

# SCHOOL CATALOG

## TEMPLE CITY BEAUTY COLLEGE

Address of Instruction

9526 E. Las Tunas Drive  
Temple City, CA. 91780

Phone: (626) 810-0189  
Text: (626) 464-0322

Catalog Issue

January1, 2021 through December 31, 2021

Temple City Beauty College is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CED and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Temple City Beauty College has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years, or has 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 (11 U.S.C. Sec. 1101 et seq.).

## IMPORTANT STUDENT INFORMATION

**All prospective students will receive this catalog prior to enrollment.**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
1747 N. Market Boulevard, Suite 225, Sacramento, CA 94834.  
Telephone number: 916-574-8900.  
Toll free telephone number: (888)370-7589.  
Fax: (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

**A prospective student must note that programs offered in this institution are not accredited by an accrediting agency recognized by the United States Department of Education.**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free, (916) 431-6959, Fax (916) 263-1897, or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## MISSION STATEMENT

To prepare our students for rewarding careers in the fields of Cosmetology, Esthetics, Manicuring, Teacher Training, and Massage Therapy.

### GOALS TO ACHIEVE OUR MISSION:

1. To motivate the desire for learning
2. To provide the skills and knowledge needed to pass the state board examination
3. To teach good behavioral habits for employment
4. To teach communication skills for proper handling of clients

## PROGRAM AND INSTRUCTION DESCRIPTION:

**COSMETOLOGY:** Is described as the training consists of technical (classroom instruction), and practical (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill

demand of the beauty salon. To qualify for a Cosmetology license, a student must complete 1600 hours of training. The first 10% of training are freshman status. As a freshman the student will learn the fundamental skills and knowledge in the subjects listed on Item I of Graduation Requirements below. From 161 hours to 1600 hours, (senior status), the student practices proficiency and speed of all subjects learned on a manikin head, other students, and on customers who know that all work in the school is done by students. Weekly written tests on all the subjects and a final exam enforce the knowledge of the acquired subjects.

**ESTHETICIAN:** Is described as the technical, (classroom instruction), and practical (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the facial or beauty salon. To qualify for an Esthetician license, a student must complete 600 hours of which the first 10% of the training are freshman status. As a freshman, the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 61 hours to 600 hours, the student practices proficiency and speed of all required subjects on manikins, other students and paying customers who know that all work in this school is done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of the acquired subjects.

**MANICURING:** Is described as the technical (classroom instruction), and practical, (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the nail or beauty salon. To qualify for the manicure license, a student must complete 400 hours of which the first 10% of the training are freshman status. As a freshman, the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 41 hours to 400 hours, the student practices proficiency and speed of all required subjects on manikins, other students and paying customers who know that all work in this school is done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of the acquired subjects.

**TEACHER TRAINEE:** For the preparation of the licensed Cosmetologist, Esthetician or Manicurist to be trained to teach and work effectively as an instructor. The course is taught in 600 hours. There is no licensure requirement at this time. The course includes technical instruction, teacher demonstrations, lectures with class participation and examinations. Practical examination includes the actual performance by the teacher trainee in teaching techniques and principles. The 600 hours will be training under the supervision of an instructor qualified by The Board of Barbering and Cosmetology.

**MASSAGE THERAPY:** Is described as the technical (classroom instruction), and practical (hands-on instruction), which prepares the student upon graduation to obtain gainful employment as a massage therapist. The massage therapy program consists of 250 hours technical instruction and 350 hours practical instruction for 600 total hours. The technical and practical instructions meet the curriculum guideline of the California Massage Therapy Council (CAMTC). California has no licensure requirement at this

time, but each city has ordinance governing the practice of massage therapy.

## **GRADUATION REQUIREMENTS**

### **REQUIRED LEVELS OF ACHEIVEMENT FOR ALL COURSES:**

Freshman training - 10% of required hours in course taking  
 Instructor approval before advancing to clinic floor  
 Examination after each unit of instruction  
 Weekly practical evaluations  
 Final written examination before graduation  
 State Board Mock Test - may be given as a group or individually

### **I. COSMETOLOGY**

Upon completion of minimum 1600 hours and the required subjects below. The student will receive a diploma and qualify to take the California State examination for a Cosmetology license upon completion of the courses in syllabus.

#### **Required Subjects**

Laws and Regulations  
 Health and Safety  
 Disinfection and Sanitation  
 Anatomy and Physiology  
 Hairstyling  
 Permanent Waving  
 And Chemical Straightening  
 Hair coloring and Bleaching  
 Haircutting  
 Facial-Manual/Electrical/Chemical  
 Eyebrow Beautification/Make-up  
 Manicure/Pedicure  
 Artificial Nails/Wraps  
 Communication Skills

### **II. ESTHETICIAN**

Upon completion of minimum 600 hours and the required subjects below. The student will receive a diploma and qualify to take the California State examination for an Esthetician license upon completion of the courses in syllabus.

#### **Required subjects**

Laws and Regulations  
 Health and Safety

Anatomy and Physiology  
 Preparation Consultation  
 Disinfection/Sanitation  
 Facials  
 Manual Facial  
 Electrical Facial  
 Chemical Facial  
 Waxing/Depilatories  
 Make-up

### **III. MANICURING**

Upon completion of minimum 400 hours and the required subjects below, the student will receive a diploma and qualify to take the California State examination for a Manicure license upon completion of the courses in syllabus.

#### **Required Subjects**

Barber/Cosmetology Board  
 Rules and Regulations  
 Cosmetology Chemistry  
 Health and Safety  
 Disinfection/Sanitation  
 Bacteriology/Anatomy/Physiology  
 Water and Oil Manicure  
 Pedicure  
 Acrylic liquid/powder Brush-On Nail  
 Artificial Nail Tip  
 Nail Repair

### **IV. TEACHER TRAINING – minimum 600 credit only, there is no license required.** The student will receive a diploma.

#### **Required Subjects**

Board of Barbering and Cosmetology  
 Act and Rules and Regulations  
 Instructional Techniques - Method of Instruction  
 Organization Techniques  
 Lesson Planning  
 Techniques of Evaluation - Tests  
 Conducting Classroom Instruction and  
  
 Demonstrations under teacher supervision  
 Clinic Floor Experience  
 Supervising and training or students while practicing on live patrons or doll heads

## Additional Instruction

### V. **Massage Therapy**

The student will receive a diploma upon verification of attendance of minimum 600 hours of technical and practical instructions and satisfactory completion of lessons in the required subjects listed in the syllabus,.

