



*Whether you are looking for a career change,
preparing for certification, or self-personal
improvement, we can turn that dream into a reality!*

School Catalog
January 1, 2018-December 31, 2018
Updated annually and as needed
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SCHOOL MAP



Cosmotek College campus is truly situated in the heart of the Silicon Valley, San Jose city, an area known as a high tech center in the U.S. construction is in residence with facility occupants' level accommodating 200 students at any one time. The college is easily accessible from Highways 101, 680, and 880 and is a short commute from both the San Francisco International Airport and the Mineta San Jose International Airport.

COLLEGE CAMPUS AND FACILITIES

The campus contains approximately 8252 ventilated square feet comprising of an admission office and library, classrooms, lunch room, a lounge, and cosmetology clinic area. The facilities of or campus are described below.

CLASSROOMS AND CLINICAL ROOM

Teaching takes place in updated and properly equipped classrooms seat from 10 to 20 students. Separate facial rooms, massage rooms, and lecture rooms are convenient for learning different subjects.

ADMISSIONS, LIBRARY, ONLINE LEARNING RESOURCES, AND COMPUTER CENTER

The library is well-equipped with a wide range of books, and trade magazines and is available to our students for borrowing for the day. Additional online learning resources can be found at

<http://www.cosmotekcollege.com/educational-resources/>.

All students and personnel enjoy a ubiquitous access to the Internet through the campus-wide Wi-Fi networks. The college includes several computer desktops which are available to students carrying out their assignments, practicing, researching, or for exploring the Internet.

KITCHEN AND BREAK ROOM

Spacious comfortable accommodating 20-30 student lunch room, break room, and lounge area are available and open during College hours. Equipped with refrigerators, microwaves, oven, and clean kitchen facilities, it is used by students in food preparation and lunching.

COSMETOLOGY WORK AREA

Cosmotek College provides an outstanding venue for cosmetology clinical practices. The cosmetology facilities feature 65 cosmetology stations, 60 lockers, 60 nail stations, 15 state board practical stations, 5 shampoo chairs, and 5 massage table and chairs.

HANDICAP FACILITIES

Parking and restrooms conform to the handicap access guides. Cosmotek College is not equipped to serve severely handicapped students.

SCHOOL HOURS

The campus is open from 8:30AM to 8:00PM from Monday to Saturday.

HOLIDAYS

The school is closed on the following holidays:

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year Day.

Holy Days of all religious beliefs are respected and allowed. Official holidays will be announced in advance.

ORGANIZATIONAL CHART

Cynthia Trinh	President / Instructor
Huong Nguyen	Admissions
Cynthia Trinh	MCSE, B.S. Financial, Accounting, MIS, Oracle Database, MCSE, Life Insurance, Real Estate & Mortgage Broker, Massage Therapist, Barber Cosmetologist, Makeup Artist, Computer IT, Web Design, and Permanent Makeup Artist.
Steve Nguyen	Cosmo / Nail Tech Instructor
Phuong Lan Thi Tran	Cosmo / Nail Tech Instructor
Hang Tran	Cosmo / Esthi / Nail Tech Instructor
Sylvia Gultierrez	Cosmo / Esthi / Nail Tech Instructor
Michelle Nguyen	Cosmo / Esthi / Nail Tech Instructor
Christine Nguyen	Cosmetology / Permanent tattoo instructor
Joan Gonzalez	Makeup Artist / Esthetics Instructor
Tod Peterson	Massage Therapy Instructor
Christina Mack	Massage Therapy Instructor
Judy Nguyen	Cosmo / Barber Instructor
Devin Pham	IT Instructor / Teacher Trainee

MISSION STATEMENT

Whether you are looking for a career change, preparing for certification, or self-personal improvement, we can turn that dream into a reality. If you are joining us for the first time, you have taken the first step towards the most important investment you'll ever make!

Our faculty and staff are devoted to providing our students with a career-focused education to compete in a global economy and a rapidly changing society. We offer courses in barbering, cosmetology, business, massage therapy, permanent makeup, real estate, mortgage and information technology, traditional and advanced academic courses. Our curriculum variety will develop people with skilled trades, a strong work ethic and knowledge to be productive members of a diverse society. Our students are prepared to meet the demands of industry. Education at Cosmotek College is centered around the student learning through practical operations on a repetitive basis. This provides a great learning atmosphere where you may learn by experience.

Goals/Objective:

The objective is to develop the student the practical skills, theoretical knowledge and professional attitudes for success in the profession and to qualify and equip the students. The balance of the course time is devoted to practical operations, in which students develop and practice skills under the supervision of licensed instructors in the field of their teaching in actual working conditions. Cosmotek College is well equipped and offers both theory and practical instruction in areas of cosmetology, business and technology. Excellent training and job placement assistance enable our students to become professionals.

Programs Descriptions:

The curriculum for students enrolled in any of the following programs shall consist of technical instruction and practical operations as mandated by the California Association of Private Postsecondary Schools. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student.

Barbering, Cosmetology, And Permanent Make-Up:

We have the newest and state-of-the-art cosmetology, esthetics, manicuring, and massage therapy facility. Our students will learn by performing work in a simulated salon environment designed to teach industry skills and industry knowledge. Cosmotek College is approved by the California Bureau of Private Postsecondary Vocational Education, and is licensed by the California Board of Barbering and Cosmetology. The curriculum for our students enrolled in the cosmetology program offers theory practical training and technical instruction covering all practices of cosmetology. Cosmotek College offer courses in Cosmetology, Barbering, Esthetics, Manicuring, and Permanent Makeup. The curriculum for our students enrolled in esthetics and manicuring programs includes theory practical training and technical instructions covering all practices of skin care. Training is a requisite to applying for California State Board of Cosmetology Licensing Examination. Cosmotek College offer courses in development of professional skills and attitudes. The course is designed to prepare our students to obtain the knowledge and skills necessary for a position in the cosmetology field

and pass the California State Board of Barbering and Cosmetology license examination. Our successful graduates will have the skills and knowledge to pass the State Board and secure employment.

Massage Therapy:

Cosmotek College has designed our Massage Therapy program to help you be successful in the growing massage therapy profession. We pride ourselves on giving students a comprehensive career-oriented education by a highly experienced faculty. We also offer you highly competitive tuition rates, financial aids, along with a number of financial options to help make going to school and changing your life affordable for you.

Business:

We offer specializations that take advantage of our economic strengths coupled with small class sizes, hands-on learning style, and our close ties to business communities translate into an incredible opportunity for students choosing our business program. Our goal is to provide an educational experience that will transform the lives of our students. Our vision is to be the school of choice for students with a clear career objective. Successful graduates will have the skills and knowledge necessary for an entry level position in this field.

Real Estate:

The Department of Real Estate seeks to recruit talented and motivated students who are interested in understanding the economic and behavioral aspects of real estate markets. To achieve this goal, the Department recruits faculty members with an established record of (or with a great potential to produce) top-notch research and the ability to interact effectively with industry leaders. Cosmotek College mission is to produce future leaders in real estate and related fields. Our real estate programs will not only prepare students to enter one of the most exciting and fast growing career field, but will also ensure our students can acquire competent skills to succeed in related industries in the business world. Indeed, given real estate's pervasive impact on public and business sectors, the study of real estate helps students understand the important concepts and issues for making crucial business decisions and creating effective public policy. Successful graduates will have the skills and knowledge necessary for an entry level position in the field.

Your future is important to us.....

COURSE SYLLABUS

Course syllabus for each program can be found on our web site [www.cosmotekcollege.com/Student services/Course Syllabus](http://www.cosmotekcollege.com/Student%20services/Course%20Syllabus)

COSMOTEK COLLEGE POLICY FOR VIEWING CATALOG AND PERFORMANCE FACT SHEET

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.

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 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370- 7589 or by fax (916) 263 -1897

CHANGES IN RULES AND POLICIES

Cosmotek College updates its catalog and curriculum immediately if there are changes in the content or at a minimum of at least one year. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog and curriculum should note that laws, rules and policies change and that these changes may alter the information contained in this publication. Changes to the catalog shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Cosmotek College reserves the right to suspend or terminate any students whose attendance, conduct or academic standing does not meet the school's standards and regulations. Cosmotek College also reserves the right to change the requirements for admission or graduation, modify the staff, and/or the content of the materials of courses, change tuition fees, class schedules and any regulations affecting the student body. Such changes shall take effect by written notification and within a reasonable time period. However, changes in tuition or course length will not affect students currently enrolled.

LICENSURES REQUIREMENTS

The State of California requires that any person desiring to conduct business as a barber (1500), cosmetologists (1600), esthetician (600), manicurists (400), massage therapists (500), or Loan Officer and Real Estate Agent must first complete the state required clocked hours and curriculum at a certified school and second pass the state licensing exam. Cosmotek College programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the students' capability to pass the exam, while at the same time prepare the student to actually work in the industry.**The California Board of Barbering and Cosmetology, California Massage Therapy Council (CAMTC), and California Department of Real Estate may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. This is expected to be done prior to enrollment.*

For massage therapy related courses: Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. Seq.

