employees and/or transportation drivers. Topics include:

- Regulatory compliance for distributors
- Company policies and procedures
- Insurance Requirements
- Standard Operational Procedures for procurement of cannabis products
- Setting up Testing
- Proper Quarantine procedures
- Employee management
- Labeling & Packaging
- Customer Returns
- Inventory Documentation
- Inventory Reconciliation
- Receiving Shipments of Inventory
- METRC training
- CAL OSHA training

Description of Potential Occupations:
Inventory Control Specialist: SOC Code: 43-5081
Customer Service Representative SOC Code: 43-4051.00
Administrative Assistant: SOC Code: 43-6014.00
Sales Associate: SOC Code: 41-2031.00
Compliance Specialist: SOC Code: 13-1041.07
Inventory Control Specialist: SOC Code: 43-5071.00
Dispatch Coordinator: SOC Code: 43-5032.00
Operations Assistant: SOC Code: 43-6013.00

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Course Outline

Week	Module	Course Outline	Hours
1-3	Legal & History	Legal & Compliance. History of cannabis and laws. State license categories, what each license does. Local and state business and general requirements, local and state compliance	30
4-5	Distribution Admin	Distribution business & customer service	20
6-7	SOP	Distribution operational procedures, client intake, quarantine, buy & sell procedures, customer service	20
8-9	Other Distribution activities	Brand development & other services	20
10-11	Marketing	Marketing, advertising	20
		Total	110

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptops or home computers. Assignments are completed by staff and graded accordingly. This program is offered in English only.

Requirements for Completion

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COURSE OFFERINGS

8. Freight Dispatch & Brokering - This course is designed to teach students how to start brokering and dispatching freight for transportation. Our course will teach students everything from licensing and operations, to sales and marketing. Students can expect to start occupations as office dispatch employees in a freight brokerage or agency.

Course Outline

Week	Module	Course Description	Hours
1-3	Laws & Regulations	students will learn the laws and regulations regarding freight brokering & dispatch, corporate start up and licensing	27
4-9	Dispatch	Students will learn how to develop their own clients and find loads.	54
10-12	Start Work	Put in practice - students will start their desired businesses and go. We will be there every step of the way to offer mentorship and education to assist students in customer service and marketing.	27
		Total	108

Method of Instruction

Program is conducted in a classroom or online setting. In the classroom, the instructor provides guidance and assists students in completing their assignments. Via distance learning, study materials and lectures are preinstalled on student's laptop. Assignments are completed by students and graded accordingly. This program is offered in English only.

Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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COURSE OFFERINGS

Occupations Associated with Program Completion:

Freight Broker: 43-5011
Dispatcher: SOC Code 43-5032
Logistics Coordinator: SOC Code 13-1081
Operations Manager: SOC Code 11-1021
Sales Representative: SOC Code 41-4011
Customer Service Representative: SOC Code 43-4051

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COURSE OFFERINGS

Course Outline

Week	Module	Course Description	Hours
1	General Office	Training introducing students to the office environment, working in office with others, computers, internet browsing, emails, using office applications such as Word	4
2	Microsoft Word	Introduction to Microsoft Word - Creating and formatting documents, inserting tables and graphics, using templates	4
3	Microsoft Excel	Microsoft Excel - Creating spreadsheets and charts, working with formulas and functions, formatting cells and worksheets	4
4	Microsoft PowerPoint	From week 4 to 8 students will get hands on training on using Microsoft powerpoint creation, inserting media and animations, using templates and editing templates	4
5	Microsoft Access	Introduction to Microsoft Access, creating and managing databases, building tables, forms, and reports, running queries	4
6	Email Practices	Creating emails, creating mailings, creating and sending professional emails	4
7	Google Drive	Creating and sharing documents, spreadsheets, and presentations, collaborating with others using Google Drive, using Google Forms and Google Sites.	4
8	QuickBooks Training	Introduction to Quickbooks, Creating Charts of accounts Creating products Running reports	4
9	Working With AI	Introduction to using AI, Using ChatGPT Using Google VEO3, Using AI to research & creating internet items	4
10	Research	Introduction to researching websites, searching for services and products online, how to evaluate the credibility, tricks for online research	4
		Total	44

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9. Business Office Administrative - This course is directed at instructing students how to use Microsoft Office with all of its applications.

In this course students will be know general computer basics, use and applications. Students will also be given instructions on how to effectively use the internet and searches as well as how to use Google Drive and all of its applications. Research various different websites for services and how to use them to gain advantage in the real world.