#### **Required Subjects**

Anatomy and Physiology  
 Contraindications  
 Health and Hygiene  
 Ethics and Professionalism  
 Theory and Practice of Bodywork Modalities

#### **GENERAL FACILITY:**

Temple City Beauty College is centrally located in Temple City CA., easily accessible by bus. It has over 5200 square feet allowing ample space for theory and practical training for all the courses taught, Cosmetology, Esthetics, Manicuring, Teacher training, and Massage Therapy. Equipment include dryers, shampoo bowls, heat cap, Marcel Irons, desks, tables, and chairs for student use, massage tables, facial beds and steamers and all equipment and tools required by the state for the necessary learning environment.

#### **LIBRARY:**

There are learning materials such as books, videos and DVDS available to students when their schedule allows. The student may check out any library materials by asking their instructor. The student is responsible for any material checked out.

#### **FACULTY AND THEIR QUALIFICATIONS**

This institution's instructors meet the employment qualifications set by the Board of Barbering and Cosmetology and CAMTC, including completion of a training program, holding an active license, and having minimum three years of experience in cosmetology, esthetics, manicuring, and massage therapy.

Instructors in this institution are:

Spencer Pao	Instructor	4 years experience, specializing in Cosmetology, Esthetics and Manicuring
Debra Schiava	Instructor	21 years experience, specializing in Cosmetology, Esthetics and Manicuring
Sandrine Lo	Instructor	4 years experience, specializing in Cosmetology, Esthetics and Manicuring

Kang Wang	Instructor	4 years experience, specializing in Cosmetology, Esthetics and Manicuring
Bin Li	Instructor	8 years experience, specializing in massage therapy
Yun Cheng	Instructor	8 years experience, specializing in massage therapy
Kai Lee	Instructor and Education Consultant	40 years experience, specializing in health and physical care services and related technologies.

## **ADMISSIONS:**

Applicants for each of the education programs (Cosmetology, Esthetics, Manicuring, Teacher Training, Massage Therapy) must possess a high school diploma, and proof of high school graduation, or GED. This institution does not accept ATB (Ability-to-Benefit) applicants.

All instruction in this institution is given in English. Basic command of English is required to attend Temple City Beauty College. The institution does not provide ESL classes.

The Board of Barbering and Cosmetology requires licensure applicants completion of 12<sup>th</sup> grade and minimum 17 years of age.

Applicant hours and operations from another Cosmetology school are accepted for credit when the proof of training document is provided from the previous Cosmetology school.

Applicant hours and operations from another Massage Therapy school are not accepted for credit.

This institution does not offer special services to out of country students (visa or I-20's). We admit students from other countries.

This institution does not offer the ability-to-benefit examination.

All eligibility and enrollment requirement information given by the student will be kept in the student school file. We permanently retain all transcripts. The institution shall maintain for a period of 5 years the pertinent student records from the date of completion or withdrawal.

This institution is not entered in an articulation or transfer agreement with any other college or university;

## **STUDENTS RIGHTS AND OBLIGATIONS:**

**STUDENTS RIGHT TO CANCEL:** All funds paid will be refunded if the student is

rejected for enrollment. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment whichever is later.

**CANCELLATION:** Shall occur when written notice of cancellation is given at the institution address. The student may do this by mail, hand delivery, telegram or e-mail. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with pre-paid postage.

**WITHDRAWAL FROM COURSE:** The student has the right to withdraw from the course at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the 7<sup>th</sup> day following the first class attended, the institution will remit a refund less a registration fee if applicable, not to exceed \$250.00 within 30 days following the student's withdrawal. There is no refund for the fee paid at the time of enrollment for the kit/supplies/books. School shall provide a pro rata refund of non-federal student financial aid moneys paid for institutional charges to student.

**The amount owed equals the daily charge for the program (total tuition charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, or was scheduled to attend, prior to withdrawal.**

The school shall advise each student that a notice of cancellation shall be in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid. If the amount that the student has paid is more than the amount that the student owes for the time attended, then a refund will be made within 30 days of the official withdrawal. If the amount that the student owes is more than the amount already paid, then the student will have to make arrangements to pay the money owed. The official withdrawal date will be the student's notification date or the institution's determination. The student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the institution of withdrawal
2. The institution terminates the student enrollment due to academic failure or for violations of its rules and policies stated in the catalog.
3. The student fails to attend classes for 30 day period. Official withdrawal date will be the last date of attendance.
4. The student fails to return on schedule from an approved leave of absence. Termination will be the scheduled date of return. If any portion of the cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of



priority provided in federal regulation. (Read statement on front enrollment agreement, this institution does not offer loans or financial aid).

### **PROBATION AND DISMISSAL POLICY:**

This institution does not have a probation policy.

### **The following acts are immediate cause for dismissal:**

1. Being disrespectful to any staff member
2. Physical abuse of another student, staff member or client
3. Willful disruption in classroom, clinic floor or waiting area
4. Theft of property belonging to another student, client or institution
5. Being under the influence of drugs or alcohol
6. Sale of drugs

**For less severe violations of the institution's rules, the student may be suspended after three written warnings. The student may be dismissed after being suspended three times.**

### **STUDENT ATTENDANCE:**

Upon enrollment, the student will inform the institution of his anticipated schedule of attendance and it will be listed in the enrollment agreement. Students may attend a full time schedule (40 hours weekly) or a part time schedule (20 hours weekly). The student must notify the institution to change schedule and the enrollment agreement will be updated and initialed verifying the change.

### **LEAVE OF ABSENCE:**

The student must notify the institution in writing requesting a leave of absence stating the start date and the return date. This request for leave of absence will be placed in the student's file.

### **COST FOR EACH PROGRAM:**

	<b>Cosmetology</b>	<b>Esthetician</b>	<b>Manicuring</b>	<b>Teacher Training</b>	<b>Massage Therapy</b>
Tuition	6,400.00	\$3,000.00	\$1,500.00	\$2,400.00	\$4,500.00
Registration	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Books/supplies	\$250.00	\$250.00	\$250.00	\$600.00	\$250.00
STRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$6,900.00	\$3,500.00	\$2,000.00	\$3,250	\$5,000.00

There is no refund for each program on registration or STRF fees for any period of attendance.

The charges for period of attendance and total charges for the entire educational program are the same.

TOTAL CHARGES MUST BE PAID IN FULL PRIOR TO APPLYING FOR EXAMINATION.

IF STUDENT DECIDES NOT TO TAKE THE EXAMINATION NO REFUND WILL BE HONORED AFTER THE COMPLETION OF HOURS

All charges are due and payable prior to completion of program.

### **FINANCIAL AID PROGRAMS:**

This institution does not participate in any federal or state financial aid programs.

### **STUDENT LOANS:**

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

### **PLACEMENT:**

This institution does not provide job placement or career services. Notices may be posted on bulletin board if the school is informed of or aware of job opportunities.

### **STRF statement for the Enrollment Agreement:**

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

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

### **STRF statement for the 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, 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.”