COURSE TUITION, REGISTRATION AND BOOKS FEE SCHEDULE

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

Course Description	Clock Hrs	Tuition	Regis. Fee *	Books	Kits	Total Charge
Barbering	1500	\$ 15000	\$250	\$200	\$ 750	\$16200
Cosmetology	1600	\$ 16000	\$250	\$200	\$ 750	\$ 17200
Esthetics	600	\$ 6000	\$250	\$200	\$ 750	\$ 7200
Massage Therapy 500	500	\$ 5500	\$250	\$150	\$ 400	\$ 6300
Massage Therapy 900	900	\$ 9000	\$250	\$200	\$ 550	\$10000
Manicuring 400	400	\$ 2400	\$250	\$200	\$ 250	\$ 3000
Office Accounting Specialist	550	\$ 7000	\$250	\$300	\$ 200	\$ 7750
Permanent Makeup	600	\$ 5000	\$250	\$100	\$ 650	\$6000
Real Estate Agent & Loan Processing	545	\$ 6300	\$250	\$450	\$	\$ 7000
Real Estate Appraisal	45	\$ 150	\$150		-0-	\$ 300
Real Estate Economics	45	\$ 150	\$150		-0-	\$ 300
Real Estate Escrows	45	\$ 150	\$150		-0-	\$ 300
Real Estate Finance	45	\$ 150	\$150		-0-	\$ 300
Legal Aspect of Real Estates	45	\$ 150	\$150		-0-	\$ 300
Real Estate Practice	45	\$ 150	\$150		-0-	\$ 300
Real Estate Principles	45	\$ 150	\$150		-0-	\$ 300
Real Estate Property Management	45	\$ 150	\$150		-0-	\$ 300
Remedial Training for Cosmetology	40	\$ 500	\$250		-0-	\$ 750
Teacher Training	500	\$ 5000	\$250	\$150	\$ 400	\$ 5800

*Registration fee is nonrefundable. **B/E: Book and Equipment is nonrefundable.

Unemployed or low-income student may be eligible for financial aid or scholarship, please bring proof of your current or last year income information when you consult with our counselor.

APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visa, students, visitors and foreign government officials. Non-immigrant visa student is responsible to learn the eligibility to apply for State Board exam from the State Board prior to enroll in our program.

ADMISSION REQUIREMENTS

Prospective enrollees are required to visit the facilities of the school and to discuss personal, educational and occupational goals with school administrative personnel before enrolling, attending class or signing enrollment agreements along with completing an Admission interview. The school is accepting applicants for admissions into any of our programs as regular students once the following criteria has been met.

1. The school requires that each student enrolling in these programs (beauty educator training, barber, cosmetology, esthetics, and manicuring) must:
 - a. Complete an application of enrollment

- b. Must be at least 17 years of age
 - c. Provide a copy of his/her High School Diploma, GED or school transcripts.
2. Students lacking the High School Diploma or its equivalent, must have completed the 10th grade level of education or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit exam. Currently, our school is using the WONDER BASIC SKILLS TEST. This test is approved by the Secretary of Education, Washington, DC. Two tests will be administered and you must receive the minimum passing score of (200) for Verbal Form VS1 or VS2, (210) for Quantitative Form QS1 or QS2.

***Foreign Diploma or Transcripts**

Cosmotek College will accept a foreign diploma or transcript, however the diploma or transcript must be equivalent to U.S. high school diploma and must be translated into English by a certified translator or a notary public.

APPROVAL DISCLOSURE STATEMENT

Cosmotek College located at 2388-B Del Franco Street, San Jose, CA 95131, was granted institutional approval from the Bureau for Private Postsecondary and Education. The Bureau's approval means that the institution operation is in compliance with state standards as set forth in the California Private Postsecondary Act of 2009. Approval to operate is granted effective June 24, 2015 with an expiration date of June 23, 2020.

Instructional classes are held at 2188-B Del Franco Street, San Jose, CA 95131.

Instruction is in residence with facility occupancy level accommodating 200 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel and review the School Performance Fact Sheet prior to enrolling or signing enrollment agreement.

Person seeking to resolve problems or complaints should first contact the instructors in charge, and to Cynthia Trinh, School Director. 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

For massage therapy related courses: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

All information in the contents of this school catalog is current and correct and is so certified as true by

Cynthia Trinh. Signature:

COLLECTION OF TUITION

Students enrolling in programs that are to be completed in four months or less, will require payment of all tuition and fees on the first day of instruction unless other payment arrangements are to be made in advance. For

those programs designed to be four months or longer, students are required to pay four months of advance payment. When 50 percent of the program has been offered, the institution may require full payment unless other payment arrangements have been made. If the school allows installment payments, no interest will be included.

RE-ENTRY STUDENTS

Students who withdraw in good standing may re-enter, with a fee of \$200, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. Current tuition will be applied. If the student transferred to other institutions before returning to Cosmotek College those hours and operations earned at that institution would also be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Cosmotek College reserves the right to reject students that had withdrawn from Cosmotek College previously. Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

TRANSFER STUDENTS

Cosmotek College does not have any articulation with any schools. Student transferring into this school from another school in the State of California must present his/her record of withdrawal from the prior school if the student wishes to be validating credit for prior training hours. Students desiring credit for training from schools out of this state must submit proof of training to California State Board of Cosmetology for approval. The Board will provide the applicant with acknowledgement of approved credit. In some cases the applicant will be entitled to take the State Board examination; otherwise the applicant will be required to enroll in an approved institution in California for additional training. This institution will recognize approved records of prior training and will give appropriate credit. Students in good standing who withdraw temporarily will be able to reenter training without loss of credit.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Cosmotek College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(credits, diploma, or certificate)** you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the **(credits, diploma, or 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 course work 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 (Cosmotek College) to determine if your **(credits, diploma or certificate)** will transfer.

LANGUAGE PROFICIENCY / ESL

Cosmotek College does not offer ESL as part of its training. We may recommend students to take remedial English classes concurrently.

Classes will be conducted in English. Students are to provide their own translation of any and all materials in any languages other than English.

If you are interested in attending our school and do not have a high school diploma or GED certificate, please contact visit <http://www.sccgov.org/> for a list of GED preparation and testing centers.

USING A TRANSLATOR

If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, student is encouraged to bring the translator or ask the admission office for a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.

TUITION / FINANCIAL ASSISTANCE PROGRAMS

Cosmotek College believes that the talents, hopes, and ambitions of all people are among our nation most valued possessions. With this thought, this school continues to promote scholarship, and grants for qualified, deserving students, who would normally be deprived of a college education because of inadequate funds, to attend college. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay. Grants do not have to be repaid.

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly) are available. No interest is charged by this institution when the course is paid in full prior to completion of the course. All students are encouraged to visit the financial office to determine their eligibility.

At the time of graduation or early withdrawal, the student is responsible for any outstanding tuition, and any student loan obligation. Cosmotek College reserves the right to withhold certain services and eligibility from students who owe a financial obligation to the institution.

The school does not participate in federal financial aid programs.

The school accepts payments from these agencies. You may contact them for eligibility:

Work2Future, Nova, Opportunity Fund, Worker Compensation, VA Voucher.

DIRECTOR'S SCHOLARSHIPS

Campus directors may award a Director's Scholarship to an academically Cosmotek College student. A Director's Scholarship is awarded based upon the director's evaluation of the student's academic performance, and financial needs.

GRADING SYSTEM

Final grades are issued officially at the end of each class. Final grade is measured by a variety of criteria, such as tests, class participation, and attendance. Letter grades are assigned according to the following:

A	90%-100%	Excellent
B	80%- 89%	Good
C	70%- 79%	Fair
F	60% or below	Failing
W		Withdrawal (see note)

Note: "W" - shall not be used in calculating grade-point averages, but excessive "W"s shall be used in calculation of "Progress Probation and Dismissal."

PROBATION PERIOD

Students who fail to meet SAP (Satisfactory Academic Progress) standards (due to either lack of attendance and/or low grades) at any time or during a given evaluation period will be placed on a warning status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the warning period. Students who fail to meet SAP by the conclusion of the warning period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study.

NONCREDIT, REMEDIAL COURSE, AND REPETITIONS

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSCRIPT REQUEST

One complimentary printed copy of each training completion record is available through the Admissions and Records Office. Each additional transcript will be provided at a fee of \$20.00 from the Admissions and Records Office.

MAKE-UP POLICY

Make-up work and hours may be given to students. Consult your instructor.

ATTENDANCE STANDARDS AND TIME CARD POLICY

1. Students are required to maintain at least 70% attendance in any given month to be in Satisfactory Attendance Progress. Excessive unauthorized absences will place students on probation. Students who miss 14 unauthorized consecutive days may be put on probation. Any student absent more than twenty-one days without notifying the school will be terminated.
2. A private meeting with a school officer is required to determine whether the student intends to return, and on the possibility of resolving his/her problem so that the absenteeism does not re-occur. Failure to meet the attendance standard may result in dismissal.
3. In case of illness or emergency on any day, the student must call in or text (408) 999-0446 or email support@cosmotekcollege.com to report his/her absence before 9 A.M. that morning.
4. Students who are absent for more than 21 days must fill out the "leave of absence" form. If a student is absent for more than 21 days without notifying the school, the school will reserve the right to terminate the student. The students then need to follow the procedure for reapplying.
5. Attendance is calculated using a computerized time clock and rounding hours backward half-an-hour.
6. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next week's time card. The time card must be signed by the student and the instructor / school staff. Time cards must be clearly legible. Students must punch in and out only their own time card.
7. Maximum of 10 hours of attendance per day and 45 hours per week will be allowed.
8. A student must use the student ID (last 4 digits of your SS# or Tax ID) to login "IN" when entering and "OUT" when leaving. Student must also write their name on the login sheet at front desk.
9. If you are late for more than 10 minutes for the class, please kindly sit at the end of the classroom and do not ask the instructor to repeat what you've missed.
10. Time cards are the property of the school. Time card must be signed by student and instructor every day or latest end of the week. All signed time cards must be turned in by the last day of second week. If they are not in, you will lose your earned hours.
11. Lunches and breaks are scheduled for all students. All students will take 30 minutes for lunch between 11:30AM to 12PM, 12PM to 12:30PM, or 12:30PM to 1PM. A 30-minute lunch break will be subtracted from your daily total hours if you are in the school for longer than 7 hours.
12. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by college office and State Board of Cosmetology. Credit will be given for applied effort only and continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.

