

EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS



**BLAKE | AUSTIN**

**C O L L E G E™**

## 2012 Catalog



Blake Austin College  
Medical Careers

611-K Orange Dr.  
Vacaville, CA 95687  
707.455.0557

[BlakeAustinCollege.edu](http://BlakeAustinCollege.edu)

Blake Austin College  
Beauty Academy

1679 E. Monte Vista Dr.  
Vacaville, CA 95688  
707.448.3100

# General Information

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## WELCOME FROM THE PRESIDENT

On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

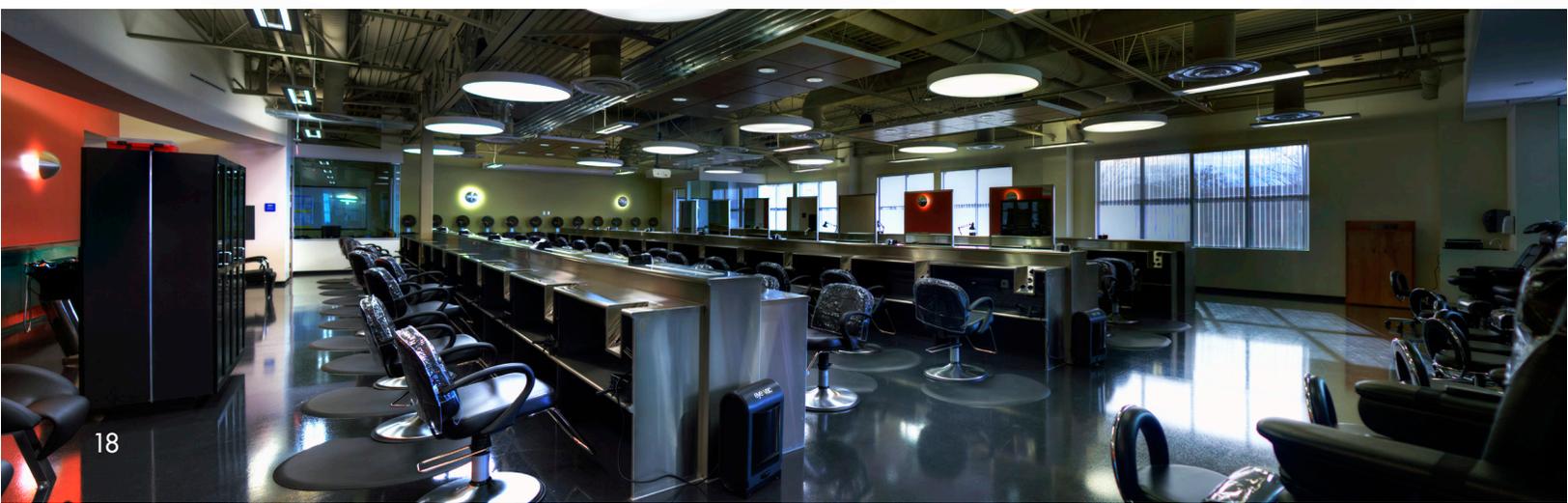
Centrally located in Solano County, Blake Austin's Vacaville campuses have easy access from Highway I-80 and I-505, ample parking and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a 13,400 ft<sup>2</sup> building, contains classrooms equipped with real world equipment and state of the art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in an 18,000 ft<sup>2</sup> facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

In our catalog you will notice that we offer many features that make our school unique among educational and career training institutions. Our post-secondary educational career programs are designed to reflect real-world hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility will provide you with the quality education you need to receive the maximum benefit from training.

Our courses are unique yet are structured to resemble that of the current market demand for occupations within the medical career fields – administrative medical assisting, clinical medical assisting—front and back office, clinical medical assisting with phlebotomy, dental assisting, pharmacy technician and vocational nursing, as well as our newest programs: cosmetology, massage therapy, holistic health practitioner and massage/esthetician combination program. Both certificate and licensure preparation programs are offered.

The Media Center (Career Lounge at the main campus) houses the student job board with current postings of available positions. Computers are available in the business computer lab (main campus) or media center (branch campus) for research, school related projects and print capability. Internet access is available on all computers as well as a variety of CBT's and interactive training programs on related subjects such as Health Insurance Portability and Accountability Act of 1996 (HIPAA) tutorial and testing, mock phlebotomy certification exam preparation, Microsoft Office Specialist practice examinations, American Society of Health Care Pharmacists (ASHP) Sterile Products interactive software, and medical records management software. Reference libraries, available to students and faculty, provide a variety of program relevant books, videos and audio CDs. The Media Specialist will assist in the student in checking out reference books. Clinical laboratory classrooms offers a variety of equipment – centrifuges, electrocardiograph machines, autoclaves, fully functioning dental operatories, skills demonstration room, mock med carts and other miscellaneous equipment – for practical clinical laboratory procedures and skills. Clinic floor stations and practical classrooms for the cosmetology and esthetician programs provide all necessary equipment for operations and practical hands-on experiences which include but are not limited to hair dryers; pedicure/manicure stations, esthetician machines. The Massage Therapy and HHP programs have practical classrooms with massage table as well as a Spa room for clinic requirements.

Since 1996, we have celebrated the success of over 1,000 graduates that are working and contributing to the North Bay counties. We are ready to serve your needs with in-demand program offerings. As is our mission, we are committed to providing "Exceptional Education for Today's Careers". Please read further for our mission, vision statement and core values which exemplifies the basis for our decisions and the commitment to our purpose and the community.



Cosmetology. The program consists of 1600 hours of theory and practical training. The program prepares students for a solid background of practical hands-on experience in the cosmetology industry. Fundamental skills introduced in Freshman term. Students will also begin the client-floor experience working with clients. The student will begin learning how to build a clientele and "Up-Sell" additional services and products.

**COS300 - Junior**  
 This course continues the theory and practical instruction learned in the Freshman and Sophomore terms will be continued and advanced. Additional topics include Client Consultation, Required Cosmetology Internship, Cosmetologist Upgrading, Hair, Nails, and Skincare. Students will apply their skills in a practical application and testing fees apply. Refer to [barbercosmo.ca.gov](http://barbercosmo.ca.gov). Be at least 17 years of age. This competency is required for the State Board of Barbering and Cosmetology.

**COS400 - Senior**  
 This course is the equivalent of the final semester of a cosmetology program. All skills learned in the previous terms will be continued and advanced. The student will complete the final exam and receive their Cosmetology License. The student will also complete the Board Preparation with the State Board of Barbering and Cosmetology. The student will also complete the Board Preparation with the State Board of Barbering and Cosmetology. The student will also complete the Board Preparation with the State Board of Barbering and Cosmetology.

Course Code	Course Name	Hours
ET01	Freshman	450
ET02	Sophomore	450
ET03	Junior	450
ET04	Senior	450
<b>Totals:</b>		<b>1800</b>

**ET01- Freshman**  
 The ET01 term (Freshman) consists of 450 hours of training and study. This term includes all phases of the aesthetic industry to include critical thinking and application of concepts learned. A focus on client consultation for services.

**ET02- Sophomore**  
 The ET02 term consists of 450 hours of training and study. This term includes all phases of the aesthetic industry to include critical thinking and application of concepts learned. A focus on client consultation for services.

**ET03- Junior**  
 The ET03 term consists of 450 hours of training and study. This term includes all phases of the aesthetic industry to include critical thinking and application of concepts learned. A focus on client consultation for services.

absorption and metabolism of fats, proteins, and carbohydrates. Students will discuss vitamins, minerals and other supplements and their role in metabolism. Nutrition course. Students examine the role of nutrition in the development and prevention of chronic health conditions. Students will learn about fresh versus processed foods and organic versus non-organic foods.

**HHP204- Holistic Health Practitioner**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential.

**HHP205- Advanced Spa Techniques**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential.

**MT102- Functional Anatomy**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will learn how to incorporate breathing movement and stretching to maximum potential.

Course Code	Course Name	Hours
MT102	Functional Anatomy	60
MT103	Tai Chi / Swedish	60



**BLAK**

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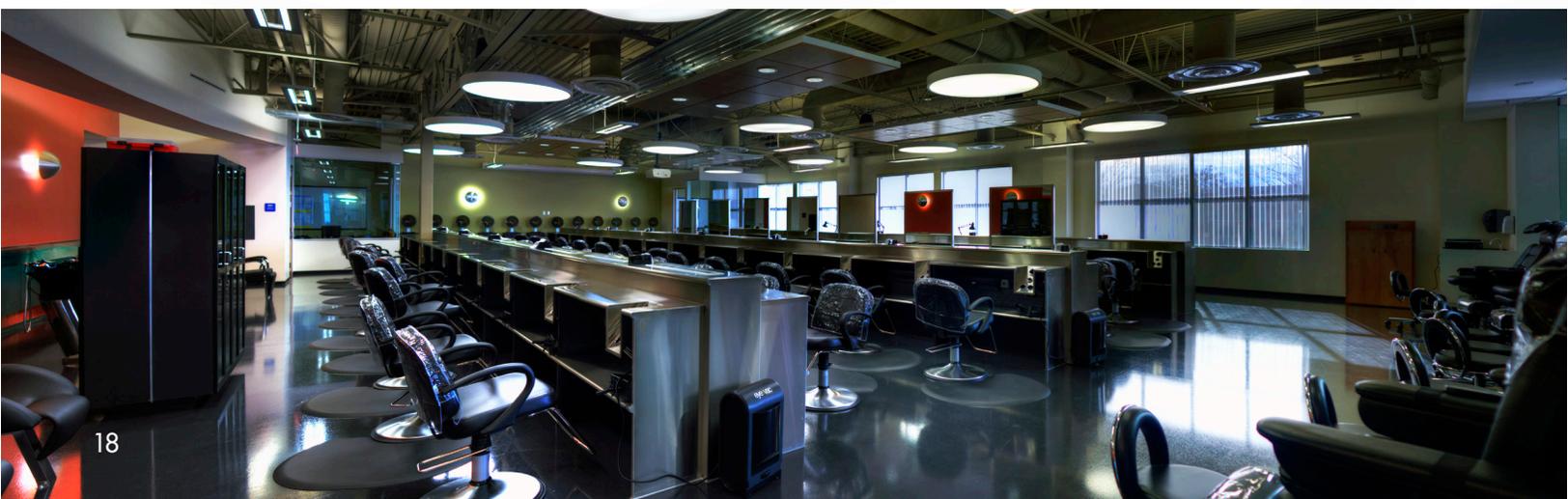
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## MISSION

Exceptional Education for Today's Careers

## VISION

Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process.

We are dedicated to provide educational programs that are

**COS200 - Spring** students for a solid background of practical hands-on experience in the cosmetic industry. fundamental skills introduced will be prepared for the State Board of Cosmetology. Students will begin learning how to build a clientele and "Up-Sell" additional services and products.

**COS300 - Junior** and advanced topics include Client Consultation, Required Cosmetology, and Cosmetology. H&A, and of California. application and testing fees. apply. Refer to barbercosmo.ca.gov. Be at least 17 years of age. The competency will

**COS400 - Senior** equivalent High grade for Cosmetology. All skills learned in previous terms will be continued and applied with the student. The student will be prepared to apply for the State Board of Preparation with 89% of Approved schools or complete a 3200 H&A apprenticeship program in California: Cosmetology 150 hours

**ET01- Freshman**  
Course Code Course Name Hours  
The ET01 term (Freshman) consists of 150 hours of training and study designed to prepare the student for the basic skill level needed to work on clients. Study includes: Study of fundamental skills in all phases of the service. The student will include critical thinking skills developed in the course.

**ET02- Sophomore**  
The ET02 term consists of 150 hours of training and study. The student will be prepared to work on clients. Study includes: Study of fundamental skills in all phases of the service. The student will include critical thinking skills developed in the course.

**ET03- Junior**  
The ET03 term consists of 150 hours of training and study. The student will be prepared to work on clients. Study includes: Study of fundamental skills in all phases of the service. The student will include critical thinking skills developed in the course.

Blake Austin College is approved by the State of California, Department of Veterans Affairs. www.va.gov

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# BLAK

Approved by the Board of Barbering and Cosmetology,

## AFFILIATIONS AND MEMBERSHIPS

Board of Vocational Nursing and Psychiatric Technicians (BVNPT), [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

California Association of Employers (CAE) [www.employers.org](http://www.employers.org)

California Certifying Board for Medical Assistants (CCBMA) [www.ccbma.org](http://www.ccbma.org)

absorption and metabolism of fats, proteins, and carbohydrates. Students will discuss vitamins, minerals and other supplements and their role in metabolism. Nutrition course students examine the role of nutrition in the development, progression of chronic health conditions. Students will learn about: fresh versus processed foods and organic versus non-organic foods.

