



*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, 2021-December 31, 2021  
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.

## DISCLOSURE INFORMATION

"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." This catalog provides consumer information, policies, and procedures. Some of the required consumer information is also available on Cosmotek College's website [www.cosmotekcollege.com](http://www.cosmotekcollege.com) such as the Catalog, School Performance Fact Sheet, Annual Report and general information about the school. Paper copies of all disclosures are also available upon request during regular business hours through the Admissions Department. Prospective enrollees are required to visit the physical facility of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing an enrollment contract. Any prospective or enrolled student may obtain information through the provided electronic address: [support@cosmotekcollege.com](mailto:support@cosmotekcollege.com)

## COLLEGE CAMPUS AND FACILITIES

The campus contains approximately 8252 ventilated square feet comprising of an admission office and library, classrooms, lunchroom, 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 15 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. You can visit admissions office to borrow. Additional online learning resources can be found when you login online portal.

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 15-20 student lunchroom, 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.

## **PRACTICAL WORK AREA**

Cosmotek College provides an outstanding venue for cosmetology clinical practices. The cosmetology facilities feature 65 cosmetology stations, 60 lockers, 60 nail stations, 25 state board practical stations, 5 shampoo chairs, 10 facial / massage beds, 10 facial machines and facial equipment, 6 massage tables, 4 massage chairs, massage mats, and computers for testing.

## **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 9:30AM 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.

## **COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

This one-day complimentary service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating team with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper us.

## FACULTY QUALIFICATIONS

Cynthia Trinh	President / Instructor	MCSE, B.S. Financial, Accounting, MIS, Oracle Database, MCSE, Real Estate & Mortgage Broker, Massage Therapist, Barber Cosmetologist, Nail Tech, Makeup / Permanent Makeup Artist, Computer IT, Web Design.  Hold active licenses and has over three years of relevant experience.
Devin Pham	Admissions / IT / Cosmo / Barber Instructor Trainee	Hold a B.S. Degree and an active Cosmetology and Barber license and has over three years of relevant experience
Huong Pham	Admissions	Hold an active manicuring license, a business owner and has over three years of relevant experience.
Steve Nguyen	Cosmo / Nail Tech Instructor	Hold an active cosmetology license and has over twenty years of relevant experience.
Hung Tran	Barber / Cosmo / Nail Tech Instructor (Speak Vietnamese / Chinese / English)	Hold an active cosmetology and barber license and has over ten years of relevant experience.
Hang Tran	Cosmo / Esthi / Nail Tech Instructor	Hold an active cosmetology and esthetics license and has over ten years of relevant experience.
Rey Tostado	Cosmo / Massage Therapy instructor (Speak English / Spanish)	Hold an active cosmetology and massage therapy license and has over twelve years of relevant experience.
Michelle Nguyen	Cosmo / Esthi / Nail Tech Instructor	Hold an active cosmetology license and has over ten years of relevant experience
Vannghi Nguyen	Nail Tech Instructor / Cosmo Instructor Trainee	Hold an active cosmetology license and has over ten years of relevant experience
Thu Lam	PM / Esthetics Instructor	Hold an active Permanent Makeup and Esthetics license and has over ten years of relevant experience
Vanessa Calderon	Esthetics / Massage Therapy Instructor (Speak English / Spanish)	Hold an active Massage Therapy and Esthetics license and has over twelve years of relevant experience
Christina Mack	Massage Therapy Instructor	Hold an active Massage Therapy license and has over ten years of relevant experience
Judy Nguyen	Barber / Cosmo / Nail Tech Instructor	Hold an active Cosmetology and Barber icense and has over ten years of relevant experience
Tammy Do Mac	Cosmo / Esthi / Nail Tech Instructor	Hold an active Cosmetology license and has over ten years of relevant experience
Andy Nguyen	Web / Graphic Design / Photographer	Business owner. Graphic / Web Designer for over ten years.

## 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!*

Cosmotek College established in 2001, is among the Northern California's oldest and most distinguished postsecondary institutions. Cosmotek College offers a unique package having a series of courses like **Cosmetology, Makeup science, Esthetics, Massage Therapy, Nail Technology, Remedial Training, Teacher Training, Micro blading and Shading Workshop, Micro blading, Brows and Lips Permanent Makeup, Real Estate and Loan Processing, and Computer Network Technology.**

With our elaborate course and advanced training, we ensure our students are ready for the glamour and wits of the industry. We also look to enroll our students in exclusive courses, absolutely free, for which other institutions charge a bulk amount of money. We have a very simple motto that states that if you are looking for a change in your career and looking for self- improvement then you have invested in the right place as we can make your dreams come true.

Education system in Cosmotek College revolves around the concept of a student's growing knowledge through practical tasks on a rotational method. This approach paves a way for a unique learning experience where theory runs parallel with practical experience.

Our faculty and staff are completely focused into giving the students such a career-oriented knowledge that will enable them to sustain in a global economy and an aggressively renovating society. The variety in our syllabuses will prepare our students with skills of trades, empower them with proper work culture and shape them to be creative members of a competitive society. We ensure that our students are ready to answer the demands of industry.

With flexible schedules, life-time career service, free parking, free salon business mentoring, and scholarship programs we guarantee our students of passing the state board exams and firsthand experience of working with paying clients we provide all in a package that can be regarded as the best among all institutes of California. The proudest moment of our journey came our way when we were recognized as winner of the number one spot in hair styling, cosmetology and nail art back in year 2008 and 2009, making us the first school who won two consecutive 1<sup>st</sup> place in hair design, makeup, and nail art design in the history of Nina Faggiano Student Team Competition. Our reputation precedes us and if you choose us you are certainly in the right direction.

## 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

Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 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), or Real Estate Agent must first complete the state required clocked hours and curriculum at a certified school and second pass the state licensing exams.

The curriculum for students enrolled in Barber course shall consist of 1500 clock hours, Cosmetology 1600 clock hours, Esthetics 600 clock hours, Manicuring 400 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering and cosmetology, esthetics and manicuring. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin, and the time it takes to perform a practical operation. To become a licensed, a person must pass an examination given by the California Board of Barbering and Cosmetology. Both a written examination and a practical demonstration of the candidate's ability are required. To qualify for the examination, a candidate must pay the require fee, be at least 17 years of age, completed 10<sup>th</sup> grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the course clock hours requirements as listed above in an approved California Cosmetology school. State board examinations are given in Fairfield and Glendale and the Board notifies the student of their expected examination date. The candidate for examination must pass the written and practical tests to receive a license. A candidate passing the written and practical examination and Board receipt of a "Proof of Training" document issued by the school entitles the examinee to issuance of a state license.

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.

The California Massage Therapy Council issues voluntary certifications to massage professionals that meet the requirements in the California State Law. Certification is voluntary. CAMTC Certification is not required by State Law in



order for a massage professional to practice their profession in the State. However, some cities and counties locally require CAMTC Certification for massage professionals.

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements: must be at least 18 years of age, must pay the required fee, submit fingerprints and a pass a criminal background check, and complete a minimum of 500 hours in an approved CAMTC school.

For real estate related courses: to obtain a real estate salesperson license, you must first qualify for and pass a written examination. Those who pass the examination are provided a license application which must be submitted to and approved by the DRE. To qualify for the examination, a candidate must pay the required fee, be at least 18 years of age, must complete three college-level courses at an approved school (Real Estate Principles, Real Estate Practices and one elective course). Applicants who submit evidence of having completed eight statutory college-level courses required for the broker examination and license are eligible to take the salesperson examination without submitting further evidence of experience or education. Each course approved by the Department of Real Estate is a minimum of 45 hours in length.

*\*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.***

## 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	Hours	Tuition	App. Fee *	STRF (**)	Books ***	Equipment / Supplies / Kits **	Total Charge for the Period of Attendance ****
Barbering	1500	\$ 15000	\$ 250	\$0	\$ 200	\$2000	\$17,450
Cosmetology	1600	\$ 16000	\$ 250	\$0	\$ 200	\$2000	\$18,450
Esthetics	600	\$ 6000	\$ 250	\$0	\$ 200	\$1500	\$ 7,950
Massage Therapy 500	500	\$ 5500	\$ 250	\$0	\$ 150	\$500	\$ 6,400
Massage Therapy 750	750	\$ 7500	\$ 250	\$0	\$ 500	\$1000	\$ 9,250
Manicuring 400	400	\$ 3000	\$ 250	\$0	\$	\$1000	\$ 4,250
Manicuring 600	600	\$ 3750	\$ 250	\$0	\$	\$1000	\$ 5,000
Office Accounting Specialist	500	\$ 5000	\$250	\$0	\$ 300	\$1000	\$ 6,550
Real Estate Agent & Loan Processing	500	\$ 5000	\$250	\$0	\$450	\$ 300	\$ 6,000
Real Estate Appraisal	45	\$ 150	\$150	\$0		-0-	\$ 300
Real Estate Economics	45	\$ 150	\$150	\$0		-0-	\$ 300
Real Estate Escrows	45	\$ 150	\$150	\$0		-0-	\$ 300
Real Estate Finance	45	\$ 150	\$150	\$0		-0-	\$ 300
Legal Aspect of Real Estates	45	\$ 150	\$150	\$0		-0-	\$ 300
Real Estate Practice	45	\$ 150	\$150	\$0		-0-	\$ 300
Real Estate Principles	45	\$ 150	\$150	\$0		-0-	\$ 300
Real Estate Property Management	45	\$ 150	\$150	\$0		-0-	\$ 300
Remedial Training for Cosmetology	40	\$ 500	\$250	\$0		-0-	\$ 750
Teacher Training	500	\$ 5000	\$250	\$0	\$150	\$ 600	\$ 6,000

### PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Above fees do not include State Board Fees.

\*Application fee is nonrefundable.

\*\* STRF fee is nonrefundable.

(a) Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$00)

\*\*\*Once opened or used, books, supplies and tools are not refundable due to unsanitary considerations.

\*\*\*\*Total charge for the period of attendance and Estimated schedule of total charges for the entire educational program are the same.

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.

## VISA SERVICES

Cosmotek College does not offer visa services to prospective students from other countries.

## 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 under the following criteria:

- Potential student must be at least 17 years of age. If student is under age 18, have a parent(s) or legal guardian sign the student enrollment/contract.
- Provide a copy of his/her High School Diploma, GED or school transcripts.
- Provide a form of identification issued by the U.S. Government Agencies.
- Students lacking the High School Diploma or its equivalent, must have completed the 10<sup>th</sup> 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 WONDERLIC 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.

Cosmotek College does not accept credit for experiential credit, challenge examinations and achievement tests. Cosmotek College does not award experiential credit.

## APPROVAL DISCLOSURE STATEMENT

Cosmotek College, a private institution, 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 CEC and 5, CCR.

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](http://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](http://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 \$250, 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.

## GRADUATION REQUIREMENTS

A grade point average of 70% is required for graduation from any program at Cosmotek College. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for state license examination and industry performance levels. All work must be completed to graduate. The following are required for graduation from all programs:

1. Completion of required number of hours
2. Completion of all assignments and tests
3. Satisfy all financial obligations owed to school or make satisfactory arrangements for payment
4. The school will not release an official transcript until all graduation requirements are met.
5. Once the student has met all these requirements, he/she will receive a Diploma of Graduation.

## 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.

### **NOTICE CONCERNING 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 **certificate/diploma** you earn in \_\_\_\_\_ program is also at the complete discretion of the institution to which you may seek to transfer. If the **certificate/diploma** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending COSMOTEK COLLEGE to determine if your credits, or **certificate/diploma** will transfer.

### **ENGLISH PROFICIENCY**

All programs offered at Cosmotek College are taught in English. The institution does not provide an English-as-a Second Language course. The student must have the ability to read and write English at the level of 10<sup>th</sup> grade of an American school as demonstrated by the possession of a high school diploma, or equivalent, GED or passage of ABT proficiency exam. Cosmotek College has built a translation version of our chapter or final tests should you take our required tests in our online portal. Students can buy supplemental materials in their language and can provide their own translation of any and all materials in any languages other than English.