PROFESSIONAL IMAGE AND PROFESSIONAL CONDUCT

1. Students are expected to observe Cosmotek College academic and behavioral Standards of Student Policies and to act in a manner that is a credit to the college and to themselves.
2. Academic standards include academic honesty, satisfactory academic performance.

3. Behavioral standards include showing mutual respect to students and college staff and adherence to College and State/Federal laws.
4. Students must wear black top and either black / blue pants / jeans. All students are required to appear in a clean apron or smock purchased from the school. Closed toed shoes, and sleeves appropriately covering shoulders are required when in the building. The students must adhere to good hygiene practice, use deodorants as necessary, and maintain fresh breath, as you will working closely with the public.
5. Hair must be clean and styled. Students who fail to comply with the professional dress code may be asked to leave and return with appropriate attire.
6. Friends and visitors are only permitted in the reception area and visits should be as brief as possible. Only emergency calls are permitted on the business phone.
7. You are not permitted to leave a patron just to answer the phone. Cell phones are not permitted for use within the school building.
8. Students must keep workstations, in class or on the floor, cleaned and sanitized at all times. All kits must be in a sanitized condition at the end of each day.
9. Food and drinks are allowed only in the lunchroom and break area. Leaving food in the wrong place may attract ants, mice, roaches, and pets that may harm your health. Only water bottles are allowed in classroom. Students can keep food in the refrigerators; however, all food and containers will be cleaned out every Friday.
10. School does not supply paper towels in the lunch room. Do not use paper towels or toilet papers outside of the restroom. Please bring your own paper towels for S.M.A and for personal use. Please do not use classroom supplies or towels for personal use.
11. Cosmotek College is a smoke-free campus.
12. Stealing or taking school property or another's personal property is unacceptable, and is grounds for termination.
13. Only products furnished by the college may be used unless otherwise approved by the supervisor. Students are not allowed to give services to materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
14. Students are responsible for their own kit and equipment while working on clients. All kit, equipment, tools and personal items must be kept or secured in assigned locker. Cosmotek College is not responsible for any lost or stolen articles.
15. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
16. All students serving the public must be courteous and pleasant. If difficulties arise, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension. No student may leave a patron while doing a salon service, except in an emergency or student is excused by an instructor.
17. Students will pay in advance for personal services such as permanents, tints, bleaches, manicures, shampoo, etc. Freshman students are not allowed to work on senior students. Personal services will be allowed on Tuesday through Friday, only if the student meet all the requirements of the day. Students must have instructor's permission or staff's permission as well. Students who are enrolling in cosmetology, esthetics, or manicuring courses will pay half the price the school charges to customers. Other students will pay the same price as customers.
18. Students have the privilege to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
19. In order to keep our school clean, healthy, friendly, and professional; we respect our students and we expect the students to respect our staff and our rules. We do not want to call anyone in for violating these rules unless it is necessary.

LOCKER POLICY

Cosmotek College establishes rules, guidelines and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Cosmotek College's lockers, student acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Cosmotek College from time to time, at its discretion.

1. Barber and cosmetology student will be issued a locker. Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 60 days, at which time they become the property of the school. All lockers must be labeled with student first and last name. Failure to label name will result in locker abandonment and will subject to be emptied.
2. Lockers are for individual use and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets jewelry, credit or debit cards, or any other personal item of high value.
3. Cosmotek College is not in any way responsible for a locker's content or liable for the loss of damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition.
4. Cosmotek College may in its sole discretion carry out or authorize searches / inspections for any reason. The following is a partial listing of examples of when Cosmotek College will exercise its discretion without notice:
 - a. Locker abandonment.
 - b. Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
 - c. At the request of generally in cooperation with law enforcement authorities.
 - d. Risk to the general good of the school, of the student or student population.
 - e. Unregistered locker.
 - f. Physical damage to or defacing of the locker.
 - g. Odors (spoiled/rancid food, garbage or smelly contents).
 - h. Locker maintenance.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which case attendance to be impossible or practical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A LOA will be permitted with a letter from the student's doctor. If a student is called into active duty for the military the school will grant a LOA. In order to be granted a leave of absence, the student must talk to the Admission or submit a written request for approval. A leave of absence may not exceed 60 days. Only one leave of absence may be granted during the enrollment period.

PROGRAM COMPLETION REQUIREMENT

Cosmotek College will issue a certificate of completion to the graduating student if he/she fulfils the following requirements:

1. Complete unit and course requirements with a minimum 2.0 cumulative grade point average.
2. Maintain a cumulative average attendance level of at least two-thirds of the scheduled hours indicated on their enrollment contract.
3. Complete the course within one and one-half times the length of the course as defined in the enrollment agreement.
4. Satisfy all financial obligations to the school.
5. Barber student must inform the school when you achieve 1125 hours (75% of the required course hours 1500) to apply for a Pre-application so you will have a soonest exam date after you finish the program.

6. Cosmetology student must inform the school when you achieve 1200 hours (75% of 1600) to apply for a Pre-application so you will have a soonest exam date after you finish the program.
7. Esthetics student must inform the school when you achieve 450 hours (75% of 600) to apply for a Pre-application so you will have a soonest exam date after you finish the program.
8. Manicuring student must inform the school when you achieve 240 (60% of 400) hours to apply for a Pre-application so you will have a soonest exam date after you finish the program.
9. If you fail to inform the school, you will wait until you finish the entire program to apply for the state board exam.

COMPUTER, NETWORK, AND SOCIAL NETWORKING POLICY

Cosmotek College owns and operates a variety of computer and communication systems, including voicemail, electronic mail (e-mail), telephone, and access to the Internet, which are provided for the use of faculty, administrators, staff, and students. Employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the school network. For these reasons, the computers in the classrooms are not to be relied upon as confidential and privacy concerning their uses of the network or concerning information created or stored in such media. Nevertheless, the school does not routinely inspect, monitor or disclose such information without the user's consent.

Unauthorized uses include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use.

Students must turn off computers after each use. Students must not change the configuration of the computers unless being instructed by the school staff or instructors.

Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with Cosmotek College culture. Cosmotek College does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Cosmotek College future professionals and misrepresent Cosmotek College culture. Cosmotek College reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate. Learning Resources, Facilities, and Equipment Facilities, computers, and equipment are to be used to support its teaching. Using of these resources must be supervised by the instructor. Cosmotek College computer labs and library contain a number of resources for students including books, magazines, and dvds. The building has wireless access to the internet. Please contact the admission office for accessing these resources.

HOUSING

The institution has no reasonability to find or assist a student in finding housing. At Cosmotek College no housing or dormitories are provided. The approximate renting cost for a one-bed room apartment nearby is \$2000 per month.

NON-DISCRIMINATION POLICY

Cosmotek College does not discriminate students on the basis of race, color, religion, sex, age, handicap, financial status, and area of ethnic origin or residence in its admissions, instruction, or graduation policies.

HARASSMENT POLICY

Cosmotek College is committed to providing an educational environment that is free of fear, intimidation, or hostility. Cosmotek College maintains a strict policy prohibiting unlawful harassment, including sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, or any other basis protected by federal, medical condition, age, or any other bases protected by federal, state, or local law, ordinance or regulation. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

STUDENT RECORDS AND PRIVACY RIGHTS

Cosmotek College has both a legal and moral obligation to protect student records from unauthorized access. Students files contain information, which is of a personal and sensitive nature, the staff has a special responsibility to ensure that this information is seen only by authorized individuals. A student has the right to request to his/her files at any time at the presence of a staff member. Copies of all records can be requested at \$.20 per page.

Students further acknowledge and agree that Cosmotek College may, in its sole discretion, preserve or disclose your information if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to: comply with legal process; enforce the school rules and regulations; protect the rights, property, or personal safety of Cosmotek College, its students and the general public.

Although Cosmotek College does not claim ownership of student/staff/employees' classroom works, inventions, projects, development, assignment, pictures, videos, etc... You agree to grant Cosmotek College an irrevocable, perpetual, non-exclusive, without compensation worldwide license to use, copy, perform, display, and distribute said works and to prepare derivative works of, or incorporate into other works... For example, posting a Halloween party on Cosmotek College's web site, advertising materials showing a classroom demonstration are some examples of our usage. Furthermore, by appearing in any public areas on behalf of Cosmotek College such as entering student competition, attending a social event, etc... You automatically grant Cosmotek College all rights including using your photographs, pictures, projects, inventions and/or voice transcription for promotion or advertising at any time without compensation. Cosmotek College will not use these contents for unlawful activities or any other purposes besides promoting the school and share with its affiliates Amzinga, 5 Star Capital, and 5 Star Lending.