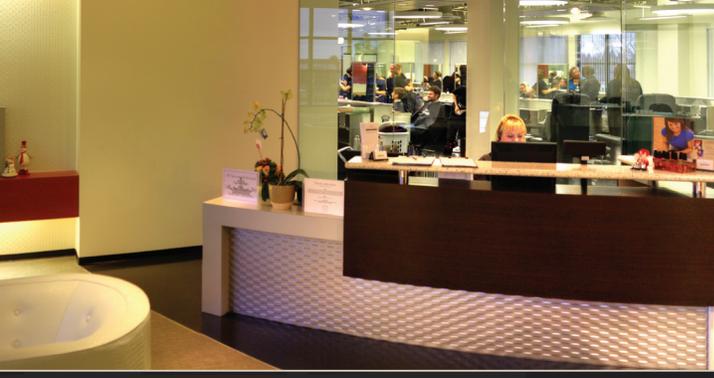
The student will be introduced to the philosophy and basic techniques of Practical Yoga and Qigong movements and breathing. Students will learn to incorporate these techniques into their daily routine to enhance the strength, spinal flexibility, self awareness and clarity, allowing them to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage. allow the client a sense of relaxation and only mind but muscle and connective tissue.

**HHP204- Complementary Modalities II**

In this course the student will be introduced to the history, philosophy, and basic functions of Indian Massage. The three techniques used for structural massage, Myofascial Release, and Deep Tissue Massage, Swedish Massage, and Myofascial Release. When reviewing Thai Massage the student will learn how to incorporate pressure points and stretching into the program. Following a more relaxing therapeutic release of the client on the mat or on the massage table. With structure and technique students who complete this course will be able to assist clients in a variety of ways. The student will be able to assist clients in a variety of ways. The student will be able to assist clients in a variety of ways.

**HHP205- Advanced Spa Techniques**  
The face and body. The student will learn the benefits and applications for facial, body, and body. The student will learn the benefits and applications for facial, body, and body. The student will learn the benefits and applications for facial, body, and body.

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# Emergency in Offerection

## APPROVAL DISCLOSURE NOTICE

Blake Austin College is a private institution and is approved to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Offered are the following programs:

Centrally located in Solano County, Blake Austin's Vacaville campuses have easy access from Highway 180 and 1505, ample parking and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a world-class building and state of the art computers and software.

### Programs offered at the Main Campus

#### Program Name/Clock Hours/Semester Credit Hrs\*/Max Capacity

Administrative Medical Assistant/720/39/20  
 Clinical Medical Assistant w/Phlebotomy/800/33/30  
 Dental Assisting/800/31/20  
 Medical Assistant—Front and Back Office/720/34/30  
 Pharmacy Technician/720/32/30  
 Vocational Nursing/1620/0/45 (Clock Hour Program)  
 Instruction is in residence at 611-K Orange Drive, Vacaville, CA 95687, with facility occupancy level accommodating 200 students at any one time

### Programs offered at the Branch Campus

#### Program Name/Clock Hours/Semester Credit Hrs\*/Max Capacity

Cosmetology/1600/0/27 (Clock Hour Program)  
 Massage Therapy/720/0/20 (Clock Hour Program)  
 Holistic Health Practitioner/1100/0/20 (Clock Hour Program)  
 Esthetician/600/0/20 (Clock Hour Program)  
 Esthetician/Massage Therapy/1100/0/20 (Clock Hour Program)  
 Branch campus instruction is at 1679 E. Monte Vista Drive, Vacaville, CA 95688, with facility occupancy level accommodating 400 students at any one time.

### \*COE conversion rate is equivalent to 1 Semester Credit Hour for each of the following:

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of work-based activity (externship)

room, mock med carts and other miscellaneous equipment  
 floor stations and practical classrooms for the cosmetology  
 operations and practical hands-on experiences which include  
 the American machines. The Massage Therapy and HHP programs  
 the school and clinical requirements, and occupational plans with  
 school personnel prior to enrolling or signing their enrollment agreement.

Since 1996, we have celebrated the success of over 1,000 graduates that are working and contributing to the North Bay  
 business. We are ready to serve your needs with in-demand  
 providing Exceptional Education to today's careers and people  
 which exemplifies the basis for our decisions and the commitment to our purpose and the community.

Each student will be provided with a syllabus course outline for each  
 course term that they participate in. Syllabus shall contain a statement  
 of educational objectives, program description, textbook list, class  
 schedule, outline of subject matter, and additional notes.

## CLASS SCHEDULE AND STRUCTURE\* (SAMPLE)

### Branch Campus Programs:

Cosmetology 9:00 - 5:00 in class\*  
 Massage Therapy/HHP 10:00 - 6:30 break\*  
 Esthetician 9:00 - 5:00 in class

### Main Campus Programs:

Business Courses: 5:00 - 7:10 in class  
 7:10 - 7:30 break  
 7:30 - 10:00 in class

### Dental Assisting:

Day 8:00 - 10:15 in class  
 10:15 - 10:30 break  
 10:30 - 1:00 in class  
 1:00 - 1:15 in class  
 1:15 - 1:30 break  
 1:30 - 4:00 in class

### Medical Courses:

Day 8:30 - 10:45 in class  
 10:45 - 1:00 break  
 1:00 - 1:15 in class  
 Evening 5:00 - 7:10 in class  
 7:10 - 7:30 break  
 7:30 - 10:00 in class

### Pharmacy Courses:

Evening 5:00 - 9:00 in class  
 Day (33 hour per week)  
 Monday, Tuesday, Friday 8:00am - 12:00pm Theory  
 Monday, Tuesday, Friday 9:00am - 5:00pm Skills  
 Wednesday, Thursday 5:30am - 9:00pm Clinical  
 Evening (25 hours per week):  
 Monday, Tuesday 5:00pm - 9:00pm Theory  
 Wednesday or Thursday 5:00pm - 8:30pm Skills

### Vocational Nursing (Sample)

Monday, Tuesday, Friday 8:00am - 12:00pm Theory  
 Monday, Tuesday, Friday 9:00am - 5:00pm Skills  
 Wednesday, Thursday 5:30am - 9:00pm Clinical  
 Saturday 6:00am - 6:00pm Clinical



# MEDICAL PROGRAMS OFFERED

(Required Courses, Extern Hours, Clock Hours, Exit Exams, Licensing Requirements)

## Administrative Medical Assistant

720 Clock Hours/39 Semester Credits

Cosmetology. The program consists of 1600 hours of theory and practical experience. The program prepares students for a solid background of practical hands-on experience in the cosmetic industry. Fundamental skills introduced will be prepared for the State Board licensure. Students will also begin the client-floor experience working with clients. The student will begin learning how to build a clientele and "Up-Sell" additional services and products.

Below are the minimum requirements for the cosmetology program as per the Barbering and Cosmetology Act and Regulations. Our meets and/or courses in these minimum requirements.

**ET01- Freshman**  
 The ET01 term consists of 150 hours of training and study. It includes all phases of the esthetic industry to include critical thinking skills developed in the classroom. The student will learn how to apply the skills learned in the classroom to the client floor.

**ET02- Sophomore**  
 The ET02 term consists of 150 hours of training and study. It includes all phases of the esthetic industry to include critical thinking skills developed in the classroom. The student will learn how to apply the skills learned in the classroom to the client floor.

Course Code	Course Name	Clock Hours	Semester Credits
ET01	Freshman	150	9
ET02	Sophomore	150	9
ET03	Junior	150	9
ET04	Senior	150	9
<b>Totals:</b>		<b>600</b>	<b>36</b>

**ET03- Junior**  
 The ET03 term consists of 150 hours of training and study. It includes all phases of the esthetic industry to include critical thinking skills developed in the classroom. The student will learn how to apply the skills learned in the classroom to the client floor.

MED101	Medical Insurance Billing/Coding	65	4
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
EXTAMA*	AMA Externship-Clerical (min hrs)	100	2
<b>Totals:</b>		<b>720</b>	<b>38</b>



800 Clock Hours/33 Semester Credits

# BLAK

Beauty Institute

located in the heart of the city. We offer a variety of career fields and also for employment as a Phlebotomy

This instructional program prepares the individual to provide Clinical Medical support to professional physicians and other medical personnel. Medical assistants perform certain clinical duties. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood (phlebotomy), and administering medications and injections as directed by physician.

During the Phlebotomy Technician portion of the program The student will perform a blood collection through venipuncture using vacuum tubes. The student will discuss vitamins, minerals and other supplements and their role in the body. The student will examine the role of nutrition in the development and prevention of chronic health conditions. Students will learn the difference between fresh versus processed foods and organic versus non-organic foods.

The student will be introduced to the philosophy and basic techniques of Practical Yoga and QiGong movements and breathing. Students will learn to incorporate these techniques into their daily routine to enhance the strength, spinal flexibility, self awareness and clarity, allowing them to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential. The student will be introduced to the philosophy and basic techniques of the Holistic Health Practitioner program. The student will learn the client during a massage allows the client a sense of relaxation and only mind but muscle and connective tissue. The student will learn to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

**HHP204- Complementary Modalities II**  
 In this course the student will be introduced to the history, philosophy, and basic techniques of the three techniques used for structural alignment: Myofascial Release, Cranial Yoga, and Myofascial Alignment. When reviewing Thai Massage the student will learn how to incorporate acupressure points and stretching techniques. The student will be able to provide a more therapeutic release of the client's body. The student will be able to provide a more therapeutic release of the client's body. The student will be able to provide a more therapeutic release of the client's body.

**HHP205- Advanced Spa Techniques**  
 This course will be designed to provide the student with the skills and techniques necessary to provide a more therapeutic massage to clients. The student will learn how to provide a more therapeutic massage to clients. The student will learn how to provide a more therapeutic massage to clients. The student will learn how to provide a more therapeutic massage to clients.

**MT102- Functional Anatomy**  
 This course will be designed to provide the student with the skills and techniques necessary to provide a more therapeutic massage to clients. The student will learn how to provide a more therapeutic massage to clients. The student will learn how to provide a more therapeutic massage to clients. The student will learn how to provide a more therapeutic massage to clients.

ME103	EC/ Tai Chi / Swedish	60	1.5
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
MEDPHARM101	Pharmacology	45	2
MEDNUT101	Nutrition	45	3
MEDMICRO101	Microbiology	55	2.5
MEDPP101	Patient Preparation	30	2
MEDEMER101	Medical Office Emergencies	35	1.5
MEDPRODEV101	Medical Professional Procedures & Development	15	1.5
MEDDIAG101	Medical Diagnostic Procedures & Rehabilitation	30	1.5
MEDEKG100	Electrocardiography	40	1.5
PHLESP101	Standard Precautions (OSHA, Bloodborne Pathogen)	15	1
VENILAB101	Venipuncture Lab	95	3
EXTPHLE*	Externship—Phlebotomy (min hrs)	80	1.5
EXTCMA*	Externship—Clinical Medical Asst.	160	3.5
<b>Totals:</b>		<b>800</b>	<b>33</b>

# General Information

Dental Assisting  
800 Clock Hours/31 Semester Credits

## WELCOME FROM THE PRESIDENT

On behalf of the entire staff and faculty, we welcome you to Blake Austin College. The student the necessary skills for the employment in a Dental Practice. Students are trained in subject areas such as dental terminology, ethics and jurisprudence, chairmanship and anesthesia, dental anatomy and physiology, dental radiology and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a 132,000 sq ft building, contains classrooms equipped with real world equipment and state-of-the-art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in a 18,000 sq ft facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

**Students must pass a comprehensive Dental Assisting program assessment and also successfully complete the externship portion of the program in order to receive a certificate of completion.** Our post-secondary educational and career programs are designed to reflect real world hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility will provide you with the quality education you need to receive the maximum benefit from training through the California Dental Board. Additional application and testing fees apply.

Our courses are unique yet are structured to resemble that of the current market demand for occupations within the medical career fields. Dental Assisting programs include medical assisting, clinical dental assisting, front and back office, clinical medical assisting with phlebotomy, dental assisting and pharmacy technician and vocational nursing, as well as our newest programs: cosmetology, massage therapy, holistic health practitioner and massage/esthetician combination program. Both certificate and licensure preparation programs are offered.