### **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.

### **ACCREDITATION**

Cosmotek College is a private and an unaccredited institution and is not recognized by an accrediting agency recognized by the United States Department of Education. Therefore, the student enrolled in an unaccredited institution is not eligible for federal financial aid.

Graduates of our programs will be eligible to sit for the applicable licensure exams in California. Students may be eligible for grants or state funds. The school accepts payments from these agencies. You may contact them for eligibility:

#### **Workforce Innovation & Opportunity Act (WIOA), Trade Adjustment Assistance (TAA)**

The Trade Adjustment Assistance (TAA) program provides assistance to workers who are laid off due to increased imports from any foreign country. This federally funded program offers a full range of employment services including training, job search allowances, and relocation allowances to help eligible individuals return to work.

<https://www.dol.gov/agencies/eta/tradeact>.

Submit petitions through [online petition portal](#). Petitions may also be submitted by email at [taa.petition@dol.gov](mailto:taa.petition@dol.gov) or by fax to 202-693-3584 or 202-693-3585

### **California Work Opportunity and Responsibility to Kids (CalWORKS)**

The Welfare-to-Work Program can assign you to, and pay for, an approved education or training program that prepares the participant to get a specific job. The Welfare-to-Work Program can pay for the cost of approved education or training program, books and supplies, transportation, and child care costs. Once the training is completed, additional support is made available to you to find a job in that field.

[www.cdss.ca.gov](http://www.cdss.ca.gov)

### **Workers' Compensation**

The U.S. Department of Labor's [Office of Workers' Compensation Programs](#) (OWCP) administers four major disability compensation programs which provides to federal workers (or their dependents) and other specific groups who are injured at work or acquire an occupational disease – providing the injured:

- Wage replacement benefits
- Medical treatment
- Vocational rehabilitation
- Other benefits

<https://www.dol.gov/general/topic/workcomp>

100 Paseo de San Antonio #241, San Jose, CA 95113  
408-277-1246

### **VA Education and Training Benefits**

VA education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. Learn how to apply for and manage the education and training benefits you've earned.

<https://www.va.gov/education/>

### **Department of Rehabilitation**

WHAT ARE DOR STUDENT SERVICES?

DOR Student Services are activities that support you in exploring and preparing for the world of work. Services are based on your interests – you could try a bunch of activities, or just a few.

DOR Student Services include all of the activities listed on the Explore Your Options and Get Ready to Work pages. They're also a fast track to services, so you can get started right away.

[www.dor.ca.gov](http://www.dor.ca.gov)  
4925 Commerce Dr. Ste 150  
Bakersfield, CA 93309  
(661) 395-2553

### **COSMOTEK COLLEGE AMBITION SCHOLARSHIP**

Cosmotek College's president may award a Cosmotek College Ambition Scholarship to an academically Cosmotek College student. A Scholarship is awarded based upon the president's evaluation of the student's academic performance and financial needs.

## 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. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due to the institution are paid in full.

Any transcripts or documents requested that are 5 years and older, there will be a \$150 processing fee to search and provide documentation requested. Submit proof of graduation from Cosmotek College with your written request.

## MAKE-UP POLICY

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

## ATTENDANCE STANDARDS AND TIMECARD 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](mailto: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 timecard. The timecard must be signed by the student and the instructor / school staff. Timecards must be clearly legible. Students must punch in and out only their own timecard.
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. Timecards are the property of the school. Timecard must be signed by student and instructor every day or latest end of the week. All signed timecards 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. MAKE-UP Policy:  
School has multiple technical instruction and practical operations in the morning, evening, and weekend. Student who misses scheduled school hours are allowed to makeup missed hours by attending the other available sessions within the same week. Students are responsible to makeup any lost time due to absences. Students have until the next scheduled SAP or their scheduled end date to makeup lost time.
13. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily timecards 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 lunchroom. 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 ground 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 C 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 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.

## STUDENT HOUSING

Cosmotek College is a non-residential institution, does not provide dormitory facilities, does not assume responsibility for student housing and does not assist in students finding available housing facilities near or around the institution. Housing availability can be found on [www.apartmentfinder.com](http://www.apartmentfinder.com) or other rental websites. The approximate renting cost for a one-bed room apartment nearby is \$2000 per month.

## NON-DISCRIMINATION POLICY

Cosmotek College does not discriminate students based on 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.

Students and parents / guardians of dependent minors can request to access their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

Student records are retained for five years from the date the student graduates, withdrawals or otherwise ceases to be enrolled. They include both academic and financial information. Transcripts will be maintained indefinitely.

Should you find, upon your review, that there are records that are inaccurate or misleading, you may request that the errors be corrected. In the event a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter.

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, and 5 Star Capital.

## **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 will be 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

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.

## 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, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."
- (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market. Ste 225, 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 noncollecting 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."

## REFUND POLICY

### A. 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 a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250). After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled **hours** in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: \_\_\_\_\_  
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. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a reasonable deposit or an application fee not to exceed \$250.00 Refund to student will be within 30 days after the notice of cancellation is received.
6. Books and Equipment / Supplies / Kits shall be provided after the cancellation period, and once opened or used are not refundable due to unsanitary considerations.

### B. WITHDRAWAL FROM COURSE

1. 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 reasonable deposit or an application fee not to exceed \$250.00, and less any deduction for kits, 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.
2. The refund will be less an application fee not to exceed \$250.00, and less any deduction for kits, 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.
3. Used and/or opened items and tool kits are considered unreturnable due to unsanitary considerations.
4. 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 **hours** in the program), multiplied by the number of **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:**

Program CIP Code: 12.0402

Program SOC Code: 39-5011, 39-5012

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.

Our barber program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarship and financial aid to qualified students.

The course consists of fifteen hundred (1500) hours of online theory instruction and hands-on classroom practices cover all practices of barbering.

**EDUCATIONAL GOALS:**

- Learn the proper use of implements and techniques relative to all barbering services.
- Acquire the knowledge of sanitation and sterilization as related to all phases of barbering services.
- Acquire knowledge of laws and rules regulating the established California's barbering practices.

- Acquire business management techniques common to barbering.
- Provide a learning environment, in which students strengthen inner emotional controls, increase self-confidence and self-discipline, and establish a sense of dignity and self-worth
- Present learning activities, which teach students to listen, observe, solve problems and develop manipulative skills.
- Provide diverse instructional strategies, which meet students' needs and learning styles.
- Provide an opportunity to learn the basic skills of the trade together with the related scientific and technical knowledge of advancement necessary in the barbering and cosmetology field.
- Provide productive experiences as nearly as those "on-the-job" as possible.
- Provide safety consciousness in the work environment.
- Promote interpersonal relationships, which are directed toward developing the ability to work cooperatively.
- Provide an opportunity for students to develop leadership abilities.
- Create a learning environment in which students will develop an appreciation for quality craftsmanship.
- Provide students with salable skills in the barbering and cosmetology field.
- Develop a positive work ethic and the self-discipline required for work and advancement in the industry.
- Provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

**CAREERS:**

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

**INSTRUCTIONAL MODE:**

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, perform actual practical operations (services) on another person or a mannequin, and must take and pass assigned tests with a grade point average of 70% C or better. There will be no final examinations.

The program does not require internships or externships.

**COURSE LENGTH:** 1500 hours. You can complete your training anywhere from 8.5 months to 18 months on this flexible schedule. The maximum number of hours allowed per week is 45 hours.

**PREREQUISITE:** None

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

**EQUIPMENT / SUPPLY LIST:**

Textbook: Milady's Standard Barbering, latest edition. Publisher: Milady  
 Notes from class lectures, supplemental material handed out in classes, school library and class demonstrations.

- |                     |                        |                                  |
|---------------------|------------------------|----------------------------------|
| Carrying duffel bag | Portion cups           | Cutting combs (flat top or buzz) |
| Hair cutting shear  | Scotch tape            | Styling cape                     |
| Hair shaping razor  | Hospital EPA solution  | Butterfly clips                  |
| Cotton towels       | Liquid hand soap       | Cotton coil                      |
| Blood Exposure kit  | Wooden spatulas        | Perm rods                        |
| Paper towels        | Shaving cream          | Simulated wave solution          |
| First aid kit       | Straight styling combs | Simulated neutralizer            |
| Trash bags          | Shampoo combs          | End papers                       |
| Spray bottle        | Tapered barber combs   | Protective cream                 |



Disposable gloves  
Tint bowls  
Tint brushes  
Bottle (s) / Jar (s)  
Styling gel  
Shampoo capes  
Neck strips  
Styptic powder  
Cotton balls

Foam wedges  
Plastic spatula  
Processing cap  
Round thermal brush  
Paddle brush  
Duckbill clips  
Sectioning clips  
Clipper & Trimmer  
Aluminum Foils

Mannequin heads  
Sanitizer  
Haircolor  
Developers  
Bleach  
Blow Dryer  
1" curling iron

<b>Subject Covers</b>	<b>Breakdown</b>	<b>Technical Hours</b>	<b>Practical Operations</b>
<b>Hair Dressing</b>		1100 hours both	
<b>Hair styling</b>	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.	75	240
<b>Permanent waving and chemical straightening</b>	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.	80	105
<b>Hair coloring and bleaching</b>	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.	100	150
<b>Hair cutting</b>	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.	80	100
<b>Shaving</b>		200 hours both	
<b>Shaving (Preparation and performance)</b>	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	80
<b>Health and safety</b>		200	
<b>Laws and regulations</b>	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.	40	
<b>Health and safety considerations</b>	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,	80	

bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

**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.      40

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

**Anatomy and physiology**      The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology      80

**Advanced Barber Techniques**      150

The students will learn current trends, salon techniques such as wet cutting, dry cutting, razor cutting, men's fade haircuts (classic, low, mid, high fades, bald fade, undercut fade, skin fade), hair extensions, hairdo, hair design, modern hair color.

**Total Hours**      675      825

**COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

This one-day complimentary professional service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.



### PROGRAM DESCRIPTION:

Program CIP Code: 12.0499

Program SOC Code: 39-5012, 39-5091, 39-5092, 39-5093, 39-5094

It is time to become upgraded with some phenomenal cosmetic skills, and our Cosmetology Program shows you how. With our intensive training programs comprising of hair design, hair extensions, runway fashion, wedding styles, coloring, styling, facials, waxing, eyelash extensions, studio makeup, lash lift, electrotherapy, nail arts, gel nails, dip powder nail technology, acrylic nail applications, and many more at no extra charge to our students is going to change people's lives. We understand as the saying goes, that "First impression is the last impression", it is absolutely necessary for you to know a little more than the basic hair cut or the simple skin tone adjustment to stand out in the beauty industry.

Our course is open for all ages and gender (men, women, old, young) and we aim to shape them to pursue a career with many opportunities. The California State Department of Barbering and Cosmetology has scheduled 1600 hours of extensive training sessions within which all phases of learning have to be covered as per section 7316 of the Barbering and Cosmetology Act. This initiative is to impart the students with full knowledge of the Cosmetic industry and prepare them for putting their first steps in the world of glamour. It is followed by an evaluation conducted by the California State Department of Barbering and Cosmetology. All students are required to pass this examination to obtain the License of Cosmetology. This License is mandatory to start your practice as a cosmetologist in the state of California.

It is an art to make a person presentable before the judging eyes of the world. As a knowledgeable man once said, "The truth of beauty lies in the eyes of the beholder", the people around the globe has always taken pride to showcase themselves, in the

best manner possible. It is this mania for being presentable that keeps the demand for the cosmetologists hot in today's pacing world. Celebrities to business tycoons to the fashion-conscious generation of the present day all flock to cosmetologists to keep themselves ready always for any event they are going to attend. To look good is a necessity and everybody is fashion conscious these days. Everybody requires hair, nail, and facial services as often as a monthly basis. The beautician is becoming the customer's close friend. This trust is built for benefits for both the sides and the business gains longevity.