MAINTENANCE OF RECORDS AND AMENDMENT TO STUDENT RECORDS

The school will permanently maintain transcripts. All other pertinent student records shall be maintained for a period of five years. These information are saved on the computer disks on site and off site.

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

GRIEVANCE POLICIES

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to make his/her grievance known to the Institution's Director at the schools administration office. It is strongly recommended that all grievances be presented in writing. We also accept oral grievances; the school will provide a corresponding oral or written response to all grievances within 10 business days.

ALCOHOL AND DRUG-FREE EDUCATIONL FACILITY POLICY

Use of alcoholic beverages, marijuana, or non-prescription drugs by Cosmotek College staff or students while on Cosmotek College premises is specifically prohibited. Students found violating this policy will be counseled individually and appropriate action taken. Staff members or students who violate this policy are subject to dismissal. Any student not complying with the school's procedures and policies may be terminated.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Student Counseling: When student approach his/her graduation, a student is advised to attend at least one workshop with the career counselor free of charge.

Career Development: workshops are opened to help students with resume preparing, job search skills, interview techniques, desired work ethics, and techniques for advancement in your career. Cosmotek College job placement will make and maintain contacts with companies, and organizations throughout the United States. We take our best effort to assist students in finding the positions that meet their desires and skills. However, we

do not guarantee placement. Cosmotek College' students may receive this service life-time. Students are required to provide written employer statement including employer name, address, phone, position, salary, start day, and full time/part time status to the career counselor immediately upon becoming gainfully employed to qualify as part of their graduation requirement.

EXTRA INSTRUCTION CHARGES AND BRUSH-UP

Students are expected to complete their training within the maximum time allowed as specified in the enrollment agreement. If the student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of course at \$10 per hour. An addendum to the enrollment contract will reflect the hours to complete and per hour charge of \$10.

SCHOOL PERFORMANCE FACT SHEET

Students will receive the school performance fact sheet prior to enrollment, as evidence of recognition of the need to address consumer protection.

1. Completion rates for each program of instruction
2. Placement rates for each program of instruction
3. License-examination rates for any program to which that statistic is applicable
4. Salary or wage information for each career, occupation, trade, job, or job title, as applicable, for which students are prepared.

BANKRUPTCY DISCLOSURE

Cosmotek College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, or 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.

STUDENT TUITION RECOVERY FUND (STRF)

- (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "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,
- (b) 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."
- (c) 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 noncollection 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.”

STUDENT’S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. The institution shall refund 100% of the amount paid for institutional charges, less \$250 for application fee. 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 **days/hours** in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: _____
Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 2188-B Del Franco Street, San Jose, CA 95131
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. 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.
5. Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration of \$250.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

WITHDRAWAL FROM COURSE

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 scheduled **days/hours** in the current payment period in your program through the last day of attendance. The refund will be less a registration fee of \$250.00, and less any deduction for equipment not returned in good condition, within 30 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 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 (3) 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.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.



PROGRAM DESCRIPTION:

Barbering is one of the fastest-growing professions in the U.S according to the Bureau of Labor Statistics. Modern-day barbershops are popping up all over the country (and world). Barbershops are helping to define, enhance and critique traditional notions of what it is to be a man. The men's grooming industry is expected to increase to more than \$26B by 2020. Our program will teach the student hands-on training in every aspect of hair care from haircutting, color, texture, shaving, skincare, grooming, health and safety, to business skills to build a successful career.

The course consists of fifteen hundred (1500) hours of technical instruction and practical training cover all practices of a barber.

EDUCATIONAL GOALS:

- Learn the proper use of implements relative to all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and hair, before all services are done, to determine any disorders.
- Learn shaving, facial-hair design, men's haircutting and styling, women's haircutting and styling, coloring, texturing services and advanced barbering services.
- Preparing for licensure.
- Acquire knowledge of laws and rules regulating the established California's barbering practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of barbering services.

- Acquire knowledge of general theory relative to barbering including anatomy, electricity, physiology, skin disorders, chemistry, and theory.
- Acquire business management techniques common to barbering.

CAREERS:

After graduation, you will find work as a barber, hair stylist, or hair dresser.

You may choose to work in an independent barbershop, a salon, a national franchise, an independent chain, or you may even choose to be open your own barbershop at some point.

PREREQUISITE: None

EQUIPMENT / SUPPLY LIST:

Text Books, Notebook, Pens and pencils.

Notes from class lectures, supplemental material handed out in classes, school library and class demonstrations.

Carrying duffel bag	Perm rods
Hair cutting shear	Simulated wave solution – fill with water
Hair shaping razor	Simulated neutralizer – fill with water
Cotton towels	End papers
Blood spill kit (biohazard bag, disposable gloves)	Protective cream (cholesterol)
Paper towels	Disposable gloves
First aid kit (band-aids, anti-septic, alcohol wipes)	Tint bowls
Trash bags	Tint brushes
Spray bottle	Bottle (s) / Jar (s)
Portion cups	Styling gel or cholesterol cream
Scotch tape	Shampoo capes
Hospital EPA solution	Neck strips
Liquid hand soap	Styptic powder
Wooden spatulas	Cotton balls
Shaving cream	Foam wedges
Straight styling combs	Plastic spatula
Shampoo combs	Processing cap
Tapered barber combs	Round thermal brush
Cutting combs (flat top or buzz)	Paddle brush
Styling cape	Duckbill clips
Butterfly clips	Sectioning clips
Cotton coil	Clipper & Trimmer
	Aluminum Foils

Subject Covers	Breakdown	Technical Hours	Practical Operations
Hair Dressing		1100 hours both	
	Hair styling The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
	Permanent waving and chemical straightening The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
	Hair coloring and bleaching The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
	Hair cutting The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Shaving		200 hours both	
	Shaving (Preparation and performance) The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
Health and safety		200	
	Laws and regulations The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
	Health and safety considerations	45	

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and sanitation

20

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and physiology

15

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology

Advanced Barber Techniques

20

40



PROGRAM DESCRIPTION:

This 500-hour certificate course of study is available to students who have earned their cosmetology, nail technology, barber, or esthetics license and would like to further their education.

An educator plays a fundamental role in the beauty industry. Teaching allows you to share your knowledge and skills with others. You will train the next generation of hair stylists, makeup artists, nail technicians, and estheticians. You will be a role model to many young artists who will see their future in you.

Upon completion of this program, you will be awarded one of these certificates based on your previous license: cosmetology educator training, nail technology educator training, esthetics educator training, or barber educator training.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Develop lesson plans, prepare exams, and prepare other students for State Boards
- Communicate confidently
- Create high impact teaching skills and presentation techniques

- Facilitate classroom interaction
- Develop course outlines
- Coordinate with our teachers to create your own coursework
- Teach essential business skills for success

CAREERS:

Upon finishing the beauty educator program, a beauty educator is not limited to classroom. Cosmetology instruction training can give you freedom to not only teach, but to have more options in the beauty industry. Some of these options for you can include:

- Cosmetology instructor
- Nail Technology instructor
- Esthetics instructor
- Make-up artist
- Platform artist
- Industry representative
- Educational consultant
- School director

PREREQUISITES: must be one of these: licensed nail technologist, licensed cosmetologist, licensed esthetician, or licensed barber.

Subject	Breakdown	Min. Hours
Preparation training	Students are given guidance for the transition into becoming an instructor. Students are taught classroom skills, stress/time management, current state board requirements, students' expectation, rules and policies, people/communication skills. Students will learn the many possibilities of complaints/problems and ways to solve them. The course will teach different teaching methods to make cosmetology education effective, interesting, and fun while also helping your students develop mentally, morally, and aesthetically. Reference: school catalog and state board procedures.	100
Communicating confidently	This program will help participants become great communicators... the kind that gain people's attention, hold their interest, and move them into action. Participants will examine the communication process, identify barriers to communication, learn to listen more effectively, identify their own communication style and key tips for communicating more confidently.	80
Learning is a Laughing Matter	This program will leave participants with substantive information and strategies to make their classrooms a lot more fun which enhances learner retention. Participants will define laughter and identify its purpose in	40

learning and the effects of laughter on the brain. They will recognize the benefits of laughter and its effects on stress as well as solidify how laughter enhances creativity. Strategies for integrating laughter into the learning process will be reviewed.

Dynamic Team Building 40

This program focuses on the importance of evaluating the team environment and provides specific strategies for building a cohesive and productive team. Participants will define teams and teamwork, identify the benefits of teamwork, the ingredients for team motivation, and work through six practical steps in team building.

Making the Student Salon an Adventure 80

This program will prepare educators to meet the needs of the industry through the success of their graduates. Participants will learn to assist students in developing a solid client base using referrals, rebooking, ticket upgrading and so much more. The importance of teaching learners how to develop success habits while in school will be reviewed in detail.