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\*Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

**Students must pass a comprehensive MAFB program assessment and also successfully complete the externship portion of the program in order to receive a certificate of completion.**

Our location is ideal for learning. The main campus, housed in a 132,000 sq ft building, contains classrooms equipped with real world equipment and state-of-the-art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in a 18,000 sq ft facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

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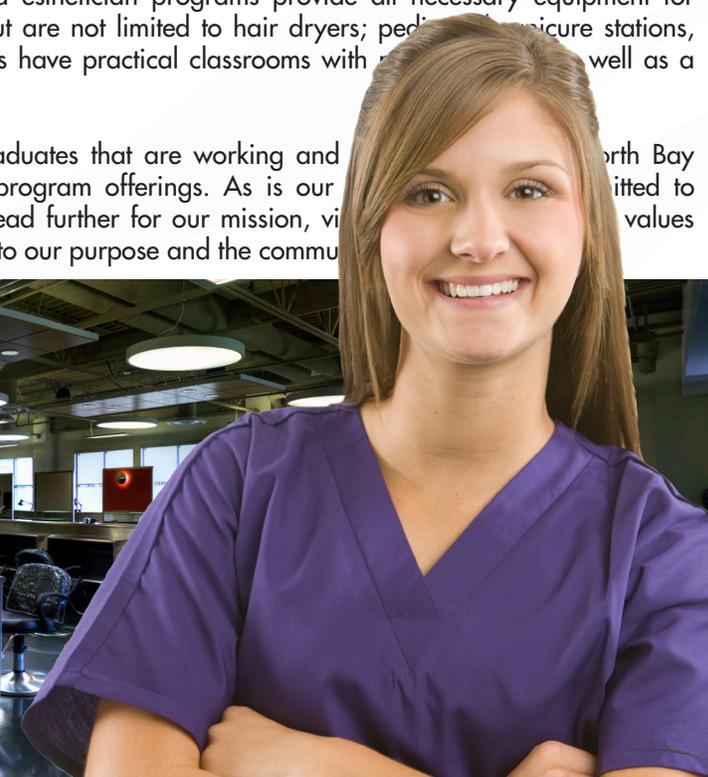
Course Code	Course Name	Hours	Credits
MEDOFF101	Medical Office Communications	35	1.5
MEDINS101	Medical Insurance Billing/Coding	65	4
MEDTERM101	Medical Terminology	60	4
MED&B101	Anatomy & Physiology	60	4
MEDPHARM101	Pharmacology	45	2
MEDNURS101	Nursing	45	3
MEDHEM101	Hemology	45	2.5
MEDMICRO101	Microbiology	55	2.5
MEDPP101	Patient Preparation	30	2
MEDMERJ101	Medical Office Emergencies	35	1.5
MEDPRODEVE101	Medical Professional Procedures & Development	45	2
MEDDIAGN101	Medical Diagnostic Procedures	45	2
MEDREH101	Rehabilitation	30	1.5
MEDREG101	Electrocardiography	40	1.5
EXTCMA*	Externship	160	3.5
Total:		720	31.5

Our courses are unique yet are structured to resemble that of the current market demand for occupations within the medical career fields. Dental Assisting programs include medical assisting, clinical dental assisting, front and back office, clinical medical assisting with phlebotomy, dental assisting and pharmacy technician and vocational nursing, as well as our newest programs: cosmetology, massage therapy, holistic health practitioner and massage/esthetician combination program. Both certificate and licensure preparation programs are offered.

Since 1996, we have celebrated the success of over 1,000 graduates that are working and thriving in their careers in Orange and San Diego counties. We are ready to serve your needs with in-demand program offerings. As is our mission, we are committed to providing "Exceptional Education for Today's Careers". Please read further for our mission, vision and values which exemplifies the basis for our decisions and the commitment to our purpose and the community.

The Medical Assistant (MA) and Medical Office Assistant (MOA) programs are designed to provide the student the necessary skills for the employment in a Dental Practice. Students are trained in subject areas such as dental terminology, ethics and jurisprudence, chairmanship and anesthesia, dental anatomy and physiology, dental radiology and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a 132,000 sq ft building, contains classrooms equipped with real world equipment and state-of-the-art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in a 18,000 sq ft facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

This instructional course prepares the individual to provide clinical medical support to professional physicians and other medical personnel. Medical assistants perform administrative and clinical duties. Administrative duties may include scheduling, managing mail, answering phones, and coding. Clinical duties may include taking and recording vital signs, medical histories, preparing patients for examination, drawing blood (phlebotomy), and administering medications as directed by physician.



**Pharmacy Technician**

720 Clock Hours/32 Semester Credits

The Pharmacy Technician Program is designed to give the student the necessary training and skills for employment in several pharmacy based career fields.

This instructional program prepares the individual to perform as a Pharmacy Technician in a variety of pharmacy settings including retail, hospital, in-home,

Cosmetology. The program consists of 1600 hours of theory and practical

**COS200 – Freshman** This course prepares students for a solid background of practical hands-on experience in the cosmetology industry. Fundamental skills introduced in Freshman term. Students will also begin the client-floor experience working with clients. The student will begin learning how to build a clientele and "Up-Sell" additional services and products. Below are the minimum requirements for the cosmetology program as made by the State Board of Cosmetology and Barbering and Cosmetology Act and Regulations. Our meets and practices learned in the Freshman and Sophomore terms will be continued and advanced in the Junior and Senior terms.

**COS300 – Junior** Additional topics include Client Consultation, Required Cosmetology Interview, Cosmetologist Upgrading, Hair, Nails, of California, Manicure, application and testing fees, apply, Permit and Barbercosmo.ca.gov. Be at least 17 years of age. The competency exam is administered by the State Board of Cosmetology and Barbering and Cosmetology. All skills learned in the Freshman and Sophomore terms will be continued and advanced in the Junior and Senior terms. And the State Board of Cosmetology and Barbering and Cosmetology. Approved semester completed by 3200 hours of apprenticeship program in California: Cosmetology 1600 hours

**COS400 – Senior** This course is the equivalent of the cosmetology program. All skills learned in the Freshman, Junior, and Senior terms will be continued and advanced in the Senior term. The student will be prepared to take the State Board of Cosmetology and Barbering and Cosmetology. Approved semester completed by 3200 hours of apprenticeship program in California: Cosmetology 1600 hours

Course Code	Course Name	Hours
ET01	Freshman	450
ET02	Sophomore	450
ET03	Junior	450
ET04	Senior	450
<b>Totals:</b>		<b>1800</b>

**ET01 – Freshman**  
The ET01 term consists of 450 hours of training and study. This includes all phases of the aesthetic industry to include critical thinking skills in application of concepts learned with a focus on client consultation for services.

**ET02 – Sophomore**  
The ET02 term consists of 450 hours of training and study. This includes all phases of the aesthetic industry to include critical thinking skills in application of concepts learned with a focus on client consultation for services.

**ET03 – Junior**  
The ET03 term consists of 450 hours of training and study. This includes all phases of the aesthetic industry to include critical thinking skills in application of concepts learned with a focus on client consultation for services.

**ET04 – Senior**  
The ET04 term consists of 450 hours of training and study. This includes all phases of the aesthetic industry to include critical thinking skills in application of concepts learned with a focus on client consultation for services.

Course Code	Course Name	Hours
ET01	Freshman	450
ET02	Sophomore	450
ET03	Junior	450
ET04	Senior	450
<b>Totals:</b>		<b>1800</b>

1620 Clock Hours



**BLAK**

patients and reports adverse reactions to medications or treatments, samples from patients for testing, perform routine treatments, assist

and enteral medications, and monitor, regulate, and discontinue IV's. This instructional course prepares the individual to perform as a Vocational Nurse in a variety of nursing settings including acute medical/surgical hospitals, convalescent hospitals (long term care, skilled nursing), home care agencies, outpatient clinics, doctor's offices, ambulatory surgery centers, dialysis centers, blood banks, psychiatric hospitals, correctional facilities, and vocational nursing programs. Emphasis will be placed on information necessary for students to take and pass the National Council Licensure Examination (NCLEX).

absorption and metabolism of fats, proteins, and carbohydrates. Students will discuss vitamins, minerals and other supplements and their role in metabolism. Nutrition course students examine the role of nutrition in the development, progression of chronic health conditions. Students will learn about: fresh versus processed foods and organic versus non-organic foods. The student will be introduced to the philosophy and basic techniques of Practical Yoga and QiGong movements and breathing. Students will learn to incorporate these techniques into their daily routine to enhance the strength, spinal flexibility, self awareness and clarity, allowing them to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage, allowing for a sense of relaxation and only mind but muscle and connective tissue.

**HHP101 – Holistic Health Practitioner**  
This course prepares the individual to provide all massage techniques used for structural anatomy, Myofascial Release, and in the basic program, Shiatsu, Acupuncture, and Myofascial Release. When reviewing Thai Massage, students will learn how to incorporate pressure points and stretching into a massage. Following a more relaxing and therapeutic release of the client on the mat or on the massage table. With this course students who complete the course will be eligible to assist in the field as a massage therapist. The course will assist in detecting postural imbalances that could be the cause of chronic illness. This is a full range of motion of the shoulder within each city where massage services will be provided. Or apply with the California State Board of Massage Therapists. Test Refer to www.csmt.org for specific information. Certification available through the face and body. This course will carry benefits and implications for various treatments, including scrubs, sugar scrubs, and hot stone applications. Students will learn the safe application and removal methods for muds, wraps and slimming various techniques, including the Vichy Shower.

**HHP204 – Complementary Modalities II**  
In this course the student will be introduced to the history, philosophy, and basic functions of Indian Massage, as well as additional training for structural anatomy, Myofascial Release, and in the basic program, Shiatsu, Acupuncture, and Myofascial Release. When reviewing Thai Massage, students will learn how to incorporate pressure points and stretching into a massage. Following a more relaxing and therapeutic release of the client on the mat or on the massage table. With this course students who complete the course will be eligible to assist in the field as a massage therapist. The course will assist in detecting postural imbalances that could be the cause of chronic illness. This is a full range of motion of the shoulder within each city where massage services will be provided. Or apply with the California State Board of Massage Therapists. Test Refer to www.csmt.org for specific information. Certification available through the face and body. This course will carry benefits and implications for various treatments, including scrubs, sugar scrubs, and hot stone applications. Students will learn the safe application and removal methods for muds, wraps and slimming various techniques, including the Vichy Shower.

**HHP205 – Advanced Spa Techniques**  
This course will carry benefits and implications for various treatments, including scrubs, sugar scrubs, and hot stone applications. Students will learn the safe application and removal methods for muds, wraps and slimming various techniques, including the Vichy Shower.

Course Code	Course Name	Hours
MT102	Functional Anatomy	450
MT103	Tai Chi / Swedish	450
<b>Totals:</b>		<b>900</b>

This course will carry benefits and implications for various treatments, including scrubs, sugar scrubs, and hot stone applications. Students will learn the safe application and removal methods for muds, wraps and slimming various techniques, including the Vichy Shower.

Course Code	Course Name	Hours
MT102	Functional Anatomy	450
MT103	Tai Chi / Swedish	450
<b>Totals:</b>		<b>900</b>



## MEDICAL COURSE DESCRIPTIONS (in alphabetical order)

### CARDEV011 - Career Development

**WELCOME FROM THE PRESIDENT** - Students will learn On behalf of the entire staff and faculty, we welcome you to a Black techniques and resources, interviewing with confidence, Central location, Solano County, Blake Austin's Yorba Linda behavior/attitude. The right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a world-class building, is equipped with the latest computers and software. The branch campus, located just five minutes from the main campus, offers a variety of courses in beauty and holistic health. The

### CIS101 - Computer Literacy

This course focuses teaching basic skills with Microsoft Windows XP. This course will provide and understanding of the terminology of personal computers, the basics of running a program, creating a word processing document and a drawing, and how to save work. This course also teaches basic skills accessing online help and file management.

career opportunities. Our classrooms, professional instructors and our location are designed to reflect real-world hands-on training for today's students. Our classrooms, professional instructors and our location are designed to reflect real-world hands-on training for today's students.

### CIS102 - Computer Applications

This course covers frequently used computer applications. Over course preparation, you will learn how to use the software to create a word processing document, a drawing, and a presentation. You will also learn how to use the software to create a word processing document, a drawing, and a presentation.

### CS011 - Basic Computing/MS Windows

Introduction to personal computers - Introduction of terminology, hardware, software, and common usage. Windows Operating Systems - Popular Windows operations including setup, operation, maintenance and navigation.

related projects and print capability. Internet access is available. This course covers frequently used computer applications. Over course preparation, you will learn how to use the software to create a word processing document, a drawing, and a presentation. You will also learn how to use the software to create a word processing document, a drawing, and a presentation.

### CSMSAC201 - Microsoft Access Level II

Advanced functions of database management with emphasis on test preparation for the Microsoft Office Specialist examination.

laboratory stations and practical classrooms for the cosmetology and esthetician programs. The main campus, housed in a world-class building, is equipped with the latest computers and software. The branch campus, located just five minutes from the main campus, offers a variety of courses in beauty and holistic health. The

**CSMSSEX101 - Microsoft Excel Level I**  
Experiences which include Spreadsheet applications, file sharing, tabulations, expense reports, Social Security, Health Care Pharmacists (ASHP) Sterile Products in Reference Libraries, available to students and faculty, provide a

### CSMSSEX201 - Microsoft Excel Level II

Intermediate spreadsheet i.e. charts, logical functions, pivot charts and tables.

### CSMSSEX301 - Microsoft Excel Level III

Advanced spreadsheet applications with emphasis on test preparation for the Microsoft Office Specialist examination.

### CSMSOL101 - Microsoft Outlook Level I

Popular automated p.c. based scheduling, organization and e-mail/internet access program.

### CSMSPP101 - Microsoft PowerPoint Level I

Presentation applications (i.e. create, edit, save, formatting, modifications). Preparation techniques with samples and strategies for usage of letters, memos, etc.

