



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

Course Catalog
January 2017-December 2017
Updated annually and as needed
1939 Monterey Road
San Jose, CA 95112
Phone: (408) 999-0446
Email: info@cosmotekcollege.com
Website: www.CosmotekCollege.com



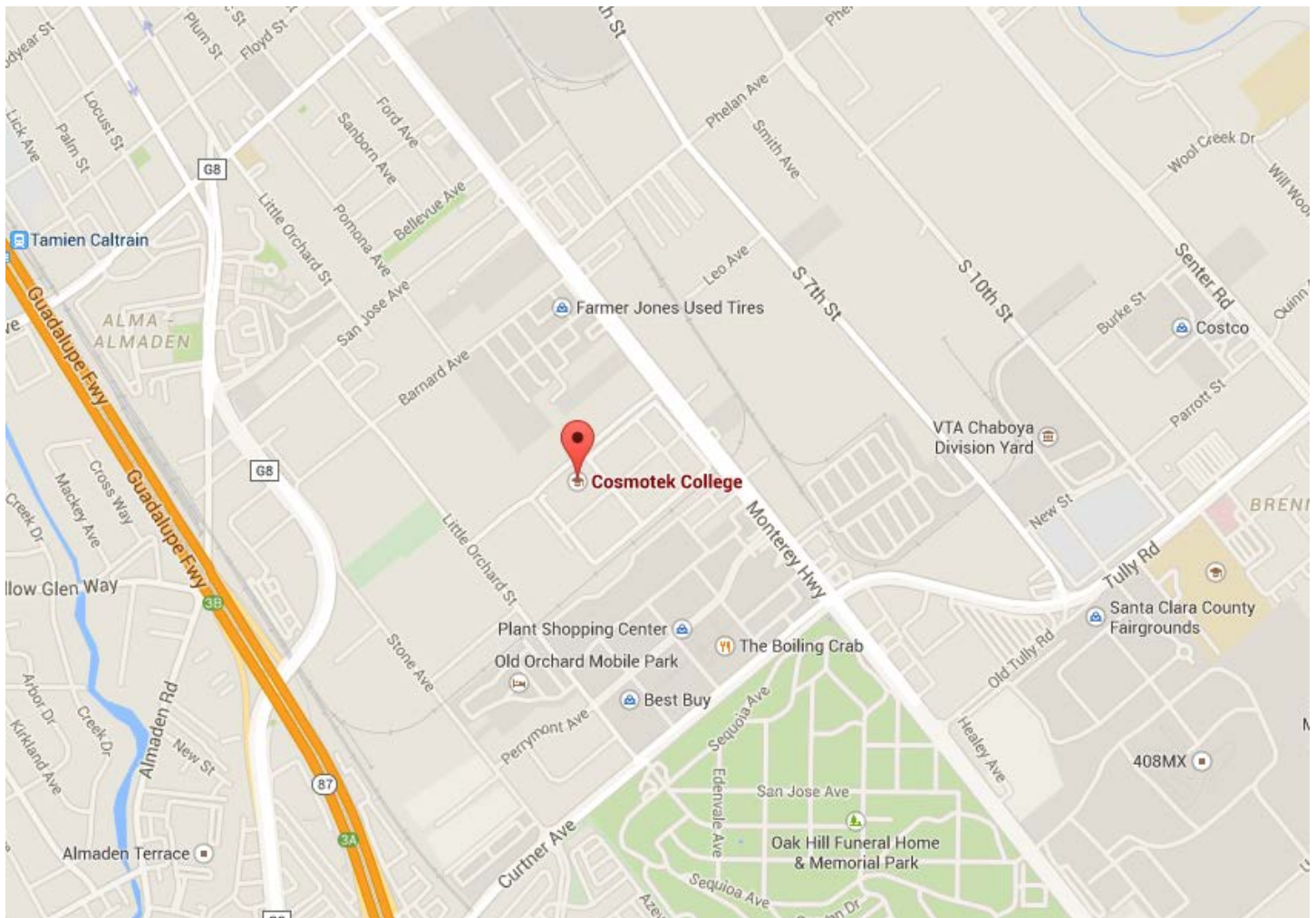
Table of Contents

| | |
|---|----|
| School Map | 5 |
| Organizational Chart..... | 6 |
| Mission Statement..... | 7 |
| Handicap Facilities | 8 |
| Course Syllabus | 8 |
| Facilities | 8 |
| Cosmotek College Policy for Viewing Catalog and Performance Fact Sheet..... | 8 |
| Changes in Rules and Policies | 8 |
| Course Tuition , Registration And Books Fee Schedule..... | 10 |
| Visa Services | 10 |
| Collection of Tuition | 10 |
| Approval Disclosure Statement | 10 |
| Admission Requirements..... | 11 |
| Re-Entry Policy..... | 11 |
| Licensures Requirements..... | 11 |
| Language Proficiency / ESL | 12 |
| Using a translator..... | 12 |
| Tuition / Financial Assistance Programs | 12 |
| Director’s Scholarships..... | 12 |
| Class Schedule | 12 |
| Holidays | 12 |
| Grading System | 12 |
| Probation Period | 13 |
| Academic Renewal | 13 |
| Transcript Request | 13 |
| Satisfactory Academic Progress | 13 |
| Make-up Policy..... | 13 |
| Attendance Standards | 13 |
| Tardiness | 13 |
| Leave of Absence | 13 |
| Program Completion Requirement | 13 |
| Computer and Network Use..... | 14 |
| Learning Resources, Facilities, and Equipment | 14 |
| Housing | 14 |
| Standard of Student Conduct..... | 14 |

| | |
|--|----|
| Non-Discrimination Policy..... | 14 |
| Smoking Policy | 14 |
| Harassment Policy | 14 |
| Student Records and Privacy Rights | 14 |
| Maintenance of Records | 15 |
| Student Grievance Policies | 15 |
| Readmission after SAP Withdrawal/Dismissal | 15 |
| Drug Prevention/Awareness Policy | 15 |
| Rights Reserved | 15 |
| Student Services | 15 |
| Extra Instruction Charges and Brush-up:..... | 16 |
| Transfer into Cosmotek and Re-Entry Policy | 16 |
| Notice Concerning Transferability of Credits and Credentials Earned at Our Institution | 16 |
| School Performance Fact Sheet | 16 |
| Bankruptcy Disclosure | 16 |
| Student Tuition Recovery Fund (STRF): | 16 |
| School Rules and Regulations:..... | 17 |
| Student’s Right to Cancel | 20 |
| Withdrawal from Course..... | 20 |
| Courses of Study Available..... | 22 |
| COMPUTER NETWORK ADMINISTRATOR..... | 22 |
| COMPUTER NETWORK SUPPORT | 23 |
| COSMETOLOGY | 24 |
| COSMETOLOGY TEACHER TRAINING | 26 |
| DATABASE ADMINISTRATOR | 27 |
| ESTHETICS (SKIN CARE)..... | 28 |
| LOAN OFFICER & REAL ESTATE AGENT | 30 |
| MANICURING..... | 31 |
| MASSAGE THERAPY 500 | 33 |
| MASSAGE THERAPY 900 | 34 |
| MEDICAL OFFICE ADMINISTRATION | 36 |
| MODELING, A TRANSFORMATION..... | 37 |
| OFFICE ACCOUNTING SPECIALIST..... | 38 |
| PERMANENT MAKEUP | 39 |
| REAL ESTATE APPRAISAL (CORRESPONDENT)..... | 40 |
| REAL ESTATE ECONOMICS (CORRESPONDENT)..... | 40 |

| | |
|---|----|
| REAL ESTATE ESCROWS (CORRESPONDENT)..... | 41 |
| REAL ESTATE FINANCE (CORRESPONDENT)..... | 41 |
| LEGAL ASPECT OF RE (CORRESPONDENT)..... | 42 |
| REAL ESTATE PRACTICE (CORRESPONDENT)..... | 42 |
| REAL ESTATE PRINCIPLES (CORRESPONDENT)..... | 43 |
| REAL ESTATE PROPERTY MANAGEMENT | 43 |
| REMEDIAL TRAINING | 44 |
| SUBJECT DESCRIPTION..... | 45 |

School Map



Cosmotek College is a private institution that is approved to operate by the Bureau for Private and Postsecondary Education.

