

SCHOOL CATALOG

JOHN RIDGEL ACADEMY OF BEAUTY
Address of instruction..... 9526 E. Las Tunas Dr.
Temple City, CA. 91780
Phone (626) 285-7112 Fax (626) 285-7113
Webste: www.jbcbeautycollege.com

"John Ridgel Academy of Beauty's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010".

Catalog Issue

January 2015 through December 2015

IMPORTANT STUDENT INFORMATION:

All prospective students will receive this catalog prior to enrollment.

“ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau For Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA.95833, www.bppe.ca.gov, toll free telephone number (888)370-7589 or by fax (916)263-1897.”

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

“Any student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau’s internet web site www.bppe.ca.gov.”

MISSION STATEMENT:

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

GOALS TO ACHIEVE OUR MISSION:

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

PROGRAM AND INSTRUCTION DESCRIPTION:

COSMETOLOGY: Is described as the technical, (classroom instruction),and practical, (hands on instruction), which prepares the student to pass the Board of Barbering and Cosmetology examination for licensure and meet the job skill demand of the beauty salon. To qualify for a Cosmetology license, a student must complete 1600 hours of which the first 10% of training are freshman status. As a freshman the student will learn the fundamental skills and knowledge in the subjects listed on item 10 graduation requirements below. From 161 hours to 1600 hours, (senior status), the student practices proficiency and speed of all subjects learned on a manikin head, other students and on customers who know that all work in the school is done by students. Weekly written tests on all the subjects and a final exam enforce the knowledge of the acquired subjects.

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

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

TEACHER TRAINEE: For the preparation of the licensed Cosmetologist, Esthetician or Manicurist to be trained to teach and work effectively as an instructor The course is taught in 600 hours and at this time there is no licensure requirement. The course includes technical instruction, teacher demonstrations, lectures with class participation and examinations. Practical examination includes the actual performance by the teacher trainee in teaching techniques and principles. 140 of the 600 hours will be training under the supervision of an instructor qualified by The Bureau for Private Postsecondary Education

BARBERING PROGRAM 1500 CLOCK HOURS

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advanced phases of Barbering and Hairstyling. The subjects covered in a sequential order include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course is a prerequisite for application to state of California for the license examination that is conducted by the State Board of Barber Examiners. This course also prepares the student for entry level employment as a Barber. The full Time training schedule includes 40 clock hours per week. It takes approximately nine (9) months to complete this course. Upon completion of this course you are not qualified to perform any barbering services until you pass the California Barber examination administered by the California State Board of Barbering and Cosmetology (Contingent upon approval from the BPPE of the Barbering Program).

GRADUATION REQUIREMENTS:

COSMETOLOGY - Upon completion of 1600 hours and the required subjects below, the student will receive a diploma and may apply to take the California State examination for a Cosmetology license.

Instruction provided in course:

<u>Required Subjects</u>	<u>Required Theory Hours</u>	<u>Required Operations</u>
Laws and Regulations	20	
Health and Safety	45	
Disinfection and Sanitation	20	
Anatomy and Physiology	15	
Hairstyling	65	240
Permanent Waving And Chemical Straightening	40	105
Haircoloring and Bleaching	60	40
Haircutting	20	80
Facial-Manual/Electrical/Chemical	25	40
Eyebrow Beautification/Make-up	25	30
Manicure/Pedicure	10	25
Artificial Nails/Wraps	25	120
Communication Skills	25	

ESTHETICIAN - Upon completion of 600 hours and the required subjects below, the student will receive a diploma and may apply to take the California State examination for an Esthetician license .

Instruction provided in course:

<u>Required subjects</u>	<u>Required Theory Hours</u>	<u>Required operations</u>
Laws and Regulations	20	
Health and Safety	5	
Anatomy and Physiology	20	
Preparation Consultation	20	
Disinfection/Sanitation	30	
Facials	70	
Manual Facial		40
Electrical Facial		60
Chemical Facial		40
Waxing/Depilatories	25	45
Make-up	20	25

MANICURING - Upon completion of 400 hours and the required subjects below, the student will receive a diploma and may apply to take the California State examination for a Manicure license.