### CSMSPP201 - Microsoft PowerPoint Level II

Advanced functions of presentations with emphasis on test preparation for the Microsoft Office Specialist examination.

### CSMSWD101 - Microsoft Word Level I

Word processing applications (i.e. create, edit, save, formatting, modifications). Preparation techniques with samples and strategies for usage of letters, memos, etc.

### CSMSWD201 - Microsoft Word Level II

Advanced word processing with emphasis on test preparation for the Microsoft Office Specialist examination.

### CSMSWD300 - Microsoft Word Level III

Advanced word processing with emphasis on test preparation for the Microsoft Office Specialist examination.

### DA101 - Pre-Clinical Dentistry

Orientation to dental assisting and the dental profession; laws and ethics, biodental science, pre-clinical dentistry; the current market demand for occupations within the medical profession. Front and back office dental medical assistance.

### DA201 - Clinical Restorative Dentistry and Infection Control Practices and Records

Microbiology, hazard communication, dental record management, restorative dentistry.

### DA301 - Special Procedures

Microbiology, hazard communication, dental record management, restorative dentistry.

### DA401 - Restorative and Laboratory Dental Materials

Covers: dental materials, provisional restorations, cast materials, model trimming, vacuum formed custom tray.

### DA501 - Clinical Dental Procedures

Covers: dental radiography, pharmaceuticals, CPR, equipment for dental procedures.

### DA601 - Expanded Duties I

Covers: pit and fissure sealants, oral inspection, suture removal, vitality testing, topical anesthesia, nitrous oxide.

### DA701 - Expanded Duties II and Preventative Dentistry

Covers: dental regulations, dental assisting and core registered dental assisting duties; procedures; preventative dentistry, patient administrative procedures.

### DA801 - Expanded Duties III

Continuation of theory and practical application of new recently mandated procedures delegated to the dental assistant and Registered Dental Assistant. Includes state of the art procedures, such as obtaining intraoral images for computer-aided design (CAD), milled restorations intra-oral and extra-oral photography and other related procedures.

### DMN101 - Dental Administrative Assis

Students will receive knowledge in HIPAA regulations, communication skills, and patient relations. To provide the basic skill and knowledge necessary to work in all types of



**MEDPRODEV101 - Medical Professional Procedures and Development**

Introduction and review of professional conduct. Preparation for employment - resume, applying, interviewing, follow-up, networking, leads, etc.

**WELCOME FROM THE PRESIDENT**

On behalf of the entire staff and faculty, we welcome you to Blake Austin College. This course focuses on Medical Terminology using a body systems approach. Generally, courses in Subling County, Blake Austin's Vocational Center, cover the right terminology for Body Systems including the skeletal, muscular, circulatory, respiratory, digestive, urinary, nervous, and reproductive systems. You will not feel cramped from the main building, housed in a 18,000 sq. ft. facility and will be amazed at Blake Austin College is positive, comfortable and

**PHARMDOS100 - Unit Dose Systems**

Introduction to different unit dosing systems and the different stocks and hospital units that use them. Review of calculations for medication based on weight and body surface area. Also includes anatomy, physiology, unit dose and prescription processing lab

Our courses are unique yet are structured to resemble that of the medical assisting, clinical medical assisting, dental assisting, pharmacy technician and massage therapy, holistic health practitioner and massage/preparation programs. Review when and why needed. Also includes anatomy, physiology, keyboarding and prescription processing lab

**PHARMCOM100 - Comprehensive Medical Assisting, Clinical Medical Assisting, and Back Office**

Introduction to IV preparation using aseptic technique, proper hand-washing technique and calculating the correct dose of vial solutions and reconstituting powders correctly. Review of different sterile solutions, chemotherapy treatments, sterility standards and how to dispose of hazardous materials. Also includes anatomy, physiology, IV preparation and prescription processing lab

**PHARMLAW100 - Pharmacology, History & Law**

Introduction to the history of pharmacy and the different types of drugs. Review of laws pertaining to Pharmacy, weight, measurement and temperature conversions. Also includes anatomy, physiology and prescription processing lab

**PHARMPRAC100 - Ambulatory Care, Practice & Ethics**

Abbreviations, dosage calculations, pharmacy law and standards, poison control and importance of accountability. Includes anatomy & physiology and lab.

**PHN101 - Standard Precautions, Infection Control**

OSHA Regulations - OSHA 1910.1030 with state and national learning safety, Blood-borne Pathogens - Learning how to protect yourself from diseases & commonly transmitted diseases. Vascular System - Learning about the circulatory system of the body. Accessible sites for blood collection. Instructors will lead through lab simulation and through vacuum tubes, syringes and winged infusion sets. All lab practices through lab

**VN101 - Introduction to Client Centered Care**

Introduction to Client Centered Care I provides the students with the opportunity to have intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. It provides the student with the opportunity to take an active role in assisting the client in health maintenance. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed.

This term is the first state of the art seeking knowledge and skills to be prepared. The branch of education, Nursing, offers a variety of courses in beauty and holistic health. The reflects an adult campus which provides a positive attitude, nurse. Semester I offers introductory subjects, which will then be applied to the systems in the following terms. The program make based on simple to complex education and career training are designed to reflect real world hands-on training for today's and training facility will provide you with the quality education

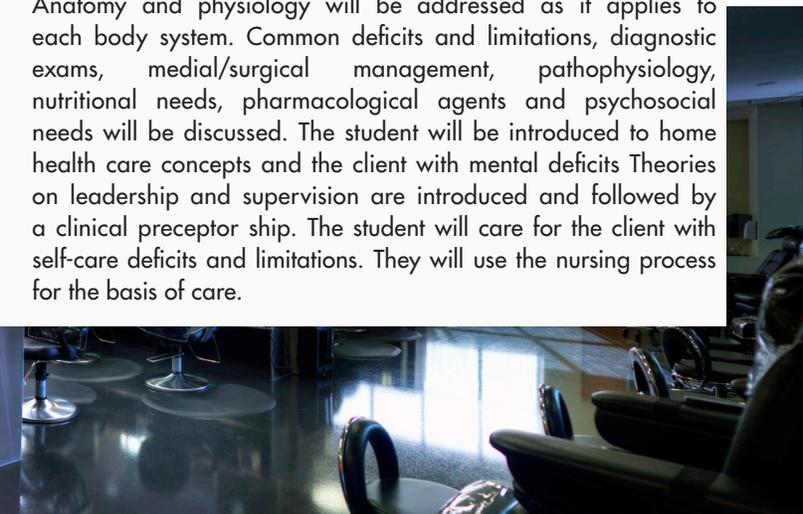
**VN102 - Care of the Client with Self-Care Deficits**

This term will introduce the student to the acute care facility. The experience will be focused on care of the medical/surgical client. The student will introduce the terminology of available body systems approach. The systems are introduced from the simple to the most complex. Anatomy and Physiology will be the first objective

**VN103 - Care of the Client with Self Care Deficits II**

This semester will further the students knowledge in the care of the medical/surgical client. The body systems approach will continue to be used and new body systems will be introduced. More advanced deviations are introduced and self-care concepts continue to be the basis for the Nursing Care Plan. Anatomy and physiology will be addressed as it applies to each body system. Common deficits and limitations, diagnostic exams, medial/surgical management, pathophysiology, nutritional needs, pharmacological agents and psychosocial needs will be discussed. The student will be introduced to home health care concepts and the client with mental deficits Theories on leadership and supervision are introduced and followed by a clinical preceptor ship. The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care.

Microsoft Office, Special practice examinations, American dental software, and medical records management software. The variety of the nursing system books, video and audio CDs of The end books using clinical laboratory and child classroom is offered. The student will care for the client with self-care deficits. Clinical and laboratory program will use the available necessary equipment for





# Esthetician/Massage Therapy

1100 Clock Hours

The Esthetician/Massage Therapy Program is designed to give the student the opportunity to work as a Massage Therapist. **WELCOME FROM THE PRESIDENT**  
On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

Centrally located in Solano County, Blake Austin College's two campuses are located in the heart of the San Francisco Bay Area. The main campus is located in the heart of the city of Suisun, California. The branch campus is located in the heart of the city of Knights Landing, California. Both campuses are equipped with state-of-the-art facilities and equipment. The main campus is a 123,400 sq. ft. building, each with classrooms equipped with video classrooms and large projection media. Students will not feel cramped or crowded. The branch campus is a 10,000 sq. ft. building, each with classrooms and large projection media. Students will not feel cramped or crowded. The branch campus is a 10,000 sq. ft. building, each with classrooms and large projection media. Students will not feel cramped or crowded.

Upon completion of the program students will be prepared and eligible to work in a variety of settings. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field.

Preparation for the program are offered. 150  
ET02 Esthetician 2 150

The Medical Center (Career Lounge at the main campus) houses the student job board with current postings of available positions. Computers are available in the business computer lab (main campus) or in the center (branch campus) for research and project capability. Internet access is available on all computers as well as a variety of CBT's and interactive software. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field.

Since 1996, we have celebrated the success of over 1,000 graduates who have gone on to successful careers in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field.



# Esthetician

600 Clock Hours

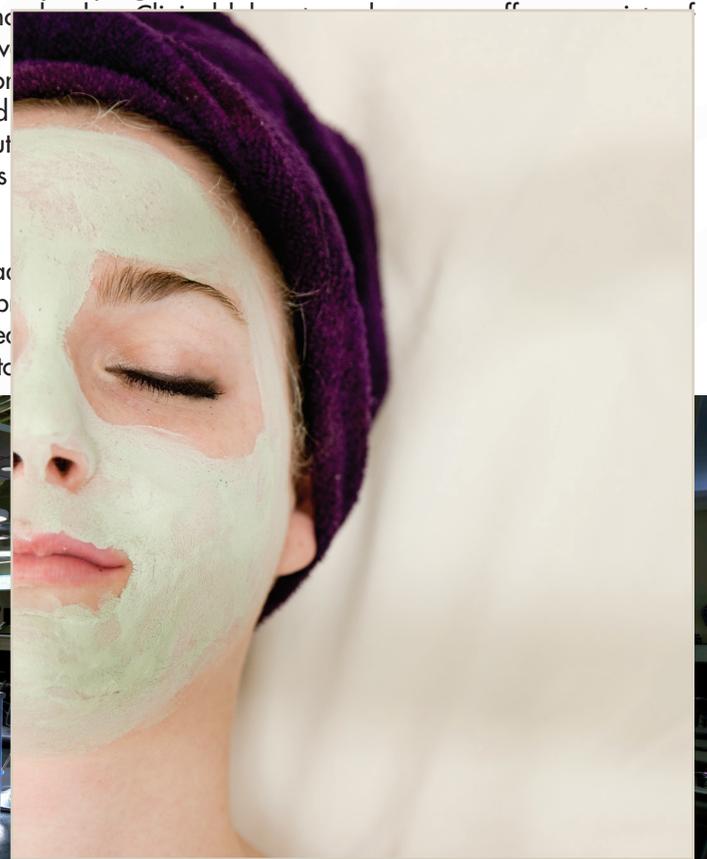
The purpose of the Esthetician Program is to educate students in study of skin care through theory and practical training in the following categories: Anatomy and Electric Facials, Make-up Application, Laws and Regulations, Esthetic Procedures, Disinfection and Sanitation and Anatomy

The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field.

Upon completion of the program students will be prepared and eligible to work in a variety of settings. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field.

Preparation for the program are offered. 150  
ET02 Esthetician 2 150

The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field. The program is designed to provide students with the skills and knowledge necessary to succeed in the field.



## BEAUTY COURSE DESCRIPTIONS (in alphabetical order)

### COS100 – Freshman

Study includes theory and practice in fundamental skills in all phases of beauty culture to include wet hair styling, manicuring & pedicuring, hair color, perms & relaxers and basic haircutting. There will be a focus on sterilization & sanitation as well as fire safety. Critical thinking skills are developed in application of concepts learned.

The program consists of 1600 hours of theory and practical

and Cosmetology Act and Regulations. Our meets and...  
 COS300 – Junior  
 The E03 term consists of 150 hours of training and study. All services learned in previous courses will be continued and advanced upon during this course. Study includes theory and practice in fundamental skills in all phases of beauty culture to include State Board Preparation with "mock" State Board Exam for Practical and Written. The focus of this course is to meet all time requirements of the State Board Procedures, fine tune the services offered exceeding customer satisfaction and demonstrate proficiency with the "Complete Esthetic Experience".

Course Code	Course Name	Hours
ET01	Freshman	160
COS100	Cosmetology Freshman	160
COS200	Cosmetology Sophomore	160
COS300	Cosmetology Junior	160
COS400	Cosmetology Senior	160
<b>Totals:</b>		<b>640</b>

The Massage Therapy program is designed to...  
 ET03 – Junior  
 The E03 term consists of 150 hours of training and study. All services learned in previous courses will be continued and advanced upon during this course. Study includes theory and practice in fundamental skills in all phases of beauty culture to include State Board Preparation with "mock" State Board Exam for Practical and Written. The focus of this course is to meet all time requirements of the State Board Procedures, fine tune the services offered exceeding customer satisfaction and demonstrate proficiency with the "Complete Esthetic Experience".