Classes are held at 1939 Monterey Hwy, Ste 2, San Jose, CA 95112

Organizational Chart

Administration

| | |
|---------------|------------------------------|
| Cynthia Trinh | CEO/School Director/CAO, COO |
| Ly Phan | Admissions |

Faculty Qualifications

| | |
|------------------|--|
| Cynthia Trinh | MCSE, B.S. Financial, Accounting, MIS, Oracle Database, MCSE, Life Insurance, Real Estate & Mortgage Broker, Massage Therapist, Cosmetologist, Makeup Artist, Computer IT, Web Design. |
| Rachel Nguyen | Cosmetology Instructor |
| Chau Tran | Cosmetology Instructor |
| Nga Tran | Cosmetology Instructor |
| Vanessa Garcia | Cosmetology Instructor |
| Tasha Lynn Keene | Cosmetology Instructor |
| Patricia Vasquez | Cosmetology Instructor |
| Michelle Nguyen | Cosmetology Instructor |
| Christine Nguyen | Cosmetology / Permanent tattoo instructor |
| Joan Gonzalez | Makeup Artist / Esthetics Instructor |
| Tod Peterson | Massage Therapy Instructor |
| Emilia Krznarich | Massage Therapy Instructor |
| Wayne Nguyen | Electronics/Computer Engineer |
| Srini Billakota | IT/Computer Instructor |
| Nin Phillip | Modeling / Graphic Design Instructor |

Registration

Mission Statement

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

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

Goals/Objective:

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

Programs Descriptions:

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

Practical operation shall mean actual performance by the student.

Cosmetology:

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

Business:

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

Real Estate:

Registration

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

Technology:

Cosmotek College mission is to enhance technological literacy through applied hands-on learning style and the advancement of knowledge and training that prepares students' minds for the 21st century. "The twenty-first century promises to be a time of dramatic and rapid technological change and knowledge-based economic growth. Our human resources must have the skills and training necessary to place us well ahead of the global competition..."Cosmotek College provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the College mission as it applies to the management, teaching, learning, and community service. Technology is an essential component of the mission of the College in that we are committed to ensure that every graduate has the technology skills necessary to compete in the 21st century. Our basic goal is the integration of technology into our teaching, research and service activities where appropriate. Successful graduates will have the skills and knowledge needed for an entry level position in the field.

Your future is important to us.....

Handicap Facilities

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

Course Syllabus

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

Facilities

Cosmotek College's campus is truly in the heart of the Silicon Valley, San Jose city, an area known as a high tech center in the U.S. Instruction is in residence with facility occupants' level accommodating 199 students at any one time.

The facility contains approximately 5700 ventilated square feet. There are 2 classrooms for theory, 2 classrooms for demonstration, a main practical cosmetology clinic area with 50 stations for students to practice on their practical skills working on patrons and 50 practical work areas for practice work. There are 25 manicuring stations available for manicurist and practice work. There are two facial rooms with four facial chairs available for patron work and facial practice. A computer room with 20 pc is available for computer related work. A library with reference material for independent study, student lounge, and a reception area. Individual lockers are provided for cosmetology students.

Cosmotek College Policy for Viewing Catalog and Performance Fact Sheet

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

Changes in Rules and Policies

Registration

Cosmotek College updates its catalog and curriculum immediately if there are changes in the content or at a minimum of at least one year. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog and curriculum should note that laws, rules and policies

change and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the Legislature, or rules and policies adopted by Cosmotek College.

Registration

Course Tuition , Registration And Books Fee Schedule

| Course Description | Clock Hrs | Units | Tuition | B/E | Total Institutional | Note |
|-----------------------------------|-----------|-------|---------|--------|---------------------|--|
| Computer Network Support | 560 | 56 | \$ 5600 | \$ 500 | \$ 6175 | *Registration Fee = \$75 |
| Computer Network Administrator | 960 | 96 | \$ 9000 | \$ 700 | \$ 9775 | |
| Cosmetology | 1600 | 160 | \$ 8500 | \$ 900 | \$ 9475 | *B/M = Book and Equipment |
| Cosmetology Teacher Training | 500 | 50 | \$ 4500 | \$ 500 | \$ 5075 | |
| Database Administrator | 770 | 77 | \$ 7000 | \$ 500 | \$ 7575 | Unemployed and low income students, please ask for director scholarship, and other financial aid programs. |
| Esthetics | 600 | 60 | \$ 6000 | \$ 500 | \$ 6575 | |
| Loan Officer & Real Estate Agent | 545 | 55 | \$ 6300 | \$ 400 | \$ 6775 | |
| Massage Therapy 500 | 500 | 50 | \$ 5500 | \$ 425 | \$ 6000 | |
| Massage Therapy 900 | 900 | 90 | \$ 8500 | \$ 775 | \$ 9275 | |
| Manicuring | 400 | 40 | \$ 1500 | \$ 300 | \$ 1875 | |
| Medical Office Administration | 570 | 57 | \$ 6000 | \$ 300 | \$ 6375 | |
| Modeling, a transformation | 56 | 6 | \$ 2000 | \$ 200 | \$ 2275 | |
| Office Accounting Specialist | 550 | 50 | \$ 7000 | \$ 500 | \$ 7575 | |
| Permanent Makeup | 600 | 60 | \$ 5000 | \$ 900 | \$ 5975 | |
| Real Estate Appraisal | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Real Estate Economics | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Real Estate Escrows | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Real Estate Finance | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Legal Aspect of Real Estates | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Real Estate Practice | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Real Estate Principles | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Real Estate Property Management | 45 | 4 | \$ 79 | -0- | \$ 79 | |
| Remedial Training for Cosmetology | 40 | 4 | \$ 500 | -0- | \$ 500 | |

Visa Services

are not provided. Cosmotek College does not admit students from other countries.

Collection of Tuition

Students enrolling in programs that are to be completed in four months or less, will require payment of all tuition and fees on the first day of instruction unless other payment arrangements are to be made in advance. For those programs designed to be four months or longer, students are required to pay four months of advance payment. When 50 percent of the program has been offered, the

institution may require full payment unless other payment arrangements have been made. If the school allows installment payments, no interest will be included.