Instruction provided in course:

<u>Required Subjects</u>	<u>Required Theory Hours</u>	<u>Required Operations</u>
Barber/Cosmetology Board	10	
Rules and Regulations	10	
Cosmetology Chemistry	10	
Health and Safety	15	
Disinfection/Sanitation	10	
Bacteriology/Anatomy/Physiology	10	
Water and Oil Manicure	15	40
Pedicure	10	20
Acrylic liquid/powder Brush-On Nail	15	80
Artificial Nail Tip	10	60
Nail Repair	5	40

BARBERING PROGRAM 1500 CLOCK HOURS

The curriculum includes a total of 1500 hours of theory and practical applications. The course content covers both basic and advanced phases of Barbering and Hairstyling. The subjects covered in a sequential order include the following: Haircutting, Shaving, Sanitation and Hygiene, Massaging, Shampooing, Facials, Salesmanship, Shop Management, Laws and Regulations, Hair Coloring, Hair Relaxing, Hairpieces, Hair Waving and Hairstyling. This course is a prerequisite for application to state of California for the license examination that is conducted by the State Board of Barber Examiners. This course also prepares the student for entry level employment as a Barber. The full Time training schedule includes 40 clock hours per week. It takes approximately nine (9) months to complete this course. Upon completion of this course you are not qualified to perform any barbering services until you pass the California Barber examination administered by the California State Board of Barbering and Cosmetology (Contingent upon approval from the BPPE of the Barbering Program).

TUITION AND FEES

Tuition	\$11,842.50
Registration	\$ 125.00 (Not Refundable)
STRF Fee	\$ 6.50 (Not Refundable)
Books and Tools	\$900.00
TOTAL	\$12,874.00

THEORY OF BARBERING (Required) 150 HOURS

The Basics of Barbering-Styling, Advanced Barber-Styling, Cutting and Styling, Design Techniques, Barber Science, The Chemicals and Treatments, Syphilis, Anatomy, Industry Related Business Principles, Barber Boards, Operating in the Field and Practical Application.

Practical Application (Required)		1300 HOURS
Theory of Barbering		150 HOURS
Additional Preparation for State Board Exam	50 HOURS	
TOTAL (required)		1500 HOURS

The required books for all courses and students are: 5th Edition
 Milady's Standard Professional Barbering,
 ISBN – 13: 978-1-4354-9715-3; ISBN – 10: 1-4354-9715-5
 Milady's Standard Professional Barbering Workbook
 ISBN – 13: 978-1-4354-9713-9; ISBN – 10: 1-4354-9713-9
 Milady's Standard Professional Barbering Exam Review
 ISBN -13: 978-1-4354-9712-2; ISBN – 10: 1-4354-9712-0

John Ridgel's Academy of Beauty's prime objective is to train students for future employment. Students are expected to **attend** school as they will be expected to report to work. All absences and tardiness is recorded.

TEACHER TRAINING - 600 credit only, there is no license required. The student will receive a diploma.

<u>Required Subjects</u>	<u>Required Theory Hours</u>
Board of Barbering and Cosmetology	20
Act and Rules and Regulations	
Instructional Techniques - Method of	60

Instruction	
Organization Techniques	40
Lesson Planning	60
Techniques of Evaluation - Tests	40
Conducting Classroom Instruction and Demonstrations under teacher supervision	140
Clinic Floor Experience	180
Supervising and training or students while practicing on live patrons or doll heads	
Additional Instruction	60

MASSAGE THERAPY - 500 credit only, there is no license required. The student will receive a diploma.

<u>Required Subjects</u>	<u>Required Theory Hours</u>
Deep Tissue Massage	60 hours
Hot Stone Massage	36 hours
Beginning Reflexology	20 hours
Prenatal Massage	40 hours
Beginning Aromatherapy	20 hours
Thai Yoga Massage I	40 hours
Thai Yoga Massage II –	40 hours

This program prepares students for an entry-level position in the massage industry as a Certified Massage Therapist. Upon completion of training the graduate will be able to call upon their knowledge, training and skills to understand the needs of each client to create and administer a unique therapy plan with knowledge and compassion. Graduates will be able to facilitate healing and recovery by administering treatments to help alleviate pain, correct muscular and postural imbalances, aide in injury recovery, increase athletic performance, assist with injury and illness prevention, as well as provide the appropriate emotional support necessary for client satisfaction. This program will train all graduates to treat the whole client (mind and body) as an alternative stand-alone therapy or as a complementary therapy to medical care. Students will learn the fundamentals of anatomy, physiology, traditional massage, and alternative body work modalities, as well as business and ethics.

TUITION AND FEES

Tuition	\$5,800.00
Registration	\$ 125.00 (Not Refundable)
STRF Fee	\$ 6.50 (Not Refundable)
Books and Tools	\$900.00
TOTAL	\$12,874.00

Some of the benefits derived from Holistic Massage Therapies:

- Reduces stress and induces deep relaxation
- Improves circulation
- Helps cleanse the body of toxins and impurities
- Improves flexibility and increases range of movement
- Improves muscle tone and balance
- Revitalizes and increases energy levels
- Helps in preventative healthcare
- Promotes a general state of well-being

- Helps to lift the mood and reduce feelings of depression

Certification:

Students in the Holistic Massage Therapy program must submit their application along with all necessary documents. Students of the Holistic Massage Therapy Program will be assisted with the application to the California Massage Therapy Council CAMTC for state certification.