### ET04 – Senior

The ET04 term consists of 150 hours of training and study. All services learned in previous courses will be continued and advanced upon during this course. Study includes theory and practice in fundamental skills in all phases of beauty culture to include State Board Preparation with "mock" State Board Exam for Practical and Written. The focus of this course is to meet all time requirements of the State Board Procedures, fine tune the services offered exceeding customer satisfaction and demonstrate proficiency with the "Complete Esthetic Experience".

### HHP201 – Reiki

Students will learn basic theories and procedures for Reiki and how to use healing energy techniques alone or with other massage modalities to assist clients with spiritual and physical wellbeing. Students will examine the symbology used in the practice of "Distant Healing". A Reiki attunement will be offered by the Reiki Master. Students will be eligible for a Level II Reiki Practitioner Certificate upon successful completion.

### HHP202 – Aromatherapy/Herbology

This course provides an introduction to the uses of various herbs and aromatherapy in creating balance and rejuvenation of the body, spirit and mind. Students will learn how to identify herbs, make poultices & teas, use essential oils, vaporizers, and other delivery methods. Ayurvedic treatments will be introduced.

### HHP203 – Health & Wellness

This course educates the students advanced nutrition and exercises for the body and spirit. It will provide a further understanding of digestion,

Exercise, Lifestyle Changes, and Alternative Health Options.

### HHP204 – Complementary Modalities II

In this course the student will be introduced to the history, philosophy, and this inspired program prepares the individual to provide all massage techniques fundamental to the basic MT program as well as additional training in structural Myofascial Release, and in the basic MT program, Myofascial Release, and Myofascial Alignment. When reviewing Thai Massage students will learn how to incorporate acupressure points and stretching. Following a more relaxed therapeutic release of the body on the mat or on the massage table. With structure and students who complete this course will be eligible to assist clients with chronic postural imbalances that could be the cause of chronic pain. A full range of motion must be met at the Sheriff's Department within

### MT103 – Tai Chi / Swedish

60

### HHP206 – Clinical Massage

In this course students will apply the techniques and information learned in the Basic Massage Therapy program as well as new techniques in a

### HHP207 – Advanced Supervised Clinic

In this course students will perform a variety of Advanced Massage Therapy Techniques on the clients from the public sector under the supervision of an instructor.

### Functional Anatomy

**MT103- Tai Chi/Swedish**

This course provides an introduction to Swedish massage techniques, recognized as the fundamental basis for many other forms of massage. Students will participate in practicing massage techniques on volunteers and each other. With the use of different Tai Chi Poses/Movements students will learn the proper posture needed to perform basic massage techniques on the table and chair while avoiding strain or injury. Corrective exercises for acute and chronic neck and back pain will also be taught. Students will learn a basic 50 minute Swedish massage sequence for use in the clinic setting.

**MT104- Physiology/Kinesiology**

This course will address the "Study of Movement" of the body and environment and the lever action muscle groups that act upon these joints will be taught. Students will gain knowledge in how the human body and its systems function. Growth, age, stress and other organic dysfunctions are taught as they relate to massage therapy. A focus on actions and interactions between muscles and joints as well as how to manage disorders to maintain rehabilitative or enhance movement will be integrated. Our post-secondary educational career programs offer career opportunities. Our classrooms, professional instructors

**MT105- Hydrotherapy/Sports**

This course will review the historical and cultural aspects as well as uses for hydrotherapy in maintaining total body wellness. Students will learn about various forms of hydrotherapy and the connection to hydrotherapy practices in sports massage. Students will receive an overview of techniques used by massage therapists for athletic pre-event and post-event massage and treatments. Students will learn techniques for use in the rehabilitative and preventative settings. Practice will include students working on each other as well as in the clinic setting.

**MT106- Myofascial Techniques**

In this course students will learn techniques to relieve pain and decrease tension of a patient's muscles. This course includes the client history and testing, myofascial release, and certification exam preparation. Myofascial release techniques are used to release the client's muscle and connective tissue. Health Care Products (ASHP) Sterile Products Interference. Reference libraries, available to students and faculty, provide a variety of media. A Media Specialist will assist in the student in checking out reference materials.

**MT108 - Shiatsu**

This course provides an introduction to the basic art of Shiatsu, which combines Eastern and Western massage techniques to address the mind, body and spirit. Using an acupressure and meridian focused bodywork system, students will learn a Shiatsu massage sequence.

**MT109- Complementary Modalities**

In this course students will learn the indications and contra-indications for various modalities. Since 1986, we have celebrated the success of over 100 graduates. We are ready to serve your needs with immediate and providing "Exceptional Education for Today's Careers." Please read which exemplifies the basis for our decisions and the commitment to massage techniques for labor and delivery will be discussed. Students will learn the importance of key points and their relationship to other organs and systems. The therapeutic benefits of these modalities and accommodating alternative modalities are discussed.

**MT111- Business Management**

This course provides the student with an introduction to the individual marketing and business skills to empower them to become both employable and successful in the field of Massage Therapy. Emphasis will be placed on marketing oneself in the profession, professional employment versus independent contracting and legal tax and permit requirements.

**MT110- Nutrition**

These courses will discuss various dietary models from Eastern cultures and the standard American Diet. The students will learn how to assess a client's diet and make recommendations for improvement based on the clients needs. The use of protein, fat and carbohydrates, whole organic foods vs. refined and processed food will also be discussed. Nutritional supplements used in conjunction with massage therapy promoting healing and rejuvenation of tissues that are involved in musculoskeletal problems. Peak Performance lessons will be offered. Our location is ideal for learning. The main campus, housed in a world equipment and state of the art computers and software.

**MT107- Pathology**

This course will focus on the disease process in the human body. Student will learn to assess clients for signs of possible disease or dysfunction and determine the indication or contraindication for massage or esthetic services. Students will all learn the mind, body, spirit connection as it relates to the disease process and massage therapy/esthetician. Emphasis will be placed on teaching students scope of practice as it relates to the "diagnosis" of disease.

**MT112- National Exam Preparation**

This course provides the student with an opportunity to prepare for the current market demand for occupations within the medical assisting field. Front and back office, clinical medical assisting, national nursing, as well as our newest programs: cosmetology, esthetician combination program. Both certificate and licensure

**MT113 / MTE113- Supervised Clinic**

In this course students will perform a variety of Massage Therapy modalities on the public under the supervision of an instructor.



# Admissions Policies

## GENERAL ADMISSION REQUIREMENTS:

- All applicants must fill out an application for admission to Blake Austin College (BAC).
- All applicants must complete financial arrangements prior to orientation.
- All prospective students must meet at least one of the following requirements:
  - Must be a high school graduate\*, or
  - Must have successfully completed the recognized equivalent of a high school diploma (GED),
  - Candidates must be fluent in the English language both verbal and written. Blake Austin College does not provide ESL Courses. Instruction will occur in English only.

Official High School Transcripts or GED Certification must be submitted. Foreign educated students must have their diplomas evaluated.

*\*Due to the high rate of diploma mills, Blake Austin College does not accept on-line high school diplomas.*

### Pre-admission Assessment

- Prospective students must successfully complete an entrance assessment prior to acceptance. Assessment tests used consist of the Scholastic Learning Exam (SLE), and the Adult Basic Learning Examination (ABLE), Level 3. There is a \$5 charge for the assessment test. If the client passes the assessment with the appropriate program score they will be moved forward in the admissions process.

If the appropriate score is not achieved the client will follow the steps below:

- May retake the SLE within 7 days of original test date, a \$10 mandatory fee will apply
- If retake is unsuccessful, the client may take the ABLE test within 7 days of the 2nd test date. A \$20 mandatory fee will apply
- If the client is unsuccessful a 3rd time the client will have to wait 30 days before becoming eligible to retake the ABLE. A mandatory \$20 fee will apply.

Candidates must be fluent in the English language both verbal and written (Blake Austin College does not provide courses in English as a second language).

### Pre-admission Immunizations

- All Allied Health programs require proof of receiving the following immunizations: Hepatitis B series (or proof of having begun the series), Tuberculosis test, MMR, Varicella and TDAP prior to the orientation.

*(Not applicable to programs offered at the Branch campus)*

### Pre-admission Background Check and Drug Screening

- All candidates must complete a live scan background check. Live scan consists of FBI and Department of Justice searches. Applicants must have a clear background check and may not have any pending or unresolved actions in order to attend Blake Austin College. BAC also promotes a Drug Free Campus, therefore, must also have a drug test performed. Candidates must have clean results from the drug testing in order to be accepted into Blake Austin College. All programs require a completed background check and drug screen with clear results prior to acceptance into the school. (Programs offered at the Branch Campus are not subject to Background/

Testing but must follow the Drug Free campus policy)

**Candidate must provide one professional letter of reference.**

Additional Vocational Nursing Program admission requirements:

- 2 professional letters of recommendation
- Physical

Upon enrollment, students are given the Student Handbook and Catalog which further describes additional school policies. Students are encouraged to read the Handbook as they must adhere to the policies contained both in the Catalog and the Handbook.

*All of the Admission requirements must be met prior to acceptance into Blake Austin College*

## ACCEPTANCE OF CREDITS

A petition for credit for prior training will be evaluated by the School Director. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "C" from a nationally accredited school must be achieved in order for the course to be considered for transfer credit. For clock hour programs, proof of the number of hours completed must be submitted. A student must complete at least 50% of the course requirements of a program at BAC. Transferred credits will be documented in the student's record indicating what courses were transferred and the student will be notified of transfers. Requests for credit transfers must be made prior to beginning classroom attendance at Blake Austin College.

### Notices Concerning Transferability of Credits and Credentials Earned at BAC

The transferability of credits you earn at BAC at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in a program from BAC is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate you earn at BAC 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 BAC will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BAC to determine if your credits or certificate will transfer.

BAC has not entered into an articulation agreement or transfer agreement with any other College or University.

### Challenge Examinations

A prospective student may request to take a challenge exam for courses in the program. No more than 25% of the program can be requested for the purpose of taking a challenge exam. The fee for a challenge exam is 50% of the course cost.

### Student Transfer within Programs

If a student requests to transfer to another program within our training facility: The student will complete a Student Change Request Form. It is submitted to the Director of Education or assigned staff member, who then reviews all necessary factors including: reason for change request, students level of competency (based on pre-enrollment test scores) to enter into requested program, counselor or third-party payer approval, class availability and instructors approval, available funds. Once all factors are weighed and if transfer is approved, Student Change Request Form is signed by all parties binding a contractual amendment and posted to student's permanent record.

### Housing

The College does not offer housing facilities and also no assistance is provided to find housing.

# Admission to the Over 20s

## ATTENDANCE POLICY

The College must be able to confirm to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required on behalf of the entire staff and faculty. We welcome you to Blake Austin College. Attendance is an absolutely crucial part of the training program and a requirement for graduation. Centrally located in Solano County, Blake Austin's Vacaville campus is a 13,400 ft<sup>2</sup> building, contains classrooms equipped with real world equipment and state-of-the-art computers and software. Each student will be held accountable for his/her attendance. Students are expected to call in every day that they will be absent or tardy. A student will be dropped from his/her program on the 4th day after 3 consecutive days of no contact with the school.

In our catalog you will notice that we offer many features that make our courses unique yet are structured to resemble that of our career fields – administrative, medical assisting, clinical medical assisting, phlebotomy, dental assisting, pharmacy technician and vocational nursing, as well as our newest programs: cosmetology, massage therapy, holistic health, practitioner and massage/esthetician combination program. Both certificate and licensure preparation programs are offered.

Excused absence hours must be made up before the end of the module. A student is to meet with his/her instructor to get the assignment they missed as well as to receive their assignment for make up of hours. If a student is an unexcused absence results in missing a deadline for submission of assignments, 10% will be deducted automatically from the grade. Missed quizzes and exams may not be made up for unexcused absences. A score of zero will be assigned to any missed quizzes or exams if the absence is unexcused. It is the student's responsibility to meet with the instructor when returning from any absence to obtain missed work and submit an Excused Absence Request Form with supporting documentation. All documentation will become part of the student's file.

The Media Center (Career Lounge at the main campus) houses the student job board with current postings of available positions. Computers are available in the business computer lab (main campus) or media center (branch campus) for research, school related projects and print capability. Internet access is available in the event a student does not pass the module, the student may repeat the module one time at no fee to attempt to passing grade. (This does not apply to the Microsoft Office Specialist practice examinations, American interactive software, and medical records management software. A delay in training may be necessary to repeat the failed module. In the event of a delay in training, the graduation date will be extended. If a student fails a second module, he/she will be responsible for all fees associated with repeating that module. Any student failing a total of three modules during their course of study will be dismissed from the program. A student who has been dismissed from the program of training three modules may re-apply to the College for admission after a 12-month period.