We offer scholarships to those who needs financial help. We are the only one in the state to invest in maintaining a job portal and we let various employers post the jobs for free. Our students can access to this service lifetime. This enables our students to immediately look out for career opportunities after obtaining the license.

### **EDUCATIONAL GOALS:**

- Learn the proper use of implements and techniques relative to all cosmetology services.
- Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
- Acquire business management techniques common to cosmetology
- Provide a learning environment, in which students strengthen inner emotional controls, increase self-confidence and self-discipline, and establish a sense of dignity and self-worth
- Present learning activities, which teach students to listen, observe, solve problems, and develop manipulative skills.
- Provide diverse instructional strategies, which meet students' needs and learning styles.
- Provide an opportunity to learn the basic skills of the trade together with the related scientific and technical knowledge of advancement necessary in the cosmetology field.
- Provide productive experiences as nearly as those "on-the-job" as possible
- Provide safety consciousness in the work environment
- Promote interpersonal relationships, which are directed toward developing the ability to work cooperatively
- Provide an opportunity for students to develop leadership abilities
- Create a learning environment in which students will develop an appreciation for quality craftsmanship
- Provide students with salable skills in the cosmetology field
- Develop a positive work ethic and the self-discipline required for work and advancement in the industry.
- Equipped to make an impact in the career path of your choice.
- Learn from industry professionals with real world experience.

### **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.

### **INSTRUCTIONAL MODE:**

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, perform actual practical operations (services) on another person or a mannequin, and must take and pass assigned tests with a grade point average of 70% C or better. There will be no final examinations.

The program does not require internships or externships.

**COURSE LENGTH:** 1600 hours. You can complete your training anywhere from 9 months to 18 months on this flexible schedule. The maximum number of hours allowed per week is 45 hours.

**PREREQUISITE:** None

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

**EQUIPMENT / SUPPLY LIST:**

TextBook

Milady's standard cosmetology, latest edition. Publisher: Thomson Delmar Learning.

Supplies

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

**LEARNING SUBJECTS:**

Subjects	Breakdown	Technical Instruction	Practical Operations
<b>Health and Safety</b>			
<b>Laws and Regulations</b>	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	40	
<b>Health and Safety Considerations</b>	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	60	
<b>Disinfection and Sanitation</b>	The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures:	40	

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**      The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.      40

**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.      80      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.      80      120

**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      80      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.      80      80

**Esthetics**

**Manual, Electrical, Chemical Facials**      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.      40      40

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.

<b>Eyebrow Beautification &amp; Makeup</b>	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.	80	30
	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.		
<b>Manicuring and Pedicuring</b>	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.	20	30
<b>Artificial Nails and Wraps</b>	Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	80	120

### **Current Beauty Trends and Advanced Salon Techniques**

Advanced studies of hair design, skin care, nail care will be included in the course at no additional charge to our students. 170

Advanced hair care: women and men hair designs, updos, styling, permanent waves, hair extensions, scalp massage, ombre hair color, balayage hair color, color correction, high fashion hair color, hair treatment, and latest trends and techniques.

Advanced skin care: lash extension, lash lift, makeup artistry, electrotherapy, body treatment, LED light treatment, chemical peels, Dermalogica product knowledge and training, spa waxing, and more.

Advanced nail care: spa manicure and pedicure, gel nails, dip powder nails, how to operate electric nail file, acrylic nail applications, and more.

<b>Total Hours</b>	720	880
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## **COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

This one-day complimentary professional service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.

## ESTHETICS (SKIN CARE) PROGRAM



### PROGRAM DESCRIPTION:

Program CIP Code: 12.0409

Program SOC Code: 39.5094, 39-5091

Combining hands-on experience with didactic learning, our estheticians become masters of the diagnosis, treatment, and basic understanding of the skin.

The goal of our Esthetics program is to provide a learning environment that will foster the development of the professional, academic, clinical, and technical skills necessary to provide competent, compassionate care for clients.

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.

A few years ago, eyelash extensions might have been a luxury or special service for events and occasions only. Now just about everyone has them, does them, or wants them! The world of eyelash extensions is growing faster by the second, and now is the perfect time for you to get in. We train and certify you for free, as part of our advanced training curriculum.

Makeup artistry is a very marketable skill, and it is one that you can take with you anywhere you go. Makeup should be included into every service the spa has to offer. Makeup is another great way to increase revenue, whether through retail sales or as an add-on treatment to other spa menu items. You could be making additional income of a professional makeup artist and the job possibilities really are endless. The professional makeup training class is offered to our esthetics student at free of charge.

Becoming a licensed esthetician takes **six hundred (600) clock hours** consists of both theory and practical at an approved school. After completing your clocked hours, you will be prepared to pass the written and practical for state board. At Cosmotek College, we have resources to help students pass on their first try. In addition, we provide students with equipment to perform modern procedures. We understand that a license is only an introduction to this career and being exposed to advanced training on popular, high pay services. Therefore, we offer advanced esthetics topics free of charge.

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.

### **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 that might cost thousands of dollars at other institutions:
  - Skin analysis with a variety equipment
  - Spa facials
  - Acne treatment
  - Desincrustation (galvanic current)
  - Iontophoresis (galvanic current)
  - Tesla high frequency
  - Deep pore cleansing (galvanic current, machine brush, vacuum)
  - Microdermabrasion
  - LED light therapy
  - Sonophoresis (ultrasound)
  - Microcurrent
  - Hydra facial
  - Eyelash extension certification
  - Lash lift
  - Professional makeup artistry

### **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:**

Textbook: Milady's standard fundamentals for estheticians, latest edition. Publisher: Thomson Delmar Learning. Online resources.

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

**PREREQUISITE:** None

**INSTRUCTIONAL MODE:**

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, perform actual practical operations (services) on another person or a mannequin, and must take and pass assigned tests with a grade point average of 70% C or better. There will be no final examinations.

The program does not require internships or externships.

**COURSE LENGTH:** 600 hours. You can complete your training anywhere from 3.5 months to 12 months on this flexible schedule. The maximum number of hours allowed per week is 45 hours.

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

**LEARNING SUBJECTS:**

Subjects	Breakdown	Technical Instruction	Practical Operations
Health and Safety			

<b>Laws and Regulations</b>	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.	20	
<b>Health and Safety Consideration</b>	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.	40	
<b>Disinfection &amp; Sanitation</b>	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.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	30	20
<b>Anatomy and Physiology</b>	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.	30	
<b>Facials</b>			
<b>Manual, Electrical, and Chemical Facials</b>	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.	80	140

<b>Facial Preparation</b>	Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, CPR/AED, salon, and spa skills.	20	
<b>Hair Removal and Make-Up</b>			
<b>Eyebrow Beautification</b>	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.	20	40
<b>Make-Up</b>	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.	30	40
<b>Advanced Facials</b>			
<b>Latest technology and trends</b>	Chemical exfoliation, lash extensions, lash lift, electrotherapy, hydra facial, microdermabrasion, micro current, sonophoresis, 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.		90
<b>Total Hours</b>		270	330

### COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION

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The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.

**PROGRAM DESCRIPTION:**

Program CIP Code: 12.0410

Program SOC Code: 39-5092

A manicurist license is a requirement to operate as a manicurist / nail technician in the State of California. The student will need to complete a manicuring program consisting of at least 400 hours of coursework and training at an approved training institution and will need to pass both written and practical examinations governed by California State Barbering and Cosmetology Bureau. Cosmotek College is committed to help our students to pass the licensing exams the first time or as fast as possible.

Our hands-on curriculum provides students with the opportunity to obtain a comprehensive understanding of manicuring techniques that include manicure, nail art, artificial nail applications, products, equipment, and the laws of disinfection and sanitation. Our curriculum is updated constantly to respond to current trends in nail technology. We are the only few schools design our courses with input from industry connections, so our students learn the skills the salons are looking for.

Our manicuring program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

As a manicuring student at Cosmotek College, you will be equipped with everything you need to pursue the nail technology career of your dreams.

### **EDUCATIONAL GOALS:**

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

- Understand disinfection procedures, the laws, rules, and regulations.
- Understand consumer safety.
- Obtain communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service.
- Build a successful beauty salon.
- Understand manicures, pedicures, nail extensions and acrylics.
- Understand about basic manicure art, which includes shaping fingernails and creating patterns and designs on the nail.
- Apply soothing lotions and nail polish to people's fingernails.
- Acquire knowledge of general theory relative to manicuring including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
- Acquire knowledge of nail structure and growth, nail disorders and diseases, and skin structure, growth, and nutrition.
- Discuss nail treatments and services available.
- Apply artificial nail enhancements.
- Apply gel nail applications, UV and LED types, product, and procedure.
- Apply dip powder nails.
- Know how to operate electric nail file.
- Repair nails.
- Create nail arts.
- Customize acrylic pigments.

### **CAREERS:**

Our graduates and beauty employers find that our program solidly prepares competent nail artists. You may start your career as a nail artist 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 care artist 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:**

#### Textbook

Milady's standard Nail Technology, latest edition. Publisher: Thomson Delmar Learning.

Online resources.

#### Basic kit:

Antiseptic Wipes  
Artificial Nail Tips Set  
Baggie labeled "soiled linen"  
Baggies labeled "trash"  
Baggies labeled "to be disinfected"  
Band Aids  
Base Coat  
Blood spill kit  
Hand sanitizer  
Nail polish remover  
Buffing block

Cuticle Nipper  
Cuticle pusher  
Dappen dish  
Emery Board  
EPA Disinfectant  
Finger bowl  
Gloves  
Jar labeled nail dehydrator  
Jar labeled odorless monomer  
Jar labeled odorless primer  
Labeled jar for cuticle remover  
Labeled jar for lotion  
Manicure Brush

Metal Cuticle Pusher  
Metal Nail file  
Nail clipper  
Nail Files  
Nail form strips  
Nail Polish  
Nail polish remover  
Nail tips  
Paper towels  
Practice hands  
Red Nail Polish  
Scissors  
Sculptured nail brush



Sculptured nail forms  
 Small spatulas  
 Topcoat

Towels  
 Tube of nail glue  
 Tweezers

Professional kit:

Dip powder  
 Dip activator  
 Bond Aid  
 Dip topcoat  
 Brush saver  
 Gel base coat  
 Dip clear  
 Dip pink

Dip white gloss  
 Snow white powder  
 Dipping brush  
 Ombre advance  
 Solar shiny  
 Finest kolinsky acrylic brush  
 Tip cutter  
 Gel brush saver

Gel topcoat  
 Gel polish  
 LED curing lamp  
 Electric Nail File  
 Nail Arts  
 Acrylic pure pigment colors

**INSTRUCTIONAL MODE:**

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, perform actual practical operations (services) on another person or a mannequin, and must take and pass assigned tests with a grade point average of 70% C or better. There will be no final examinations.

The program does not require internships or externships.

**COURSE LENGTH:** 400 clock hours. You can complete your training anywhere from 2.5 months to 6 months on this flexible schedule. The maximum number of hours allowed per week is 45 hours.

**PREREQUISITE:** None

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish and you can complete your training on a flexible schedule.

**LEARNING SUBJECTS:**

Subject	Breakdown	Technical Hours	Practical Operations
Health and Safety		100	
Laws and Regulations	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.	10	
Health & Safety Considerations	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	30	

injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.

**Disinfection and sanitation** 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. 20 20

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** The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions. 20

**Nail Care** 300

**Manicures and Pedicures** 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. 60 120

**Nails Practice** 180 nails

**Advanced Nail Topics** 160

The following topics will be discussed:

How to stay ahead of nail trends 40 80  
 How to apply gel nails  
 How to do a dip powder manicure  
 How to operate electric nail file  
 How to apply acrylic nails professionally  
 How to run a successful nail salon business

### COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION

This one-day complimentary professional service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.



**PROGRAM DESCRIPTION:**

Program CIP Code: 12.0410

Program SOC Code: 35.50922

This is the most exciting time to enter the manicuring profession! Demand for manicurists continues to grow as the beauty industry is growing faster than ever before. Today the beauty industry valued at an estimated \$532 billion and counting,

according to a new report from retail analytics firm Edited. The spending on nail salon services in 2019 alone was approximately \$8.5 billion.