“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 no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.

If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

#### **NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at Temple City Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the proof of training 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 proof of training that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Temple City Beauty College to determine if your proof of training will transfer.

#### **ASSESSMENT OF TRANSFERRED HOURS AND EXPERIENTIAL LEARNING:**

Temple City Beauty College does not charge a fee for the assessment of prior hours or transfer of hours. Our institution does not award any credit for prior experiential learning.

#### **CREDIT EVALUATION:**

Appropriate credit will be given for prior training or experience upon review and verification by the administrator per BPPE guideline.

### **TIME CARDS:**

Students are not allowed to leave the premises unless they are clocked out. If you are taking a lunch you are required to clock out for it. Theory hours and practical operations must be recorded on a time card on a daily basis. Your signature is required daily along with an instructor's signature to be valid. Time cards must remain on school premises at all times.

### **DISCLOSURE AND RETENTION OF EDUCATIONAL RECORDS:**

Educational records are defined as files, materials, and documents which contain information directly related to a student are maintained by the school. The institution will maintain students records which are consistent with minimum operating standards specified in CEC Para. 94900 and 5 CCR para. 71920.

Written consent is required before educational records may be disclosed to third parties with the exception of accrediting commissions or government agencies so authorized by law. The administrator must be in the office at all the time during the examination of student files. The school is required to keep your records indefinitely. Records are kept for all students who enrolled whether they completed or withdrawn.

The institution will maintain indefinitely complete and accurate records of the educational programs it has offered and the curriculum for each. The institution also maintains names and addresses of the members of the faculty and records of the educational qualifications of each member of the faculty.

### **Policy to ensure the confidentiality of student records:**

The student may see any of their school records upon request. Access must be granted no later than 15 working days after written request. Students have the right to challenge the contents of their educational records and to enter their view points in the records under established procedures.

### **Policy for periodically auditing student files:**

Student files are audited for accuracy and consistency on a weekly basis by the Chief Academic Officer. The CAO audits all the new files and current files for accuracy and consistency for academic documentation. The CEO audits new and current files for accuracy and consistency for financial and immigration documents. All deficiencies spotted by the legal counsel are reported to the CEO and the CAO

### **HOUSING:**

This institution does not provide housing. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing.

### **STUDENTS RIGHTS:**

Grievances Procedures - In this institution, a student may go to the school director with any grievance issue. In director's absence, the student may go to any instructor with grievance issues.

### **APPEAL PROCEDURE:**

The student who wishes to appeal any non-satisfactory compliance of rules, or of non-satisfactory progress given after the 3<sup>rd</sup> warning (due to the death of a relative, injury or illness of the student or other special circumstances ), must initiate the process by submitting a written request to the Chief Operating Officer Spencer Pao. The request is given within 10 days of receiving non-satisfactory compliance of rules or non-satisfactory status. The Chief Operating Officer shall review the appeal request and inform in writing the decision that was made within 5 days of receiving it. If the appeal is denied no further action can be taken. In the future if the student wishes to enroll, a processing fee will be applied.

### **REINSTATEMENT:**

If a student prevails the appeal process, they will be reinstated with no additional fees.

### **SELF-MONITORING:**

The Chief Operating Officer (COO) or his designee is in charge of checking the emails. The files will get checked to see if all enrollment agreements are complete with all the required paperwork. If any new updates or changes are made, the COO will update the staff and give copies of new regulations to the staff. The COO will go to meetings to keep up with the new procedures or requirements. The COO will also be administering staff meetings every quarter to ensure understanding of the information so compliance can be achieved.

## **COURSE SYLLABUS**

**COURSE NAME: COSMETOLOGY**

**COURSE DURATION 1600 HOURS**

### **COURSE DESCRIPTION:**

This course is described as the technical (classroom instruction), and practical (hands on instruction) listed in this outline which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demands of the beauty salon. To qualify for a cosmetology license, a student must complete 1600 hours of which the first 200 hours are of freshman status. As a freshman the student learn the fundamental skills and knowledge in the subjects listed in this outline. From 201 hours to 1600 hours the student practices proficiency and speed of all subjects learned on a manikin head, other students and on customers who know that all work in the school is done by students. Weekly written tests on all the subjects and a final exam enforce the knowledge of the acquired freshman skills.

### **INSTRUCTIONAL METHODS:**

The school employs qualified teachers who teach by lecture, demonstration, audiovisual material, unit handouts of each subject and procedure sheet handouts for each client service to be taught.

### **COURSE GOALS:**

To train the student to pass the state board examination

Provide each student with an awareness of the importance of professionalism

Provide adequate and updated information

Provide experiences which will direct the student for job placement in the chosen course of study

### **COURSE OBJECTIVES:**

Develop professional and ethical work attitudes

Develop salesmanship skills in order to build and maintain a clientele

Develop communication skills with employer, co-workers and the public

Prepare the students for various immediate employment opportunities

### **GRADING PROCEDURES:**

Student evaluations (grades) are measured on a standard percentile basis and the percentage equated to a letter grade. Students must "C" average or better to maintain satisfactory academic status.

To help maintain satisfactory academic status, may retake tests.

### **GRADING SCALE**

90% - 100%	B EXCELLENT
80% - 89%	B ABOVE AVERAGE PERFORMANCE
70% - 79	C SATISFACTORY PERFORMANCE
60% - 69%	D UNSATISFACTORY

### **INSTRUCTOR NAMES:**

Sandrine Lo

Debra Schiava

Kang Wang

Spencer Pao

**TEXTBOOK:**

Malady, SB. "Malady Standard Cosmetology," 13th edition (2015), Malady: Boston, MA 02210

**REFERENCE MATERIAL:**

Board of Barbering and Cosmetology Act and Rules and Regulations  
 Board of Barbering and Cosmetology Safety Rules and Regulations  
 Board of Barbering and Cosmetology Performance Criteria  
 Bureau For Private Postsecondary Education

**REQUIRED LEVELS OF ACHIEVEMENT:**

160 hours or more of freshman training  
 Pass freshman exit examination, proficiency test, and written test before advancing to clinic floor  
 Examination after each unit of instruction  
 Weekly practical evaluations  
 Final written examination  
 State board mock test - group or individual