Approval Disclosure Statement

Cosmotek College located at 1939 Monterey Highway, Ste 2, San Jose, CA 95112, was granted institutional approval from the Bureau for Private Postsecondary and Education. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

Policies and Procedures

Approval to operate is granted effective June 24, 2015 with an expiration date of June 23, 2020.

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

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

Person seeking to resolve problems or complaints should first contact the instructors in charge, and to Cynthia Trinh, School Director. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

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

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

Cynthia Trinh. Signature:

Admission Requirements

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

Requirements:

- a) Tour the school facilities.
- b) Applicants must be 17 years of age.
- c) Applicants must provide a copy of High School Diploma, GED or Equivalent, or higher (GED) or higher.
- d) Students lacking the High School Diploma or its equivalent, must be at least 17 years old, must have completed the 10th grade education level or its equivalent as required by the California State Barbering and Cosmetology Board. Students must show transcripts in good standing of completing 10th grade.
- e) Complete Enrollment Agreement.
- f) Meet with Financial Aid Officer for completion of financial documentation and payment arrangements.
- g) Copy of ID or driver license is required. A copy of Passport or Permanent Resident Card is also required.

Re-Entry Policy

All students who withdraw in good standing may re-enter, with a fee of \$100, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to other institutions before returning to Cosmotek College those hours and operations earned at that institution would also be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Cosmotek College reserves the right to reject students that had withdrawn from Cosmotek College previously.

Licensures Requirements

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

[Policies and Procedures](#)

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

Language Proficiency / ESL

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

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

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

Using a translator

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

Tuition / Financial Assistance Programs

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

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

At the time of graduation or early withdrawal, the student is responsible for any outstanding tuition, and any student

loan obligation. Cosmotek College reserves the right to withhold certain services and eligibility from students who owe a financial obligation to the institution.

The school does not participate in federal and state financial aid programs.

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

Work2Future, Nova, Opportunity Fund

Director's Scholarships

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

Class Schedule

Cosmotek College are opened six days a week:

Monday to Friday: 8AM-7PM

Saturday: 9AM-5PM.

Classes are individualized to accommodate students with special needs such as child care, medical limitations or accelerated programs for special agencies such as (WIA, NOVA, PIC, Rehab.).

Holidays

The school is closed on the following holidays:

Memorial Day, Chinese New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Winter Break.

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

Grading System

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

| | | |
|---|--------------|-----------------------|
| A | 90%-100% | Excellent |
| B | 80%- 89% | Good |
| C | 70%- 79% | Fair |
| D | 60%- 69% | Needs Improvement |
| F | 59% or below | Failing |
| W | | Withdrawal (see note) |

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

[Policies and Procedures](#)

Probation Period

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

Academic Renewal

Students may repeat any course one time only in which they have received a "D" or "F" grade. Highest grade attained be used in the computation of their grade point average.

Transcript Request

Two complimentary printed copies of each course grades are available through the Admissions and Records Office. Each additional transcript will be provided at a fee of \$5.00 from the Admissions and Records Office.

Satisfactory Academic Progress

Cosmotek College expects its students to maintain Satisfactory Academic Progress as described in the following:

1. Maintain a cumulative academic average of 70% (GPA 2.0) or better.
2. Maintain a cumulative average attendance level of at least 2/3 of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week. Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-Of-Absence (LOA).
3. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course. Otherwise, they will be placed on probation until the next evaluation period. During this time they must bring their cumulative GPA to

2.0. If they fail, they may be terminated at the discretion of the institution.

Make-up Policy

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

Attendance Standards

Students are required to maintain at least 70% attendance in any given month to be in Satisfactory Attendance Progress. Excessive unauthorized absences will place students on probation. Students who miss 3 unauthorized consecutive days may be put on probation. Any student absent more than twenty-one days without notifying the supervisor will be terminated.

A private meeting with a school officer is required to determine whether the student intends to return, and on the possibility of resolving his/her problem so that the absenteeism does not re-occur. Failure to meet the attendance standard may result in dismissal.

Tardiness

Arriving in the class after fifteen minutes or leaving early defines one tardy day. Students who are tardy 5 times in any given month will be placed on probation and will meet with the school officer for counseling.

Leave of Absence

It is the policy of Cosmotek College to grant leaves of absences only in emergency situations (illness, family death, etc...). In order to be granted a leave of absence, the student must talk to the Admission or submit a written request for approval. A leave of absence may not exceed 60 days. Only one leave of absence may be granted during the enrollment period.

Program Completion Requirement

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

1. Complete unit and course requirements with a minimum 2.0 cumulative grade point average.
2. Maintain a cumulative average attendance level of at least two-thirds of the scheduled hours indicated on their enrollment contract.

[Policies and Procedures](#)

3. Complete the course within one and one-half times the length of the course as defined in the enrollment agreement.
4. Satisfy all financial obligations to the school.

Computer and Network Use

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

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

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

Learning Resources, Facilities, and Equipment

Facilities, computers, and equipment are to be used to support its teaching. Using of these resources must be supervised by the instructor. Cosmotek College computer labs and library contain a number of resources for students including books, magazines, and dvds. The building has wireless access to the Internet. Please contact the admission office for accessing these resources.

Housing

The institution has no responsibility to find or assist a student in finding housing. At Cosmotek College no housing or dormitories are provided. The approximate renting cost for a one-bed room apartment nearby is \$1000 per month.

Standard of Student Conduct

Students are expected to observe Cosmotek College academic and behavioral Standards of Student Policies and to act in a manner that is a credit to the college and to themselves.

Academic standards include academic honesty, satisfactory academic performance.

Behavioral standards include showing mutual respect to students and college staff and adherence to College and State/Federal laws.

Non-Discrimination Policy

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

Smoking Policy

Cosmotek College is a non-smoking facility. Smoking is restricted to designated areas outside the building.

Harassment Policy

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

Student Records and Privacy Rights

Cosmotek College has both a legal and moral obligation to protect student records from unauthorized access.

Students files contain information, which is of a personal and sensitive nature, the staff has a special responsibility to ensure that this information is seen only by authorized individuals. A student has the right to request to his/her files at any time at the presence of a staff member...

Students further acknowledge and agree that Cosmotek College may, in its sole discretion, preserve or disclose your information if required to do so by law or in the good faith belief that such preservation or disclosure is

Policies and Procedures

reasonably necessary to: comply with legal process; enforce the school rules and regulations; protect the rights, property, or personal safety of Cosmotek College, its students and the general public.

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

Maintenance of Records

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

Student Grievance Policies

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

Readmission after SAP Withdrawal/Dismissal

A student must petition for readmission following dismissal. The petition must contain the following:

- An explanation of the situation which resulted in dismissal.
- A plan for future success.

- A proposed list of activities to complete the program within the time frame.

A counselor will review the Petition for Readmission, if accepted will be transferred to the Admission department to complete the enrollment process.

Drug Prevention/Awareness Policy

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

Rights Reserved

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

Student Services

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

Career Development: workshops are opened to help students with resume preparing, job search skills, interview techniques, desired work ethics, and techniques for advancement in your career. Cosmotek College job placement will make and maintain contacts with companies, and organizations throughout the United States. We take our best effort to assist students in finding the positions that meet their desires and skills. However, we do not guarantee placement. Cosmotek College' students may receive this service life-time.