REQUIRED LEVELS OF ACHEIVEMENT FOR ALL COURSES:

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

GENERAL FACILITY:

John Ridgel Academy of Beauty is centrally located in Temple City CA., easily accessible by bus. It has over 5200 square feet allowing ample space for theory and practical training for the four courses taught, Cosmetology, Esthetics, Manicuring and Teacher training. EQUIPMENT - Dryers, shampoo bowls, heat cap, Marcel Irons, desks, tables, and chairs for student use, facial beds and steamers and all equipment and tools required by the state for the necessary learning environment.

LIBRARY:

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

FACULTY AND THEIR QUALIFICATIONS

This institution's instructors meet the employment qualifications set by the Bureau For Private Postsecondary Education.

Instructors in this institution are:

Alice Hsu - Owner/Director 24 years experience, specializing in Cosmetology, Esthetics and Manicuring
Karen Lai - Instructor 10 years experience, specializing in Cosmetology, Esthetics and Manicuring
Debra Schiava - Instructor 21 years experience, specializing in Cosmetology, Esthetics and Manicuring

ADMISSIONS:

All applicants must possess a high school diploma, proof of high school graduation, GED or ATB prior to being admitted. All instruction in this institution is given in English. This institution does not offer bilingual instruction. This institution enrolls as students:

Board of Barbering And Cosmetology requirement for licensure, completion of 10th grade and 17 years of age, (this is minimum age).

Applicant must pass an admissions test with a score of 70% or higher.

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

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

All eligibility and enrollment requirement information given by the student will be kept in the student school file.

This institution is required to keep all student records for five (5) years.

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

STUDENTS RIGHTS AND OBLIGATIONS:

STUDENTS RIGHT TO CANCEL: All funds paid will be returned if the student is rejected for enrollment. "The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment which ever is later."

4

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

WITHDRAWAL FROM COURSE: The student has the right to withdraw from the course at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the 7th day following the first class attended, the institution will remit a refund less a registration fee if applicable, not to exceed

\$75.00 within 30 days following the student's withdrawal. School shall provide a pro rata refund of non federal student financial aid moneys paid for institutional charges to student who have completed 60% or less of the period of attendance. The school shall advise each student that a notice of cancellation shall be in writing and that a withdrawal maybe effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The refund shall be the amount paid for instruction multiplied by a fraction, the numerator of which the number of hours of instruction which the student has not received, but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student has paid. If the amount that the student has paid is more than the amount that the student owes for the time attended, then a refund will be made within 30 days of the official withdrawal. If the amount that the student owes is more than the amount already paid, then the student will have to make arrangements to pay the money owed. The official withdrawal date will be the student's notification date or the institution's determination. The student shall be deemed to have withdrawn from the course when any of the following occurs:

1. The student notifies the institution of withdrawal
2. The institution terminates the student enrollment due to academic failure or for violations of its rules and policies stated in the catalog.
3. The student fails to attend classes for 30 day period. Official withdrawal date will be the last date of attendance.
4. The student fails to return on schedule from an approved leave of absence. Termination will be the scheduled date of return. If any portion of the cost of attendance was covered by the proceeds of a loan, then the refund will be sent to the lender. The remaining amount of refund will first be made to the financial aid programs from which benefits were received, in accordance to the order of priority provided in federal regulation. (Read statement on front enrollment agreement, this institution does not offer loans or financial aid).

PROBATION AND DISMISSAL POLICY:

This institution does not have a probation policy. The following acts are immediate cause for dismissal:

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

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

STUDENT ATTENDANCE:

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

LEAVE OF ABSENCE:

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

COST FOR EACH PROGRAM OR COURSE:

For each course, the student is charged \$2.00 per hour with no refund on registration or STRF fees for any period of attendance.

	COSMETOLOGY	ESTHETICIAN	MANICURING
TEACHER TRAINING			
Registration \$75.00	\$75.00	\$75.00	\$75.00
Books/Supplies \$100.00	\$450.00	\$400.00	\$300.00
STRF \$.50	\$7.00	\$.50	\$.50
Total charges \$1202.50	\$3207.00	\$1202.50	\$802.50

Payment schedule - monies can be paid in cash, by check or credit card. The student is obligated to pay for registration fee, books and supplies and one term of tuition fee upon enrollment. If the course is 600 hours or less, the student will pay full

tuition fee upon enrollment. Upon enrollment, Cosmetology \$1732.00 (one term) - Esthetician \$1680.00 (paid in full) - Manicure \$1,177.50 (paid in full) - Teacher Trainee \$1,380.00 (paid in full). All charges are due and payable prior to completion of program.