Spa room for clinic requirements. Excused absences/tardies (jury duty, court appearance, unavoidable medical appointment, military duty, and death of a significant life influence) Since 1996, we have celebrated the success of over 1,000 graduates that are working and contributing to the North Bay program offerings. As is our mission, we are committed to read further for our mission, vision statement and core values to our purpose and the community.

## STUDENT ASSESSMENTS/GRADING

Students are evaluated by instructors regarding their progress through evaluations sheets (grades), student professional development evaluations, remediation and re-assessment. Students must take assessments the day it is given. If a student has an excused absence (jury duty, court appearance, Dr.'s note, military duty, and jury duty) in the immediate family, the student may have the option to take the assessment on a different date. The main campus, housed in a 13,400 ft<sup>2</sup> building, contains classrooms equipped with real world equipment and state-of-the-art computers and software. Each student will be held accountable for his/her attendance. Students are expected to call in every day that they will be absent or tardy. A student will be dropped from his/her program on the 4th day after 3 consecutive days of no contact with the school.

Students must receive a minimum grade of 70% (C+) in order to continue in the program. A student who receives a grade of 60% (D) or below will be required to repeat the module. A student who receives a grade of 50% (F) or below will be required to repeat the module. A student who receives a grade of 40% (F) or below will be required to repeat the module. A student who receives a grade of 30% (F) or below will be required to repeat the module. A student who receives a grade of 20% (F) or below will be required to repeat the module. A student who receives a grade of 10% (F) or below will be required to repeat the module. A student who receives a grade of 0% (F) or below will be required to repeat the module.

The grading/evaluation policy for each subject is as follows:

Excellent	90-95	A
Very Good	80-89	B
Average (Passing)	70-79	C
Below Average (Fail)	60-69	D
Unsatisfactory	50-59	F
Unsatisfactory	40-49	F
Unsatisfactory	30-39	F
Unsatisfactory	20-29	F
Unsatisfactory	10-19	F
Unsatisfactory	0-9	F

Students enrolled in programs that require an externship must pass a comprehensive program final exam within one week of completing the program to be released for externship or a delay in externship may occur. Students must successfully pass their externship. If a student fails an externship, the student must re-apply to the College for admission after a 12-month period.

Students enrolled in programs at Blake Austin College will be graded in any combination of the following categories as applicable to the student's program.





# RULES AND REGULATIONS

## Student Rules & Code of Conduct

While on school grounds, all students shall conduct themselves in an appropriate adult manner, and shall be prepared for class sober and attentive. Consideration and respect should be given to all persons, including other students and staff. Inappropriate behavior resulting in a violation of this policy, is grounds for suspension and/or dismissal.

### WELCOME FROM THE PRESIDENT

On behalf of the entire staff and faculty, we welcome you to Blake Austin College. Centrally located in Solano County, Blake Austin's Vacaville campuses provide a 13,400 ft<sup>2</sup> building, contains classrooms equipped with real world equipment and state of the art computers and software. Classrooms are large enough that students will not feel cramped or encumbered. The branch campus, located just two miles from the main campus, is housed in an 18,000 ft<sup>2</sup> facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

Will abide by all local, state and federal laws; Will present him/herself in a professional manner; Will abide by the Student Code of Conduct; and Will abide by all school policies and procedures.

### Ethical Code of Conduct:

In our catalog you will notice that we offer many features that make our school unique among educational and career training institutions. Our post-secondary educational career programs are designed to reflect real world hands-on training for today's career opportunities. Our classrooms, professional instructors and training faculty will provide you with the quality education you need to receive the maximum benefit from training.

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty, or plagiarizing, or failing to meet the professional standards of the College shall be liable for sanctions up to and including dismissal from the College. An investigation of suspected violation will be conducted and will be presented to the student. The student will have the opportunity to respond to the allegations in writing and/or in person. The position of the school may be for:

dismissal from the College. An investigation of suspected violation will be conducted and will be presented to the student. The student will have the opportunity to respond to the allegations in writing and/or in person. The position of the school may be for:

Issue a warning to the student;  
Place the student on an administrative leave of absence;  
Place the student on general probation;  
Move student to another class;  
Dismiss the student from the college

Computers are available in the business computer lab (main campus) for related projects and print capability. Internet access is available on all computers as well as a variety of related subjects such as Health Insurance and testing, mock phlebotomy certification exam preparation, Society of Health Care Pharmacists (ASHCP) Sterile Products

Reference libraries available to students and faculty, provide a variety of equipment centrifuges, electrocardiograph machines, autoclaves, room mock med carts and other miscellaneous equipment -

Any of the following can be considered grounds for probation, suspension or dismissal under the guidelines as set forth herein:  
Repeated offenses of probation  
Students that have been charged with a Conviction, Felony, and/or Misdemeanor during the program, or have failed to disclose this at time of enrollment will be dropped from the program

Since 1996 we have celebrated the success of over 1,000 graduates that are working and contributing to the North Bay counties. We are ready to serve your needs with in-demand program offerings. As is our mission, we are committed to providing Exceptional Education for Today's Careers. Please read further for our mission, vision statement and core values which exemplifies the basis for our decisions and the commitment to our purpose and the community.

Excessive absence or continuous abuse of attendance requirements  
Any student that has been caught using alcoholic beverages, illegal or non-prescribed drugs on the premises of the institution or during scheduled school hours  
Any student that exhibits conduct that is disruptive to classmates  
Any student that fails to achieve a score of 70% on two consecutive exams will be re-assessed and appropriate recommendations will be made  
Theft of BAC property or that belonging to a fellow student  
Physical abuse or harassment of any type from any person on BAC premises  
Intentional disruption or obstruction of teaching, administration or other BAC activities  
Possession of firearms or other dangerous weapons on BAC property  
Any type of dishonesty and cheating  
All grounds for dismissal are subject to situation with the exception of drug use or possession of firearms or other dangerous weapons on BAC property  
Dismissal for misconduct is considered permanent

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### BAC House Rules:

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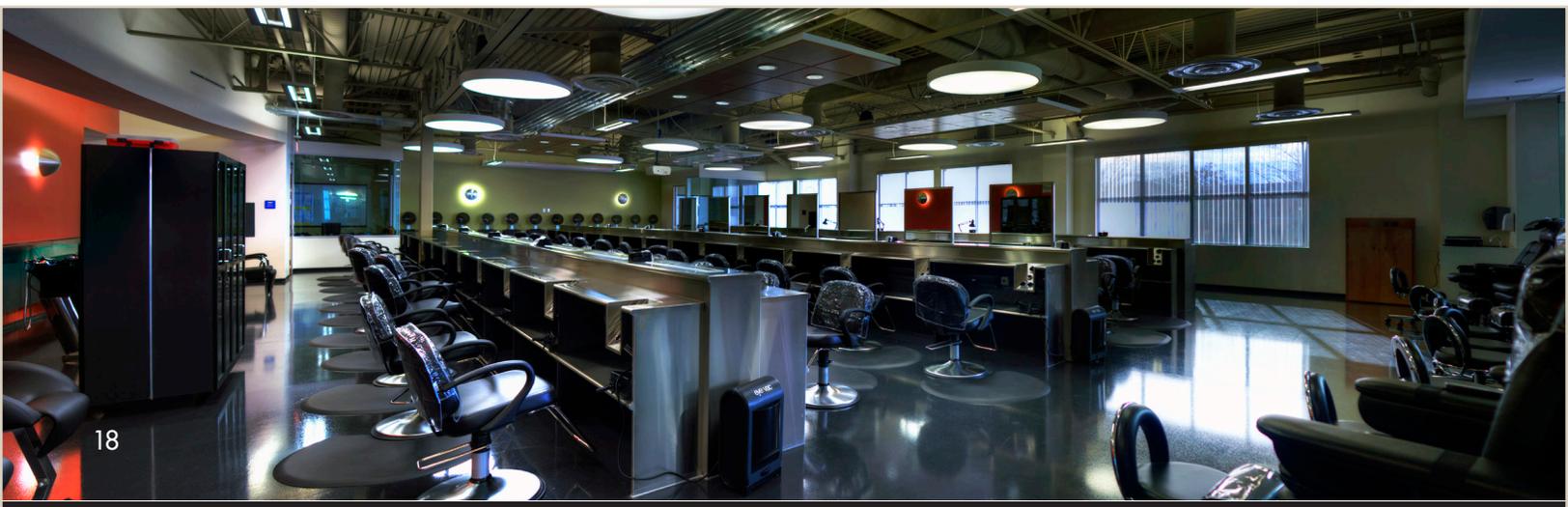
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# Student Services

## GRADUATION REQUIREMENTS

In order to graduate and receive a Certificate of Completion, a student must:

- Successfully pass each of the courses in his or her individual program of study with a minimum of 70%
- Pass a comprehensive program exit exam

Meet attendance guidelines of 85% for credit hour programs. (Or program specific requirements if different from the 85% minimum) Preparing students for a solid background of practical hands-on experience and employment skills. Students will also begin the climb-floor experience working with clients. The student will begin learning how to build a clientele and "Up-Sell" additional services and products.

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**CAREER SERVICES**  
 Career Services and Job Placement Assistance. The Career Services Center provides a variety of services to help students prepare for the workforce. Services include resume writing, job search strategies, and interview preparation. The center also offers workshops on topics such as time management and stress management.

**EXTERNSHIPS**  
 The E102 term consists of 150 hours of training and study. Upon completion of the course, students will be eligible for an externship. Externships provide students with hands-on experience in a professional setting. The program includes a variety of assignments and projects designed to prepare students for the workforce.

**GRADUATION**  
 Upon completion of the program, students will receive a Certificate of Completion. The graduation ceremony is held at the end of the program. Students are encouraged to invite family and friends to attend. The ceremony is a special occasion for students and their families.

required per section Article 94861 at the fiscal year to be determined by the Bureau.

This institution maintains current records for a period of not less than five years at: **Blake Austin College, 611-K Orange Drive, Vacaville, 95687,** within the State of California.

## CANCELLATION OF AGREEMENT

Students will discuss vitamins, minerals and other supplements and their role in the body. The program includes a variety of assignments and projects designed to prepare students for the workforce. The program also includes a variety of assignments and projects designed to prepare students for the workforce.

**MOJAVE HEALTH PRACTITIONER**  
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**BLAK**

Student's Employment to the institution; the name, title, or description of

# General Information

- The school terminates your enrollment.
- Failure to maintain passing score per academic requirements.
- The date that the student is scheduled to return from a leave of absence and fails to do so.

## WELCOME FROM THE PRESIDENT

You notify the school of your withdrawal or the actual date of withdrawal. On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

## REFUNDS

Centrally located in Solano County, Blake Austin's Vacaville campuses are considered fully earned when program completion is equivalent to 80% of clock hour attendance; therefore, no refund will be issued beyond 80% completion for withdrawals within 7 days from the first day of class. This constitutes cancellation. Therefore, 80% of tuition, fees, and other institutional charges received, including books and materials that are unused, will be refunded to the appropriate funding source, less registration and administration fees (not to exceed \$100.00).

Beyond 7 days, a pro-rated refund will be given using the provided guidelines. Refunds are payable without being requested by the student. Our post-secondary educational career programs are designed to reflect real-world hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility provide you with the quality education you need to receive the maximum benefit from training.

**Hypothetical refund example:** Assume that a student, upon enrollment in a 400-hour course, pays \$4,900.00 for tuition and \$300.00 documented cost to school for equipment as specified in the enrollment agreement and which is later completed 100 hours. Without returning the equipment, the student would be \$3,450 based on the calculation stated below.

\$4,900	Minus	\$300 (documented cost of the amount of unreturned equipment)	=	\$4,600 total refundable
\$4,600	Divided by	400 hours in the course	=	\$11.50 hourly charge for the course
\$11.50	Multiplied	100 hours of instruction attended	=	\$1150.00 owed by the student for instruction received

## REVIEW AND RECEIPT OF CATALOG AND SCHOOL 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. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries and wages, prior to signing the enrollment agreement. We are ready to serve your needs with in-demand providing "Exceptional Education for Today's Careers". Please

## BANKRUPTCY

Blake Austin College has never filed for bankruptcy and is not currently in possession, or having possession, of any assets.

## QUESTIONS

Any questions a student may have that are not satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Mall Drive, Suite 410, Sacramento, CA 95833, www.bppe.ca.gov, (888) 392-7589, or by fax to (916) 392-7600.

## COMPLAINTS

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) 392-7589 to file, or by completing a complaint form, which may be obtained on the Bureau's internet website at www.bppe.ca.gov.