Students are required to provide written employer statement to the career counselor immediately upon becoming gainfully employed to qualify as part of their graduation requirement.

Policies and Procedures

Extra Instruction Charges and Brush-up:

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

Transfer into Cosmotek and Re-Entry Policy

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Cosmotek College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (credits, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to

transfer after attending (Cosmotek College) to determine if your (credits, diploma or certificate) will transfer.

School Performance Fact Sheet

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

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

Bankruptcy Disclosure

Cosmotek College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Student Tuition Recovery Fund (STRF):

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

Policies and Procedures

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 this 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.
The Bureau is currently not enforcing payment of the STRF fees at this time due to STRF fund capacity.

School Rules and Regulations:

1. You will be given up to seven minutes to clock in. This seven-minute period applies to starting of the class day or returning from lunch. If you come in after the seven minutes allowance, you will have to wait until the next half an hour to clock in. For example, class starts at 8AM, you come in at 8:08AM, you have to wait until 8:30AM to clock in. Once theory classes have been started, no one will be allowed to enter the theory classroom.
2. A new time card will be given on either Friday or Monday after students turn in their previous weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next day's time card. The time card must be signed by the student and the instructor / school staff daily.
3. Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and

operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster.

4. Time cards are the property of the school and must be remained in the school at all times. After clocking in, you are required to maintain applied effort, personnel grooming. Leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.
5. Time cards must be clearly legible. Students must punch in and out only their own time card. This rule is strictly enforced.
6. A student must use the time lock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock.
7. No student is allowed to clock out during college hours without permission from the supervisor.
8. In case of illness or emergency on any day, the student must call in to report his/her absence before 9 A.M. that morning. Students are required to be in class for roll call promptly within 15 minutes of your contract schedule.
9. When you total your clock hours on the time card, you will only total for a half-hour interval. For example, the system total your hours for 7 hours and 18 minutes. You only receive 7 hours. Please round down your hours, not round-up. We will check your time card hours against the computer hours. If you do not do it correctly, you will lose your hours and you will have to redo all the time cards. If the instructor can't verify your presence, she/he may not sign your time card.
10. Students who are absent for more than 21 days must fill out the "leave of absence" form. If a student is absent for more than 21 days without notifying the school, the school will reserve the right to terminate the student. The students then need to follow the procedure for reapplying and will require to pay the registration fee and the difference between the old tuition fee and the higher current tuition fee.
11. All students are required to appear in a clean apron or smock provided by the school. Closed toed shoes, and sleeves appropriately covering shoulders are required when in the building. The students must adhere to good hygiene practice, use deodorants as

Policies and Procedures

- necessary, and maintain fresh breath, as you will working closely with the public.
12. No lab coat is required on Saturday.
 13. Students appearing in school with their hair not net and neat will be clocked out. If not properly dressed, students will be sent home. Student must call in to report his/her absence before 9 A.M. that morning. Students are required to be in class for roll call promptly within 15 minutes of your contract schedule.
 14. A student who is tardy may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
 15. Students will take lunch between 12:00 PM and 1:30PM. Students should report to an instructor if they have not had lunch by 1:30PM. Lunch is 30 minutes. Lunch period is each student's responsibility, and must be staggered.
 16. No gum chewing is allowed in the college at any time.
 17. Friends and visitors are only permitted in the reception area and visits should be as brief as possible.
 18. College business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone. Cell phones and pagers are not permitted for use within the school building.
 19. Students must keep workstations, in class or on the floor, cleaned and sanitized at all times. All kits must be in a sanitized condition at the end of each day.
 20. Only products furnished by the college may be used unless otherwise approved by the supervisor.
 21. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
 22. Notify office immediately of any address or telephone change.
 23. All tuition charges must be paid prior to course completion unless other arrangements have been made with the school director. The school reserves the right to interrupt training whenever tuition is in arrears.
 24. Violation of any school rules may result in suspension or termination.
 25. All food and containers will be cleaned out every Friday.
 26. All students serving the public must be courteous and pleasant. If difficulties arise, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
 27. No student may leave a patron while doing a perm or hair coloring service, except in an emergency or student is excused by an instructor.
 28. Students are not allowed to give services to materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
 29. Students will pay in advance for personal services such as permanents, tints, bleaches, manicures, shampoo, etc. Freshman students are not allowed to work on senior students. Personal services will be allowed on Tuesday through Friday, only if the student meet all the requirements of the day. Students must have instructor's permission or staff's permission as well. Students who are enrolling in cosmetology, esthetics, or manicuring courses will pay half the price the school charges to customers. Other students will pay the same price as customers.
 30. Students are responsible for returning school materials or equipment loaned to them. Each student is solely responsible for his/her personal belongings and materials.
 31. Students have the privilege to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
 32. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by college office and State Board of Cosmetology. Credit will be given for applied effort only and continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
 33. Service tickets are required for every service performed by the students, and it is the students' responsibility to ensure that these documents are completed correctly and must be returned to the front desk.
 34. The school reserves the right to enter student lockers at any time, for any reason.
 35. Replacement of locker key is \$10
 36. All students will be expected to maintain an average of 70% in theory and in all practical subjects.

Policies and Procedures

- Probationary status will result in case of failure to do so.
37. The school reserves the right to modify, change, add, or delete rules or regulations at its discretion.
 38. Replacement of student I.D. is \$10
 39. Food and drinks are only allowed in the lunch room or outside of the school facility. Leaving food in the wrong place may attract ants, mice, roaches, and pets that may harm your health.
 40. School does not supply paper towels in the lunch room. Do not use paper towels or toilet papers outside of the restroom. Please bring your own paper towels for S.M.A and for personal use.
 41. Lunch room equipment are free to use .Please wash your dishes and cups after each use.
 42. School towels and supplies are for paid customers only. Please do not use for your personal.
 43. Please keep the classroom and restroom clean at all of time. Drop waste completely inside the garbage and close the lid. If you accidentally drop waste outside of the garbage, please kindly pick up.
 44. Please do not use the computer while the teacher is lecturing. Please do not disturb other students.
 45. If you are late for more than 10 minutes for the class, please kindly sit at the end of the classroom and do not ask the instructor to repeat what you've missed.
 46. If you fail to do assigned works, the school may withhold their transcript and certificate of completion.
 47. You must sign the "equipment checkout" before borrowing equipment from the school.
 48. Please clean the shampoo bowl after each use. Do not let shaving cream, hair, and other debris enter our drainage system.
 49. Cosmetology student must inform the school when you achieve 1200 hours to apply for a Pre-application so you will have a soonest exam date after you finish the program.
 50. Esthetician student must inform the school when you achieve 420 hours.
 51. Manicuring student must inform the school when you achieve 240 hours.
 52. If you fail to inform the school, you will wait until you finish the entire program to apply for the state board exam.
 53. If you plan to leave earlier than the time that shows on your contract, you need to sign out with front desk. If you are not found in the school premises for more than 30 minutes while our system shows you are clocked in, we will subtract 8 hours from your time cards. All your work done for that day will be void.
 54. If it is your first time to perform any services on a client, please tell your instructor to give you direction. If you are not confident to serve the client, ask the instructor to assign a senior to do the work and you will watch.
 55. A full time student who is caught three times not following the contracts' schedule will be converted to part time and will be paid additional tuition as a part-time student.
 56. Students will perform services on clients as assigned on the order of their arrival and according to their field of study. For example, a cosmetology will have to perform manicuring, facial, and hair services. Rejecting services will result in unsatisfactory academic performance. You will be sent home and will be suspended for the next three days. The student will be charged \$240 for the three missing days upon graduation. The school may withhold your certificate of completion and may terminate your school immediately.
 57. Manicuring students will borrow an extra nail nipper from the office and return it before graduation to use it to serve the clients. Students will use their own tools to serve the clients.
 58. Cosmetology students (hair, facial, nails), students must use their own tools (scissors, drapes, combs, etc... to use on clients). Schools only provide equipment, tools, and supplies in the service area. If students forget their tools, they will not be assigned works on clients and will not receive any credits for that day.
 59. Cosmetology freshman students must finish at least 400 clock hours and must have earned credits for all the procedures learned in freshman classroom. Students will notify the office before transferring to the floor. Esthetician students will finish 100 hours. Manicuring students will finish 80 hours.
 60. Once students are determined "senior", the students will be assigned floor works. Senior students are only allowed to attend theory class. Reviewing freshman practical procedures will be approved by a freshman instructor or a school staff.
 61. On your orientation day, the person who gives you an orientation will teach you how to keep track of your time card.