Men and women from diverse backgrounds who enter the nail industry find the career fun, creative, and rewarding.

Cosmotek College provides the foundation for those who are committed to success and are prepared to embark on a rewarding career that provides professional growth, limitless opportunities, and the satisfaction of making a difference in people's lives. Our manicuring program features a combination of online theory, classroom instruction, and salon services in our campus.

Our manicuring program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

The first part, 400 clocked hours will cover all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology. Passing the exam is a requisite to obtain a Manicurist License. The license is a requirement to operate as a nail tech in the State of California. The second part, 200 clocked hours will emphasize on gel nail application, nail art, current trends, acrylic nail enhancement procedure and products and how to operate a successful nail spa.

One of the many reasons Cosmotek College design this program is to help graduates who plan to move out of California to states that require more than 400 hours of training. Reciprocity is one way to work in a state without having to go through the educational requirements of the new state. Most states will accept reciprocity from other states with some basic requirements. Your training from your home state must be equal or greater than the training requirements of the new state. Below is a list of some states that require more than 400 hours of training for the manicuring program.

Alabama – 750 hours	Georgia - 525 hours	Oklahoma - 600 hours
Arizona – 600 hours	Indiana - 450 hours	Tennessee - 600 hours
Arkansas - 600 hours	Kentucky - 600 hours	Texas - 600 hours
Colorado - 600 hours	Nevada - 600 hours	Washington - 600 hours

Some states, including Colorado and Florida will license you through endorsement. To qualify, you must hold a current manicurist license in good standing and, as with reciprocity, the new state must agree that your home state has similar training requirements and board exams. Endorsement generally permits you to bypass the new state's board examinations.

As with most beauty trends, nail styles are rapidly shift and change. Having a current knowledge of the latest trends can help nail technicians to anticipate requests and make suggestions. Learning at Cosmotek College, you will gain thorough up-to-date knowledge of the nail technology as you prepare to become a part of it.

## **EDUCATIONAL GOALS:**

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

- Understand disinfection procedures, the laws, rules, and regulations.
- Understand consumer safety.
- Obtain communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service.
- Build a successful beauty salon.
- Understand manicures, pedicures, nail extensions and acrylics.
- Understand about basic manicure art, which includes shaping fingernails and creating patterns and designs on the nail.
- Apply soothing lotions and nail polish to people's fingernails.
- Acquire knowledge of general theory relative to manicuring including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
- Acquire knowledge of nail structure and growth, nail disorders and diseases, and skin structure, growth, and nutrition.
- Discuss nail treatments and services available.
- Apply artificial nail enhancements.
- Apply gel nail applications, UV and LED types, product and procedure.

- Apply dip powder nails.
- Operate electric filing system.
- Repaired nails.
- Create nail arts.
- Customize acrylic pigments.

## **CAREERS:**

Our graduates and beauty employers find that our program solidly prepares competent nail artists. You may start your career as a nail artist 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 care artist 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:**

### Textbook

Milady's standard Nail Technology, latest edition. Publisher: Thomson Delmar Learning.  
Online resources.

### Basic kit:

Antiseptic Wipes  
Artificial Nail Tips Set  
Baggie labeled "soiled linen"  
Baggies labeled "trash"  
Baggies labeled "to be disinfected"  
Band Aids  
Base Coat  
Blood spill kit  
Hand sanitizer  
Nail polish remover  
Buffing block  
Cuticle Nipper  
Cuticle pusher

Dappen dish  
Emery Board  
EPA Disinfectant  
Finger bowl  
Gloves  
Jar labeled nail dehydrator  
Jar labeled odorless monomer  
Jar labeled odorless primer  
Labeled jar for cuticle remover  
Labeled jar for lotion  
Manicure Brush  
Metal Cuticle Pusher  
Metal Nail file  
Nail clipper  
Nail Files

Nail form strips  
Nail Polish  
Nail polish remover  
Nail tips  
Paper towels  
Practice hands  
Red Nail Polish  
Scissors  
Sculptured nail brush  
Sculptured nail forms  
Small spatulas  
Topcoat  
Towels  
Tube of nail glue  
Tweezers

### Professional kit:

Dip powder  
Dip activator  
Bond Aid  
Dip topcoat  
Gel base coat

Dip clear  
Dip pink  
Dip white gloss  
Snow white powder  
Dipping brush

Ombre advance  
Solar shiny  
Finest kolinsky acrylic brush  
Tip cutter  
Pure acrylic pigments

## **INSTRUCTIONAL MODE:**

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, perform actual practical operations (services) on another person or a mannequin, and must take and pass assigned tests with a grade point average of 70% C or better. There will be no final examinations.

The program does not require internships or externships.

**COURSE LENGTH:** 600 clock hours. You can complete your training anywhere from 3.5 months to 10 months on this flexible schedule. The maximum number of hours allowed per week is 45 hours.

**PREREQUISITE:** None

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

**LEARNING SUBJECTS:**

<b>Subject</b>	<b>Breakdown</b>	<b>Technical Hours</b>	<b>Practical Operations</b>
<b>Laws and Regulations</b>		30	
	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.		
<b>Health &amp; Safety Considerations</b>		60	
	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.		
<b>Professional Practices</b>		40	
	The subject of Professional Practices shall include, but is not limited to, the following techniques and procedures: professional behavior, ethics, salon procedures, hygiene, grooming, and public relations.		
<b>Disinfection and Sanitation</b>		20	40
	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.		

<b>Anatomy, Physiology, and Diseases</b>	60	
The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.		
<b>Manicures and Pedicures</b>	60	120
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.		
<b>Advanced Nail Subjects</b>		170
The subject of Nail Art, Extension, and Repairs shall include, but is not limited to, the following topics:		
<ul style="list-style-type: none"> <li>• Apply artificial nail enhancements.</li> <li>• Apply gel nail applications, UV and LED types, product, and procedure.</li> <li>• Apply dip powder nails.</li> <li>• Operate electric filing system.</li> <li>• Nail repair.</li> <li>• How to stay ahead of nail trends</li> <li>• The hottest trends in nail art</li> <li>• How to apply gel nails</li> <li>• How to run a successful nail salon business</li> </ul>		
<b>Nails Practice</b>		180 nails
<b>Total Hours</b>	270	330

**COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

This one-day complimentary professional service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student’s professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.



**PROGRAM DESCRIPTION:**

Program CIP Code: 51.3501

Program SOC Code: 31.9011

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, our unique curriculum including the best of Eastern, Western and Ancient practices provides the strong foundation that a student requires for entering the massage field.

The course provides introductions into several areas within the profession, with lessons devoted to spa massage, lymph massage, clinical massage techniques, therapeutic procedures, athletic massage, and massage in medicine. The somatic modalities lesson has been augmented with expanded discussions on chair massage, reflexology, Asian bodywork, and chakra balancing.

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.

Our massage therapy program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

**EDUCATIONAL GOALS:**

As a student in this program, you will

- learn about general safety policies and precautions take when providing massage services.



- learn about educational requirements, scope of practice, state and local regulations, codes of ethics, and standards of practice.
- learn business skills that provide the basis for a successful massage practice.
- learn a basic knowledge of anatomy, physiology, kinesiology, and pathology.
- be able to adjust the massage treatment to the needs of the client and to maximize desired results.
- learn to recognize certain irregularities or conditions and make appropriate decisions either to work on a client or refer that client to a doctor.
- learn the physiologic effects, psychological effects, and benefits of massage.
- learn about contraindications that warrant a massage not being done, or not being done to a specific area.
- learn about endangerment sites, and why they should be avoided in a massage routine.
- learn one of the popular treatments that can be used in conjunction with massage use water in its various forms to warm or cool a part of or the whole body for therapeutic purposes
- learn complete body massage procedure.
- learn the spa industry and how to set up a spa
- learn the four basic steps therapeutic procedure which include assessment, planning, performance, and evaluation.
- learn to help athlete prevent injuries, to prepare the body for athletic activity and maintain it in optimal condition, and to help athletes recover from workouts and injuries.
- will explore the role of massage therapy as it relates to special populations
- gain basic skills in eastern modalities, such as hand & foot reflexology, traditional Chinese medicine, energy work, acupressure, Shiatsu, and Thai massage.

#### **CAREERS:**

After graduation, you will be facing a diversity of job possibilities including entry-level employment as a message therapist or to run your own practice.

You will learn to create and run an effective massage practice. You will feel confident in your ability to think about business situations in a new ay and establish a thorough plan for the creation of your dream massage practice.

You may look for employment in a health club, at resort, hotel, or spa, on a cruise ship, in conjunction with a medical facility, chiropractor office, nursing homes or as a freelance professional.

#### **EQUIPMENT / SUPPLIES:**

Massage chair, and massage supplies.

Bolsters, pillows, mat, pelvic sacral blocks, knee pad, ball, foot rollers, and stone heater.

Human skeleton model, charts, posters, massage equipment are inside classroom.

Download Complete Anatomy Platform app (optional).

PC / Notebook, pens and pencils, internet access, massage table, massage chair, and massage supplies.

Bolsters, pillows, mat, pelvic sacral blocks, knee pad, ball, foot rollers, and stone heater.

Human skeleton model, charts, posters, massage equipment are inside classroom.

Download Complete Anatomy Platform app (optional).

Chart – Trigger point therapy chart

Poster – Thai Tradition Massage Body 24 Basic Posture Picture

Poster – 40 Steps Thai Oil Massage Basic Aroma Therapy

Book: Theory and Practice of Therapeutic Massage, latest edition (by Mark F. Beck. Publisher: Milady)

**PREREQUISITE:** None

**INSTRUCTIONAL MODE:**

Our massage therapy 500 program will be delivered in the school with an instructor present.

There will be no tests or final examinations. Students will only need to complete class-room assignments

The program does not require internships or externships.

**COURSE LENGTH:** 500 hours. You can attend as little as 10 hours per week or as much as 45 hours per week.

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

Course	Description	Clock Hours
MAS101	Ethics & Massage Business	40
MAS102	Human Anatomy and Physiology	80
MAS103	Contraindications / Health & Hygiene	40
MAS104	Swedish / Massage Movements / Complete Body Massage	160
MAS105	Hydrotherapy / Clinical / Lymph / Therapeutic / Sport Massage	120
MAS106	Special Populations / Somatic Therapies	60

Subject	Description	Hours
<b>MAS101</b>	<b>Ethics &amp; Massage Business</b>	<b>40</b>

Historical Overview of Massage

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort.
2. Explain why massage is a natural and instinctive remedy for some illnesses and injuries.
3. Identify three historic Greeks who professed the benefits of exercise and massage.
4. Explain how developments in the nineteenth century influenced modern massage therapy.
5. Describe the basic differences in massage systems.
6. Explain why massage practitioners should understand massage history.

Requirements for the Practice of Therapeutic Massage

1. Explain the educational and legal aspects of scope of practice.
2. Explain how state legislation defines the scope of practice of therapeutic massage.
3. Explain why the massage practitioner must be aware of the laws, rules, regulations, restrictions, and obligations governing the practice of therapeutic massage.
4. Explain why it is necessary to obtain a license to practice therapeutic body massage.
5. Explain the difference between certifications and licenses.
6. Give reasons why a license to practice massage might be revoked, canceled, or suspended.

Professional ethics for massage practitioners

1. Define the meaning of professional ethics.
2. Explain how the practice of good ethics helps to build a successful massage practice.
3. Differentiate between personal and professional boundaries.
4. Designate at least eight areas to consider when establishing professional boundaries.
5. Define a therapeutic relationship and a client-centered relationship.
6. Explain the effects of a power differential in the therapeutic relationship.
7. Explain the effects of transference, countertransference, and dual relationships in the therapeutic setting.
8. Discuss why sexual arousal can occur during a massage session and what to do if it does.