# FINANCIAL AID SERVICES

Blake Austin College has a variety of financial aid services available to the student, military tuition assistance or reimbursement, veteran's benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is available in the Financial Aid Office to help students and their families understand their options before entering into a contractual agreement. Blake Austin College is approved for the following loans and grants:

- Federal Financial Aid
- Federal PLUS Loan
- Federal Pell Grant Program
- Federal PEOG
- Other Agencies or Programs
- Veterans Administration Benefits (Main Campus Only)
- Workforce Investment Act

The current market demand for occupations within the medical assisting—front and back office, clinical medical assisting, dental assisting, pharmacy technician and vocational nursing, as well as our newest programs: cosmetology, esthetician combination program. Both certificate and licensure programs are available to those who qualify. Monthly payments are available to those who qualify. Monthly payments are available to those who qualify.

On additional to Financial Aid Assistance for qualifying students, individual financing and payment programs are available to those who qualify. Monthly payments are available to those who qualify. Monthly payments are available to those who qualify.

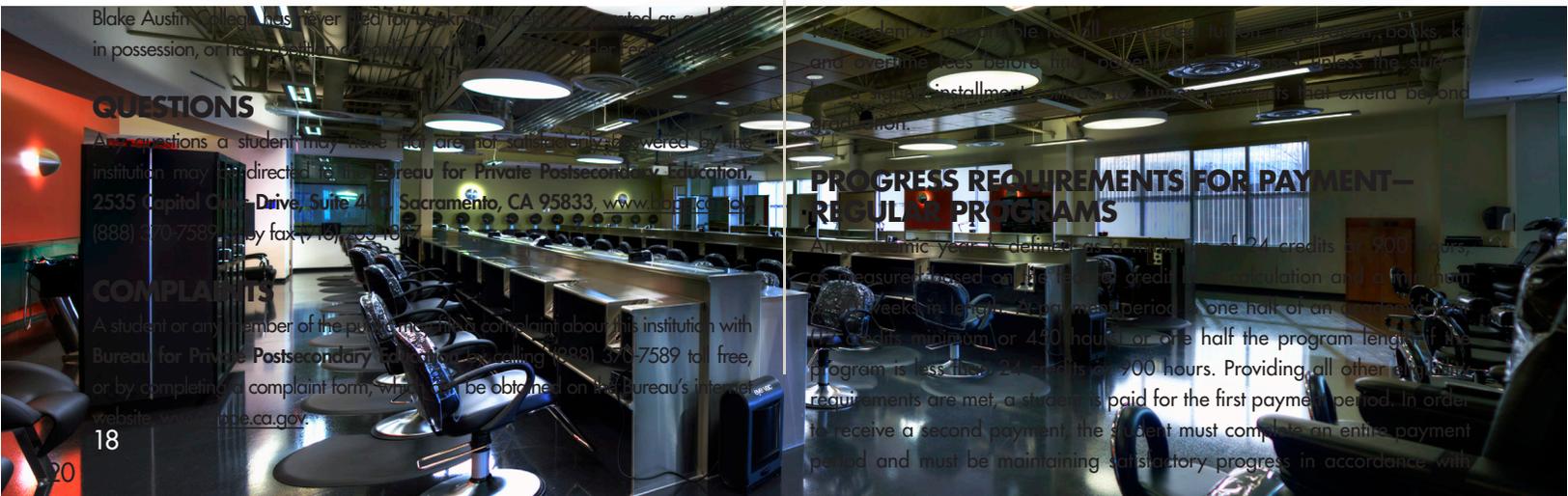
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## PROGRESS REQUIREMENTS FOR PAYMENT—REGULAR PROGRAMS

At Blake Austin College, a student must complete a minimum of 24 credits or 900 hours of instruction based on 1800 hours of credit. One half of an academic year (week) length program with a period of one half of an academic year (week) length program or 450 hours, or one half the program length if the program is less than 24 credits or 900 hours. Providing all other requirements are met, a student is paid for the first payment period. In order to receive a second payment, the student must complete an entire payment period and must be maintaining satisfactory progress in accordance with





# General Information

## OVERAWARDS/OVERPAYMENTS

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An over award or overpayment may occur when:

- You receive other aid that was not considered when making your award, and this other aid caused your aid package to exceed your financial need;

## WELCOME FROM THE PRESIDENT

On behalf of the entire staff and faculty, we welcome you to Blake Austin College.

- You made an error in reporting information on your financial aid application; or

Centrally located in Solano County, Blake Austin's Vacaville campuses have easy access from Highway I-80 and I-505, ample parking and the right atmosphere that contributes to making our location ideal for learning. The main campus, housed in a 134,000 sq ft building, contains classrooms equipped with real world business and state-of-the-art computers and software. Classrooms are air conditioned so that students will not feel cramped or overheated. The dorms on campus are just a few minutes from the main campus. The main campus is a 100,000 sq ft facility and offers a variety of courses in beauty and holistic health. The environment at Blake Austin College is positive, comfortable and reflects an adult campus which promotes a positive attitude, notification of changes.

## NOTIFICATION OF CHANGES

You must notify the financial aid office of any changes in your financial status, name, address, social security number, telephone number, or other changes in information originally provided. You must notify the school of any changes in your educational and career goals. Our postsecondary educational career programs are designed to reflect a new world of hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility will provide you with the quality education you need to receive the maximum benefit from training.

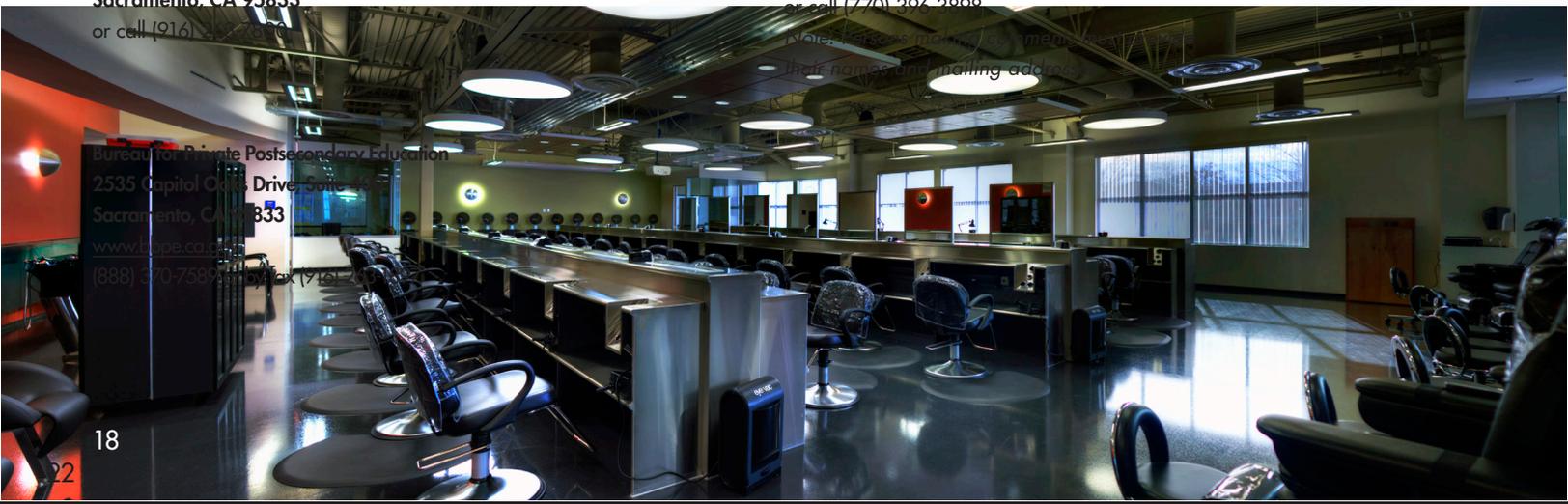
## COMPLAINT PROCEDURES

If a student should have a complaint, he/she may address their complaint in writing to his/her instructor, or the Student Complaint Designer as listed below. All complaints made will be addressed to the Student Complaint Designer whose name will be posted on the Student Information Bulletin Board. All complaints will include the student's information, date, and nature of the complaint and events leading up to the complaint. If applicable, a student's solution should be submitted with the complaint. If a student feels his/her complaint has not been handled to their satisfaction, he/she may request a personal hearing with school administrators. A copy will be placed into the administrative records.

Once a complaint is submitted, one should expect resolution within 10 business days. If the complaint cannot be resolved within a reasonable amount of time, the student will be notified in writing, within 10 days of the pending status of their complaint) or media center (branch campus) for research, school related projects and print capability. Internet access is available on all computers as well as a variety of CBT's and interactive training programs on related subjects such as Health Insurance Portability and Accountability Act of 1996 (HIPAA) tutorial and testing, mock phlebotomy certification exam preparation, Microsoft Office Specialist practice examinations, American Society of Health Care Pharmacists (ASHP) Sterile Products interactive software, and medical records management software. Reference libraries, available to students and faculty, provide a variety of program relevant books, videos and audio CDs. The Student Complaint Designer, Karen McCormick, School Director, will assist in the student in checking out reference books. Clinical laboratory classrooms offers a variety of equipment - centrifuges, electrocardiograph machines, autoclaves, fully functioning dental operatories, skills demonstration room, mock med carts and other miscellaneous equipment - for practical clinical laboratory procedures and skills. Clinic Alternative Student Complaint Designer Cheryl Fleming, HR Coordinator, and practical classrooms for the cosmetology and esthetician programs provide all necessary equipment for operations and practical hands-on experiences which include but are not limited to hair dryers; pedicure/manicure stations, esthetician machines. The Massage Therapy and HHP programs have practical classrooms with massage table as well as a Spa room for clinic requirements.

In the event BAC cannot satisfactorily resolve any questions or complaints, please address them to one of the following:

Since 1996, we have celebrated the success of over 1,000 graduates Occupational Education and contributing to the North Bay For Vocational/Nursing students. We are ready to serve your needs with in-demand 7940 Brown Blvd. Building 309A Suite 325 2535 Capitol Oaks Dr., Suite 205 Sacramento, CA 95833 or call (916) 438-2888



# Blake Austin College Administrative Staff and Faculty Main Campus

## ADMINISTRATIVE STAFF

**Joanie French-Reed**

Chief Administrative Officer/School Director  
A.S Numerical Control, A.S. Data Processing

**Karen Marcum**

School Director  
B.S., Business Administration/Accounting

**Melissa Jett**

Financial Aid Officer

**Cheryl Fleming**

HR Coordinator/Financial Aid Representative

**Lisa Miller**

Enrollment Advisor

**Bob Elliot**

Career Coordinator

**Sarah Fitzgerald**

Enrollment Advisor

**Darlene Conner\***

Business Office/Registrar

Certificate: Computerized Office with Bookkeeping

**Candy Peralta**

Training Coordinator/Media Specialist

Certificate: Medical Assisting & Phlebotomy

Teacher Credentialing: Health Occupations

License: certified Phlebotomy Technician I

**Cody Lewis**

Lead Registrar/IT Specialist

**Judy Adams**

Receptionist

Certificate: Administrative Microsoft Office Specialist

Computerized Office w/ Bookkeeping Certificate

**Chrissy Dushkin**

Employment Coordinator

**Bonnie Sutterfield**

Curriculum Coordinator

A.A. General Curriculum

University of Maryland University

Certified Phlebotomy Technician-1

Lab/Phlebotomy/EKG Technician Certificate

**Leah Hornfischer**

Administrative Support - Nursing

B.S. - Nursing / B.A. Political Sci / Secondary Education License - RN

**Megen Anderson**

Administrative Support - Nursing

B.S. - Nursing

B.S. - Athletic Training

**Sarah Brack**

Administrative Support - Nursing

Certificate: Administrative Medical Assistant

**Crystal Bowdoin**

Administrative Support - Dental

Certificate: Dental Assisting

**Alisha Poteete**

Administrative Support - Dental

Certificate: Dental Assisting

## FACULTY

**Jennifer Cannon, R.N., F.N.P.**

Director of Nursing

M.S.N.

**Julie Yost, R.D.A.**

Dental Program Director

License: Registered Dental Assistant / Coronal Polishing / X-Ray

**Eileen Dean, R.N.\***

Vocational Nursing Theory Instructor

M.S., Nursing Education

M.H.S. and M.S., Psychology

**Revinia Libatique, R.N.**

Vocational Nursing Clinical Instructor

B.S.N

**Charlie Bennett, L.V.N.**

Vocational Nursing Skills Support

Diploma, Pineville School for Practical Nurses

**Candy Peralta**

Clinical Medical Assistant with Phlebotomy Instructor

CPT-1, Medical Assistant Certificate

Advanced Didactic—Phlebotomy Certificate

**DeEtta Dawson**

Clinical Medical Assistant with Phlebotomy Instructor

CPT-1, Clinical Medical Assistant with Phlebotomy Certificate

**Heather Lasher\***

Pharmacy Technician Instructor

NCCT Certified Pharmacy Technician

Pharmacy Technician Certificate

**Dennis Van Dyne**

Business Instructor

Expert Microsoft Office Specialist (MOS) Certified

**Kimberly Nalley, RDA**

Dental Assisting Instructor

Dental Assisting - Coronal Polishing/X-Ray Certification

**Kevin Alexander**

Lab Assistant, CPT-1

Lab/Phlebotomy/EKG Technician Certificate

Clinical Medical Assistant with Phlebotomy Certificate

**Mary Hall\***

Vocational Nursing Skills Instructor

License: Vocational Nursing

**Carrie Vaughn\***

Dental Lab Assistant

License: Registered Dental Assistant / Extended Function

**Jane Moore**

Vocational Nursing Clinical Instructor

B.S. Nursing

M.S. Nursing

**Milagros Zumel**

Vocational Nursing Clinical Instructor

B.S. Nursing

**Diana Keyes**

Vocational Nursing Clinical Instructor

B.A. Applied Science: Nursing

**Sherman Champen**

Vocational Nursing Theory Instructor

M.S. Nursing

**Stephen LePera**

Vocational Nursing Skills Instructor

Licensed Vocational Nurse

**Anne Manuel**

Vocational Nursing Skills Instructor

B.A. English/License: Vocational Nursing

**Carolyn Jayo**

Vocational Nursing Skills Instructor

A.S. in Nursing/Licensel R.N.

