



FTG
Management Group

2021 Course Catalog

Providing Quality Business Training, since 2009



BUSINESS SERVICES

At FTG Management , 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 FTG Management involving the rules and regulations pertaining to postsecondary colleges. FTG Management further reserves the right to add, amend or repeal any of its rules, regulations, policies, or procedures at any time without notice.

Address: 2329 E. Ashlan Ave., Fresno, Ca 93726

Email: contact@ftgmanagement.com

Phone (559) 981-2144

MISSION

At FTG Management , we provide innovative and relevant educational programs and services that lead to the successful completion of vocational certification and basic skills proficiency.

FTG Management 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 accredited 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.

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.



2021 ACADEMIC CALENDAR YEAR

Spring Semester - January 11 - May 1

Summer Semester - June 1 - July 31

Fall Semester - September 1 - October 31

Winter Semester - December 1 - January 31

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

MODALITIES OF COURSE DELIVERY

FTG Management 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.

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.

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.

The key difference is that in a hybrid course, students still have in-person contact with their instructor or internship for at least a portion of the class time.-

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 & RESOURCES

We offer multiple resources to our students to support their academic careers. Our Dean of Administration & Student Support Services is here to assist.

PROCEDURES FOR STUDENTS WITH DISABILITIES POLICY

FTG Management , 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:

2329 E. Ashlan Ave.

Fresno, Ca 93726

contact@ftgmanagement.com

TUITION

FTG Management is focused on making it possible for everyone to benefit from our course offerings. Our accredited courses are priced right at \$6,000 per student.

Students must fill out our enrollment application.

Our courses can be completed on person in our offices in Fresno. If you are not able to make it in person, you may complete our courses or via online webinar. Please check our calendar for dates and more information on courses.

INCUBATOR COURSE OFFERINGS

1. Business Incubator Course - \$6,000 This 15 week course covers business basics to a advanced in detail. Follow up mentorship for students after course is included. Students will learn:

- 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

INCUBATOR

COURSE OFFERINGS

2. Business Course - \$4,000 This 4 week course covers business basics to a advanced. Students will learn:

- Learn how to start any type of business
- Business compliance basics
 - Corporate
 - Taxes
 - EDD
 - Workmans comp
- Permits
- Operations
- Creating contracts
- Employee relations
- Customer service
- Marketing
- Advertising
- Brand creation

COURSE OFFERINGS

3. Online business course - \$4,000 This 4 week course covers 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
- Includes Branding & Marketing course
- Much, much more

4. Branding & Marketing - \$3,500 This 4 week hour 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. The course also covers **Packaging & Labeling** with the regulatory knowledge to comply with changing cannabis packaging and labeling requirements. Students will have a full understanding of how to create brands and create successful marketing campaigns.

CANNABIS

COURSE OFFERINGS

Customer Service & Operations Certifications

Business & Leadership Certifications

1. Cannabis Licensure & Compliance - \$6,000 This 8 week hour 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. Individual courses on licensure may be taken online.

1. Dispensary
2. Delivery
3. Cultivation
4. Manufacturing
5. Transportation

2. Budtending - This course will train those interested in a retail career in the cannabis industry. Course 1 covers the roles and responsibilities of budtending, quality customer services techniques, an overview of types of strains, proper use of cannabis products and career opportunities. Best practices for assisting clients. This course can be taken online and in person

3. Cannabis Delivery Driver - This course prepares drivers for a career as a cannabis delivery driver. Topics include driver safety, driver skills, defensive driving techniques as they relate to the type of driving, and pressures that salespeople experience. This course can be taken online and in person

STUDENT HONOR CODE

Providing Quality Business Training, since 2009

The Honor Code is the College's statement on academic integrity written in 2009. It articulates college 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.

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

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 University 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.

HONOR CODE & CODE OF CONDUCT

Electronic Submission Only: By selecting the “I accept” button, I understand and agree that I am signing this agreement electronically and my electronic signature is the legal equivalent of my manual signature on this agreement under Massachusetts state law. I understand and agree that the electronic signature appearing on this agreement is the same as my handwritten signature for purposes of validity, enforceability and admissibility.

Student Name: _____

Date: _____

Student Email: _____



FINANCIAL RESPONSIBILITY AGREEMENT

Providing quality business training since 2009



FINANCIAL RESPONSIBILITY AGREEMENT

I fully understand and agree that my authorization to enroll and continue to register for courses FTC College is expressly conditioned on my acceptance of the terms and conditions set forth below. In exchange for the opportunity to enroll at FTC College, 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 FTC College, 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 FTC College 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.



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 FTC College'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 FTC College uses electronic billing through the FTC College 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 FTC College.



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 FTC College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at FTC College.

WITHDRAWAL

If I decide to completely withdraw from courses, and/or from Western Education 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 college/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 FTC College by the scheduled due date, FTC College 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 FTC College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, FTC College may refer my delinquent account to a collection agency. I further understand that if FTC College 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.



FINANCIAL RESPONSIBILITY AGREEMENT

COMMUNICATION

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



FINANCIAL RESPONSIBILITY AGREEMENT

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to FTC College 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 FTC College, 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 FTC College. 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 FTC College 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 FTC College 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 FTC College 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 FTC College, and thereafter for as long as I owe any amount of money to FTC College. I understand that the university is bound by the Family Educational Rights and Privacy Act (FERPA) from the U.S. Department of Education.



FINANCIAL RESPONSIBILITY AGREEMENT

Electronic Submission Only: By selecting the “I accept” button, I understand and agree that I am signing this agreement electronically and my electronic signature is the legal equivalent of my manual signature on this agreement under Massachusetts state law. I understand and agree that the electronic signature appearing on this agreement is the same as my handwritten signature for purposes of validity, enforceability and admissibility.

Student Name: _____

Date: _____

Student Email: _____



**2329 E. Ashlan Ave.
Fresno, Ca 93726
(559) 981-2144
contact@ftgmanagement.com**