FINANCIAL AID PROGRAMS:

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

STUDENT LOANS:

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

PLACEMENT:

Limited job placement is available to graduates by referrals, however, this institution does not guarantee placement.

STUDENT TUITION RECOVERY FUND:

Student Tuition Recovery Fund collected at time of enrollment is not refundable.

“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 or 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 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 costs.
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 judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student with out a social security number or a taxpayer identification number.

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

“The transferability of credits you earn at John Ridgel Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the proof of training certificate you earn at Cosmetology, Esthetician, Manicure or teacher trainee program is also at the complete discretion of the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending John Ridgel Academy of Beauty to determine if your proof of training certificate will transfer.”

HOUSING:

This institution does not provide or assist to find housing for students.

STUDENTS RIGHTS:

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

COURSE NAME: COSMETOLOGY

COURSE DURATION 1600 HOURS

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

INSTRUCTIONAL METHODS:

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

COURSE GOALS:

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

COURSE OBJECTIVES:

Develop professional and ethical work attitudes
Develop salesmanship skills in order to build and maintain a clientele
Develop communication skills with employer, co-workers and the public
Prepare the students for various immediate employment opportunities

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

To help maintain satisfactory academic status, may retake tests.

GRADING SCALE

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

INSTTUCTOR NAMES:

Alice Hsu
Karen Lai
Debra Schiava

TEXTBOOK:

Malady's Standard Cosmetology

REFERENCE MATERIAL:

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

REQUIRED LEVELS OF ACHIEVEMENT:

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

UNIT OUTLINE

CONTENTS OF UNITS OF INSTRUCTION:	HOURS	INTEGRATION OF THEORY/PRACTICAL
1. Board of Barbering /Cosmetology Act/Rules And Regulations A. Board of Barbering /Cosmetology definitions B. Board member rules C. State licenses D. Board health and safety rules		5 theory
2. Health and safety and hazardous substances A. Chemicals and health problems caused by chemicals B. Chemicals in the shop C. Material safety data sheets D. HIV, AIDS and hepatitis B E. Health and safety laws	5	theory
3. Cosmetology - History and opportunities theory A. Reaching your goals B. Early history C. The twentieth century		5
4. Life skills A. The psychology of success B. Motivation and self management of your career C. Goal setting D. Time management E. Study skills F. Ethics G. Personality development and attitude H. Human relations	5	theory
5. Professional image A. Beauty and wellness B. Healthy mind C. Health body D. Your physical presentation	5	theory
6. Communicating for success A. Communication basics B. The client consultation C. Special issues in communication D. In salon communication	5	theory
7. Infection control - principles and practice A. Bacteria B. Viruses C. How pathogens enter the body D. Parasites E. Immunity F. Principles of prevention G. Universal precautions H. The salon professional image	5	theory

UNIT OUTLINE CONTINUED:

	HOURS	INTEGRATION OF
THEORY/PRACTICAL		
8. Anatomy and physiology	10	theory
A. Cells, tissues, organs and systems		
B. The skeletal system		
C. The muscular system		
D. The nervous system		
E. The circulatory system		
F. The endocrine system		
G. The digestive system		
H. The excretory system		
I. The respiratory system		
J. The integumentary system		
9. Basics of chemistry and electricity	5	theory
A. Chemistry		
B. Electricity		
C. Electrotherapy		
D. Light therapy		
10. Properties of hair and scalp	5	theory
A. Structure of the hair		
B. The chemical composition of hair		
C. Hair analysis		
D. Hair growth		
E. Hair loss		
F. Disorders of the hair		
G. Disorders of the scalp		
11. Principles of hair design	5	theory
A. Philosophy of design		
B. Element of hair design		
C. Principles of hair design		
D. Creating harmony between hairstyle and facial structure		
E. Designing for men		
12. Shampooing, rinsing and conditioning	5	theory/practical
A. Understanding shampoo		
B. Conditioners		
C. Brushing the hair and scalp massage		
D. The shampoo procedure		
E. General hair and scalp treatments		
13. Haircutting	5	theory/practical
A. Basic haircutting principles		
B. Client consultation		
C. Cutting tools, body positioning and safety		
D. Basic haircutting		
E. Cutting curly hair		
F. Cutting with clippers, edgers and trimmers		
14. Hairstyling	10	theory/practical
A. Client consultation		
B. Wet styling basics		
C. Finger waving		
D. Pin curls		
E. Roller curls		
F. Comb-out techniques		
G. Hair wrapping		
H. Blow dry styling		
I. Long hair		