SOC Code: 43-9061 Office Clerks, General

Program Objectives The successful student will be ready for the workforce with the skills gained in this program. Student will be computer literate, proficient in email practices and workforce ready with Microsoft Office knowledge and skill in using applications for administrative tasks necessary to succeed in a variety of entry-level positions such as an

Office Clerk General; 43- 9061, Data Entry Keyers; 43-9021, File Clerks; 43-4071

Requirements for Completion: To complete the program a student must attend a minimum of the contractual 80% of the scheduled hours of instruction, achieve an average of 60% of overall course study. (Assignments, Project & a Final Exam)

Program Length 106 Hours /17-Weeks This class time is spread across 17 weeks or a four (4) month period. Course Outline 43-9061 Office Clerks, General

After completion of this course, students can expect to start occupations as an office secretary and/or office administrative in professional businesses.

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Method of Instruction

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Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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10. Administrative Assistant / Customer Service Representative - The core of this program equips individuals with the essential skills and knowledge to thrive in a modern office environment. The curriculum covers a broad range of topics, starting with understanding the dynamic workplace and establishing efficient workplace organization strategies. Developing a professional image and mastering business etiquette are emphasized, alongside the importance of teamwork and navigating diversity in the workplace. Effective team communication is highlighted as a key component of success.

The program also addresses personal wellbeing, incorporating stress management techniques and exploring ethical theories and behaviors for responsible decision making. Students learn about leadership principles and develop strong customer service skills.

Effective business communication, including written and oral skills, is a core focus, with specific training in creating and delivering impactful presentations. The program also expands to global communication, acknowledging the interconnected nature of modern business. Students are also trained on technology etiquette and how to manage managing records, indexing, and managing electronic records.

Beyond the core administrative tasks, the program delves into personal finance and investment strategies, empowering graduates to manage their finances effectively. Practical skills in meeting and event planning and making travel arrangements are also covered, along with efficient handling of mail and copying. Overall, the program aims to produce well rounded administrative professionals ready to contribute effectively and ethically in a variety of workplace settings.

SOC Code: 43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

SOC Code: 43-4051 Customer Service Representatives

Program Length

70 Hours / 16 Weeks

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COURSE OFFERINGS

Course Outline

Week	Module	Course Description	Hours
1-3	General Office	The Workplace, Professional Image, Working with teams	12
4-7	Professionalism	Self-Management, Ethical behavior, Leadership, Customer Service	12
8-10	Communication Skills	Written Communication, Verbal Communication and Presentations, Technology, and Etiquette	12
11-13	Records and Financial Management	Managing Physical Records, Managing Electronic Records, Personal Finance & Investment Strategies	12
14-16	Professional Responsibilities & Growth	Event and Meeting Planning, Travel Arrangements, Workplace Mail and Copying, Job Search and Advancement	12
		Total	70

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Method of Instruction

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Requirements for Completion

To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction, achieve an average score of 60% or greater on quizzes and exams, and pass a practical exam

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12. Truck Driving Program - In this program the students will learn the skills necessary to become a safe, entry level truck driver and will prepare students to obtain their Class A California Commercial Driver's License. The course is a combination of classroom lecture, home study, exams, observation and hands-on training.

The curriculum of this course, will incorporate the curricular standard recommendations of the U.S. Department of Transportation's Federal Highway Administration. The curriculum standards, represent the minimum training elements that a commercial motor vehicle driver training course should contain.

The curriculum will fulfill the FMCSA (Federal Motor Carrier Safety Administration) Theory, Range and Public Road requirements. Which included Entry-Level Driver Training (ELDT) for Class A listed in the Code of Federal Regulations (CFR) 49 CFR Part 380, Special Training Requirements Prior to receiving the commercial driver's license permit, students must take and pass a physical exam and a drug test to be submitted to the DMV.

Students will undergo the physical exam and drug test one week prior to beginning the Truck Driving program at the school's chosen testing facility. If the student does not pass the drug test, the student will be withdrawn from the Truck Driving program and a refund will be issued for all refundable fees paid.

Please see the school catalog and/or enrollment agreement for the schools refund policies.