9. Discuss why and how to desexualize the massage experience.
10. Define supervision and its importance to the massage professional.
11. Discuss the importance of good health habits and professional projection.
12. Discuss the importance of human relations and success attitudes.
13. Discuss ways to build a sound business reputation

**Business  
Practices**

1. Differentiate between being employed and self-employed.
2. Create a résumé and cover letter for a prospective employer.
3. Explain the relationships among attitude, self-image, and business success.
4. List the major expenses related to starting a massage business.
5. Explain the difference between a partnership, a corporation, and a sole proprietorship.
6. Explain the advantages and disadvantages of operating your own business.
7. List the various permits and licenses required to operate a massage business and where to obtain them.
8. List the types of insurance a massage business owner should carry to protect the business.
9. Describe a physical layout for a beginning business operation.
10. Explain the importance of business location to the success of a personal service business.
11. Explain why careful planning is important before opening a business.
12. Explain why keeping accurate records is necessary in a successful business.
13. List the major ingredients of a basic bookkeeping system.
14. Explain the importance of marketing to business success.
15. Define a target market.
16. Make a checklist of factors to consider before opening a business.

**MAS102**

**Human Anatomy and Physiology**

80

**Human Anatomy  
and Physiology**

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the meanings of the important terms in boldface listed in this chapter.
2. Explain why a massage therapist should have a good understanding of anatomy, physiology, and pathology.
3. Explain the physiologic and psychological effects of stress and pain and the role of massage therapy in the management of stress and pain.
4. Describe the healing functions of the body in terms of inflammation and tissue repair.
5. Describe the wellness model and how massage can be a part of that model.
6. Be able to derive the meaning of medical terms by breaking the terms into their parts and defining those parts.
7. Demonstrate knowledge of basic human anatomy and physiology as a requisite in mastering the theory and practice of therapeutic massage.
8. Name the anatomic planes, regions, cavities, and parts of the body.
9. Name the ten most important body systems.
10. Explain the structures and functions of the various body systems.

**MAS103**

**Contraindications / Health & Hygiene**

40

**Effects, Benefits,  
Indications, and  
Contraindications  
of Massage**

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the physiologic effects and benefits of massage.
2. Explain the psychological effects and benefits of massage.
3. Describe the effects of massage on the circulatory, muscular, and nervous systems of the body.
4. Describe the effects of massage on the skin.
5. Explain the main contraindications for massage.
6. Differentiate among absolute, regional, and conditional contraindications.
7. Identify the major endangerment sites on the body

**Equipment and  
Products**

1. Prepare a checklist of supplies and equipment needed for therapeutic massage.
2. Describe various products and their use.
3. Select a massage table.
4. Check and adjust lighting for the massage room.
5. Check all equipment for safety and readiness.

Sanitary and Safety Practices	<ol style="list-style-type: none"> <li>1. Explain the need for laws that enforce the strict practice of sanitation.</li> <li>2. Sanitize implements and other items used in massage procedures.</li> <li>3. Explain the difference between pathogenic and nonpathogenic bacteria.</li> <li>4. Explain the importance of cleanliness of person and of surroundings as protection against the spread of disease.</li> <li>5. Describe how various disinfectants, antiseptics, and other products are used most effectively.</li> <li>6. Explain the role of safety in the massage therapy business.</li> </ol>
Consultation and Documentation	<ol style="list-style-type: none"> <li>1. Explain the importance of the consultation before a massage.</li> <li>2. Demonstrate how to screen clients while making appointments.</li> <li>3. Demonstrate how to determine the needs and expectations of the client.</li> <li>4. Explain why it is important to set policies during the first consultation.</li> <li>5. Define a treatment plan.</li> <li>6. Explain which records should be kept and why they should be updated.</li> </ol>

<b>MAS104</b>	<b>Swedish / Massage Movements / Complete Body Massage</b>	<b>160</b>
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Classical Massage Movements	<p>The subject shall include, but is not limited to, the following techniques and procedures:</p> <ol style="list-style-type: none"> <li>1. Describe the six major categories of massage movements.</li> <li>2. Explain Swedish (classic) massage techniques</li> <li>3. Demonstrate mastery of basic massage movements</li> <li>4. Demonstrate passive and active joint movements</li> <li>5. Explain and demonstrate rhythm and pressure as applied to therapeutic body massage.</li> </ol>
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Application of Massage Technique	<ol style="list-style-type: none"> <li>1. Demonstrate mastery of various hand exercises specifically for the benefit of massage practitioners.</li> <li>2. Demonstrate correct standing posture and movements specifically for the benefit of massage practitioners.</li> <li>3. Explain why it is necessary and desirable for the massage practitioner to develop coordination, balance, control, and stamina.</li> <li>4. Explain why it is necessary and desirable for the massage practitioner to develop strong, flexible hands.</li> <li>5. Describe the concepts of grounding and centering and how these practices benefit the massage practitioner.</li> </ol>
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Procedures for Complete Body Massage	<ol style="list-style-type: none"> <li>1. Demonstrate the steps in preparing a client for a massage session.</li> <li>2. Demonstrate correct procedures for draping the client.</li> <li>3. Explain the importance of assisting a client onto and off of a massage table.</li> <li>4. Demonstrate a basic body massage (Massage 1).</li> <li>5. Demonstrate massage variations (Massage 2).</li> <li>6. Use correct anatomic terms when describing the part of the body being massaged.</li> <li>7. Demonstrate professional courtesies toward clients before, during, and after massage.</li> <li>8. Understand when and where certain massage movements should and should not be applied.</li> <li>9. Answer client questions concerning any after effects of massage.</li> </ol>
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<b>MAS105</b>	<b>Hydrotherapy / Clinical / Lymph / Therapeutic Procedure / Sport Massage</b>	<b>120</b>
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Hydrotherapy	<p>The subject shall include, but is not limited to, the following techniques and procedures:</p> <ol style="list-style-type: none"> <li>1. Explain hydrotherapy as a therapeutic aid.</li> <li>2. Explain the effects of different water temperatures on the body.</li> <li>3. Explain the use of heat and cold in body treatments.</li> <li>4. Define cryotherapy and demonstrate at least three ways to apply it.</li> <li>5. Describe at least five ways of applying heat to the body.</li> <li>6. Describe the effects of various water treatments on the body.</li> <li>7. Explain contraindications, safety rules, and time limits for various hydrotherapy treatments.</li> </ol>
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Massage in the Spa Setting	<ol style="list-style-type: none"> <li>1. Describe the historical development of spas.</li> <li>2. Describe the current state of the spa industry, including customer demographics and the various types of spas in which therapists work.</li> <li>3. List and describe the most popular spa services performed by massage therapists.</li> <li>4. Describe the most important attributes of an effective spa massage.</li> <li>5. Demonstrate an ability to perform a spa exfoliation procedure and a spa body wrap procedure.</li> <li>6. Describe the specialized hydrotherapy equipment and other apparatuses used in modern spas.</li> <li>7. List and describe the qualities that make a massage therapist a good candidate for hiring by a spa, including customer service and other non–massage-related skills.</li> <li>8. Describe the job potentials for massage therapists in spas, including possible career paths over time.</li> </ol>
Clinical Massage Techniques	<ol style="list-style-type: none"> <li>1. Describe the techniques used in neuromuscular therapy.</li> <li>2. Define a trigger point and describe its location.</li> <li>3. Differentiate between central trigger points and attachment trigger points.</li> <li>4. Describe how to treat trigger points.</li> <li>5. Describe the techniques used in muscle energy technique.</li> <li>6. Differentiate between post-isometric relaxation and reciprocal inhibition.</li> <li>7. Define passive positioning and list the bodywork styles that incorporate passive positioning.</li> <li>8. Demonstrate how to determine a position of ease when performing position release technique.</li> <li>9. Differentiate superficial fascia and deep fascia.</li> <li>10. Describe and demonstrate three myofascial techniques.</li> <li>11. Describe the craniosacral system.</li> </ol>
Lymph Massage	<ol style="list-style-type: none"> <li>1. Name three people who have been influential in the development of lymph massage.</li> <li>2. Describe lymph circulation and differentiate between blood and lymph circulation.</li> <li>3. Describe the function and location of lymph nodes.</li> <li>4. List the major contraindications to lymph massage.</li> <li>5. Describe and demonstrate the primary technique used in lymph massage.</li> <li>6. Describe and demonstrate the sequence of movements for lymph massage on an area of the body.</li> </ol>
Therapeutic Procedure	<ol style="list-style-type: none"> <li>1. Describe the four parts of the therapeutic procedure.</li> <li>2. Demonstrate a client intake procedure for a therapeutic massage session.</li> <li>3. Perform posture and gait assessment.</li> <li>4. Demonstrate assessment by passive, active, and resisted movement.</li> <li>5. Identify soft tissue barriers.</li> <li>6. Palpate and differentiate tissue layers and textures.</li> <li>7. Explain how assessment findings are used to develop session strategies.</li> <li>8. Determine performance strategies that are specific to a client's needs.</li> <li>9. Demonstrate how to identify and release constrictions in hypertonic tissue.</li> <li>10. Explain the importance of evaluation.</li> </ol>

**MAS106**

**Special Populations / Somatic Therapies**

120

Massage for Special Populations

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the benefits of prenatal massage.
2. Explain the contraindications for prenatal massage.
3. Demonstrate proper positioning when massaging a pregnant woman during each trimester.
4. Describe various maternal concerns (by trimester) that are considerations for massage.
5. Describe the benefits of infant massage.
6. Explain special considerations for providing massage services to children.
7. Differentiate the considerations of working with older clients who are frail and those who are robust.
8. Explain the accommodations and considerations for providing massage to people with various disabilities.
9. Explain the major considerations when providing massage to people with critical illnesses such as HIV/AIDS or cancer.

Massage in  
Medicine

1. Explain the historical significance that massage has had in medicine.
2. Explain how massage reemerged in the United States as alternative medicine.
3. Differentiate among the terms alternative, complementary, and integrative medicine.
4. Explain the role of massage in integrative medicine.
5. Describe the role of the patient in integrative medicine.
6. Define CAM.
7. Explain how massage might fit into a hospital setting.
8. Define medical massage.
9. Demonstrate billing insurance for massage.

Athletic/Sports  
Massage

1. Define athletic/sports massage.
2. Explain the purposes of athletic massage.
3. Explain the causes of muscle fatigue.
4. Explain the major benefits of athletic massage.
5. Explain contraindications for athletic massage.
6. Describe the three basic applications of athletic massage and the goals of each.
7. Demonstrate massage techniques commonly used in pre- and post-event athletic massage.
8. Explain the importance of warm-up exercises and massage to the athlete's performance.
9. List the therapeutic modalities used in restorative massage.
10. Demonstrate how to locate the stress points of the body.
11. List the therapeutic modalities used in rehabilitative athletic massage.
12. Explain the relationship of certain athletic or sports activities to possible injuries.
13. Differentiate between acute, subacute, and chronic athletic injuries and the treatment choices for each stage of injury.
14. Describe basic chair massage techniques and demonstrate a simple chair massage routine.
15. Define reflexology and be able to locate reflexology points on feet and hand maps and demonstrate a basic foot reflexology sequence.
16. Explain the basic philosophy of acupressure and acupuncture.
17. Describe shiatsu as related to pressure points of the body.
18. Describe the location of the seven chakras.

### **COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

This one-day complimentary professional service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.



**PROGRAM DESCRIPTION:**

Program CIP Code: 51.3501

Program SOC Code: 31.9011

The Bureau of Labor Statistics predicts the massage industry to grow 22 percent from 2018 to 2028, much faster than the average for all occupations. Demand will likely increase as more health care providers understand the benefits of massage and these services become part of treatment plans. After earning a massage license, many massage therapists find employment quickly and report high job satisfaction.

People who choose this career to help clients de-stress, improve circulation, and reduce pain, but it can also be therapeutic to the massage therapists who perform it. Massage therapists may work in serene spa atmospheres with less stress and tension. Job security is another reason people choose this career. Although more and more jobs in general are being outsourced or eliminated through automation, it's unlikely that robots will be able to replace the hands-on work of massage therapists in the foreseeable future. Flexible work schedule and healthy lifestyle are some other benefits of working in this industry.