J. Thermal styling		
K. Hair pressing		3
UNIT OUTLINE CONTINUED/	HOURS	INTEGRATION OF THEORY/PRACTICAL
15. Braiding	5	theory/practical
A. Client consultation		
B. Understanding the basics		
C. Braiding the hair		
D. Types of braids		
E. Braiding patterns		
16. Wigs and hair enhancements	5	theory/practical
A. The consultation		
B. Wigs		
C. Hair pieces		
D. Hair extensions		
17. Permanent waving	10	theory practical
A. Structure of the hair		
B. Client consultation		
C. Perm wrap		
D. The chemistry of permanent waving		
E. Safety precautions for permanent waving		
F. Permanent waving procedures		
18. Chemical hair relaxing	10	theory/practical
A. Thio relaxer		
B. Hydroxide relaxer		
C. Chemical hair relaxing procedures		
D. Relaxing with sodium hydroxide		
E. Relaxing with thio relaxer		
F. Soft curl permanent wave and procedures		
19. Hair coloring	10	theory/practical
A. Objective for coloring the hair		
B. Color theory		
C. Hair structure		
D. The level system		
E. Types of hair color		
F. Consultation		
G. Hair color procedures		
20. Hair lightener	5	theory/practical
A. Special effect coloring		
B. Special problem in hair color		
C. Basic lightener procedure		
D. Corrective coloring		
E. Hair color safety precautions		
21. Histology of the skin	5	theory
A. anatomy of the skin		
B. Disorders of the skin		
C. Maintaining the health of the skin		
22. Hair removal	5	theory/practical
A. Client consultation		
B. Permanent hair removal		
C. Temporary methods of hair removal		
D. Waxing procedures		
23. Facials	10	theory/practical
A. Basic classification and chemistry of skin care products		
B. Client consultation		
C. Facial massage		
D. Electrotherapy and light therapy		
E. Facial treatments		
F. Aromatherapy		

UNIT OUTLINE CONTINUED:	4	HOURS	INTEGRATION OF THEORY/PRACTICAL
24. Facial makeup		5	theory/practical
A. Cosmetics for facial makeup			
B. Makeup color theory			
C. Client consultation			
D. Corrective makeup			
E. Artificial eyelashes			
F. Safety precautions			
25. Nail structure and growth		5	theory
A. The nail			
B. Nail growth			
C. Nail fungus			
D. Nail diseases			
E. Know your nails			
26. Manicure and Pedicure		5	theory/practical
A. Nail care tools			
B. Plain manicure			
C. Other types of manicures			
D. Pedicure			
E. Safety rules in manicure and pedicure			
27. Advanced nail techniques		5	theory/pedicure
A. Pre-service and post-service procedures			
B. Nail tips			
C. Nail wrap			
D. Acrylic nails			
E. Gels			
F. Dipped nails			
G. Safety precautions			
H. Nail art			

CAREER OPPORTUNITIES

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

COURSE OUTLINE

**COURSE NAME: ESTHETICIAN:
HOURS**

COURSE DURATION: 600

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

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

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

COURSE GOALS:

For students to pass the State license examination

To provide each student with an awareness of the importance of professionalism

To provide adequate and updated information

To provide experiences, which will direct the student for job placement in the chosen course of study.

COURSE OBJECTIVES:

Develop professional and ethical work attitudes

Develop salesmanship skills in order to build and maintain a clientele

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

Develop the working skills required by the state and facial salons.

GRADING PROCEDURES:

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

GRADING SCALE

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

INSTRUCTORS NAMES:

Alice Hsu

Karen Lai

Debra Schiava

TEXTBOOK:

Milady's Standard Esthetics fundamentals

REFERENCE MATERIALS:

Board of Barbering And Cosmetology Act And Rules And Regulations

Board of Barbering And Cosmetology Safety Rules And Regulations

Board of Barbering And Cosmetology Performance Criteria

Bureau For Private Postsecondary Education Guide Book

REQUIRED LEVELS OF ACHIEVEMENT:

60 hours or more of freshman training

Pass freshman proficiency test, before advancing to clinic floor

Examination after each unit of instruction

Weekly practical evaluations

Final written examination

State board mock test - group or individual

1

CONTENTS OF UNITS OF INSTRUCTION:	HOURS	INTEGRATION OF THEORY/PRACTICAL
1. Board of Cosmetology Laws and Regulations A. Board of Barbering/Cosmetology definitions B. Board member rules C. State licenses D. Board health and safety rules	5	theory
2. Health and Safety and hazardous materials A. Chemicals and health problems caused by chemicals B. Chemicals in the shop C. Material data safety sheets D. HIV, AIDS and Hepatitis B E. Health and safety laws	5	theory
3. History and career opportunities A. History of skin care B. Skin care and grooming through the ages C. Career paths D. Bright future	5	theory
4. Your professional image A. Beauty and wellness B. Looking good C. Your physical presentation D. Professional conduct E. Life skills	5	theory
5. Communicating for success A. Human relations B. Communication basics C. The client consultation D. Special issues in communication E. In salon communication	5	theory
6. Infection control A. Regulation B. Principles of infection and prevention C. Disinfection procedures D. First aid E. The professional salon and spa image F. Your professional responsibility	5	theory
7. General anatomy and physiology A. Why study anatomy B. Cells, tissues, organs and systems C. The skeletal system D. The muscular system E. The nervous system F. The circulatory system G. The endocrine system H. The digestive system I. The excretory system J. The respiratory system K. The integument system L. The reproductive system	5	theory
8. Basics of chemistry A. Chemistry B. Matter C. Potential Hydrogen (pH) D. Chemical reaction E. Chemistry as applied to cosmetics	5 2	theory