Policies and Procedures

62. You can check schools' videos, lessons, clock hours, and school materials online at www.cosmotekcollege.com.
63. In order to keep our school clean, healthy, friendly, and professional; we respect our students and we expect the students to respect our staff and our rules. We do not want to call anyone in for violating these rules unless it is necessary.
64. If you lose your hands-out given by the school, you will have to borrow from your friends to make a copy. You will pay for duplicate copies at 10 cents per page.
65. After you graduate and have your first job, you need to notify the school of your employment including employer name, address, phone, position, salary, start day, and full time/part time status.
66. You need to notify the office when you achieve required hours and credits for graduation. The office will prepare the certificate and necessary documents. Failure to notify the office will result delaying of your certificate/state board licenses.

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled **days/hours** in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to:

_____ Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1939 Monterey Rd, Ste 2, San Jose, CA 95112
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration of \$75.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

Withdrawal from Course

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled **days/hours** in the current payment period in your program through the last day of attendance. The refund will be less a registration fee of \$75.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for **three (3) consecutive weeks**.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of **days/hours** in the program), multiplied by the number of **days/hours** scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the

Policies and Procedures

student is entitled to a refund of the money not paid from federal financial aid funds.

Courses of Study Available

COMPUTER NETWORK ADMINISTRATOR

PROGRAM DESCRIPTION:

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

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

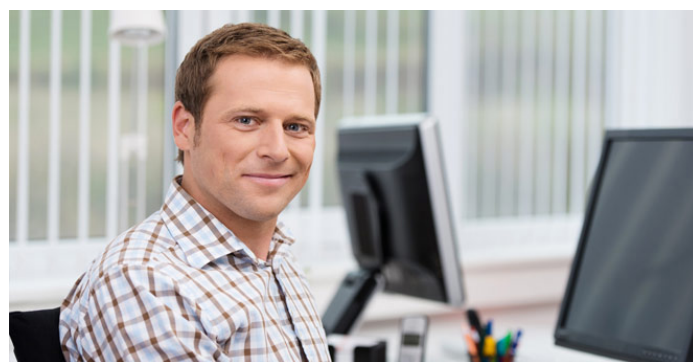
EDUCATIONAL GOALS:

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

- Install all network hardware and software and make needed upgrades and repairs
- Maintain network and computer system security and ensure that all systems are operating correctly.

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

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



Prerequisite: some PC knowledge

40 hours/week: 24 Weeks

20 hours/week: 48 Weeks

Units: 96 / Clock Hours: 960

| Course Code | Course Name | Units | Clock Hours |
|-------------|---|-------|-------------|
| C210 | Configuring Windows | 10 | 100 |
| C215 | Configuring Windows Server Network Infrastructure | 10 | 100 |
| C216 | Configuring Windows Server Active Directory | 10 | 100 |
| C217 | Configuring Windows Server Application structure | 10 | 100 |
| C218 | Windows Server Enterprise Administrator | 10 | 100 |
| C219 | Configuring Microsoft Exchange Server | 10 | 100 |
| E103 | Managing and maintaining PC | 16 | 160 |
| R101 | Routing and Switching (CCNA) | 20 | 200 |

COMPUTER NETWORK SUPPORT

PROGRAM DESCRIPTION:

As computer networks become larger, more complex, and multiprotocol and begin to integrate telecommunication infrastructure, the need for effective network management has become critical to many organizations.

Tremendous career opportunities are created as the demands on networking systems and the people who manage them become continually more complex. Students with an interest in a rewarding career that offers the opportunity for extensive hands-on work with complex computer systems should consider a career in Computer Network Support.

This **certificate program**, students learn the information technology to help and advice to people and organizations using computer software or equipment. Major topics include testing and evaluating existing network systems, performing regular maintenance to ensure that networks operate correctly, and troubleshooting local area networks (LANs), wide area networks (WANs), and Internet systems

EDUCATIONAL GOALS:

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

- Maintaining the integrity and security of a company's network and systems connected to it.
- Work with customers to properly diagnose the problem
- Walk customers through the recommended problem-solving steps
- Train users to work with new computer hardware or software.
- Diagnose and offer repair instructions remotely, as well as in person.

CAREERS:

Graduates of the program pursue careers such as Network Administrators, Network Support, Desktop Support, Helpdesk Support, Network Specialists, LAN Administrators, IT Support, Test Technician, System

Analyst, PC Technician, PC Repair, Help-Desk Technician.

Prerequisite: none

40 hours/week: 14 Weeks

20 hours/week: 28 Weeks

Units: 56 / Clock Hours: 560



- | | |
|----------------------------|---------------------------|
| <i>Computer Services</i> | <i>PC Architecture</i> |
| <i>Memory Architecture</i> | <i>Disk System</i> |
| <i>PC Bus Architecture</i> | <i>Peripheral Devices</i> |
| <i>Printers</i> | <i>Networking</i> |
| <i>Installation</i> | <i>Upgrades</i> |
| <i>Troubleshooting</i> | <i>Operating Systems</i> |
| <i>Windows</i> | <i>Application</i> |
| <i>Maintenance</i> | |

| Course Code | Course Name | Units | Clock Hours |
|-------------|--|-------|-------------|
| C210 | Configuring Windows | 7 | 70 |
| C215 | Configuring Windows sever network infrastructure | 7 | 70 |
| C216 | Configuring Windows Server Active Directory | 7 | 70 |
| C217 | Configuring Windows Server application structure | 7 | 70 |
| C218 | Windows server enterprise administrator | 7 | 70 |
| C219 | Configuring Microsoft Exchange server | 7 | 70 |
| E103 | Managing and maintaining PC | 14 | 140 |

COSMETOLOGY

PROGRAM DESCRIPTION:

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

EDUCATIONAL GOALS:

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
- Learn the procedures and terminology used in performing all cosmetology services.
- Learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- Learn the proper procedure of manicuring to include water and oil manicure and pedicure.
- Learn the application of brush-on nails, nail wraps, and nail tips.
- Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to cosmetology