Teaching Essential Business Skills for Success 40

We offer ideas and solutions for teaching your students how to communicate with their customers. You'll be able to guide them to effectively recommend services and retail products. We'll focus on building clinic floor traffic, increasing retail sales, doubling chemical sales, finding and filling clients' needs, and much more! You will discover how to work smarter, not harder.

Student Retention for Schools 80

This program helps schools and teachers apply effective school management principles to increase student retention and improve student success. Participants will understand strategies for establishing a vision and plan, having sound administrative and ethical practices and defining the school's culture. They learn the importance of instilling student ownership, having energized educators, and developing a P – R – A – I – S – E policy.

Powerful Teaching and Learning Methods 40

This program gives educators the tools to develop their own creativity and bring more variety, enthusiasm, and energy to the classroom. Participants will learn effective and critical techniques in both teaching and learning methods including interactive lecturing, demonstrations, discussion, role playing, window paning, mind mapping, case studies, concept connectors, mnemonics, energizers and so much more.



PROGRAM DESCRIPTION:

Computer networking is one of the fastest growing fields in the world. Organizations of all types and sizes rely on computer networking systems to connect employees and customers with applications and data across geographical boundaries. Tremendous career opportunities are created as the demands on networking systems and the people who manage them become continually more complex. Students with an interest in a rewarding career that offers the opportunity for extensive hands-on work with complex computer systems should consider a career in Computer Network Engineering

In this certificate program, students learn the foundation skills required to install, configure, troubleshoot, and maintain network systems in business environments. The program also covers operating systems, networking, hardware technologies, security, routing, and database management.

The course consists of nine hundred sixty (960) hours of technical instruction and practical training cover all practices of a barber.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Install all network hardware and software and make needed upgrades and repairs
- Maintain network and computer system security and ensure that all systems are operating correctly.
- Train users on the proper use of hardware and software
- Determine what the organization needs in a network and computer system and setting it up
- Collect and analyze data in order to evaluate the network's or system's performance and help make the system work better
- Install, manage, and use relational database systems in business and technical environments.

Careers: Graduates of the program pursue careers such as Network Administrators, Network Engineers, Network Specialists, Computer Network Engineering Specialist, LAN Administrators, IT Engineers, Test Engineers, System Engineers, Desktop Support, Pre-sale Engineers, Data Analyst, IT Specialist, Help Desk Technician.

PREREQUISITES: some PC knowledge

Topics Cover	Clock Hours
<p>Configuring Windows</p> <p>This is an introductory course covers installing, upgrading, and migrating to Windows; configuring network connectivity, applications, and devices; implementing backup and recovery; configuring User Account Control (UAC), mobility options, and new features such as DirectAccess and BranchCache; and managing system updates.</p>	100
<p>Configuring Windows Server Network Infrastructure</p> <p>Students will learn to configure IPv4 and IPV6 addressing; deploy and configure DHCP servers, DNS servers, and DNS zones; Implement IPsec, Windows firewall, and network access protection (NAP); plan and manage Windows Server update services; Manage file and print services in Windows server; Enable remote and wireless access, including DirectAccess; and monitor and troubleshoot network performance.</p>	100
<p>Configuring Windows Server Active Directory</p> <p>You will be learning how to deploy or upgrade domain controllers, domains, and forests for Windows Server; manage user accounts and groups with Widows Powershell; Implement group policy, configure software and security settings; configure DNS settings and zones; manage authentication; plan and manage active directory replication; monitor and ensure availability of directory services</p>	100
<p>Configuring Windows Server Application structure</p> <p>This course focuses mastering the skills and experience measured by these objectives: deploying servers, configuring remote desktop services, configuring a web services infrastructure, configuring network application services</p>	100
<p>Windows Server Enterprise Administrator</p> <p>You will learn how to do the following: plan network and application services; design core identity and access management components; design support identity and access management components; and design for business continuity and data availability.</p>	100
<p>Configuring Microsoft Exchange Server</p> <p>After taking this hands-on course, you will be able to install Exchange servers; configuring Exchange recipients and public folders, client access (including Microsoft® Outlook® Web Access), and message transport; monitoring databases, mail flow, and connectivity; generating reports; implementing high availability and recovery; and, configuring message compliance and security.</p>	100
<p>Managing and maintaining PC</p>	160

This course emphasizes system hardware, operating system theory, diagnostics, repairs and upgrades of IBM PC. Topics include: hardware configuration, software diagnostics, maintenance procedures, memory upgrade, floppy and hard disk installation and set up, ROM-BIOS software, bus structures, hard ware devices and troubleshooting. This course takes you from being an end user of your computer to becoming a PC support technician.

Routing and Switching (CCNA)

200

If you want to succeed as a technical person in the networking industry at all, you need to know Cisco. Cisco has ridiculously high market share in the router and switch marketplace, with more than 80 percent market share in some markets. Students will learn to install, configure, and operate LAN, WAN, and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, IPX, Serial, AppleTalk, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists. The course also prepares the students for CCNA certificate Exam.



PROGRAM DESCRIPTION:

The cosmetology course of study consist of 1600 clocked hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the California State Department of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Department of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California

EDUCATIONAL GOALS:

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Learn the procedures and terminology used in performing all cosmetology services.
- Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and

theory.

- Acquire business management techniques common to cosmetology
- Learn salon hands-on advanced techniques

CAREERS:

After graduation, you will be facing a diversity of job possibilities including hairstylist, colorist, nail technician, educator, platform artist, or makeup artist. You may choose to work in an independent salon, a day spa, a national franchise, an independent chain, or you may even choose to be open your own salon at some point.

PREREQUISITE: None

EQUIPMENT / SUPPLY LIST:

Text Books, Notebook, Pens and pencils.

Notes from class lectures, supplemental material handed out in classes, school library and class demonstrations.

- | | |
|-------------------------------------------------------|---------------------------------------------------|
| Carrying duffel bag | Shampoo capes |
| Hair cutting shear | Neck strips |
| Hair shaping razor | Styptic powder |
| Cotton towels | Cotton balls |
| Blood spill kit (biohazard bag, disposable gloves) | Foam wedges |
| Paper towels | Plastic spatula |
| First aid kit (band-aids, anti-septic, alcohol wipes) | Processing cap |
| Trash bags | Round thermal brush |
| Spray bottle | Paddle brush |
| Portion cups | Duckbill clips |
| Scotch tape | Sectioning clips |
| Hospital EPA solution | Clipper & trimmer |
| Liquid hand soap | Aluminum foils |
| Wooden spatulas | Mannequin heads (100% human hair) |
| Shaving cream | Thermal curling iron |
| Straight styling combs | Practice hands |
| Shampoo combs | Polymer, monomer, and primer for sculptured nails |
| Tapered barber combs | Nail forms |
| Cutting combs (flat top or buzz) | Nail tips |
| Styling cape | Dappen dishes |
| Butterfly clips | Files and buffers |
| Cotton coil | Oil |
| Perm rods | Base coat, top coat, red polish, polish remover |
| Simulated wave solution – fill with water | Hair band |
| Simulated neutralizer – fill with water | Sponges, gauze, cotton rounds |
| End papers | Wet steam towel |
| Protective cream (Vaseline) | Facial cleanser |
| Disposable gloves | Exfoliation product |
| Tint bowls | Implement for exfoliation |
| Tint brushes | Massage product |
| Bottle (s) / Jar (s) | Astringent or toner |
| Styling gel | |

Subjects	Breakdown	Technical Instruction	Min. practical Operations
Health and Safety			
	Laws and Regulations The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and Board's Rules and Regulations	20	
	Health and Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets	45	
	Disinfection and Sanitation The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
	Anatomy and Physiology The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	20	
Hair Dressing			
	Hair Styling The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
	Permanent Waving & Chemical Straightening The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
	Hair Coloring and Bleaching The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60	50
	Hair Cutting The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor	20	80

(shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Esthetics		
Manual, Electrical, Chemical Facials	25	40
<p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>		
Eyebrow Beautification & Makeup	25	30
<p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>		
Manicuring and Pedicuring	10	25
<p>The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>		
Artificial Nails and Wraps	25	120
<p>Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</p>		
Advanced Salon Techniques		
Advanced studies: hair design, skin care, nails	40	100
<p>Women & men haircut, updos, spiral perms, finger waves, makeup Dermalogica product knowledge, gel nails, haircolor, lightening, classic waves, eyelash extension, hair extension, color correction, balayage, ombre hair, Matrix product knowledge, permanent beach waves, high fashion hair color, hair treatment</p>		



PROGRAM DESCRIPTION:

Estheticians specialize in skin care rather than hairstyling. With this job, you may manufacture, sell, or apply cosmetics. As highly trained specialists, estheticians provide preventive care for skin and offer treatments to keep skin healthy and attractive.

The esthetician is trained to detect skin problems that require medical attention. Along with skin care training that will include skin analysis, treatment and facial techniques; you will learn the skillful and artist application of cosmetics, healthful and healing body treatments and business practice.

Cosmotek College is a Dermalogica Partnership School. The professionals from International Dermal Institute will train our students on a regular basis on advanced topics with Dermalogica's product segments and treatment protocols. The students will experience hands-on practical application using professional-grade products, learn how to build client connections and revenue from retail sales, and receive access to advanced postgraduate training when transitioning from student to professional.