### Cosmetology Course Syllabus

Instruction Sequence		
Course Descriptions	Required Hours	
	Lecture	Practical
<b>Laws and Regulations:</b> Lesson: BBC definitions, Board member rules, State licenses, Board health and safety rules	20	
<b>Health and Safety: Cosmetology, Chemistry, Electricity:</b> Introduces chemicals and health problems; protection from chemical injuries from chemicals; precautions in using electrical devices.  Lesson: Health and safety laws, chemicals and health problems caused by chemicals, safe use of electrical devices	25	
<b>Hazards, Substances, Bacteria, Communicable Diseases, Material Data:</b> Safety practice to prevent injuries from chemicals. Protection from exposure to clients carrying communicable diseases including but not limited to skin diseases, flu, and HIV.  Lesson: Cautions with chemicals in the shop, patients with HIV, or communicable diseases	40	
<b>Disinfections/Sanitation:</b> Nail disorders and diseases; Safety procedures to protect the health and safety of the client and the cosmetologist from infectious diseases.  Lesson: Principle and practice of infection control. How pathogens enter the body. Methodologies of prevention and disinfection	50	140
<b>Anatomy and Physiology:</b> A basic course on the human body composition and how the various organs work  Lesson: Introduction to cells and tissues, skeletal, muscular, nervous, circulatory, endocrine, digestive, excretory, respiratory and integumentary systems	15	
<b>Hairstyling (1): Analysis, Shampooing</b> Know the hair structure, hair growth, cutting techniques, and how to promote healthy hair and scalp.  Lesson: Client consultation, understanding action of shampoo, procedures for shampooing, rinsing and conditioning Lesson: Haircutting	10 20	80 80

<b>Hairstyling (2):</b> Principles and elements of hair design, wet styling basics, creating harmony between hairstyle and facial structure for men and women.  Lesson: Finger waving, pin curls, roller curls, com-outs, blow drying, Lesson: Straightening, waving Lesson: Curling with Hot combs and irons, pin curls, barrel curls Lesson: Permanent waving and chemical straightening	  15 20 20 40	  - 180 60 105
<b>Haircutting:</b> Introduction to haircutting techniques - cutting tools, body positioning and safety, cutting curly hair, cutting with clippers, edgers and trimmers  Lesson: Hair coloring & bleaching, highlight, weave Lesson: Hair coloring / lowlight Lesson: Scalp & Hair treatments	  - 60 - -	   50 80 10
<b>Facials:</b> Skin anatomy, classification and chemistry of skin care products; when and how to use the three methods for skin cleaning, peeling, packing, masking and scrubs.  Lesson: Facials – manual: cleaning, packs, masks Lesson: Facials – chemical Lesson: Facials: - electrical Lesson: Eyebrow beautification and makeup	  10 10 5 25	   45 15 15 35
<b>Manicure and Pedicure:</b> Understand the nail structure and growth; manicure and pedicure tools, safety rules, nail care procedures; pre-service and post-service procedures  Lesson: water and oil manicure Lesson: pedicuring Lesson: acrylic nails & wraps – liquid and powder Lesson: artificial nail tips Lesson: brush-ons, nail wraps & repairs Lesson: nail wraps & repairs Lesson: Hand/foot/arm/ankle massage	  5 - 10 - 15 - 5	   25 10 100 100 20 20 -
<b>Salon Management:</b> Develop business management skills, ethics, professional image, communication with clients, salon hygiene  Lesson: Salon management, business ethics	  30	  
<b>Total</b>	<b>450</b>	<b>1150</b>

## CAREER OPPORTUNITIES

SALON STYLIST, HAIRCOLOR SPECIALIST, TEXTURE SERVICE SPECIALIST, WIG OR EXTENSION SPECIALIST, RETAIL SPECIALIST, ESTHETICIAN, MAKEUP ARTIST, MANICURIST, DAY SPA TECHNICIAN, SALON MANAGER, SALON OWNER, PRODUCT EDUCATOR, COSMETIC CHEMIST, STYLIST FOR TV AND MOVIES, ARTISTIC DIRECTOR, DESIGN TEAM MEMBER, PLATFORM ARTIST, COMPETITION CHAMPION, EDUCATOR, WRITER, STATE BOARD MEMBER



## **COURSE SYLLABUS**

**COURSE NAME: ESTHETICIAN: COURSE DURATION: 600 HOURS**

### **COURSE DESCRIPTION:**

The course is described as the technical (classroom instruction ), and practical (hands on instruction), listed in this outline, which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the licensed facial or beauty salon.

The first 75 hours of the course are called freshman hours, where the student learns the fundamental skills and knowledge in the subjects listed in this outline. From 76 hours to 600 hours the student practices proficiency and speed of all required subjects on manikins, other students and on paying customers who know that all work is being done by students. Weekly written tests on all the subjects and a final examination enforce the knowledge of these skills. At the end of 600 hours, the student will be prepared for various immediate employment opportunities.

### **INSTRUCTIONAL METHODS:**

This school employs qualified teachers who teach by lecture, demonstration, audio visual materials, unit handouts of each subject and procedure sheet handouts for each client service to be taught.

### **COURSE GOALS:**

For students to pass the State license examination  
 To provide each student with an awareness of the importance of professionalism  
 To provide adequate and updated information  
 To provide experiences, which will direct the student for job placement in the chosen course of study.

### **COURSE OBJECTIVES:**

Develop professional and ethical work attitudes  
 Develop salesmanship skills in order to build and maintain a clientele  
 Develop communication skills with employer, co-workers and the public  
 Develop the working skills required by the state and facial salons.

### **GRADING PROCEDURES:**

Student evaluation (grades), are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) C average or better to maintain satisfactory academic status.

### **GRADING SCALE**

90% - 100%	A	EXCELLENT
80% - 89%	B	ABOVE AVERAGE PERFORMANCE
70% - 79%	C	SATISFACTORY PERFORMANCE
0% - 69%	D	UNSATISFACTORY PERFORMANCE

**INSTRUCTORS NAMES**

Debra Schiava  
Sandrine Lo  
Kang Wang  
Spencer Pao

**TEXTBOOK:**

Gerson, Joel "Malady's Standard Esthetics: Fundamentals," (2008), Malady: Boston, MA 02210

**REFERENCE MATERIALS:**

Board of Barbering And Cosmetology Act And Rules And Regulations  
Board of Barbering And Cosmetology Safety Rules And Regulations  
Board of Barbering And Cosmetology Performance Criteria  
Bureau For Private Postsecondary Education Guide Book

**REQUIRED LEVELS OF ACHIEVEMENT:**

60 hours or more of freshman training  
Pass freshman proficiency test, before advancing to clinic floor  
Examination after each unit of instruction  
Weekly practical evaluations  
Final written examination  
State board mock test - group or individual