Program Length

160 Total Hours

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COURSE OFFERINGS

SOC Code: 53-3032 Heavy and Tractor Trailer Truck Drivers

Method of Instruction: This program will only be offered in English Only. No part of this program will be offered as a distance education. No transfer credit is accepted for vocational, paraprofessional coursework, life experience, or military training. Transfer credit cannot be used to meet our admission requirement Classroom Training- provides the student with an entry-level knowledge of the trucking industry, Department of Transportation Safety, the Drivers Log Book and preparation for the DMV Commercial Driver's License Permit written examination. Students are encouraged to read Regulations before the first day of class. Students will be scheduled to take the DMV administered written test on Friday (day 5) of week 1 of training. It is necessary to pass and obtain the instructional permit before proceeding to the behind- the-wheel training phase of the training course. The permit test is broken into three sections: General Knowledge; Air Brake; and Combination. General Knowledge is 50 questions and the student can miss 10 questions (80%). Air Brake is 25 questions and the student can miss 5 questions (80%). Combination is 25 questions and the student can miss 5 questions (80%).

Course Outline – Program length is a total of 160 hours. Classroom training consists of 40 hours of training material, with 20 hours of classroom instruction. Field Training consists of 120 hours of hands-on field instruction. That is a combined total of 160 hours. Training is divided into four weeks. During the four weeks of training, students will receive instruction at our satellite location **940 S Arthur Ave, Fresno, CA 93706**.

Course Outline – Classroom- Classroom training consists of 40 hours of training material with 20 hours of classroom instruction and provides the student with knowledge of the trucking industry, Department of Transportation Safety, Drivers Log Book and preparation for DMV Commercial Driver's License Permit written examination.

COURSE OFFERINGS

Course Outline

Week	Module	Course Description	Hours
1	Classroom Instruction: Introduction to Trucking Industry;	Truck/Trailer, and Systems/Operation; Department of Transportation Safety and Vehicle Inspection Brake System; Trip Planning/Log Books; CDL Preparation; ELDT Theory Hours	12
2	Field Training:	Field Training: Tractor/Trailer Pre-trip Inspection, Coupling/Uncoupling, Air Brakes/In-Cab	12
3	Field Training:	Backing, Off-set, Parallel, Alley dock, ELDT Range Hours.	12
4	Field Training:	DMV Driving Route, PSR Driving Route, ELDT Public Road Hours, Off ramp	12
	Total		160

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Method of Instruction

Classroom instruction provides the student with an entry-level knowledge of the trucking industry, Department of Transportation Safety, the Drivers Log Book and preparation for the DMV Commercial Driver's License Permit written examination. Students are encouraged to read Regulations before the first day of class. Students will be scheduled to take the DMV administered written test on Friday (day 5) of week 1 of training. It is necessary to pass and obtain the instructional permit before proceeding to the behind-the-wheel training phase of the training course.

The permit test is broken into three sections: General Knowledge; Air Brake; and Combination. General Knowledge is 50 questions and the student can miss 10 questions (80%). Air Brake is 25 questions and the student can miss 5 questions (80%).

Combination is 25 questions and the student can miss 5 questions (80%). The student must pass all three portions in order to pass the permit test. Prior to receiving the commercial driver's license permit, students must take and pass a physical exam and a drug test to be submitted to the DMV.

Students will undergo the physical exam and drug test one week prior to beginning the Truck Driving program at the school's chosen testing facility. If the student does not pass the drug test, the student will be withdrawn from the Truck Driving program and a refund will be issued for all refundable fees paid.

Please see the school catalog and/or enrollment agreement for the school's refund policies.

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COURSE OFFERINGS

Method of Instruction

Field training includes both observation and behind the wheel time. The field training consists of driving in training areas which include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively.

The training also consists of vehicle inspection, coupling and uncoupling, brake adjustment, DMV skills practice and driving test readiness. Students must be prepared for an intensive program study. 120.00 To complete the program a student must attend a minimum of 80% of the scheduled hours of instruction. Student must show they are able to apply their knowledge of commercial driving regulations when driving a commercial truck.

These Student Services and Placement Assistance include career services, resume preparation, job interview skills, job seeking skills, and proper application procedures. Bloom Training Institute will invite various trucking companies to visit the facility and talk with students regarding requirements for employment and job availability. Advising is an on-going service throughout the student's training period.

This program is offered in a classroom environment and on the training field. No part of this program will be offered as distance education. No transfer credit is accepted for vocational, paraprofessional coursework, life experience, or military training.

Transfer credit cannot be used to meet our admission requirement.