The curriculum for students enrolled in an esthetician course shall **consist of six hundred (600) clocked hours** of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include: Chemistry of skin care, Physiology & Dermatology, Bacteriology, Sterilization & Sanitation, Machinery, types and purpose, Introduction to skin care, Skin Care, massage, masks, extractions, Makeup, contouring, color, effects, Eyebrow & Lashes, arches, application, tints, Hair Removal, tweezing, waxing, depilatories, Safety, machinery, treatments, makeup, Professional & personality development, Management, Salesmanship & Marketing, State Statutes & Rules. Advanced topics will cover eyelash extension and electrotherapy.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Acquire knowledge of laws and rules regulating California Esthetician establishment
- Receive advanced hands-on training in the facial arts including facials, waxing, microdermabrasion, chemical peels, makeup artistry, eyebrow beautification, eyelash extension, and electrotherapy skin care.
- Understand sterilization procedures
- Evaluate clients' skin condition and appearance
- Understand products and client consultation
- Acquire knowledge of general theory relative to Esthetician including anatomy and physiology, chemistry, and theory relative to practical procedures performed
- Discuss available treatments and determine which products will improve clients' skin quality
- Get trained by high quality educators
- Refer clients to another skincare specialist, such as a dermatologist, for serious skin problems
- Business and marketing skills to start and run a business.
- Life-time job placement support
- Free advanced training (electrotherapy skincare and eyelash extension) that might cost thousands of dollars at other institutions:
 - Skin analysis with woodlamp
 - Desincrustation (galvanic current)
 - Iontophoresis (galvanic current)
 - Direct high frequency
 - Indirect high frequency (venese massage)
 - Deep pore cleansing (galvanic current, machine brush, vacuum)
 - Microdermabrasion
 - Led light (red, blue, green, yellow)
 - Sonophoresis (ultrasound)
 - Microcurrent current

CAREERS:

As a licensed esthetician, you can choose from a wide range of career options: salon or day spa esthetician; medical esthetician working for cosmetic surgeon's office, dermatologist's office, a medi-spa, a hospital or clinic, a laser center; makeup artist; manufacturer's representative; salesperson or sales manager; cosmetics buyer; esthetics writer or editor; educator; state licensing inspector or examiner; state board member; researcher.

PREREQUISITES: None

EQUIPMENT / SUPPLY LIST:

Text Books, Notebook, Pens and pencils.

Notes from class lectures, supplemental material handed out in classes, school library and class demonstrations.

- | | |
|-------------------------------------------------------|------------------------------------|
| Carrying duffel bag | Lash adhesive |
| Blood spill kit (biohazard bag, disposable gloves) | Cotton balls |
| Paper towels | Foam wedges |
| First aid kit (band-aids, anti-septic, alcohol wipes) | Hair band |
| Trash bags | Sponges, gauze, cotton rounds |
| Scotch tape | Wet steam towel |
| Hospital EPA solution | Facial cleanser |
| Liquid hand soap | Exfoliation product |
| Wooden spatulas | Dermologica kits: |
| Tweezers | Calming botanical mixer |
| Disposable gloves | Multivitamin Power Exfoliant |
| Bottle (s) / Jar (s) | Exfoliant Accelerator 35 |
| Facial brush | Colloidal masque base |
| Facial cleanser | Massage cream |
| Tonic water | Post extraction solution |
| Facial lotion | Scaling fluit |
| Alovera masque gel | Multi_Active toner |
| Cosmetic kit | Active moist |
| Sponge wedges | Special cleansing gel |
| Cosmetic brush set | Ultracalming cleanser |
| Pencil sharpener | Daily microfoliant |
| Mascara wands | Solar defense booster spf 50 |
| Stainless skincare tools | MultiVitamin power recovery masque |
| False eyelashes (individual) | Precleanse |
| False eyelashes (strip) | |

Subjects	Breakdown	Technical Instruction	Min. practical Operations
Health and Safety		200 hours	
	Laws and Regulations	10	
	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
	Health and Safety Consideration	40	
	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		

Disinfection & Sanitation	10	
<p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>		
Anatomy and Physiology	15	
<p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>		
Facials	350	
Manual, Electrical, and Chemical Facials	70	140
<p>The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>		
Facial Preparation	15	
<p>Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.</p>		
Hair Removal and Make-Up	50	
Eyebrow Beautification	25	50
<p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>		
Make-Up	20	40
<p>The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.</p>		
Advanced Facials		
Eyelash Extension and Electrotherapy skincare	40	80
<p>Chemical exfoliation, microdermabrasion, light therapy, clinical skin care and spa body treatments are just some of the specialized services estheticians are expected to be knowledgeable about, including the benefits and contraindications of the treatments.</p>		



PROGRAM DESCRIPTION:

Training requirements for applicants to California Real Estate Salesperson License Examination. **This 545-hour Real Estate Agent and Loan Processing course** is directed toward professional loan officers, mortgage loan brokers and aspirants to the field. This course offers a review of the loan application process, the significance and analysis of a loan applicant's credit report, and the consequence and important of understanding legal obligations implied in the preparation and submittal of a good estimate. The object of this course is to reinforce existing skills of the practicing loan officer as well as augment skills required to quality and process a loan.

A real estate salesperson is an individual who negotiates the sale, purchase, exchange or rental of another's interests in real estate, business opportunities and options. Real Estate Investing perhaps is the safest way to make a fortune. With little or no money down, a real estate salesperson can obtain properties and make a profit by renting them or selling them. Some of the richest people in the world made their fortune in real estate.

Real estate salespeople may perform the following tasks:

- advise on intrinsic worth of properties and terms of sale

- estimate the current market price and suggest a reserve or minimum selling price
- discuss the method of sale, presentation of the property, costs and inspection times with sellers
- assess buyers' needs and locate properties for their consideration
- list details of land or buildings for sale and arrange for the advertising of properties
- take prospective buyers to inspect properties
- draw up legal agreements between sellers and buyers
- arrange finance and insurance

EDUCATIONAL GOALS:

Our goal is to provide aspiring professionals, as well as anyone wanting to start a new rewarding career, with the opportunity to succeed and grow in the mortgage industry. We have combined our school integrity, experienced professionals, a successful track record, and corporate support from our business partners to achieve our goal. We invite anyone to take advantage of the training program to enhance their life to the fullest. We teach loan officers to succeed by finding and speaking to more people that are interested in or would benefit by borrowing money, turning those prospects into committed loan applications, competing against the internet and all of the “bad loan officers” that a borrower will quickly find if they decide to “shop around”, to avoid selling rate and sell a mortgage as a service not a product, to understand the tax and leverage advantages of home ownership and debt consolidation, monthly cash flow, equity acceleration, leverage, investing monthly savings for a future value, to package a file that processors only dream of and much, much more.

PREREQUISITE: None

CAREERS: Upon graduation, you may choose to be a Loan Processor, Real Estate Agent, Real Estate Professional, or Real Estate Sales Person.

Course Name	Clock Hours
Real Estate Finance	45
<p>Real estate financing from the viewpoint of borrower and lender, financing mathematics, legal aspects of lending, appropriate financial instruments, taxes and real estate, loan cost analysis, loan valuation, development and insurability. Mortgage markets/institutions considered together with alternative financing techniques for various types of properties. Actual case illustrations will demonstrate lending policies, and problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties.</p>	
Real Estate Practice	45
<p>The course furnishes students basic information pertinent to the various aspects as real estate practice - the prerequisites for becoming a broker, the rights, duties, and responsibilities of the broker, the attributes for success in the real estate field, and many available opportunities for the broker in real estate practice. Also included is an introduction to other phases of real estate in which the broker is called upon to function or is otherwise concerned, such as the availability of loan funds, the appraisal process, income tax considerations, escrow and title insurance aspects, and the impact of governmental controls.</p>	
Real Estate Principles	45
<p>This is a survey course which includes some fundamental technical skills such as an introduction to cash flow analysis, financing, geographic information systems and valuation concepts. This course analysis the principles of real estate in California, history of California real estate, property, contracts, agencies, listings, real estate financing. It focuses on the housing market, buying versus renting, government policies affecting housing, the office market, and touches upon retail and industrial market trends.</p>	
Loan Processing	410
<p>The loan officer course is directed toward professional loan officers, mortgage loan brokers and aspirants to the field. This course offers a review of the loan application process, the significance and analysis of a loan applicant's credit report, and the consequence and important of understanding legal obligations implied in the preparation and submittal of a good estimate. The object of this course is to rein force existing skills of the practicing loan officer as well as augment skills required to quality and process a loan.</p>	



PROGRAM DESCRIPTION:

The manicuring course of study consists of 400 clocked hours covering all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology Bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Discuss nail treatments and services available
- Remove nail polish and rough skin
- Clean, trim, and file nails

- Massage and moisturize hands (for a manicure) and feet (for a pedicure)
- Polish or buff nails
- Advise clients about nail and skin care for hands and feet
- Promote and sell nail and skin care products
- Clean and disinfect their work area and tools
- Perform artificial nail services

CAREERS:

You may start your career as a nail technician in a salon. As you develop your knowledge and skills, you may want to move into other career areas in the nail industry, including teaching nail technology in cosmetology schools or demonstrating manufacturer’s nail products at trade shows, conventions, or stores. You can become a salon owner or even the personal nail technician for fashion models or actors on the state, in movies, or on TV. You can write, edit, or be a consultant for nail technology books and magazines.