CAREERS:

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



Prerequisite: None

40 hours/week: 40 Weeks (approximate 10 months)

20 hours/week: 80 Weeks (approximate 20 months)

Clock Hours: 1600

| Class code | Subject Covers | Technical Instruction | Min. practical Operations |
|-------------------|---|------------------------------|----------------------------------|
| Cos1. | The Barbering and Cosmetology Act and the Board's Rules and Regulations | 30 | |
| Cos2 | Cosmetology Chemistry . | 60 | |
| Cos3 | Health and safety/Hazardous Substances | 60 | |
| Cos4 | Theory of Electricity in Cosmetology | 10 | |
| Cos5 | Disinfection and sanitation | 60 | 10 |
| Cos6 | Bacteriology, anatomy and physiology | 60 | |
| Cos7 | Wet Hair Styling | 40 | 200 |
| Cos8 | Thermal Hair Styling | 40 | 40 |
| Cos9 | Permanent Waving | 20 | 80 |
| Cos10 | Chemical Straightening | 20 | 30 |
| Cos11 | Haircutting | 30 | 80 |
| Cos12 | Haircoloring and Bleaching | 60 | 50 |
| Cos13 | Scalp and Hair Treatments | 20 | 20 |
| Cos14 | Facials | 30 | 40 |
| Cos15 | Eyebrow Arching and Hair Removal | 20 | 30 |
| Cos16 | Makeup | 20 | 50 |
| Cos17 | Manicuring and Pedicuring | 25 | 25 |
| MAN8 | Application of Artificial Nails and Wraps | 25 | 125 Nails |
| Cos18 | Hair Braiding | 10 | 10 |
| Cos19 | Wigs and Hair Enhancements | 10 | 10 |
| Cos20 | Shampooing, Rinsing, and Conditioning | 10 | 10 |
| Cos21 | State Board Test Preparation | 50 | |
| Cos22 | Preparation, Career and Salon Management | 40 | |
| Cos23 | Advanced studies: hair design, skin care, nails | 40 | 50 |

COSMETOLOGY TEACHER TRAINING

PROGRAM DESCRIPTION:

This certificate course of study for students enrolled in a cosmetology instructor training course shall consist of 500 clock hours and technical instruction and practical operations in teaching the art of cosmetology. To enroll in Cosmetology Teacher Training program, a valid state board license is required.

Cosmetology instructor plays a fundamental role in the beauty industry. Teaching allows you to share your knowledge and skills with others. You will train the next generation of hair stylists, makeup artists, nail technicians, and estheticians. You will be a role model to many young artists who will see their future in you. **This certificate program is only offered to licensed cosmetologists.**

EDUCATIONAL GOALS:

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

- Ensure the proper equipment, tools, textbooks and supplemental materials are available to students.
- Properly prepare the students for cosmetology exams and careers.
- Monitor and track the progress and performance of each of their students
- Identify problem areas for students and provide the necessary support to help students master their lessons throughout the course of the program.
- Comfortable offering constructive feedback to students to help them improve and must be firm in

implementing the policies and procedures in place for the school

CAREERS:

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

- Cosmetology instructor
- Make-up artist
- Platform artist
- Industry representative
- Educational consultant



Clock hours: 500
40 hours / week: 13 weeks
20 hours / week: 25 weeks

| Class Code | Subject | Units | Minimum Hours |
|------------|-----------------------------|-------|---------------|
| CT1 | Preparation training | 4 | 40 |
| CT2 | Theory | 8 | 80 |
| CT3 | Record Keeping | 2 | 20 |
| CT4 | Lesson Planning | 8 | 80 |
| CT5 | Classroom Management | 4 | 40 |
| CT6 | Purchasing Supplies | 1 | 10 |
| CT7 | Floor Supervision | 9 | 90 |
| CT8 | Salesmanship | 1 | 10 |
| CT9 | Lectures and Demonstrations | 10 | 100 |
| CT10 | Grading Students' Works | 2 | 20 |
| CT11 | Receptionist | 1 | 10 |

DATABASE ADMINISTRATOR

PROGRAM DESCRIPTION:

Most modern businesses today, including those in the fields of engineering, science, medicine and government use some form of shared data to serve the needs of their enterprise. Many database management system (DBMS) products have been developed to meet these needs on workstations or mid-range and mainframe computers. The need for professionals to interact with these systems in one way or another has grown rapidly. **This certificate program** will teach you how to design, build, analyze and maintain your Data Warehouse. You may pursue a Microsoft Certified Database Administrator (MCDBA) certificate.



EDUCATIONAL GOALS:

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

- Identify user needs to create and administer databases
- Ensure that the database operates efficiently and without error
- Make and test modifications to the database structure when needed
- Maintain the database and update permissions
- Merge old databases into new ones
- Backup and restore data to prevent data loss
- Ensure that organizational data is secure

CAREERS: Upon completing the program, you may work as a Database Entry, Database Administrator, Database Specialist, IT Specialist, MIS, Database Support, System Analyst.

Prerequisite: PC fundamental knowledge

40 hours/week: 19 Weeks

20 hours/week: 39 Weeks

Units: 77 / Clock Hours: 770

| Class Code | Subject | Units | Minimum Hours |
|------------|--------------------------------|-------|---------------|
| B104 | Electronic Spreadsheet (Excel) | 10 | 100 |
| B107 | Access Database | 10 | 100 |
| CT3 | Record Keeping | 10 | 100 |
| CT4 | Lesson Planning | 47 | 470 |

ESTHETICS (SKIN CARE)

PROGRAM DESCRIPTION:

Training requirements for applicants to California State Board of Cosmetology Licensing Examination. Development of professional skills and attitudes relative to an Esthetic career. Successful graduates will have the skills and knowledge to pass the State Board and secure entry-level employment.

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



EDUCATIONAL GOALS:

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

- Acquire knowledge of laws and rules regulating California Esthetician establishment
- Understand sterilization procedures
- Acquire knowledge of general theory relative to Esthetician including anatomy and physiology, chemistry, and theory relative to practical procedures performed
- Evaluate clients' skin condition and appearance
- Discuss available treatments and determine which products will improve clients' skin quality
- Remove unwanted hair, using wax, laser, or other approved treatments
- Recommend skin care products, such as cleansers, lotions, or creams
- Teach and advise clients on how to apply makeup and how to take care of their skin
- Refer clients to another skincare specialist, such as a dermatologist, for serious skin problems
- Disinfect equipment and clean work areas

CAREERS:

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

Prerequisite: None

40 hours/week: 15 Weeks (approximate 3.5 months) 20 hours/week: 30 Weeks (approximate 7 months)

| Class code | Subject Covers | Technical Instruction | Min. practical Operations |
|-------------------|---|------------------------------|----------------------------------|
| COS1. | The Barbering and Cosmetology Act and the Board's Rules and Regulations | 10 | |
| E2 | Chemistry pertaining to the practices of an esthetician. | 20 | |
| COS3 | Health and safety/Hazardous Substances | 20 | |
| COS4 | Theory of Electricity | 10 | |
| COS5 | Disinfection and sanitation | 10 | 10 |
| COS6 | Bacteriology, anatomy and physiology | 30 | |
| COS14 | Facials | 70 | 160 |
| E8 | Eyebrow Arching and Hair Removal | 30 | 50 |
| COS16 | Make-up | 20 | 40 |
| E10 | Machines | 40 | |
| E11 | Massage | 30 | 20 |
| E12 | State Board Exam Preparation | 20 | 20 |
| COS22 | Preparation, Careers and Salon Management | 20 | |

LOAN OFFICER & REAL ESTATE AGENT

PROGRAM DESCRIPTION:

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

This 545-hour loan officer and real estate course is directed toward professional loan officers, mortgage loan brokers and aspirants to the field. This course offers a review of the loan application process, the significance and analysis of a loan applicant’s credit report, and the consequence and important of understanding legal obligations implied in the preparation and submittal of a good estimate. The object of this course is to reinforce existing skills of the practicing loan officer as well as augment skills required to quality and process a loan.