## Esthetician Course Syllabus

Instruction Sequence		
Course Descriptions	Required Hours	
	Lecture	Practical
<b>Laws and Regulations:</b> Lesson: BBC definitions, Board member rules, State licenses, Board health and safety rules	10	
<b>Health and Safety:</b> Disorders and diseases of skin; Principles and practice of skin care, infection prevention and control; Health and safety laws, chemicals and health problems caused by chemicals, safe use of electrical devices  Lesson: Esthetician chemistry Lesson: Bacteriology, anatomy, physiology Lesson: Health and safety/hazards/HIV & AIDS Lesson: Electricity Lesson: Disinfection and sanitation procedures	10 20 50 10 10	20
<b>Facials:</b> Skin anatomy, classification and chemistry of skin care products; introduction to facial machines; three methods for skin cleaning, peeling, packing, masking and scrubs.  Lesson: Facials – manual: cleaning, packs, masks Lesson: Facials – chemical Lesson: Facials: - electrical	30 20 20	60 55 60
<b>Eyebrow Arching and Hair Removal:</b> Methods and tools for the removal of unwanted hair  Lesson: Eyebrow beautification and makeup Lesson: Hair removal – wax & depilatories	25 15	40 50
<b>Make-Up</b> Client consultation, psychological aspects of makeup, selection of makeup colors, products, tools, techniques  Lesson: Makeup	20	40
<b>Salon Management:</b> Develop business management skills, ethics, professional image, communication with clients.  Lesson: Spa ethics/skills Lesson: Client preparation and record keeping and life skills	15 -	20
<b>Total</b>	<b>255</b>	<b>345</b>

### CAREER OPPORTUNITIES

DAY SPA ESTHETICIAN, MEDICAL ESTHETICIAN, MAKEUP ARTIST, MANUFACTURER'S REPRESENTATIVE, SALESPERSON OR SALES MANAGER, COSMETICS BUYER, ESTHETICS WRITER OR EDITOR, TRAVEL INDUSTRY, EDUCATOR, RESEARCHER

## **COURSE SYLLABUS**

**COURSE NAME: MANICURE:**

**COURSE DURATION: 400 HOURS**

### **COURSE DESCRIPTION:**

This course is described as the technical (classroom instruction), and practical (hands on instruction), of the subjects listed in this outline, which will prepare the student to pass the Board of Barbering And Cosmetology examination for licensure and meet the job skill demand of the licensed beauty and nail salon. During the first 50 hours called freshman hours, the student will learn the fundamental skills and knowledge of a manicure, pedicure and artificial nails. From 51 hours to 400 hours, the student will practice proficiency and speed in the practical skills learned in the freshman class on manikin fingers, other students and on paying customers who know that all work in the school is done by students. Weekly written tests on all subjects and a final examination enforce the knowledge of the acquired freshman skills.

### **INSTRUCTIONAL METHODS:**

This school employs qualified teachers who teach by lecture, demonstration, audio visual materials, unit handouts for each subject and procedure sheet handouts for each client service to be taught.

### **COURSE GOALS:**

To train the student to pass the Board of barbering And Cosmetology examination  
 Provide each student with an awareness of the importance of professionalism  
 Provide adequate and updated information  
 Provide experiences, which will direct the student for job placement in the chosen course of study

### **COURSE OBJECTIVES:**

Develop professional and ethical work attitudes  
 Develop salesmanship skills in order to build and maintain a clientele  
 Develop communication skills with employer, co-workers and the public  
 Develop the working skills required by the state and manicure salons

### **GRADING PROCEDURES:**

Student evaluation (grades), are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status.

### **GRADING SCALE**

90% - 100%	A	EXCELLENT
80% - 89%	B	ABOVE AVERAGE PERFORMANCE
70% - 79%	C	SATISFACTORY PERFORMANCE
0% - 69%	D	UNSATISFACTORY PERFORMANCE

**INSTRUCTORS NAMES:**

Sandrine Lo  
 Kang Wang  
 Debra Shaiva  
 Spencer Pao

**TEXTBOOK:**

Malady, SB. "Malady's Standard Nail Technology," 7th edition (2014), Malady: Boston, MA 02210

**REFERENCE MATERIAL:**

Board of Barbering And Cosmetology Act and Rules and Regulations  
 Board of Barbering And Cosmetology Safety Rules and Regulations  
 Board of Barbering And Cosmetology Performance Criteria  
 Bureau For Private Postsecondary Education

**REQUIRED LEVELS OF ACHEIVEMENT:**

40 hours of training or more of freshman training  
 Pass freshman proficiency test and written teat, before advancing to the clinic floor  
 Examination after each unit of instruction  
 Weekly practical evaluations  
 Final written examination  
 State board mock test - group or individual

**Manicure Course Syllabus**

<b>Instruction Sequence</b>		
<b>Course Descriptions</b>	<b>Required Hours</b>	
	<b>Lecture</b>	<b>Practical</b>
<b>Laws and Regulations:</b> Lesson: BBC definitions, Board member rules, State licenses, Board health and safety rules	10	
<b>Health and Safety:</b> Nail diseases and disorders; Principles and practice of infection prevention and control; Health and safety laws, chemicals and health problems, safe use of nail chemicals  Lesson: Cosmetic chemistry Lesson: Health and safety substances Lesson: Bacteriology, anatomy, physiology Lesson: Disinfection and sanitation	10 10 10 10	10
<b>Manicure:</b> Understanding nail chemicals, adhesives; learning the theories and practical techniques in manicuring and pedicure  Lesson: water & oil manicure Lesson: Complete pedicure Lesson: Acrylic-liquid and powder nail brush-on Lesson: Artificial nail tips Lesson: Artificial nail repairs	15 10 15 10 50	40 20 80 60 40
<b>Total</b>	<b>150</b>	<b>250</b>

**CAREER OPPORTUNITIES**

NAIL SALON OWNER, PRODUCT EDUCATOR, PRODUCT CHEMIST, DESIGN ARTIST,  
MANICURIST FOR TV AND MOVIES, COMPETITION CHAMPION

**COURSE SYLLABUS**

**COURSE NAME:** TEACHER TRAINEE

**COURSE DURATION:** 600 HOURS

**COURSE DESCRIPTION:**

This course is for the preparation of the licensed cosmetologist to be trained to teach and work effectively as a cosmetology instructor. The course includes technical instruction teacher demonstrations, lectures with class participation and unit examinations). Practical instruction includes the actual performance by the teacher trainee in teaching techniques and principles. 140 of the 600 hours will be training under the supervision of a Bureau For Private Postsecondary Education qualified instructor.

**INSTRUCTIONAL METHODS:**

Lecture  
Practical demonstrations  
Audiovisual materials  
Teaching outline procedures

**COURSE GOALS:**

Train the teacher trainee to be prepared for a teacher examination  
Motivate the teacher trainee with incentive for an above mediocrity attitude in work habits and dedication to the teaching profession  
Develop professional and ethical work attitudes

**COURSE OBJECTIVES:**

Provide up dated teaching techniques and materials.  
Provide the teacher trainee with the skill and knowledge to be proficient and successful as a Cosmetology Instructor.  
Develop communication skills with employer, co-workers and Cosmetology students

**GRADING PROCEDURES:**

Evaluations (tests) are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a(70%) "C" average or better to maintain satisfactory academic status.