**Michael Bliss**

Vocational Nursing Clinical Instructor

A.S. Nursing/License: R.N.

# Blake Austin College Administrative Staff and Faculty Branch Campus

## ADMINISTRATIVE STAFF (BRANCH CAMPUS)

Janice Mosses

On Site Administrator/Facilities

Sara Cook

Receptionist/Dispensary/Inventory Control

Certificate: Business Fundamentals

Ann Horn

Receptionist

Administrative Microsoft Office Specialist Certificate- BAC

Andrew Reed

Enrollment Advisor

AJ Alvarez

Enrollment Advisor

Holly Bellamy

Executive Assistant/Public Relations

Certificate: Business Administration

Tiffany Fullbright

Receptionist

Kimberly Troyer

Enrollment Advisor

Michelle Trippi

Social Media Coordinator

April Caringello

Dispensary / Receptionist

Elissa DeCaro

Dispensary / Receptionist

Michelle Stothers

Financial Aid Officer

## FACULTY (BRANCH CAMPUS)

Anita Regan

Cosmetology Instructor

License: Cosmetology

Vickie Cruz

Cosmetology Instructor

License: Cosmetology

Dana Martin

Cosmetology Instructor

License: Cosmetology

Gaby Villasenor

Cosmetology Instructor

License: Cosmetology

Melissa Hardy

Cosmetology Instructor

License: Cosmetology

Traci Becker

Esthetician Instructor

License: Esthetician

License: Massage Therapy

Certificate: NCBTMB

Certificate: Massage Therapy

Lisha Peacock

Massage Therapy Instructor

License: Massage Therapy

Sarah Cervizzi

Esthetician Instructor

License: Esthetician

Karen Beatley\*

Cosmetology Instructor

License: Cosmetology

# Blake Austin College Schedule of Charges

<i>Beauty &amp; Wellness</i>	<i>Hours</i>	<i>Months**</i>	<i>Tuition</i>	<i>Books &amp; Supplies</i>	<i>Program Cost*</i>
Cosmetology	1600	13	\$18,000	\$800 \$2,200	\$21,000
Massage Therapy	720	8	\$13,500	\$1,100	\$14,600
Esthetician/Massage	1100	12	\$21,500	\$2,800	\$24,300
Holistic Health Practitioner	1100	12	\$17,000	\$2,300	\$19,300
Esthetician	600	6	\$9,600	\$1,750	\$11,350
<i>Allied Health ++</i>	<i>Hours</i>	<i>Months**</i>	<i>Tuition</i>	<i>Books &amp; Supplies</i>	<i>Program Cost*</i>
Administrative Medical Assistant	720	9	\$13,680	\$760	\$14,440
Clinical Medical Assistant w/ Phlebotomy	800	11	\$16,000	\$870	\$16,870
Dental Assisting	800	11	\$16,000	\$750	\$16,750
Medical Assisting— Front and Back Office	720	9	\$14,400	\$760	\$15,160
Pharmacy Technician	720	10	\$14,400	\$360	\$14,760
Vocational Nursing: Foundation courses Preparation for Licensure ATI NCLEX Preparation VN Materials, Tools, Student Readiness Fees	1620	13	\$33,242	\$500 \$810 \$2,550	\$37,102
<i>Miscellaneous Fees:</i>					
Registration Fee					\$100
Loan Processing Fee (as applicable)					\$100
Graduation Fee					\$30
STRF					Varies

**Registration Fees and Books/Materials are Non-Refundable. Registration and Graduation Fees are applicable to all programs.**

**TO COMPUTE COSTS: Program Cost\* + Registration Fee + Graduation Fee + STRF**

\*\* Number of months listed are for Allied Health schedules at 20 hours/week. Months are listed for instructional participation and externship weeks. Externships can range from 20-40 hours per week and can take 6-8 weeks to complete at a part time schedule. (Part time externship schedule is reflected in the number of months to complete above) Completion estimates are dependant upon when student enrolls. Completion dates can extend by one month due to scheduled school breaks and holidays.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

*"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education."*

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act

# CONSUMER INFORMATION: FINANCIAL AID APPLICANTS

## ELIGIBILITY REQUIREMENTS

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds\*. Students must:

1. Provide documentation of either a high school diploma or a General Education Diploma (GED) certificate.
2. Be enrolled in an eligible program.
3. Have a valid Social Security number.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans, nor owe an overpayment on any federal student aid grant.

\*Some students may not be eligible based on drug related offenses.

## APPLICATION PROCEDURE

The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Additional information that the student (or parent if applicable) may need to provide/complete are the following:

1. Loan entrance counseling
3. Promissory note
4. Parent PLUS loan request form and promissory note
5. Verification worksheet

## CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements.

## DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

Upon completion of the FAFSA, the student is given a financial estimate based on the Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. The student is also provided with the terms of any loans, sample loan repayment schedule (through entrance counseling)

## SATISFACTORY ACADEMIC PROGRESS

See Catalog, page 17

## DISBURSEMENTS

Financial aid funds are disbursed at evaluation periods for completed hours. For credit hour programs the evaluation period is the midpoint of the program.

For Clock hour programs the disbursements will occur at 450 hours, 900 hours and 1250 (if applicable). For clock hour programs shorter than 900 hours the disbursement will occur at the halfway point of the program.

## FINANCIAL AID PROGRAMS\*

BAC participates in the following federal financial aid programs:

**Pell Grant (FPELL):** You must be an undergraduate student who does not have a bachelor's or a professional degree. If you are enrolled in a postbaccalaureate teaching certificate program, you also may receive a Pell grant.

**Current Year Award Amount:** The maximum award is \$5,550.

**Note:** If you are eligible for a Pell Grant and your parent or guardian was a member of the U.S. Armed forces and died as a result of military service in Iraq or Afghanistan after Sept.11, 2001, you will receive the maximum Pell for the award year

**Supplemental Educational Opportunity Grant (SEOG):** You must be eligible to receive a Pell Grant and have exceptional financial need

**Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program,** are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education (the Department) at participating schools.

Direct Stafford Loans include the following types of loans:

- **Direct Subsidized Loans**—Direct Subsidized Loans are for students with financial need. Your school will review the results of your Free Application for Federal Student Aid (FAFSASM) and determine the amount you can borrow. You are not charged interest while you're in school at least half-time and during grace periods and deferment periods.
- **Direct Unsubsidized Loans**—You are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans, your school will determine the amount you can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it's first paid out. You can pay the interest while you are in school and during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.
- **Federal Parent PLUS Loans:** The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education.

Please note that these loan(s) that must be repaid, with interest, even if you do not complete your academic program

### Other Sources of Student Aid

**Workforce Investment Act:** BAC is an approved training provider for those seeking career training. dislocated workers. For more information, please visit the Employment Development Department website at <http://etpl.edd.ca.gov/wiaetplind.htm>.

**Veterans Educational Benefits:** BAC (Main Campus only) is approved for Veterans Educational Benefits [www.gibill.va.gov](http://www.gibill.va.gov). BAC currently participates in the following:

Chapter30 (Montgomery GI Bill)

Chapter 35 (Dependants Educational Assistance)

Chapter 33 (Post-9/11 G.I. Bill)

**MyCAA:** Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses meeting eligibility requirements. For information regarding amounts and eligibility please visit the website at: <http://www.careerstep.com/mycaa-funding/>

BAC currently has in-house student loans available for those who qualify, please see a Financial Aid Representative for more information.

Financial Aid Officers are available at the Main Campus (Orange Dr) from Monday -Friday 9 am to 5 pm and at the Branch Campus (E. Monte Vista Ave) Monday -Friday from 9-5 and on Saturdays from 10-4



**COS200 – Freshman**  
 The program consists of 1600 hours of theory and practical experience. The program prepares students for a solid background of practical hands-on experience in the cosmetic industry. Fundamental skills introduced in Freshman term. Students will also begin the client-floor experience working with clients. The student will begin learning how to build a clientele and "Up-Sell" additional services and products.

**COS300 – Junior**  
 These are the minimum requirements for the Freshman and Sophomore terms will be continued and advanced upon. Additional topics include Client Consultation, Required Cosmetology Interview, Cosmetologist Upkeep, Hair, Use of Sanitization, Application and testing hair, Apply, Retail and Barbercosmo.ca.gov. Be at least 17 years of age and competent in all

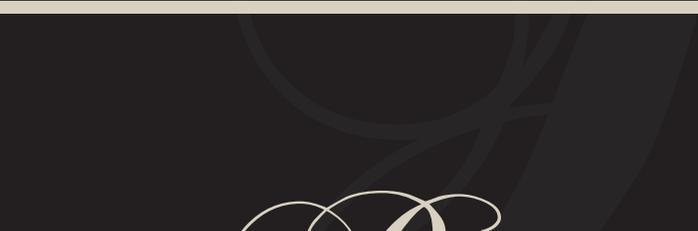
**COS400 – Senior**  
 This course is the equivalent of a high school diploma. All skills learned in all terms will be continued and advanced upon with the senior student services. All students must complete the Board Preparation with 89% of Approved schools or complete a 3200 HSE apprenticeship program in California: Cosmetology 1600 hours

Course Code	Course Name	Hours
ET01	Freshman	150
ET02	Sophomore	150
ET03	Junior	150
ET04	Senior	150
<b>Totals:</b>		<b>600</b>

**ET01 – Freshman**  
 The ET01 term (Freshman) consists of 150 hours of training and study. This course is designed to prepare the student with the basic skill level needed to work in the industry. Study includes fundamental skills in all phases of the esthetician profession to include critical thinking skills developed in the classroom.

**ET02 – Sophomore**  
 The ET02 term consists of 150 hours of training and study. This course includes all phases of the esthetician profession to include critical thinking skills in application of concepts learned with a focus on client consultation for services.

**ET03 – Junior**  
 The ET03 term consists of 150 hours of training and study. This course is designed to prepare the student with the basic skill level needed to work in the industry. Study includes fundamental skills in all phases of the esthetician profession to include critical thinking skills developed in the classroom.



absorption and metabolism of fats, proteins, and carbohydrates. Students will discuss vitamins, minerals and other supplements and their role in metabolism. Nutrition course. Students examine the role of nutrition in the development and maintenance of chronic health conditions. Students will learn about fresh versus processed foods and organic versus non-organic foods. The student will be introduced to the philosophy and basic techniques of Practical Yoga and Qigong movements and breathing. Students will learn to incorporate these techniques into their daily routine to enhance strength, spinal flexibility, self awareness and clarity, allowing them to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage, allowing for a deeper sense of relaxation and only mind but muscle and connective tissue.

**Holistic Health Practitioner**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage, allowing for a deeper sense of relaxation and only mind but muscle and connective tissue. abilities to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

**HHP204 – Complementary Modalities II**  
 In this course the student will be introduced to the history, philosophy, and basic functions of Indian Massage. The three techniques used for structural massage, Myofascial Release, and Deep Tissue Massage, Swedish Massage, and Myofascial Release. When reviewing Thai Massage the student will learn how to incorporate pressure points and stretching into a massage program. Students will be prepared and eligible to work as a massage therapist on the mat or on the table. With this additional training and skills, a massage therapist will be able to assist clients in correcting postural imbalances that could be the cause of chronic pain.

**HHP205 – Advanced Spa Techniques**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage, allowing for a deeper sense of relaxation and only mind but muscle and connective tissue. abilities to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

**MT102 – Functional Anatomy**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage, allowing for a deeper sense of relaxation and only mind but muscle and connective tissue. abilities to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

**MT103 – Tai Chi / Swedish**  
 This course will be designed to provide a more therapeutic massage to clients. The student will learn how to incorporate breathing movement and stretching to maximum potential to the client during a massage, allowing for a deeper sense of relaxation and only mind but muscle and connective tissue. abilities to assess the whole client in areas such as Diet & Nutrition, Exercise, Lifestyle Changes and Alternative Health Options.