Classroom Training Hours (Week 1/Satellite Office): Monday – Friday 6:30AM – 3:00PM

Field Training Hours (Weeks 2-4/Satellite Office): Friday 6:30AM – 3:00PM

Requirements for Completion

Students must pass all three portions to pass the permit test. Field Training- includes both observation and behind the wheel time. The field training consists of driving in training areas which include a combination of highway, city and heavy traffic driving with emphasis on defensive driving. Backing, safety and emergency procedures are also practiced extensively. The training also consists of vehicle inspection, coupling and uncoupling, brake adjustment, DMV skills practice and driving test readiness. Students must be prepared for an intensive program study.

Student must achieve an average score of 60% or greater on classroom quizzes to pass the classroom course. Quizzes are graded on a 0-100% scale and the student must achieve at least a 60% score on classroom quizzes in order to receive a ‘Pass’.

Students must successfully pass the California DMV permit and practical tests to receive a ‘Pass’ for the field training. Students who successfully complete the classroom and the field training course with a passing grade will receive a ‘Pass’ on the school transcript.

Student must also pass a practical commercial truck driving exam to be administered in week 4 of training, similar to the test that will be administered by the Department of Motor Vehicles.

Students must have the ability to drive a truck to aweigh station before and after loading, know the proper truck inspection procedures before and after long trips, be able to read a bill of lading to determine assignment and all graduating students shall demonstrate knowledge on how to perform all service maintenance on the truck; including checking for proper levels of oil, fuel, and radiator fluid.

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STUDENT HONOR CODE

Providing Quality Business Training

STUDENT HONOR CODE

The Honor Code is the bloom Business and Vocational Training Institute's statement on academic integrity written in 2026. It articulates the expectations of students and faculty in establishing and maintaining the highest standards in academic work.

Honor Code

1. The Honor Code is an undertaking of the students, individually and collectively:

   A. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
   B. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code

2. The faculty on its part manifests its confidence in the honor of its students by refraining from proctoring examinations and from taking unusual and unreasonable precautions to prevent the forms of dishonesty mentioned above. The faculty will also avoid, as far as practicable,
academic procedures that create temptations to violate the Honor Code.

3. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

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Violations of the Honor Code

Examples of conduct that have been regarded as being in violation of the Honor Code include:

- Copying from another's examination paper or allowing another to copy from one's own paper
- Unpermitted collaboration
- Plagiarism
- Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent
- Giving or receiving unpermitted aid on a take-home examination ▪ Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other(s).
- Disobedient or disrespectful behavior
- Stealing or damaging the property of another.

Sanctions for Violating the Honor Code

In recent years, most student disciplinary cases have involved Honor Code violations; of these, the most frequent arise when a student submits another's work as his or her own or gives or receives unpermitted aid. The standard sanction for a first offense includes a one-quarter suspension from the Institute and 40 hours of community service. In addition, most faculty members issue a "No Pass" or "No Credit" for the course in which the violation occurred. The standard sanction for multiple violations (e.g. cheating more than once in the same course) is a three-quarter suspension and 40 or more hours of community service.

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FINANCIAL RESPONSIBILITY

Providing quality business training

FINANCIAL RESPONSIBILITY AGREEMENT

I fully understand and agree that my authorization to enroll and continue to register for courses bloom Business and Vocational Training Institute is expressly conditioned on my acceptance of the terms and conditions set forth below. In exchange for the opportunity to enroll at bloom Business and Vocational Training Institute, to receive educational services, and for other valuable consideration, I agree to the following terms and Conditions:

INSTRUCTIONS:

Please select the checkbox and click the “I Accept” button (electronic submissions only) at the end of this Agreement or signing below to indicate your acceptance of these terms and conditions, the statement next to the check box, and the information provided in the additional information links contained in this Agreement.

PAYMENT OF FEES/PROMISE TO PAY

By registering for any class or receiving any service from bloom Business and Vocational Training Institute, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I understand and agree that my registration and acceptance of these terms
constitutes a promissory note agreement (a financial obligation in the form of an educational loan, as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which bloom Business and Vocational Training Institute is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

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FINANCIAL RESPONSIBILITY AGREEMENT

ANNUAL FINANCIAL AGREEMENT

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published withdrawal refund schedule posted at the Withdrawal/Leave of Absence page and/or any other policy specific to my program or department, which I am responsible for reviewing and understanding. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated into this agreement by this reference. I further understand that my failure to attend class or receive a bill does not release me from my financial responsibility as described above. I have read and I accept and understand bloom Business and Vocational Training Institute's Billing Policies and the Billing FAQs section of the Student Financial Services site, which include information about the following:

METHOD OF BILLING

I understand that bloom Business and Vocational Training Institute uses electronic billing through the bloom Business and Vocational Training Institute portal as its official billing method, and therefore I am responsible for viewing and paying my student account billing statement online by the scheduled due date. I further understand that failure to review my billing statement does not constitute a valid reason for not paying my bill on time.