## GRADING SCALE

90% - 100%	A	EXCELLENT
80% - 89%	B	ABOVE AVERAGE PERFORMANCE
70% - 79%	C	SATISFACTORY PERFORMANCE
0% - 69%	D	UNSATISFACTORY PERFORMANCE

## INSTRUCTOR NAMES:

Sandrine Lo  
Debra Schiava  
Kang Wang  
Spencer Pao

## TEXTBOOK:

Bott, PA, "Teaching your occupation to others: A guide to surviving the first year," 2nd Edition (1997), Pearson Publisher

## REFERENCE MATERIAL:

Board of Barbering and Cosmetology Rules and Regulations  
Bureau For Private Postsecondary Education

## REQUIRED LEVELS OF ACHIEVEMENT

Examination after each unit of instruction  
Pass two performance teaching tests on two practical subjects  
Pass two performance teaching tests on two theory subjects  
Final written exam and mock performance exam

### Teacher Trainee Syllabus

Instruction Sequence		
Course Descriptions	Required Hours	
	Lecture	Practical
<b>Laws and Regulations:</b>	10	
Lesson: BBC definitions, Board member rules, State licenses	40	
Lesson: Board health and safety regulations		
<b>Teaching Techniques:</b>		
Provide the teacher trainees the teaching skill, and professional attitude to instruct cosmetology students to prepare for successful passing of the State Board examination.		
Lesson: Instructional techniques	40	
Lesson: Organizational techniques	30	50
Lesson: Lesson planning	60	50
Lesson: Techniques of evaluation	10	
Lesson: Conducting classroom and technical	140	
Lesson: Instruction and demonstration with 3 or more students	70	
Lesson: Supervising and training students	100	
<b>Total</b>	<b>500</b>	<b>100</b>

## CAREER OPPORTUNITIES

COSMETOLOGY TEACHER, SUPERVISING INSTRUCTOR, MASTER TEACHER (TRAINS TEACHER TRAINEES)

## Massage Therapy Program

**Course Name: Massage Therapy Program**

**Course Duration: 600 hours**

### Program Description

The program consists of 250 hours of technical and 350 hours of practical instructions for 600 total hours as shown in the program syllabus. The number of instruction hours meet and exceed the curriculum guidelines of the CAMTC. Full-time students taking 40 hours of training per week are expected to finish the program in 4 months. Part-time students taking 24 hours of training per week are expected to complete the program in 6 months.

### Program Objectives

The Massage Therapy Program is designed for those individuals who seek to help others through meaningful manipulation of the soft -tissue muscles of the body to alleviate pain and stress, rehabilitate injuries, and to help improve overall wellness of the clients.

### Instructional Methods

The program embodies rigorous theory instructions and comprehensive practical training. Th Massage Therapy Program does not offer instructions through online or distance learning. Theory instructions are taught by an instructor physically present in class to explain topics of massage therapy by lectures and demonstrations. Practical trainings are hands-on learning by students practice on a fellow student under close supervision of the instructor onsite. Class sizes are kept small so that students will benefit from close supervision by the instructor to acquire the knowledge and master the finesse of massage therapy.

### Learning Outcome

Upon successful completion of the Massage Therapy Program, the graduate will have a good understanding of the anatomy and physiology of the body, be prepared to take the MBLEx or CAMTC certification examination, and will have acquired the knowledge, skills and professional attitude to perform different massage modalities with confidence for gainful employment or establish one's own massage therapy business.

### CAMTC Certification

- Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Graduates of the Massage Therapy Program desired to obtain certification by CAMTC must meet all requirements as listed in California Business and Professions Code Section 4600 et. Seq.
- California Business and Professions Code section 4611 makes it an unfair business practice for anyone not certified by CAMTC to use the titles: Licensed, Certified, Certified Massage Therapist, Certified Massage Practitioner, CMT, or CMP.



**Table 1. Massage Therapy Syllabus  
600 hours**

<b><u>Anatomy and Physiology</u></b>	<b>Instruction Hours</b>	
	<b><u>Technical</u></b>	<b><u>Practical</u></b>
Introduction to the human anatomy and physiology Integumentary, skeletal, muscular, nervous, digestive, cardiovascular, endocrine, urinary, and reproductive systems	10	
Musculoskeletal anatomy and physiology and kinesiology I Head and neck, spine and thorax	20	25
Musculoskeletal anatomy and physiology and kinesiology II Shoulder, arms, elbows, wrists and hands	20	25
Musculoskeletal anatomy and physiology and kinesiology III Pelvis, legs, knees, ankles, and feet	20	25
<b><u>Contraindications</u></b>		
Musculoskeletal pathologies and contraindications for massage	10	
Client endangerment areas and precautions	5	
Adaptive massage techniques for common pathologies	5	
<b><u>Health and hygiene</u></b>		
Disease processes and medication	5	
Standard precautions for infectious diseases and HIV/AIDS	5	
Client and therapist hygiene	5	5
Infection control and sanitation	5	10
<b><u>Ethics and Professionalism</u></b>		
Laws and regulations	10	
Ethical standards of massage	10	5
Self-care		5
Professional communication skills	5	
Career development from novice to professional	5	
Business organization and operational skills	5	
<b><u>Theory and Practice of Bodywork Modalities</u></b>		
Massage fundamentals	5	15
Client assessment and preparation	5	
Palpation assessment	5	10
Nutrition and herbal supplements	5	
Swedish	10	30
Shiatsu	10	30

Lymphatic	10	30
Deep tissue	10	30
Reflexology	10	30
Myofascial	10	25
Asian bodywork	5	25
Sports	5	10
Chair massage	5	10
Spa treatments	5	5
Special populations	5	
		<hr/>
	Total Hours	250      350

## Instruction Sequence

Instructions are organized in 4 modules to be taught in the sequence as shown in the below. Each module consists of lessons that provide a set of knowledge and skills for the students to learn and pave the foundation for the students to advance to the next module.

### Lesson Sequence and Description

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#### Module 1

##### **Introduction to Human Anatomy and Physiology** (Technical 10 hrs)

Overview of the 12 systems of the human body, structures and physiological functions of organs in each system. Introduction to basic medical terminology, and nomenclature of the body planes and orientations of the body.

##### **Laws and regulations** (Technical 10 hrs)

Describe the laws and guidelines governing the practice of massage therapy in California, responsibilities, disciplinary actions, and standards of practice massage therapists must observe under the law.

##### **Professional communication skills** (Technical 5 hrs)

Learn to communicate with the client clearly, accurately and effectively within a professional setting to foster a relaxing environment during massage sessions. Develop the ability to, listen, properly asking and answering questions, recognizing body language, and addressing concerns of the client.