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



Real estate salespeople may perform the following tasks:

- advise on intrinsic worth of properties and terms of sale

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

EDUCATIONAL GOALS:

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

Prerequisite: None

40 hours / week: 14 weeks

20 hours / week: 28 weeks

Units: 55 / Clock hours: 545

CAREERS: Upon graduation, you may choose to be a Loan Processor, Loan Officer, Loan Originator, Loan Analyst, Loan Consultant, Jr. Underwriter, Loan Specialist

| Course Code | Course Name | Units | Clock Hours |
|-------------|------------------------|-------|-------------|
| REFINANCE | Real Estate Finance | 4.5 | 45 |
| REPR | Real Estate Practice | 4.5 | 45 |
| REPRIN | Real Estate Principles | 4.5 | 45 |
| REPRO | Loan Processing | 41 | 410 |

MANICURING

PROGRAM DESCRIPTION:

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

EDUCATIONAL GOALS:

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

- Discuss nail treatments and services available
- Remove nail polish and rough skin
- Clean, trim, and file nails
- Massage and moisturize hands (for a manicure) and feet (for a pedicure)
- Polish or buff nails
- Advise clients about nail and skin care for hands and feet
- Promote and sell nail and skin care products
- Clean and disinfect their work area and tools



CAREERS:

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



Prerequisite: None

40 hours/week: 10 Weeks (approximate 2.5 months)

20 hours/week: 20 Weeks (approximate 5 months)

Clock Hours: 400

After course completion: must pass Board of Barbering and Cosmetology exam.

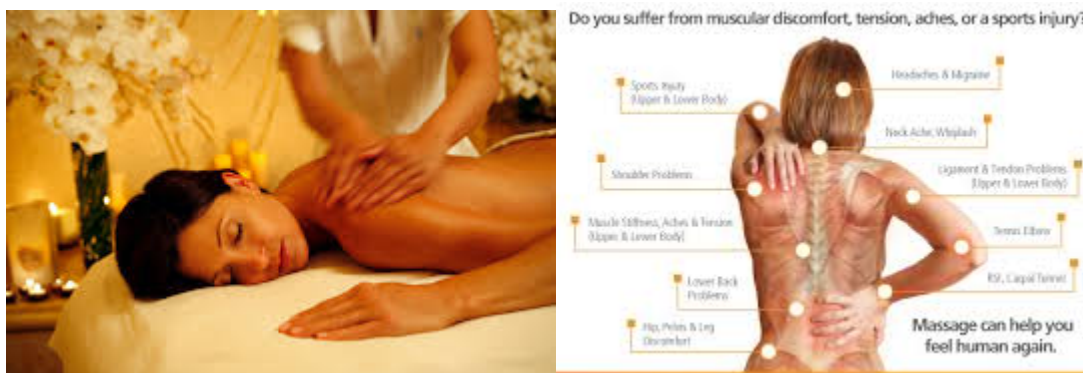
| Course Code | Subject | Min. Hrs of Technical | Min. Practical Operations |
|--------------------|---|------------------------------|----------------------------------|
| COS1 | The Barbering and Cosmetology Act and the Board's Rules and Regulations | 10 | |
| COS2 | Cosmetology Chemistry pertaining to manicuring practices | 10 | |
| COS3 | Health and safety/Hazardous Substances | 20 | |
| COS5 | Disinfection and sanitation | 20 | 10 |
| COS6 | Bacteriology, anatomy, physiology | 10 | |
| MAN6 | Water and oil manicures, including hand and arm massage | 20 | 40 |
| MAN7 | Complete pedicure, including foot and ankle massage | 10 | 20 |
| MAN8 | Application of Artificial Nails | | |
| (A) | Acrylic: liquid and powder brush-ons | 15 | 80 nails |
| (B) | Nail tips | 10 | 60 nails |
| (C) | Nail wraps and repairs | 5 | 40 nails |
| MAN9 | State Board Examination Preparation | 30 | |
| COS22 | Preparation, Career and Salon Management | 20 | |

MASSAGE THERAPY 500

PROGRAM DESCRIPTION:

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

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



EDUCATIONAL GOALS:

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

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

CAREERS:

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

Prerequisite: None

40 hours/week: 15 Weeks (approximate 4months)

20 hours/week: 30 Weeks (approximate 7.5 months)

| Course Code | Subject | Hours |
|-------------|--|-------|
| MAS1 | The History and Advancement of Therapeutic Massage | 10 |
| COS6 | Anatomy and Physiology | 70 |
| MAS3 | Health and Hygiene | 20 |
| MAS4 | Massage Practice, Contraindications | 100 |
| MAS5 | Massage Techniques | 280 |
| MAS6 | Business Practices & Ethics | 20 |

MASSAGE THERAPY 900

PROGRAM DESCRIPTION:

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

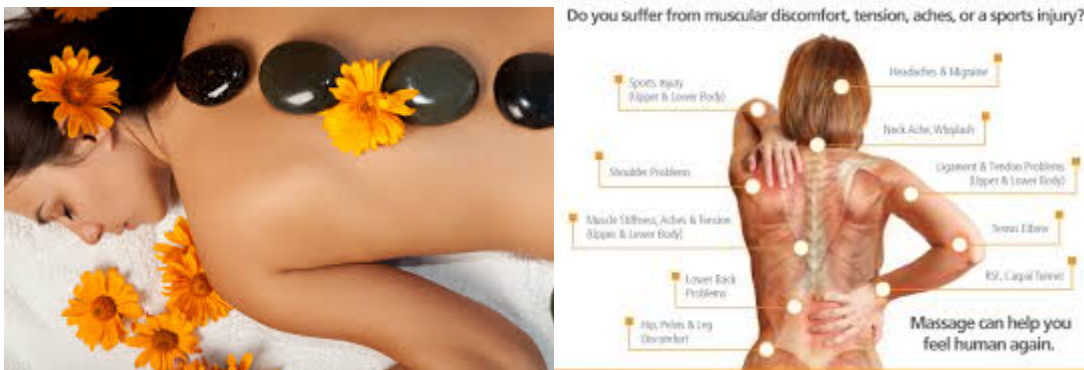
Massage therapists use touch to treat clients' injuries and to promote general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

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

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

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

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



EDUCATIONAL GOALS:

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

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

CAREERS:

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

Prerequisite: None

40 hours/week: 23 Weeks (approximate 6 months)