The massage therapy program at Cosmotek College is an appealing option for many people. It is more affordable and much quicker to complete. The first 500 hours of our unique curriculum including the best of Eastern, Western and Ancient practices provides the strong foundation that a student requires for entering the massage field. The course provides introductions into several areas within the profession, with lessons devoted to spa massage, lymph massage, clinical massage techniques, therapeutic procedures, athletic massage, and massage in medicine. The somatic modalities lesson has been augmented with expanded discussions on chair massage, reflexology, Asian bodywork, and chakra balancing. The remaining 250 hours focuses on reflexology works, Shiatsu & acupressure, and Thai massage. Students will learn different techniques and treatment processes for each massage modality to best address the needs of the patient.

Our massage therapy program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

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.

### **EDUCATIONAL GOALS:**

As a student in this program, you will

- learn about general safety policies and precautions take when providing massage services.
- learn about educational requirements, scope of practice, state and local regulations, codes of ethics, and standards of practice.
- learn basic business skills that provide the basis for a successful massage practice.
- learn a basic knowledge of anatomy, physiology, kinesiology, and pathology.
- be able to adjust the massage treatment to the needs of the client and to maximize desired results.
- learn to recognize certain irregularities or conditions and make appropriate decisions either to work on a client or refer that client to a doctor.
- learn the physiologic effects, psychological effects, and benefits of massage.
- learn about contraindications that warrant a massage not being done, or not being done to a specific area.
- learn about endangerment sites, and why they should be avoided in a massage routine.
- learn one of the popular treatments that can be used in conjunction with massage use water in its various forms to warm or cool a part of or the whole body for therapeutic purposes
- learn complete body massage procedure.
- learn the spa industry and how to set up a spa
- learn the four basic steps therapeutic procedure which include assessment, planning, performance, and evaluation.
- learn to help athlete prevent injuries, to prepare the body for athletic activity and maintain it in optimal condition, and to help athletes recover from workouts and injuries.
- will explore the role of massage therapy as it relates to special populations
- gain basic skills in eastern modalities, such as hand & foot reflexology, traditional Chinese medicine, energy work, acupressure, Shiatsu, and Thai massage.
- learn how reflexology works: by applying pressure to “reflex” points on the hands and feet, you can help to stimulate the body’s natural powers self-healing.
- learn more than 100 step-by-step techniques and treatment sequences, detailed foot and hand relflex charts, and a directory of treatment for 30 common ailments, from back pain to constipation, arthritis to high blood pressure.
- learn Shiatsu massage helps restore balance to the body’s natural energy flow.
- learn to use finger and palm pressure to stimulate acupuncture energetic pathways or meridians on the body.
- learn the fundamental concepts, history, and philosophy of Ayurveda, the ancient Indian healing system in which Thai Massage has its historical roots.
- learn using thumb, hands, palms, elbows, knees and feet with bending and streching in different yoga positions.

### **CAREERS:**

After graduation, you will be facing a diversity of job possibilities including entry-level employment as a message therapist or to run your own practice.

You will learn to create and run an effective massage practice. You will feel confident in your ability to think about business situations in a new ay and establish a thorough plan for the creation of your dream massage practice.



You may look for employment in a health club, at resort, hotel, or spa, on a cruise ship, in conjunction with a medical facility, chiropractor office, nursing homes or as a freelance professional.

**EQUIPMENT / SUPPLIES:**

- Massage table, massage chair, and massage supplies.
- Bolsters, pillows, mat, pelvic sacral blocks, knee pad, ball, foot rollers, and stone heater.
- Human skeleton model, charts, posters, massage equipment are inside classroom.
- Download Complete Anatomy Platform app (optional).
- Chart – Trigger point therapy chart
- Poster – Thai Tradition Massage Body 24 Basic Posture Picture
- Poster – 40 Steps Thai Oil Massage Basic Aroma Therapy
- Book: Theory and Practice of Therapeutic Massage, latest edition (by Mark F. Beck. Publisher: Milady)
- Book – Encyclopedia of Thai Massage Therapy and Acupressure (by C. Pierce Salguero PhD, David Roylance) - available on Scribd
- Book - Reflexology: Health at your Fingertips (by Barbara & Kevin Kunz)
- Book: Acupressure’s Potent Points by Michael Reed Gach

**PREREQUISITE:** None

**INSTRUCTIONAL MODE:**

Our massage therapy 750 program will be delivered in the school with an instructor present.

There will be no tests or final examinations. Students will only need to complete class-room assignments.

The program does not require internships or externships.

**COURSE LENGTH:** 750 hours. You can attend as little as 10 hours per week or as much as 45 hours per week.

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

Course	Description	Clock Hours
MAS101	Ethics & Massage Business	40
MAS102	Human Anatomy and Physiology	80
MAS103	Contraindications / Health & Hygiene	40
MAS104	Swedish / Massage Movements / Complete Body Massage	160
MAS105	Hydrotherapy / Clinical / Lymph / Therapeutic / Sport Massage	120
MAS106	Special Populations / Somatic Therapies	60
MAS107	Reflexology	60
MAS108	Acupressure Points	80
MAS109	Thai Massage	110

Subject	Description	Hours
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Historical  
Overview of  
Massage

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain why massage is known as one of the earliest remedial practices for the relief of pain and discomfort.
2. Explain why massage is a natural and instinctive remedy for some illnesses and injuries.
3. Identify three historic Greeks who professed the benefits of exercise and massage.
4. Explain how developments in the nineteenth century influenced modern massage therapy.
5. Describe the basic differences in massage systems.
6. Explain why massage practitioners should understand massage history.

Requirements  
for the  
Practice of  
Therapeutic  
Massage

7. Explain the educational and legal aspects of scope of practice.
8. Explain how state legislation defines the scope of practice of therapeutic massage.
9. Explain why the massage practitioner must be aware of the laws, rules, regulations, restrictions, and obligations governing the practice of therapeutic massage.
10. Explain why it is necessary to obtain a license to practice therapeutic body massage.
11. Explain the difference between certifications and licenses.
12. Give reasons why a license to practice massage might be revoked, canceled, or suspended.

Professional  
ethics for  
massage  
practitioners

1. Define the meaning of professional ethics.
2. Explain how the practice of good ethics helps to build a successful massage practice.
3. Differentiate between personal and professional boundaries.
4. Designate at least eight areas to consider when establishing professional boundaries.
5. Define a therapeutic relationship and a client-centered relationship.
6. Explain the effects of a power differential in the therapeutic relationship.
7. Explain the effects of transference, countertransference, and dual relationships in the therapeutic setting.
8. Discuss why sexual arousal can occur during a massage session and what to do if it does.
9. Discuss why and how to desexualize the massage experience.
10. Define supervision and its importance to the massage professional.
11. Discuss the importance of good health habits and professional projection.
12. Discuss the importance of human relations and success attitudes.
13. Discuss ways to build a sound business reputation

Business  
Practices

1. Differentiate between being employed and self-employed.
2. Create a résumé and cover letter for a prospective employer.
3. Explain the relationships among attitude, self-image, and business success.
4. List the major expenses related to starting a massage business.
5. Explain the difference between a partnership, a corporation, and a sole proprietorship.
6. Explain the advantages and disadvantages of operating your own business.
7. List the various permits and licenses required to operate a massage business and where to obtain them.
8. List the types of insurance a massage business owner should carry to protect the business.
9. Describe a physical layout for a beginning business operation.
10. Explain the importance of business location to the success of a personal service business.
11. Explain why careful planning is important before opening a business.
12. Explain why keeping accurate records is necessary in a successful business.
13. List the major ingredients of a basic bookkeeping system.
14. Explain the importance of marketing to business success.
15. Define a target market.
16. Make a checklist of factors to consider before opening a business.

Human  
Anatomy and  
Physiology

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the meanings of the important terms in boldface listed in this chapter.
2. Explain why a massage therapist should have a good understanding of anatomy, physiology, and pathology.
3. Explain the physiologic and psychological effects of stress and pain and the role of massage therapy in the management of stress and pain.
4. Describe the healing functions of the body in terms of inflammation and tissue repair.
5. Describe the wellness model and how massage can be a part of that model.
6. Be able to derive the meaning of medical terms by breaking the terms into their parts and defining those parts.
7. Demonstrate knowledge of basic human anatomy and physiology as a requisite in mastering the theory and practice of therapeutic massage.
8. Name the anatomic planes, regions, cavities, and parts of the body.
9. Name the ten most important body systems.
10. Explain the structures and functions of the various body systems.

**MAS103**

**Contraindications / Health & Hygiene**

40

Effects,  
Benefits,  
Indications,  
and  
Contraindicati  
ons of  
Massage

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the physiologic effects and benefits of massage.
2. Explain the psychological effects and benefits of massage.
3. Describe the effects of massage on the circulatory, muscular, and nervous systems of the body.
4. Describe the effects of massage on the skin.
5. Explain the main contraindications for massage.
6. Differentiate among absolute, regional, and conditional contraindications.
7. Identify the major endangerment sites on the body

Equipment  
and Products

1. Prepare a checklist of supplies and equipment needed for therapeutic massage.
2. Describe various products and their use.
3. Select a massage table.
4. Check and adjust lighting for the massage room.
5. Check all equipment for safety and readiness.

Sanitary and  
Safety  
Practices

7. Explain the need for laws that enforce the strict practice of sanitation.
8. Sanitize implements and other items used in massage procedures.
9. Explain the difference between pathogenic and nonpathogenic bacteria.
10. Explain the importance of cleanliness of person and of surroundings as protection against the spread of disease.
11. Describe how various disinfectants, antiseptics, and other products are used most effectively.
12. Explain the role of safety in the massage therapy business.

Consultation  
and  
Documentatio  
n

7. Explain the importance of the consultation before a massage.
8. Demonstrate how to screen clients while making appointments.
9. Demonstrate how to determine the needs and expectations of the client.
10. Explain why it is important to set policies during the first consultation.
11. Define a treatment plan.
12. Explain which records should be kept and why they should be updated.

**MAS104**

**Swedish / Massage Movements / Complete Body Massage**

160

Classical  
Massage  
Movements

The subject shall include, but is not limited to, the following techniques and procedures:

1. Describe the six major categories of massage movements.
2. Explain Swedish (classic) massage techniques
3. Demonstrate mastery of basic massage movements
4. Demonstrate passive and active joint movements
5. Explain and demonstrate rhythm and pressure as applied to therapeutic body massage.