##### **Standard precautions for infectious diseases and HIV/AIDS** (Technical 5 hrs)

Understand and recognize the types of infectious bacterial, viral, and autoimmune diseases. Learn the universal precautions to prevent transfer of pathogens between therapist and client, client to client, tools, linens, and lubricant to client.

**Client assessment and preparation** (Technical 5 hrs)

How to interview and identify a client's needs to develop the appropriate massage techniques. Communicate to the client the massage therapy plan before proceeding and the outcome at conclusion of massage session.

**Palpation assessment** (Technical 5 hrs, Practical 10 hrs)

Learn to evaluate the health of a person's muscles and other soft tissues by palpating these muscles with the fingers and hands. Develop appropriate massage techniques based on the assessment to alleviate the pain, stiffness and discomfort.

**Massage fundamentals** (Technical 5 hrs, Practical 15 hrs)

Identify the scope of practice of massage and bodywork in relation to a wellness model. Introduction to the theory, preparation, application of the major massage strokes, and safety measures. Introduction to the rudiments of Western and Asian massage techniques.

**Swedish massage** (Technical 10 hrs, Practical 30 hrs)

Learn the five primary massage techniques (effleurage, petrissage, friction, vibration, and tapotement) involving the use of hands, forearms or elbows to relax tension in the superficial layers of the muscles.

## Module 2

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**Musculoskeletal anatomy, physiology & kinesiology I:****Head & neck, spine and thorax** (Technical 20 hrs, Practical 25 hrs)

Learn the location and functions of muscles of the head, neck, spine, and thorax. In kinesiology application, the students learn by hands-on practice of the massage strokes to relax tension in these muscle groups.

**Ethical standards of massage** (Technical 10 hrs, Practical 5 hrs)

Learn the rules of conduct, honesty and integrity, scope and limitations of massage business and professional activities.

**Infection control and sanitation** (Technical 5 hrs, Practical 10 hrs)

Learn to implement procedures to ensure health and safety of the clients and massage therapist. Hands-on practice to keep cleanliness of the linen and massage table/chair, and contamination control of oil and cream.

**Client and therapist hygiene** (Technical 5 hrs, Practical 5hrs)

Learn ways to control spread of pathogens through disinfection of equipment and supplies, oil or lotion dispensers. Hand washing techniques and personal cleanliness are emphasized.

**Shiatsu** (Technical 10 hrs, Practical 30 hrs)

Learn using the fingers, thumbs, palm, forearms and knees to apply pressure to various areas of the body to relieve pain and stimulate the circulatory, lymphatic and hormonal systems. Learning the contra-indications for Shiatsu is an integral part of the instruction.

**Myofascial Massage** (Technical 10 hrs, Practical 25 hrs)

Learn to apply light manual pressure to find stiff or tightened myofascia (connective tissues surrounding muscles) that cause pain and rigidness of the affected muscles. Learn the hand strokes and stretching techniques to reduce muscle pain and tightness by easing the tension, sensitivity and rigidness of the myofascia.

**Special populations** (Technical 5 hrs)

Learn to integrate the Swedish and Shiatsu massage techniques to provide pain relief and relaxation to the geriatric, pregnant, HIV/AIDS, cancer and trauma, and other clients with physical limitations.

## Module 3

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**Musculoskeletal anatomy, physiology and kinesiology II:****Shoulder, arms, elbows, wrists and hands** (Technical 20 hrs, Practical 25 hrs)

Learn about muscles of the shoulder, arms, elbows and hands. Students in the practical session will learn to use massage techniques to aid relaxation and loosen contracted muscles.

**Self-care** (Practical 5 hrs)

Students will be taught techniques to protect oneself from risks of injury and maintain wellness to ensure a long and healthy career in massage therapy. Topics include proper body mechanics, techniques for minimizing repetitive stress injuries, thumb massage, body exercises and nutrition

**Musculoskeletal pathologies and contraindications for massage** (Technical 10 hrs)

Learn the illness, injury and endangerment sites and how they predispose a client

contraindication or caution for massage.

### **Adaptive massage techniques for common pathologies** (Practical 5 hrs)

Learn to compassionately interview clients with physical, emotional and health-related challenges. Learn to apply variation of pressure, speed, duration or frequency of massage best suited to the client's health condition.

### **Deep tissue** (Technical 10 hrs, Practical 30 hrs)

Learn to apply firm pressure and slow strokes to reach deeper layers of muscle and fascia to mitigate chronic aches and pain and contracted areas such as a stiff neck and upper back, low back pain, leg muscle tightness and sore shoulder.

### **Asian bodywork** (Technical 5 hrs, Practical 25 hrs)

Learn the method to provide relief of pain, fatigue, and improvement in the health and well-being of a person based on traditional Chinese medical principles. One or more Asian massage techniques including but not limited to Shiatsu, Chi Nei Tsang, and acupressure are taught in this lesson.

### **Chair massage** (Technical 5 hrs, Practical 10 hrs)

Learn to relieve tension in the muscles with kneading and acupressure without using oils on the back, neck, arms, and hands of the client sitting in a chair.

### **Spa treatments** (Technical 5 hrs, Practical 5 hrs)

Learn to apply massage as a complement to clients at the spa before or after a therapeutic bath to relieve stress, muscle and joint pain.

### **Career development from novice to professional** (Technical 5 hrs)

Learn to prepare a resume, present yourself in interview, keep up to date of various massage modalities, and maintain an ethical and positive attitude with clients and coworkers.

## **Module 4**

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### **Musculoskeletal anatomy & physiology and kinesiology III**

#### **Pelvis, legs, knees, ankles, and feet** (Technical 20 hrs, Practical 25 hrs)

Learn to identify and focus massage on muscles and connective tissues in these regions to facilitate motion and reduce swelling, tightness and pain.

#### **Disease processes and medication** (Technical 5 hrs)

Introduction to common illnesses and medications used by the client that may be contraindicated for massage, or required modification of massage techniques.

### **Nutrition and herbal supplements** (Technical 5 hrs)

Learn the common Western and Asian nutrition and herbal supplements that the massage therapists and clients may use to promote good health and body energy.

### **Lymphatic** (Technical 10 hrs, Practical 30 hrs)

Learn the palpation techniques and application of massage strokes for stimulating drainage of major lymph ducts to enhance release of excess fluid and toxins.

### **Reflexology** (Technical 10 hrs, Practical 30 hrs)

Learn to use reference maps of different pressure points to apply appropriate pressure to the feet, but also to the hands and ears to promote relaxation and alleviate pain.

### **Sports** (Technical 5 hrs, Practical 10 hrs)

Learn stretching and applying pressure on muscles and connective tissues deep within the body to promote flexibility and reduce pain resulting from physical activities.