UNIT OUTLINE CONTINUED:	HOURS	INTEGRATION OF THEORY/PRACTICAL
9. Basics of Electricity	5	theory
A. Electricity		
B. Electrical equipment safety		
C. Electrotherapy		
D. Light waves/light rays		
10. Nutrition	5	theory
A. Nutrition recommendations		
B. Nutrition for the skin		
C. Macronutrients		
D. Minerals		
E. Nutrition and Esthetics		
F. Water and the skin		
11. Physiology and histology of the skin	5	theory
A. Skin facts		
B. Skin functions		
C. Layers of the skin		
D. Hair and nail anatomy	5	theory
E. Nerves		
F. Skin color		
G. Glands		
H. Skin health		
12. Disorders and diseases of the skin	5	theory
A. Dermatology and Esthetics		
B. Lesions		
C. Sebaceous gland disorders		
D. Sudoriferous gland disorder		
E. Skin inflammations		
F. Skin disorders		
G. Skin cancer		
H. Skin diseases		
13. Skin analysis	5	theory
A. Skin types		
B. The Fitzpatrick scale		
C. Ethnic skin		
D. Skin types versus skin conditions		
E. Factors that affect the skin		
F. Healthy habits for the skin		
G. Contraindications		
H. Consultations, client charts and health screening		
I. Performing a skin analysis		
14. Skin care products, chemistry, ingredients and selection	10	theory
A. Cosmetic chemistry and ingredients		
B. Product ingredients		
C. Natural versus synthetic ingredients		
D. Product safety		
E. Ingredients		
F. Aromatherapy		
G. Free radicals		
H. Mature skin		
I. Product selection		
J. Home care products		
K. Choosing a product line		

			THEORY/PRACTICAL
15.	The treatment room A. The Esthetician's presentation B. Creating a professional atmosphere C. Furniture, equipment and room set-up D. Treatment room supplies, disposables and products E. Room preparation F. Clean-up procedures and sanitation	5	theory
16.	Basic facials A. Facial treatment benefits B. Esthetician skills and techniques C. Treatment and client preparation D. Key elements of the basic facial treatment E. Facial philosophies and methods F. Variations of the basic facial G. Clean-up sanitation checklist H. The mini facial I. Treatments for different skin types and conditions	10	theory/practical
17.	Facial massage A. The benefits of massage B. Incorporating massage during the facial treatment C. Massage contraindications D. Types of massage movements E. Dr. Jacquet movement F. Other massage techniques	5	theory/practical
18.	Facial Machines A. Magnifying/wood's lamp B. Hot towel cabinet C. Rotary brush D. Steamer E. Vacuum machine F. Galvanic current G. High-frequency machine H. Spray machine I. Lucas Sprayer J. Paraffin wax machine K. Electric mitts and boots L. Purchasing equipment	5	theory/practical
19.	Hair removal A. Morphology of the hair and its growth B. Methods of hair removal C. Room preparation D. Contraindications for hair removal E. Client consultation F. General waxing procedures G. Waxing for male client	5	theory/practical
20.	Advanced topics and treatments A. Peels for skin care therapists B. Microdermabrasion C. Laser technology D. Light therapy E. Microcurrent machines F. Ultrasound and ultrasonic technology G. Spa body treatments H. Manual lymph drainage I. Cellulite J. Medical Aesthetics	5	theory/practical

4

UNIT OUTLINE CONTINUED:

HOURS

INTEGRATION OF
THEORY/PRACTICAL

21.	The world of makeup	10	theory/practical
	A. psychological aspects of makeup		
	B. Career opportunities		
	C. Makeup products		
	D. Make up color theory		
	E. Selecting makeup colors		
	F. Face shapes and proportions		
	G. Corrective makeup		
	H. Client consultation		
	I. Products, tools and supplies		
	J. Makeup application tips and guidelines		
	K. Special occasion makeup		
	L. Camouflage makeup		
	M. Retailing		
	N. Artificial eyelashes		
	O. Lash and brow tinting		
	P. Permanent cosmetic makeup		
	Q. Airbrush makeup		
	R. A career as a makeup artist		
22.	Career planning	5	theory
	A. Prepare for license		
	B. Preparing for employment		
	C. Preparing for your resume		
	D. The job search		
	E. On the job		
	F. The job description		
	G. Employee evaluation		
	H. Compensation		
	I. Managing money		
	J. Finding the right role model		
	K. Continuing your education		
	L. Planning your success		
23.	The skin care business	5	theory
	A. Going into business for yourself		
	B. The importance of keeping good records		
	C. Operating a successful skin care business		
	D. Public relations		
24.	Selling products and services	5	theory
	A. Selling in the skin care salon		
	B. Know your product and services		
	C. Client value		
	D. Marketing		
	E. Building a clientele		
	F. Client retention		
	G. Closing the sale		
	H. Tracking your success		

CAREER OPPORTUNITIES

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

COURSE OUTLINE

COURSE NAME: MANICURE:

COURSE DURATION: 400 HOURS

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

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

COURSE GOALS:

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

COURSE OBJECTIVES:

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

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

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

INSTRUCTORS NAMES:

Alice Hsu
Karen Lai
Debra Shaiva

TEXTBOOK:

Milady's Standard Nail Technology

REFERENCE MATERIAL:

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

REQUIRED LEVELS OF ACHEIVEMENT

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

CONTENTS OF UNITS OF INSTRUCTION:	HOURS	INTEGRATION OF THEORY/PRACTICAL
1. Board of Barbering and Cosmetology Laws and Regulations	5	theory
A. Board of Barbering/Cosmetology definitions		
B. Board member rules		
C. State Licenses		
D. Board health and safety rules		
2. Health and safety and hazardous substances	5	theory
A. Chemicals/health problems caused by chemicals		
B. Chemicals in the shop		
C. Material safety data sheets		
D. HIV, AIDS and Hepatitis B		
E. Health and safety rules		
3. Your professional image	5	Theory
A. Professional salon conduct toward clients		
B. Professional salon conduct		
C. Professional ethics toward employer and clients		
D. Professional ethics toward ethics toward employer and co-worker		
E. Professional appearance		
4. Bacteria and other infectious agents	5	theory
A. Bacteria		
B. Viruses/fungus		
C. Parasites		
D. Infection		
E. Immunity		
5. Sanitation and disinfection	5	theory
A. contamination control		
B. Effective use of disinfectants		
C. Types of disinfectants		
D. Procedure 3-1 pre service sanitation		
6. Safety in the salon	5	theory
A. Common chemicals used by nail technicians		
B. Material safety data sheet		
C. avoiding over exposure		
D. Other tips for working safely		
E. Cumulative trauma disorders		
7. Nail product chemistry simplified	5	theory
A. Understanding chemicals		
B. Adhesions and adhesives		
C. Fingernail coating		
D. Avoiding skin problems		
E. The over exposure principle		
8. Anatomy and physiology	5	theory
A. Cells, tissues, organs and systems		
B. The integument system		
C. The skeletal system		
D. The muscular system		
E. The nervous system		
F. The circulatory system		
G. The endocrine system		
H. The excretory system		
I. The reproductive system		
9. The nail and its disorders	5	theory
A. Normal nail anatomy		
B. Nail disorders		
C. Common nail disorders and their systems		
D. Nail disorders not to be serviced by a nail technician	2	

UNIT OUTLINE CONTINUED:	HOURS	INTEGRATION OF
THEORY/PRACTICAL		
10. The skin and it's disorders	5	theory
A. Healthy skin		
B. The structure of the skin		
C. Glands of the skin		
D. Skin disorders		
E. Inflammatory and infectious disorders of the skin		
F. Pigmentation of the skin		
11. Client consultation	5	theory
A. Determining the condition of the nails and skin		
B. Determining the clients needs		
C. Meeting your clients needs		
D. Completing client health/record form		
E. Maintaining the client service and product record		
12. Manicure	10	theory/practical
A. Nail technology supplies		
B. Choosing a nail shape		
C. Plain manicure		
D. French and American manicure		
E. Reconditioning hot oil manicure		
F. Performing a man's manicure		
G. Manicure using an electric file		
H. Paraffin wax treatment		
I. Hand and arm massage		
J. Spa manicure		
13. Pedicure	5	theory/practical
A. Pedicure supplies		
B. Pedicures		
C. Foot massage		
D. More about pedicures		
E. Pedicure instruments		
14. Electric filing	5	theory/practical
A. Are electric files safe		
B. Types of files		
C. Choosing an electric file		
D. Bits		
E. How to use an electric file		
F. Trouble shooting		
G. The professional in you		
15. Aromatherapy	5	theory
A. What is aromatherapy		
B. Essential oils		
C. Carrier oils		
D. The hands and manicure		
E. The feet and pedicure		
F. Choosing an aroma		
16. Nail tips	5	theory/practical
A. Supplies for nail tips		
B. Nail tip application		
C. Alternative nail tip application		
D. Maintenance and removal of tip		
17. Nail wrap	5	theory/practical
A. Fabric wraps		
B. Fabric wrap maintenance, removal and repair		
C. Paper wraps		
D. Liquid nail wrap		
UNIT OUTLINE CONTINUED:	HOURS	INTEGRATION OF