Application of Massage Technique	<ol style="list-style-type: none"> <li>1. Demonstrate mastery of various hand exercises specifically for the benefit of massage practitioners.</li> <li>2. Demonstrate correct standing posture and movements specifically for the benefit of massage practitioners.</li> <li>3. Explain why it is necessary and desirable for the massage practitioner to develop coordination, balance, control, and stamina.</li> <li>4. Explain why it is necessary and desirable for the massage practitioner to develop strong, flexible hands.</li> <li>5. Describe the concepts of grounding and centering and how these practices benefit the massage practitioner.</li> </ol>
Procedures for Complete Body Massage	<ol style="list-style-type: none"> <li>1. Demonstrate the steps in preparing a client for a massage session.</li> <li>2. Demonstrate correct procedures for draping the client.</li> <li>3. Explain the importance of assisting a client onto and off of a massage table.</li> <li>4. Demonstrate a basic body massage (Massage 1).</li> <li>5. Demonstrate massage variations (Massage 2).</li> <li>6. Use correct anatomic terms when describing the part of the body being massaged.</li> <li>7. Demonstrate professional courtesies toward clients before, during, and after massage.</li> <li>8. Understand when and where certain massage movements should and should not be applied.</li> <li>9. Answer client questions concerning any after effects of massage.</li> </ol>

**MAS105**

**Hydrotherapy / Clinical / Lymph / Therapeutic Procedure / Sport Massage**

120

Hydrotherapy	<p>The subject shall include, but is not limited to, the following techniques and procedures:</p> <ol style="list-style-type: none"> <li>1. Explain hydrotherapy as a therapeutic aid.</li> <li>2. Explain the effects of different water temperatures on the body.</li> <li>3. Explain the use of heat and cold in body treatments.</li> <li>4. Define cryotherapy and demonstrate at least three ways to apply it.</li> <li>5. Describe at least five ways of applying heat to the body.</li> <li>6. Describe the effects of various water treatments on the body.</li> <li>7. Explain contraindications, safety rules, and time limits for various hydrotherapy treatments.</li> </ol>
Massage in the Spa Setting	<ol style="list-style-type: none"> <li>1. Describe the historical development of spas.</li> <li>2. Describe the current state of the spa industry, including customer demographics and the various types of spas in which therapists work.</li> <li>3. List and describe the most popular spa services performed by massage therapists.</li> <li>4. Describe the most important attributes of an effective spa massage.</li> <li>5. Demonstrate an ability to perform a spa exfoliation procedure and a spa body wrap procedure.</li> <li>6. Describe the specialized hydrotherapy equipment and other apparatuses used in modern spas.</li> <li>7. List and describe the qualities that make a massage therapist a good candidate for hiring by a spa, including customer service and other non-massage-related skills.</li> <li>8. Describe the job potentials for massage therapists in spas, including possible career paths over time.</li> </ol>
Clinical Massage Techniques	<ol style="list-style-type: none"> <li>12. Describe the techniques used in neuromuscular therapy.</li> <li>13. Define a trigger point and describe its location.</li> <li>14. Differentiate between central trigger points and attachment trigger points.</li> <li>15. Describe how to treat trigger points.</li> <li>16. Describe the techniques used in muscle energy technique.</li> <li>17. Differentiate between post-isometric relaxation and reciprocal inhibition.</li> <li>18. Define passive positioning and list the bodywork styles that incorporate passive positioning.</li> <li>19. Demonstrate how to determine a position of ease when performing position release technique.</li> <li>20. Differentiate superficial fascia and deep fascia.</li> <li>21. Describe and demonstrate three myofascial techniques.</li> <li>22. Describe the craniosacral system.</li> </ol>
Lymph Massage	<ol style="list-style-type: none"> <li>1. Name three people who have been influential in the development of lymph massage.</li> <li>2. Describe lymph circulation and differentiate between blood and lymph circulation.</li> <li>3. Describe the function and location of lymph nodes.</li> <li>4. List the major contraindications to lymph massage.</li> <li>5. Describe and demonstrate the primary technique used in lymph massage.</li> <li>6. Describe and demonstrate the sequence of movements for lymph massage on an area of the body.</li> </ol>

Therapeutic Procedure

1. Describe the four parts of the therapeutic procedure.
2. Demonstrate a client intake procedure for a therapeutic massage session.
3. Perform posture and gait assessment.
4. Demonstrate assessment by passive, active, and resisted movement.
5. Identify soft tissue barriers.
6. Palpate and differentiate tissue layers and textures.
7. Explain how assessment findings are used to develop session strategies.
8. Determine performance strategies that are specific to a client's needs.
9. Demonstrate how to identify and release constrictions in hypertonic tissue.
10. Explain the importance of evaluation.

**MAS106**

**Special Populations / Somatic Therapies**

120

Massage for Special Populations

The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the benefits of prenatal massage.
2. Explain the contraindications for prenatal massage.
3. Demonstrate proper positioning when massaging a pregnant woman during each trimester.
4. Describe various maternal concerns (by trimester) that are considerations for massage.
5. Describe the benefits of infant massage.
6. Explain special considerations for providing massage services to children.
7. Differentiate the considerations of working with older clients who are frail and those who are robust.
8. Explain the accommodations and considerations for providing massage to people with various disabilities.
9. Explain the major considerations when providing massage to people with critical illnesses such as HIV/AIDS or cancer.

Massage in Medicine

10. Explain the historical significance that massage has had in medicine.
11. Explain how massage reemerged in the United States as alternative medicine.
12. Differentiate among the terms alternative, complementary, and integrative medicine.
13. Explain the role of massage in integrative medicine.
14. Describe the role of the patient in integrative medicine.
15. Define CAM.
16. Explain how massage might fit into a hospital setting.
17. Define medical massage.
18. Demonstrate billing insurance for massage.

Athletic/Sports Massage

1. Define athletic/sports massage.
2. Explain the purposes of athletic massage.
3. Explain the causes of muscle fatigue.
4. Explain the major benefits of athletic massage.
5. Explain contraindications for athletic massage.
6. Describe the three basic applications of athletic massage and the goals of each.
7. Demonstrate massage techniques commonly used in pre- and post-event athletic massage.
8. Explain the importance of warm-up exercises and massage to the athlete's performance.
9. List the therapeutic modalities used in restorative massage.
10. Demonstrate how to locate the stress points of the body.
11. List the therapeutic modalities used in rehabilitative athletic massage.
12. Explain the relationship of certain athletic or sports activities to possible injuries.
13. Differentiate between acute, subacute, and chronic athletic injuries and the treatment choices for each stage of injury.
14. Describe basic chair massage techniques and demonstrate a simple chair massage routine.
15. Define reflexology and be able to locate reflexology points on feet and hand maps and demonstrate a basic foot reflexology sequence.
16. Explain the basic philosophy of acupressure and acupuncture.
17. Describe shiatsu as related to pressure points of the body.
18. Describe the location of the seven chakras.

Reflexology The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the benefits of reflexology
2. Demonstrate a complete hand reflexology sequence
3. Use reflexology to target health concerns
4. Describe a quick-reference chart listing relevant reflex areas to work for a wide range of health concerns.

Acupressure The subject shall include, but is not limited to, the following techniques and procedures:

1. Define acupressure and describe how it works.
2. Explain the use of fingers to stimulate key points on the skin that, in turn, activate the body's natural self-healing processes.
3. Explain many ways potent points can be used to enhance many aspects of life.
4. Locate acupressure points by referring to anatomical landmarks.
5. Explain using the healing touch of acupressure can also be a practical way of deepening your spiritual life.
6. Explain how to practice self-acupressure.
7. Explore acupressure massage techniques and know how to firm pressure, slow motion kneading, brisk rubbing, and quick tapping.
8. Explain how potent points help to relieve acne, tone facial muscles, and improve skin conditions.
9. Explain how potent points help to relieve allergies, ankle, and foot problems.
10. Explain how potent points help to relieve anxiety and nervousness, arthritis, and nonarticular rheumatism, asthma and breathing difficulties, backache.
11. Explain how potent points help to relieve constipation, cramps, depression, diarrhea, earaches, eyestrain, fainting, and hangovers.
12. Explain how potent points help to relieve, headaches, and migraines, hiccups, hot flashes.
13. Explain how potent points help to boost immune system.
14. Explain how potent points help impotency and sexual problems.
15. Explain how potent points help insomnia.
16. Explain how potent points help to relieve frustration, jaw problems, knee pain, memory and concentration.
17. Explain how potent points help to relieve cramps, motion sickness, nausea, neck tension, nosebleeds, and pain.
18. Explain how potent points help pregnancy and infertility, shoulder tension, sinus problems, swelling, toothaches, wrist pain.

Athletic/Sports  
Massage

19. Define athletic/sports massage.
20. Explain the purposes of athletic massage.
21. Explain the causes of muscle fatigue.
22. Explain the major benefits of athletic massage.
23. Explain contraindications for athletic massage.
24. Describe the three basic applications of athletic massage and the goals of each.
25. Demonstrate massage techniques commonly used in pre- and post-event athletic massage.
26. Explain the importance of warm-up exercises and massage to the athlete's performance.
27. List the therapeutic modalities used in restorative massage.
28. Demonstrate how to locate the stress points of the body.
29. List the therapeutic modalities used in rehabilitative athletic massage.
30. Explain the relationship of certain athletic or sports activities to possible injuries.
31. Differentiate between acute, subacute, and chronic athletic injuries and the treatment choices for each stage of injury.
32. Describe basic chair massage techniques and demonstrate a simple chair massage routine.
33. Define reflexology and be able to locate reflexology points on feet and hand maps and demonstrate a basic foot reflexology sequence.

34. Explain the basic philosophy of acupressure and acupuncture.
35. Describe shiatsu as related to pressure points of the body.
36. Describe the location of the seven chakras.

**MAS109**

**Thai Massage**

110

Acupressure      The subject shall include, but is not limited to, the following techniques and procedures:

1. Explain the fundamental concepts, history and philosophy of Ayurveda and Thai massage history.
2. Define the four principles of Thai massage.
3. Learn basic techniques: palm press, palm circles, thumb press, finger press, finger circles, forearm roll, elbow press, Thai fist, chop.
4. Demonstrate the classic Thai massage routine.
5. Explain the correlation of Thai massage and Yoga.
6. Explain the use of herbs and massage.
7. Explain the recipes for herbal compresses and other topical applications
8. Discuss homemade massage balm
9. Design a therapy routine

### **COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

This one-day complimentary professional service to our student who passes and receives the state board license or who graduates should the board license is not required.

It is not every day you get to be pampered. No one can deny how much better it feels to have a pro help you get dolled up. Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.

The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.

## OFFICE ACCOUNTING SPECIALIST



### PROGRAM DESCRIPTION:

Program CIP Code: 52.0303    Program SOC Code: 43.3030

Becoming an accounting specialist is a wise decision for several reasons. Not only is it one of the most solid careers in terms of employability and stability, but also in terms of consistent growth.

Accounting is much more than just keeping the books and completing tax returns. Sure, that is a large part of it, but in business world, accounting also includes setting up an accounting system, preparing financial statements and reports, analyzing financial statements, planning and budgeting for a business, making purchase decisions, providing financial insight and advice to business owners and management, and preventing and detecting fraud.

Accounting specialist produces and maintains financial records for a company, but answers to the accountant or to the business owner. Accounting specialists are attractive to employers in many industries because an accounting comprehension demonstrates skill in quantitative analysis and the intelligence and work ethic contributing to the company overall success.

**Our 500-hour Certificate Office Accounting Specialist program** is designed to provide a strong foundation in general office accounting skills and computer office 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. This certificate program focuses on the accounting fundamentals and knowledge of QuickBooks accounting software to ensure that students are capable of performing the work, and know how to interpret, project, and analyze the numbers to favorably position the company for financial success.



Our office accounting specialist program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

### **EDUCATIONAL GOALS:**

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

- Setting up an accounting system
- Recording accounting transactions
- Adjusting and closing entries
- Processing employee payroll and benefits
- Preparing income statements and balance sheets
- Reporting on financial statements
- Making savvy business decisions
- Handling cash and make purchase decisions
- Learn and practice with QuickBooks accounting software program made for small to mid-size businesses. You will be able to
  - Manage sales and income
  - Keep track of bills and expenses
  - Gain key reporting insights to your business: profit and loss, balance sheet, and statement of cash flows
  - Run payroll
  - Track inventory
  - Simplify taxes
  - Accept online payments
  - Scan receipts

### **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 Secretary, Accounting Assistant, Office Administrator, and Administrative Assistant.

### **INSTRUCTIONAL MODE and GRADING:**

Students will read assigned chapters of their textbooks, and must take and pass assigned tests with a grade point average of 70% C or better. There will be no final examinations.

The program does not require internships or externships.

### **INSTRUCTIONAL RESOURCES:**

Book: Accounting All-In-One (latest edition) by Kenneth W. Boyd et al.  
Book: QuickBooks Client Training  
Laptop / electronic notebook

**COURSE LENGTH:** 500 hours. You can complete your training anywhere from 3 months to 9 months on this flexible schedule. The maximum number of hours allowed per week is 45 hours.