Equipment / Supply List:

Text Books, Notebook, Pens and pencils.

Notes from class lectures, supplemental material handed out in classes, school library and class demonstrations.

- | | | |
|--------------------------------------------|---------------------------------|---------------------------------------|
| 100% cotton 16 x 27 salon towels | Cuticle pusher | Nail Files |
| Antiseptic Wipes | Emory Board | Nail form strips |
| Artificial Nail Tips Set | EPA Disinfectant | Nail Polish |
| Baggie labeled “soiled implements” | Est Wipes | Nail polish remover |
| Baggies labeled “blood spill” | Finger bowl | Nail tips |
| Baggies labeled “pre-sanitized implements” | First aid tape | Orangewood Stiks |
| Band Aids | Gloves | Paper towels |
| Base Coat | Jar labeled odorless monomer | Red Nail Polish |
| Blood spill kit | Jar labeled odorless primer | Scissors |
| Bottle labeled Hand sanitizer | Labeled jar for cuticle remover | Sculptured nail brush |
| Bottle labeled nail polish remover | Labeled jar for lotion | Sculptured nail forms |
| Buffing block | Manicure Brush | Small spatulas |
| Cotton tipped applicators | Metal Cuticle Pusher | Spray bottle labeled EPA Disinfectant |
| Cuticle Nipper | Metal Nail file | Top Coat |
| | Nail Buffer Block | Trash bags |
| | Nail clipper | Tube of nail glue |
| | | Tweezers |

Subject	Breakdown	Technical Hours	Practical Operations
Health and Safety		100	
	Laws and Regulations	10	
	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.		

Health & Safety Considerations	25	
The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.		
Disinfection and sanitation	20	10
The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.		
The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.		
Anatomy and Physiology	10	
The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.		
Nail Care	300	
Manicures and Pedicures	60	60
The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.		
Nails Practice		180 nails
Advanced Nails Topics	40	50



PROGRAM DESCRIPTION:

The massage therapy 500 course of study consists of 500 clocked hours prepare you to take the California Massage Therapy Council (CAMTC) Certification.

More and more people are realizing the therapeutic and rejuvenating qualities of massage. That means great job prospects for you as a well-trained massage therapist. At Cosmotek College, with our unique curriculum including the best of Eastern, Western and Ancient practices as well as the latest techniques. Cosmotek College Massage Therapy program is designed to prepare students for entry-level employment as a Massage Therapist. Upon completion of our Massage Therapy program, you will gain in-depth educational skills that increase your knowledge and develop specialized techniques of massage; you will have all the tools you need to succeed as a certified Massage Therapist. The course is designed to prepare students to take on a rewarding career as a highly competitive professional in the massage industry.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Talk with clients about symptoms, medical history, and desired results
- Evaluate clients to locate painful or tense areas of the body
- Manipulate muscles or other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture
- Document client's condition and progress

CAREERS:

After graduation, you will be facing a diversity of job possibilities including entry-level employment as a message therapist and or to enter private practice. You may choose to work in Massage clinics, Spas, Hospitals, Doctors' offices or Sporting events and more!

PREREQUISITE: None

Subject	Hours
Health and Hygiene	30
Explain the need of laws that enforce the strict practice of sanitation. Explain the importance of cleanliness of person and of surroundings as protection against the spread of disease. Explain the role of safety in the massage therapy business.	
Bacteriology, anatomy and physiology	30
Understanding infection control, bacteriology, and how the human body functions as an integrated whole.	
Massage Practice, Contraindications	30
Covers: effects, benefits, indications, contraindications of massage, equipment and products, sanitary and safety practices, consultation, massage movements, procedures for complete body massages, hydrotherapy, clinical massage techniques, lymph massage, therapeutic procedure, massage in medicine and other somatic therapies.	
Business Practices & Ethics	30
Covers: difference between being employed and self-employed, starting a massage business, permits and licenses required to operate, insurance and liability, record keeping, marketing to business success.	
Massage Practice, Massage Techniques	380
Covers: basic introduction and practice of application of massage technique including procedures for complete body massage, , massage in the spa setting, hydrotherapy, Swedish, deep tissue, lymphatic massage, sports massage, prenatal massage, aromatherapy & spa life, hot stone massage, shiatsu, hand & foot reflexology, acupressure and rocking and shaking	



PROGRAM DESCRIPTION:

The massage therapy 900 course of study consists of 900 clocked hours prepare you to take the California Massage Therapy Council (CAMTC) Certification.

Massage therapists use touch to treat clients' injuries and to promote general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

Massage therapists may use lotions and oils and massage tables or chairs, when treating a client. A massage can be as short as 5–10 minutes or could last more than an hour.

Therapists talk with clients about what they hope to achieve through massage. Some massage therapists suggest personalized treatment plans for their clients. They also may offer clients information about additional relaxation techniques to practice between sessions.

Massage therapists can specialize in many different types of massage, called modalities. Swedish massage, deep-tissue massage, and sports massage are just a few of the many modalities of massage therapy. Most massage therapists specialize in several modalities, which require different techniques.

Graduates of the 900 hour Massage Therapy Training program are proficient in various massage modalities such as Swedish, Shiatsu, Deep Tissue, and Myofascial Therapy. The additional business classes, science classes and clinical experience equip graduates with the skills they need to work in the rapidly-growing industry of massage therapy.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Talk with clients about symptoms, medical history, and desired results
- Evaluate clients to locate painful or tense areas of the body
- Manipulate muscles or other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture
- Document client’s condition and progress
- Gain skills in Western massage modalities as well as Eastern modalities

CAREERS:

Upon graduations, students will seek employment as professional massage therapists working in spas, clinics, chiropractic offices, massage clinics, hospitals, doctors’ offices or sporting clubs.

PREREQUISITE: None

Subject	Min. Hours
Health and Hygiene	50
Explain the need of laws that enforce the strict practice of sanitation. Explain the importance of cleanliness of person and of surroundings as protection against the spread of disease. Explain the role of safety in the massage therapy business.	
Bacteriology, anatomy and physiology	50
Understanding infection control, bacteriology, and how the human body functions as an integrated whole.	
Massage Practice, Contraindications	50
Covers: effects, benefits, indications, contraindications of massage, equipment and products, sanitary and safety practices, consultation, massage movements, procedures for complete body massages, hydrotherapy, clinical massage techniques, lymph massage, therapeutic procedure, massage in medicine and other somatic therapies.	
Business Practices & Ethics	50
Covers: difference between being employed and self-employed, starting a massage business, permits and licenses required to operate, insurance and liability, record keeping, marketing to business success.	
Massage Practice, Massage Techniques	600
Covers: basic introduction and practice of application of massage technique including equipment and products, consultation and documentation, classical massage movements, application for massage techniques, procedures for complete body massage, hydrotherapy, Swedish, deep tissue, lymphatic massage, sports massage, prenatal massage, elderly clients, clients with disabilities, clients with HIV/AIDS, hot stone massage, shiatsu, hand & foot reflexology, acupressure, rocking and shaking, aromatherapy & spa life, and massage in medicine. Advanced topics including discussing in-depth of the techniques plus topics such as energy work, Thai massage, traditional Chinese medicine, kinesiology, myofascial therapy, and marketing.	

OFFICE ACCOUNTING SPECIALIST



PROGRAM DESCRIPTION:

The 550-hour Certificate Office Accounting Specialist program is designed to provide a strong foundation in general office accounting skills and computer applications. The program will prepare the students for an entry-level to one-year-of-experience position in several areas, as well as increase the student's potential for advancement. Developing computer skills and attitudes necessary to succeed on the job is the program objective. This certificate program emphasizes the fundamentals to ensure that students are capable of performing the work, and also provides training to interpret, project, and analyze the numbers to favorably position the company for financial success.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Use bookkeeping software, online spreadsheets, and databases
- Enter (post) financial transactions into the appropriate computer software
- Receive and record cash, checks, and vouchers
- Put costs (debits) and income (credits) into the software, assigning each to an appropriate account
- Produce reports, such as balance sheets (costs compared with income), income statements, and totals by account
- Check for accuracy in figures, postings, and reports
- Reconcile or note and report any differences they find in the records

CAREERS:

After completing the office accounting program, graduates can work in a variety of positions, including Accounting Specialist, Auditor, Accounts Payable/Receivable, and Payroll Processor, Warehouse Clerk, Inventory Control, Assistant Controller, Accounting Clerk, Accounting Assistant, Office Administrator.