BILLING ERRORS

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at bloom Business and Vocational Training Institute.

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FINANCIAL RESPONSIBILITY AGREEMENT

RETURNED PAYMENTS/ FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee. Tuition and fee information can be found at the Tuition and Fees page. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with bloom Business and Vocational Training Institute may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at bloom Business and Vocational Training Institute.

WITHDRAWAL

If I decide to completely withdraw from courses, and/or from bloom Business and Vocational Training Institute, I will review the timing and financial implications of withdrawal at the Withdrawal/Leave of Absence page, the terms of which I understand and agree are incorporated in this agreement by this reference. I further understand that, if withdrawing, I must also check policies established by my major, and by the Admission Office.

DELINQUENT ACCOUNT/COLLECTION

I understand and agree that if I fail to pay my student account bill or any monies due and owing bloom Business and Vocational Training Institute by the scheduled due date, bloom Business and Vocational Training Institute can place a financial hold and/or assess late fees to my account. Please see the Billing Policies page for more information. I understand that, if I fail to pay my student account bill or other monies owing to bloom Business and Vocational Training Institute by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, bloom Business and Vocational Training Institute may refer my delinquent account to a collection agency. I further understand that if bloom Business and Vocational Training Institute refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated based on the amount of the outstanding account balance, up to the maximum amount permitted by applicable law. I understand that my delinquent account may be reported to one or more of the national credit bureaus.

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FINANCIAL RESPONSIBILITY AGREEMENT

COMMUNICATION

I understand and agree that bloom Business and Vocational Training Institute uses email and messaging through the bloom Business and Vocational Training Institute portal as official methods of communication with me, and that I am, therefore, responsible for reading the emails and messages that I receive from bloom Business and Vocational Training Institute on a timely basis. I authorize bloom Business and Vocational Training Institute and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es), bloom Business and Vocational Training Institute account, or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to bloom Business and Vocational Training Institute, or receive general information from bloom Business and Vocational Training Institute. I understand and agree that I am responsible for keeping bloom Business and Vocational Training Institute records up-to-date with my current physical addresses, email addresses, and phone numbers. Changes can be made in the bloom Business and Vocational Training Institute portal by clicking Change of Address under Services and Links. Upon leaving bloom Business and Vocational Training Institute for any reason, I understand that it is my responsibility to provide bloom Business and Vocational Training Institute with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to bloom Business and Vocational Training Institute.

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FINANCIAL RESPONSIBILITY AGREEMENT

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to bloom Business and Vocational Training Institute upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to bloom Business and Vocational Training Institute, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN. I consent to receive my annual IRS Form 1098-T electronically from bloom Business and Vocational Training Institute. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent or request a paper copy by following the instructions found at the 1098-T section of the Student Financial Services site.

MISCELLANEOUS

I understand and agree that if I am younger than the applicable age of majority (generally, 18) when I execute this agreement, that the educational services provided by bloom Business and Vocational Training Institute are a necessity or essential service, and I am therefore contractually obligated by this agreement. This agreement supersedes any previous understandings, representations or correspondence between myself and bloom Business and Vocational Training Institute regarding the specific terms and conditions contained in this agreement, and cannot be modified or affected by any course of dealing or course of performance. This agreement may be modified by bloom Business and Vocational Training Institute if the modification is signed by me (electronically or otherwise). If any provision of this agreement, or any amount charged under this agreement, is determined to be illegal or unenforceable, the remaining provisions of the agreement will remain valid and enforceable to the extent permitted by law. This agreement and the performance of this agreement are governed by the laws of the State of California, without giving effect to its principles of conflict of laws, and I agree that the state and federal courts located in California will have jurisdiction to resolve any dispute arising out of this agreement. This agreement will remain in full force and effect for as long as I am enrolled in any class or program at bloom Business and Vocational Training Institute, and thereafter for as long as I owe any amount of money to bloom Business and Vocational Training Institute. I understand that the bloom Institute is bound by the Family Educational Rights and Privacy Act (FERPA) from the U.S. Department of Education.

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