### **Client endangerment areas and precautions** (Technical 5 hrs)

Learn to identify medical conditions of the client and use precautions or exercise avoidance of sites in the body that are vulnerable to massage strokes.

### **Business organization and operational skills** (Technical 5 hrs)

Training to start and maintain a successful massage practice. Learn regulatory compliance procedures, record keeping, marketing strategies, client referral and retention, how to recruit, conduct interview, and hire professional staff.

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**Note:** Technical means instruction by classroom lecture, examination, or instructor demonstration on a massage operation. Practical means actual performance by the student on a fellow student under supervision of the instructor.

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### **Satisfactory Academic Progress**

Satisfactory academic progress is required of the students. A satisfactory academic progress is measured by a student's academic achievement and attendance.

- **Academic Achievement**

Written and practical examinations are given as frequently as deemed necessary by the instructor to assess the knowledge and skills acquired by the students. Written examinations and hands-on skill assessments are evaluated and graded

within 2 academic days according to the following scale:

90 – 100	A	Excellent
80-89	B	Good
70-79	C	Satisfactory
69 and below	D, F	Unsatisfactory

Students failed to achieve 70% or higher score on a written examination or a skill assessment are required to retake the examination.

Student records are kept permanently in school.

- **Attendance**

The Massage Therapy Program is designed for full-time (40 hours a week) students to satisfactorily complete the 600 hours of technical and practical instructions in 4 calendar months, and within 6 calendar months for the part-time (24 hours a week) students. Full time students are expected to complete the program within 6 calendar months. Part-times students are expected to complete the program within 8 calendar months. Requests for leave of absence, or extension of time to complete the program hours are granted only to students who present evidence of hardship such as illness, personal, or childcare problems.

- **Probation and dismissal**

Students failed to meet the satisfactory academic progress are placed on probation, and will be counseled of actions to take to make up the deficiency. If the student still fails to meet the satisfactory academic progress at the end of the probation period, the student is subject to dismissal and will not be eligible to receive tuition refund.

### Graduation Requirements

A diploma of completion is awarded to a student who has satisfied the following requirements:

1. Completed 250 hours technical instructions and 350 hours of practical operations for 600 total hours.
2. Achieved a C grade-point average or higher score on all written and practical examinations.
3. All tuition and fees are paid in full.

### Tuition and Fee Schedule

	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment	3 <sup>rd</sup> Payment	Total Payment
Tuition	\$2,000	\$1,250.00	\$1,250.00	\$4,500.00
Registration	\$250.00	\$0.00	\$0.00	\$250.00
Books/supplies	\$250.00	\$0.00	\$0.00	\$250.00
STRF	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2,500.00	\$1,250.00	\$1,250.00	\$5,000.00

### Refund Policy

The \$250.00 registration fee is not refundable. Fee for the books/supplies is not

refunded after the student took possession of the book/supplies. The school provides a pro rata refund to students who have completed 60% or less of the period of attendance in the event the student withdrew or dismissed from the Massage Therapy Program. No tuition refund is given to a student who has attended 60 percent or more of the enrollment period. Any tuition refund due to the student is refunded within 45 days from the date of signing of withdrawal by the student.

### **Policy of Discrimination and Sexual Harassment**

Temple City Beauty College is committed to a non-discrimination policy. Harassment or intimidation of a student, staff, or guest because of the person's race, sex, age, national origin, color, religion, native language, physical or mental disability is strictly prohibited. Harassment and intimidation include abusive, foul, or threatening language, or behavior. Acts of discriminatory treatment, harassment, or intimidation on any of these bases, if substantiated, constitute ground for dismissal or termination of employment.

Due to sensitive nature of massage therapy, Temple City Beauty College strictly enforces a zero-tolerance policy for sexual harassment. Sexual harassment is defined as any sexual advance, request for sexual favors, and other verbal or physical conducts that creates an intimidating, hostile, humiliating, or sexually offensive environment.

### **Hygiene Standards**

- Clothing must be clean and in good repair.
- Shower daily, or as frequently as necessary to keep the skin clean and free of odors.
- Keep breath odor free by frequent rinsing of mouth or brushing of teeth.
- Wash hands with soap and water 20-30 seconds prior to and after each massage practice session.
- Put a clean sheet on the massage table before each massage session.
- Wipe down the massage table or chair with disinfectant after each massage session.
- Do not participate in the practical training session if you have or suspect to have a transmissible disease such as a flu or skin infection.

### **Draping Standards**

- A professional conduct must be maintained during practice sessions.
- The person receiving the massage must be given sufficient privacy to dress or undress to his/her comfort level.
- Cover the person receiving massage with sheets, towels and blankets to provide warmth, comfort and modesty.
- The genitals, the pubic and breast areas of the person receiving the massage must be draped by a sufficiently large body towel or sheet.
- During massage, ensure the towel or sheet does not shift to cause exposure of the genitals and the breast area.

### **Student Code of Conduct**



A student is subject to suspension and/or dismissal for

- Unsatisfactory academic progress
- Academic fraud or cheating
- Non-conformance to the school Policy of Discrimination and Sexual Harassment
- Conduct that violates the school policies and procedures, interferes with the learning or business operations of the school
- Entering school under the influence of drugs or alcohol
- Carrying weapon to school
- Vandalism or theft of school or student properties

### **Grievances**

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 800, Sacramento, CA 95814. [WWW.camtc.or](http://WWW.camtc.or), phone (916) 669-5336, or fax (916) 669-5337.

### **Instructors**

Bin Li	Certified by CAMTC
Yun Cheng	Certified by CAMTC
Kai Lee	PhD in Medical Physics from UCLA Professor at USC medical school for 40 years Community College Teaching Credential

### **Facilities and Equipment**

Temple City Beauty College allocated approximately 3,000 square feet of space on the second floor of a 2-story building exclusively for the Massage Therapy Program. Exclusiveness of the Massage Therapy Program on the second floor assures privacy and minimizes interference with other activities in the school. Additional privacy is provided by room dividers to form cubicles with massage tables and chairs for student practicum. There are 2 rest rooms and a large break room. A kitchen adjoining the break room has full complement of cooking facilities.

There are 4 sets of custom-made massage tables and chairs. A Dell Model XPS computer with internet access is available for use by the students. There is a whiteboard, an Epson Model EX3220 projector and a projection screen for instructional uses. Individual seats and long tables are provided for the students during technical instructions. A Nanhai steamer model D-207P Model Hot Cabinet is placed adjacent to the kitchen area to provide wet hot towels.

### **Libraries and other Learning Resources**

Temple City Beauty College maintains a collection of books, pamphlets, DVDs, and articles related to massage therapy on the computer. The library holding include laws and regulations, health and sanitation, anatomy and physiology, ethics, bodywork, and

business.