Course Name	Clock Hours
<p>Accounting Principles</p> <p>Generally accepted accounting principles refer to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as accounting standards or standard accounting practice. These include the standards, conventions, and rules that accountants follow in recording and summarizing and in the preparation of financial statements.</p> <p>Required Text book: Understanding the Financial Statements (latest edition) by Lyn M. Fraser and Aileen Ormission</p>	200
<p>Computerized Accounting</p> <p>This course familiarizes the student with a popular computerized accounting package. Students will learn how to set up a new company including setting up security, chart of accounts, preferences and customization of forms and reports.</p> <p>Will implement those concepts in learning objectives of ACCT101 with Quickbooks software.</p>	200
<p>Word Processing</p> <p>Students will learn the Word software’s functions and techniques to prepare documents. Specific topics to be included are: text-editing, formatting, mail-merge, document filing, management and printings. Students will learn to prepare memos, letters, resumes, flyers, brochures, letterheads, newsletters and modify templates.</p> <p>Text Books: Microsoft Word in Depth by Faithe Wempen</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> Working with text. Formatting a document Tables and graphics. Collecting and managing data Working with long documents. Collaboration and online sharing Customizing and extending word 	50
<p>Electronic Spreadsheet (Excel)</p> <p>Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.</p> <p>Required textbooks: Step by step Excel (latest edition) by Curtis D. Frye</p> <p>Learning objectives:</p> <ul style="list-style-type: none"> Setting up a workbook. Working with data and excel tables. Performing calculations on data Changing workbook appearance. Focusing on specific data by using filters Reordering and summarizing data. Combining data from multiple sources Analyzing alternative data sets. Creating dynamic worksheets by using PivotTables Creating charts and graphics. Printing Automating repetitive tasks by using macros. Collaborating with colleagues 	100



PROGRAM DESCRIPTION:

This 4-day Workshop (32 clock hours) certificate permanent makeup (or micro pigmentation) program is a cosmetic technique which employs tattoos (permanent pigmentation of the dermis) as a means of producing designs that resemble makeup, such as eye lining and other permanent enhancing colors to the skin of the face, lips, and eyelids. It is also used to produce artificial eyebrows, particularly in people who have lost them as a consequence of old age, disease, such as alopecia, chemotherapy, or a genetic disturbance, and to disguise scars and white spots in the skin such as in vitiligo. It is also used to restore or enhance the breast's areola, such as after breast surgery.

Learning permanent makeup can be a great rewarding career. The permanent makeup artist can enhance one's life. He/she helps people express themselves while being creative.

Lectures cover sanitation health consideration, color theory, consultations, indications, contraindications, permanent makeup techniques, blood borne pathogens and business of permanent makeup.

EDUCATIONAL GOALS:

- How to assemble and disassemble your permanent cosmetics machine,
- Proper needle selection

- How to numb the areas for your client's comfort.
- Proper color selection
- Rules & Regulations from the Department of State Health Services.
- Learn lip liner, full lips, eyeliner, microblading, and shading techniques
- Resources and tips for getting your Bloodborn Pathogen certificate.

CAREERS: Prior to, during, or after completing the program, graduates need to pass the Bloodborn Pathogen course with an educational provider approved by the Department of Health Services. Graduates also need to register with the county Department of Environmental Health in which they intend to practice before they can work as a permanent makeup artist or a tattoo artist.

PREREQUISITE: none.

COURSE BREAKDOWN:

Day 1: Theory and Practice on Skin Simulation

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Introduction to Microblading and Shading • Client consultation and consent form • Safety, sterilization, sanitation, health guidelines and compliance • Blood borne pathogens exam preparation | <ul style="list-style-type: none"> • Three basic brow patterns • Explaining the needles and tools • Color theory • Practice on skin simulation |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Day 2: Master Eyebrow Microblading and Shading

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Fine art of designing the perfect eyebrow shape • Pen handling and blade selection • Positioning of hair strokes within the eyebrow | <ul style="list-style-type: none"> • Fixing errors and camouflage • Shaded/Ombre eyebrows • Forms and aftercare • Instructor demo |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Day 3: Lips Micropigmentation

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Operating rotary machine • Evaluate and make perfect contour for your client's face • Classical shading for plump look lips • Subtle color transitions for a natural look | <ul style="list-style-type: none"> • Learning lip liner and full lips tattooing. • Shining lip tattoos • How to flatteringly brighten the cupid's bow • Practice on skin simulation and models |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Day 4: Powder Brows and Eyeliner Tattooing

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Creating a solid brow giving it a powdered look • Creating ombre brow • Learn color correction and permanent makeup camouflage | <ul style="list-style-type: none"> • Learn to make shapes and colors to suit client's look. • Create permanent eyeliner to enhance client's natural beauty. • Hands-on. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



PROGRAM DESCRIPTION:

This 2-day Workshop (16 clock hours) certificate permanent makeup (or micro pigmentation) program is a cosmetic technique which employs tattoos (permanent pigmentation of the dermis) as a means of producing designs that resemble makeup, such as eye lining and other permanent enhancing colors to the skin of the face, lips, and eyelids. It is also used to produce artificial eyebrows, particularly in people who have lost them as a consequence of old age, disease, such as alopecia, chemotherapy, or a genetic disturbance, and to disguise scars and white spots in the skin such as in vitiligo. It is also used to restore or enhance the breast's areola, such as after breast surgery.

Learn microblading and shading from professionals in the eyebrow enhancement industry. You will learn valuable information on the industry's best practices and you will also receive hands-on training with your new FREE microblading kit.

This short two-day workshop is hands-on and intended to introduce you to microblading, advanced microblading strokes, and detailed eyebrow shading.

EDUCATIONAL GOALS:

- How to assemble and disassemble your permanent cosmetics machine,
- Proper needle selection
- How to numb the areas for your client's comfort.
- Proper color selection

- Rules & Regulations from the Department of State Health Services.
- Learn microblading, and shading techniques
- Resources and tips for getting your Bloodborn Pathogen certificate.

CAREERS: Prior to, during, or after completing the program, graduates need to pass the Bloodborn Pathogen course with an educational provider approved by the Department of Health Services. Graduates also need to register with the county Department of Environmental Health in which they intend to practice before they can work as a permanent makeup artist or a tattoo artist.

PREREQUISITE: none.

COURSE BREAKDOWN:

Day 1: Theory and Practice on Skin Simulation

- Introduction to Microblading and Shading
- Client consultation and consent form
- Safety, sterilization, sanitation, health guidelines and compliance
- Blood borne pathogens exam preparation
- Three basic brow patterns
- Explaining the needles and tools
- Color theory
- Practice on skin simulation

Day 2: Master Eyebrow Microblading and Shading

- Fine art of designing the perfect eyebrow shape
- Pen handling and blade selection
- Positioning of hair strokes within the eyebrow
- Fixing errors and camouflage
- Shaded/Ombre eyebrows
- Forms and aftercare
- Instructor demo

REAL ESTATE APPRAISAL (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Real Estate Appraisal consists of spending minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials. No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book Real Estate Appraisal by Walt Huber, Levin P. Messick and William Pivar, 3rd or newest edition.

REAL ESTATE ECONOMICS (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Real Estate Economics consists of spending minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials. No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book Real Estate Economics by Walt Huber, Levin P. Messick and William Pivar, 4th or newest edition.

REAL ESTATE ESCROWS (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Escrow course consists of spending a minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.

No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book An Introduction to Escrow by Walt Huber, 3th or newest edition.

REAL ESTATE FINANCE (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or
real estate broker license

Hours:

45 hours correspondent course

The Real Estate Finance consists of spending a minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.

No two courses can be competed in less then five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book Real Estate Finance by Walt Huber, Levin P. Messick 6th or newest edition.

LEGAL ASPECT OF REAL ESTATE (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Legal Aspects of Real Estate consists of spending a minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.

No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book California Real Estate Law by Walt Huber, and Kim Tyler, J.D 5th or newest edition.

REAL ESTATE PRACTICE (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Real Estate Practice consists of spending a minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.

No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book Real Estate Practice by Walt Huber, and Arlette Lyons, 5th or newest edition.

REAL ESTATE PRINCIPLES (CORRESPONDENT)

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Real Estate Principles consists of spending a minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.

No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit will begin toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book Real Estate Principles by Walt Huber, 12th or newest edition.

REAL ESTATE PROPERTY MANAGEMENT

Objective / Careers:

pre-licensing requirement for real estate agent or real estate broker license

Hours:

45 hours correspondent course

The Real Estate Finance consists of spending a minimum of a 45-hours reading and studying the course textbook, taking the non-graded chapter quizzes and passing a final examination.

The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.

No two courses can be completed in less than five weeks.

It is very important that the name used when submitting materials to the school is spelled exactly the same as the name under which you will be applying for your real estate license examination.

The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired and no credit goes toward any part. If the student does not complete the course within the one year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

cover all subjects in the text book Property Management by Walt Huber and William Pivar, J.D., 4th or newest edition.

REMEDIAL TRAINING

Objective / Careers:

Being a salon professional is fun and rewarding, but it is also a great responsibility. One careless action could cause injury or infection and a licensee can lose his/her license to practice. This course will teach the students the health and safety laws and regulations of the board. The course will focus on the proper use of manicure and pedicure equipment to protect the public's health.

This remedial course is designed for a licensee that has been subject to immediate suspension and placed on probation pursuant to Business and Professions Code section 7403.2 and regulation section 973.

Prerequisite: A licensed cosmetologist, a licensed manicurist, a licensed barber, or a license esthetician.

Course Length: 8 hours to 40 hours

Course Content: The following subjects will be covered

- Federal agencies
- Minimum equipment and supplies
- Principles of prevention
- Personal cleanliness
- Disease and infestation
- Neck strips
- Neck dusters and brushes
- Towels
- Liquids, creams, powders, and cosmetics
- Prohibited hazardous substances/Use of products
- Headrests and treatment tables
- Invasive procedures
- Skin peeling
- Prohibited instruments
- Cleanliness and repair
- Building standards
- Blood spill disinfection