18.	Acrylic nails	5	THEORY/PRACTICAL theory/practical
	A. Acrylic nails over forms		
	B. Acrylic back fill		
	C. Acrylic nail maintenance and repair		
	D. Odorless acrylic		
	E. Light-cured acrylic		
	F. Color acrylics		
	G. Dipping methods		
19.	Gel nails	5	theory/practical
	A. Light-cured gel on tip or natural nails		
	B. No light gels		
	C. No light gels and fiberglass and silk wrap		
	D. Gel maintenance and removal		
20.	Creative touch	5	theory/practical
	A. The basic foundation of nail art		
	B. Creating nail art		
	C. Gold leafing		
	D. Freehand painting		
	E. Airbrushing - two color fade and French manicures		
21.	Salon business	10	theory
	A. Your work environment		
	B. Make your decision		
	C. Types of compensation		
	D. Booth rental and salon ownership		
	E. Interviewing with success		
	F. Keeping good personal records		
	G. Understanding salon business records		
	H. Booking appointments		
	I. Advertising yourself		
	J. Collecting payment for services		
	K. Where to go for help		
22.	Selling nail products and services	5	theory
	A. Know your products and services		
	B. Know what your client wants		
	C. Marketing		
	D. Presenting your products and services		
	E. Answer questions and objections		
	F. Close the sale		
	G. Tracking your success		

CAREER OPPORTUNITIES

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

COURSE NAME: TEACHER TRAINEE

COURSE DURATION 600 HOURS

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

INSTRUCTIONAL METHODS:

- Lecture
- Practical demonstrations
- Audiovisual materials
- Teaching outline procedures

COURSE GOALS:

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

COURSE OBJECTIVES:

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

GRADING PROCEDURES:

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

GRADING SCALE

90% - 100%	A	Excellent Performance
80% - 80%	B	Above Average Performance
70% - 79%	C	Satisfactory Performance
60% - 69%	D	Unsatisfactory Performance

INSTRUCTOR NAMES:

- Alice Hsu
- Karen Lai
- Debra Schiava

TEXTBOOK:

Teaching your occupation to others
A guide to surviving the first year Second Edition

REFERENCE MATERIAL:

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

REQUIRED LEVELS OF ACHIEVEMENT

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

CONTENTS OF UNITS OF INSTRUCTION	HOURS	INTEGRATION OF THEORY/PRACTICAL theory
1. Board of Barbering and Cosmetology Act	5	

A. Administration			
B. Application of chapter			
C. Qualifications of examination			
D. Apprenticeship			
E. Examinations			
F. Establishments			
G. Schools instructorss and curricula			
H. Disciplinary proceedings			
I. Administrative fines and citations			
J. Tanning facilities			
K. Revenue			
2. Denial, suspension and revocation of licenses	5		theory
A. General provisions			
B. Denial of licenses			
C. Suspensions and revocations of licenses			
D. Public reprovals			
E. Examination security			
3. Board of Barbrering and Cosmetology Rules	5		theory
A. Administration			
B. Qualifications for examination			
C. Apprinticeship			
D. Examinations			
E. Mobile units			
F. Schools			
G. Continuing education			
H. Externship			
I. Licenxes			
J. Disciplinary proceedings			
K. Administrative fines and citations			
L. Health and safety			
M. Revenue			
4. Are sure you really want to teach:	5		theory
A. Why people become teachers			
B. Paths to becoming a teacher			
C. What to do to become a teacher			
D. Getting a teaching job			
5. Surviving the first few days			
A. Initial school contact			
B. Meeting the school team			
C. Your first day of teaching			
D. Ordering materials, supplies and equipment			
E. Initial course planning			
F. Professional involvement			
6. How people learn some principles of learning	5		theory
A. Learning theories			
B. Principles of learning			
C. Levels of learning			
D. Individual differences			
7. What me a teacher	5		theory/practical
Assuming the role of a teacher			
A. Student needs			
B. A climate for teaching			
C. Traits of a teacher			
	2		
UNIT OUTLINE CONTINUED:	5		INTEGRATION OF THEORY/PRACTICAL
8. Helping your horse keep up with the cart			
Techniques for organizing your course			