**PREREQUISITE:** none

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

## LEARNING SUBJECTS:

### Course Name

### Clock Hours

#### Unit 1: Setting Up Accounting System

100

The subject of Setting up Accounting System shall include, but is not limited to, the following techniques and procedures:

1. Grasping bookkeeping and accounting basics: Knowing what bookkeeping and accounting are all about; Wrapping your brain around the accounting cycle; Working the fundamental accounting equation
2. Outlining financial road map with a chart of accounts: Getting to know the chart of accounts; Setting up chart of accounts; Mulling over debits versus credits; Understanding double-entry accounting
3. Using journal entries and ledgers: Keeping a journal; Brining it all together in the ledger; Putting accounting software to work for you
4. Choosing an accounting method: Distinguishing between cash and accrual basis; Sorting through standards for other types of accounting; Considering the conceptual framework of financial accounting

#### Unit 2: Recording Accounting Transactions

100

The subject of Recording Accounting Transactions shall include, but is not limited to, the following techniques and procedures:

1. Keeping the books: Analyzing the effect of business transactions; Managing your bookkeeping and accounting system; Wrapping up with end-of-period procedures.
2. Tracking purchases: Keeping tracking of inventory; Buying and monitoring supplies; Staying on top of your bills.
3. Counting your sales: Collecting on cash sales; Selling on credit; Proving out the cash register; Tracking sales discounts; Recording sales returns and allowances; Monitoring accounts receivable; Accepting losses
4. Processing employee payroll and benefits: Staffing your business; Collecting employee taxes; Determining net pay; Surveying your benefits options; Preparing payroll and posting it in the books; Depositing employee taxes
5. Computing and reporting payroll taxes: Paying employer taxes on social security and medicare; Completing unemployment reports and paying unemployment taxes; Carrying workers' compensation insurance; Maintaining employee records

#### Unit 3: Adjusting and Closing Entries

100

The subject of Adjusting and Closing entries shall include, but is not limited to, the following techniques and procedures:

1. Depreciating assets: Definition and evaluation options; Tackling taxes and depreciation
2. Paying and collecting interest
3. Proving out the cash
4. Reconciling accounts and closing journal entries: Reconcile bank accounts; Posting adjustments and corrections: Posting to general ledger; Checking out computerized journal records
5. Checking your accuracy and adjusting the books: Working with trial balance; Testing balance by using QuickBooks software.
6. Adjusting the books

#### Unit 4: Preparing Income Statements and Balance Sheets

100

The subject of Preparing Income Statements and Balance Sheets shall include, but is not limited to, the following techniques and procedures:

1. Brushing up and accounting standards: role of American Institute of Certified Public Accounts (AICPA), U.S. Securities and Exchange Commission (SEC), Financial Accounting Standards Board (FASB)
2. Preparing an income statement and considering profit: Understanding the nature of profit; Choosing the income statement format; Deciding what to disclose in the income statement; Explaining how sales and expenses change assets and liabilities
3. Assessing the balance sheet's asset section: Current asset and noncurrent assets
4. Debt in the balance sheet's liabilities section: Business account for liabilities; Current and long-term obligations
5. Ownership in the equity section of the balance sheet: Understanding how owner equity varies among business entities; Distinguishing between two types of capital stock; Paid-in capital; Recording retained earnings
6. Coupling the income statement and balance sheet: Rejoining the income statement and balance sheet; Operating ratios; Adding fixed assets, depreciation, and owner's equity;

## Unit 5: Reporting on Financial Statements

100

The subject of Reporting on Financial Statements shall include, but is not limited to, the following techniques and procedures:

1. Presenting financial condition and business evaluation: Clarifying the values of assets in balance sheets; Introducing business valuation.
2. Laying out cash flows and changes in equity: Understanding the difference between cash and profit; Realizing the purpose of the statement of cash flows; Walking through the cash flow sections; Recognizing methods for preparing the statement of cash flows; Interpreting the statement of cash flows; Looking at the statement of changes in ownership equity.
3. Analyzing financial statements: Exploring activity measures
4. Reading explanatory notes and disclosures: Realizing how corporations should govern themselves; Identifying corporate characteristics; Reviewing common explanatory notes
5. Studying the report to the shareholders: Why
6. Coupling the income statement and balance sheet: rejoin the income statement and balance sheet; operating ratios; fixed assets, depreciation, and owner's equity;

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The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.



**PROGRAM DESCRIPTION:**

Program CIP Code: 52.1501

Program SOC Code: 41-9022

**Training requirements for applicants to California Real Estate Salesperson License Examination.**

**This 500-hour Real Estate Agent and Loan Processing course** is directed toward professional real estate agent, loan processor, and aspirants to the field.

Real Estate investing perhaps is the safest way to make a fortune. Some of the richest people in the world made their wealth in real estate.

Helping people buy and sell homes, office buildings, industrial property and corporation farmland, property management, land development, mortgage banking, urban planning, real estate counseling, appraisal and research are all aspects of a career in real estate.

Our real estate training program is designed to provide aspiring professionals, as well as anyone wanting to start a new rewarding career, with the opportunity to succeed and grow in the real estate and mortgage industry. We have combined our school integrity, experienced professionals, a successful track record, and corporate support from our business partners to

help students achieve their goals. We invite anyone to take advantage of the real estate and mortgage training program to enhance their life to the fullest.

Moreover, the course prepares the students to satisfy the requirements to apply for California Real Estate Salesperson. Refer to this link to learn more. <https://www.dre.ca.gov/examinees/RequirementsSales.html>

The mortgage financing aspect of the course offers a review of the loan application process, the significance and analysis of a loan applicant's credit report, the consequence and importance 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 processor as well as augment skills required to qualify and process a loan.

Our real estate & loan processing program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

### **EDUCATIONAL GOALS:**

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

- 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
- review initial loan approval and work with borrower to gather appropriate documentation
- collect all required documentation for the loan package
- create a loan submission package for the underwriting department
- submit files to assigned underwriter
- satisfy all conditions when received from underwriter
- ensure that approval falls within the established lending guidelines
- communicate with other professionals, including attorneys, county clerks, escrow companies, title companies, and related third parties.

### **INSTRUCTIONAL MODE:**

Students will read assigned chapters of their textbooks and must take and pass assigned tests and final examinations with a grade point average of 70% C or better.

The program does not require internships or externships.

**PREREQUISITE:** None

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

### **INSTRUCTIONAL RESOURCES:**

#### **EQUIPMENT / SUPPLY LIST:**

Textbook

California Real Estate Principles (latest edition) by Walt Huber. Publisher: Educational Textbook Company  
Real Estate Finance (latest edition) by Walt Huber and Levin Messick, Publisher: Educational Textbook Company.  
California Real Estate Practice (latest edition) by Walt Huber and Arlette Lyons. Publisher: Educational Textbook Company.

**COURSE LENGTH:** 500 hours. You can complete your training anywhere from 3 months to 6 months on this flexible schedule.

**PREREQUISITE:** None

**SEQUENCE OF COURSES:** Each class is an independent module.

**FREQUENCY OF CLASS:** We offer the program on open-enrollment basis, so you may start any day you wish, and you can complete your training on a flexible schedule.

**CAREERS:**

A career as a real estate agent, real estate professional, real estate salesperson, or loan processor provides flexibility and freedom to set your own pace. Successful people in real estate are goal oriented, persevering, self-motivated, ambitious and people oriented. The rewards of a real estate and mortgage lending career are a potential for high earnings, status in the community, autonomy, time freedom, helping people, the intellectual challenge, and the satisfaction from those accomplishments.

**COMPLIMENTARY PROFESSIONAL HAIR, MAKEUP, AND PHOTOSHOOT SESSION**

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The professional photos will record the happiest moment of your life. You are authentic and confident; these photos will stay in your portfolios, social media, marketing materials, and in your photo albums. Please share your contagious laughs and happiness with other students. Pass your test, receive your license, and let us pamper you.

Course Name	Clock Hours
<p><b>Real Estate Finance</b></p> <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>	45
<p><b>Real Estate Practice</b></p> <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>	45
<p><b>Real Estate Principles</b></p> <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>	45
<p><b>Real Estate Practice &amp; Loan Processing – Case Studies</b></p> <p>This course is directed toward professional real estate and mortgage 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. Real-life cases in real estate and loan processing will be discussed in depth. The object of this course is to rein force existing skills of the practicing loan officer and / or real estate agent as well as augment skills required to quality and process a loan or sell / buy real estate.</p>	365

## REAL ESTATE APPRAISAL (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length:

- The Real Estate Appraisal 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 accessed to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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 must 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.

### Textbook:

Real Estate Appraisal by Walt Huber, Levin P. Messick and William Pivar, newest edition.

## REAL ESTATE ECONOMICS (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length

- The Real Estate Economics 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 accessed to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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 must 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.

### Textbook:

Real Estate Economics by Walt Huber, Levin P. Messick and William Pivar, newest edition.



## REAL ESTATE ESCROWS (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length:

- The Escrow course consists of spending a minimum of a **45-hours reading and studying the course textbook (INSTRUCTIONAL MODE)**, 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 than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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 must 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.

### Textbook:

An Introduction to Escrow by Walt Huber, newest edition.

## REAL ESTATE FINANCE (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length:

- 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 than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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.

### Textbook:

Real Estate Finance by Walt Huber, Levin P. Messick, newest edition.

## LEGAL ASPECT OF REAL ESTATE (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

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

### Registration and Course Length

The Legal Aspects of Real Estate consists of spending a minimum of a **45-hours reading and studying the course textbook (INSTRUCTIONAL MODE)**, 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 accessed to the course materials.

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

It is especially important that the name used when submitting materials to the school is spelled 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 must 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.

### Textbook

California Real Estate Law by Walt Huber, and Kim Tyler, J.D, newest edition.

## REAL ESTATE PRACTICE (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length

- 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 competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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 must 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:

Real Estate Practice by Walt Huber, and Arlette Lyons, newest edition.

## REAL ESTATE PRINCIPLES (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length

- 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 competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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 must 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.

### Textbook

Real Estate Principles by Walt Huber, newest edition.

## REAL ESTATE PROPERTY MANAGEMENT (45-HOURS)

Program CIP Code: 52.1501

Program SOC Code: 41-9022

### Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

### Registration and Course Length

- 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 than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled 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 must 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:

Property Management by Walt Huber and William Pivar, J.D., 4th or newest edition.

## REMEDIAL TRAINING

Program CIP Code: 12.0499

Program SOC Code: 39-5012

### **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.

### **INSTRUCTIONAL MODE:**

Our remedial training program will be delivered onsite with a qualified instructor present.

**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



**PROGRAM DESCRIPTION:**

Program CIP Code: 12.0413

Program SOC Code: 39-5012

**This 500-hour certificate course of study** is available to students who have earned their cosmetology, nail technology, barber, or esthetics license or have finished any training programs at Cosmotek College or equivalent training system 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, estheticians, massage therapists, computer network administrators, real estate agents, office managers, and more. You will be a role model to many young populations 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, barber educator training, massage therapy educator training, real estate educator training, computer technology educator training, office management educator training, etc...

Our teacher training program offers an affordable option to those who need financial help. Cosmotek College offers low cost tuition as well as scholarships and financial aid to qualified students.

## 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

## INSTRUCTIONAL MODE:

Lecture-discussion and hands-on practice.

There will be no tests or final examinations.

The program does not require internships or externships.

## CAREERS:

Upon finishing the teacher training program, an educator is not limited to classroom. Teacher education 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
- Massage therapy instructor
- Beauty advisor / educator
- Computer information consultant
- Real estate investment advisor
- Make-up artist
- Platform artist
- Industry representative
- Educational consultant
- School director

## PREREQUISITES:

is available to students who have earned their cosmetology, nail technology, barber, or esthetics license or have finished any programs training at Cosmotek College or equivalent training system.

Subject	Breakdown	HOURS
	Preparation training	100
	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.	

Communicating confidently	80
<p>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.</p>	
Learning is a Laughing Matter	40
<p>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 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.</p>	
Dynamic Team Building	40
<p>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.</p>	
Making the Student Salon an Adventure	80
<p>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.</p>	
Teaching Essential Business Skills for Success	40
<p>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.</p>	
Student Retention for Schools	80
<p>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.</p>	
Powerful Teaching and Learning Methods	40
<p>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, mind mapping, case studies, concept connectors, mnemonics, energizers and so much more</p>	