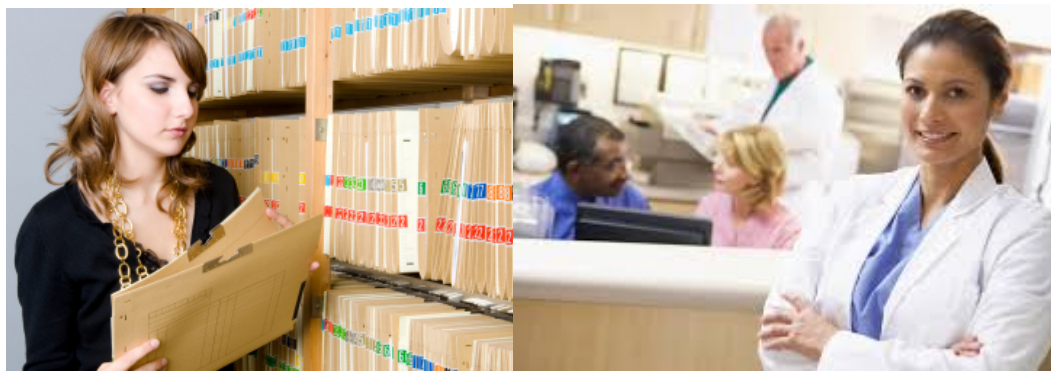
20 hours/week: 45 Weeks (approximate 11 months)

| Course Code | Subject | Minimum Hours |
|--------------------|--------------------------------------|----------------------|
| COS6 | Anatomy and Physiology | 70 |
| MAS3 | Health and Hygiene | 20 |
| MAS4 | Massage Practice & Contraindications | 100 |
| MAS6 | Business Practice & Ethics | 20 |
| MAS12 | Aromatherapy | 40 |
| MAS13 | Acupressure | 40 |
| MAS14 | Deep Tissue | 60 |
| MAS15 | Energy Massage | 40 |
| MAS16 | Foot Reflexology | 40 |
| MAS17 | Hands-On Experience | 100 |
| MAS18 | Hot Stone Massage | 30 |
| MAS19 | Kinesiology | 40 |
| MAS20 | Lymphatic Massage | 20 |
| MAS21 | Pathology | 20 |
| MAS22 | Myofascial Therapies | 40 |
| MAS23 | Pregnancy Massage | 20 |
| MAS24 | Rocking and Shaking | 20 |
| MAS25 | Shiatsu | 30 |
| MAS26 | Sports Massage | 30 |
| MAS27 | Swedish | 40 |
| MAS28 | Thai Massage | 40 |
| MAS29 | Traditional Chinese Medicine | 40 |

MEDICAL OFFICE ADMINISTRATION

PROGRAM DESCRIPTION:

According to the U.S Department of Labor, employment of medical assistants is expected to grow much faster than the average of all occupations through the year 2020 as the health services industry expands because of technological advances in medicine, and a growing and aging population. It is one of the fastest growing occupations.



This 570 hour certificate program will cover anatomy, physiology and medical terminology as well as typing, transcription, recordkeeping, accounting, and insurance processing. Students also will learn patient relations, medical law, and ethics.

On the jobs, medical office assistants perform many administrative duties. These duties include greeting patients, update and file patient medical records, filling out insurance form, handling correspondences, scheduling appointments, answering phones, arrange for hospital admission and laboratory services.

EDUCATIONAL GOALS:

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

- Answer telephones and take messages or transfer calls
- Review patient records for timeliness, completeness, accuracy, and appropriateness of data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Protect patients' health information for confidentiality, authorized access for treatment, and data security

CAREERS:

Graduates can look for these job titles: medical records and health information technicians, medical secretaries, occupational therapist assistant, pharmacy aides, physical therapist assistant and aide, dental assistant, or medical office administrator.

40 hours/week: 14 Weeks

20 hours/week: 28 Weeks

| Course Code | Course Description | Units | Hours |
|-------------|-------------------------------|-------|-------|
| MED101 | Anatomy and Terminology | 20 | 200 |
| MED102 | Medical Office Administration | 37 | 370 |

MODELING. A TRANSFORMATION

PROGRAM DESCRIPTION:

This 56-hour Certificate condense workshop style training on the essence of modeling focus on self-representation and visual sophistication for life style and fashion imaging. Students will cultivate a critical insight in interior self-transformation, cultured self-representation. Gain ability to analyze elements of valuable images and ingredient of supermodels success. Become aware of the art of feminine social construct in order to gain powerful attraction and get connected with your wilder temperament. Researched, experienced during fieldwork and designed by Nin Filip.



EDUCATIONAL GOALS:

Upon successful completion of this course, students will be able to:

- Become more connected with yourself physically and emotionally.
- Acquire a new level of self-image and confidence.
- Become literate with the visual language of fashion, commercial and contemporary art in photo modeling.
- Gain appreciation for beauty and a sense of personal creativity.
- Understand the education of supermodels

CAREERS:

Stepping stone on the student's way to pursuing a modeling career or it is for personal photo taking hobby.

Prerequisite: None

8 hours/week: 7 Weeks

Course Outline:

1. Understand the purpose and joy of modeling
2. Become familiar with highlight iconic cultural figures over 4 decades
3. Become familiar with gesture and language of effortless elegance
4. Become savvy with the interior sentiment of how to project realism in beauty (aesthetic theory).
5. *Before and After* photo shoots and rehearsal of non-pose's pose and analysis of gestural styles.

OFFICE ACCOUNTING SPECIALIST

PROGRAM DESCRIPTION:

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



EDUCATIONAL GOALS:

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

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

CAREERS:

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

Prerequisite: none

40 hours/week: 15 Weeks

20 hours/week: 30 Weeks

| Course Code | Course Name | Units | Clock Hours |
|-------------|--------------------------------|-------|-------------|
| ACCT101 | Accounting Principles | 20 | 200 |
| ACCT102 | Computerized Accounting | 20 | 200 |
| BUS103 | Word Processing | 5 | 50 |
| BUS104 | Electronic Spreadsheet (Excel) | 100 | 100 |

PERMANENT MAKEUP

PROGRAM DESCRIPTION:

This 600 hours certificate permanent makeup (or micro pigmentation) program is a cosmetic technique which employs tattoos (permanent pigmentation of the dermis) as a means of producing designs that resemble makeup, such as eye lining and other permanent enhancing colors to the skin of the face, lips, and eyelids. It is also used to produce artificial eyebrows, particularly in people who have lost them as a consequence of old age, disease, such as alopecia, chemotherapy, or a genetic disturbance, and to disguise scars and white spots in the skin such as in vitiligo. It is also used to restore or enhance the breast's areola, such as after breast surgery.

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

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

EDUCATIONAL GOALS:

- How to assemble and disassemble your permanent cosmetics machine,
- Proper needle selection,
- How to numb the areas for your client's comfort,
- Proper color selection
- Rules & Regulations from the Department of State Health Services.

CAREERS:

After completing the program, graduates can work as a permanent makeup artist or tattoo artist.

Prerequisite: None

40 hours/week: 15 Weeks (approximate 4 mon) 20 hours/week: 30 Weeks (approximate 7.5 months)

| Course Code | Subject | Technical Instruction | Min. Practical Operations |
|--------------------|--|------------------------------|----------------------------------|
| PER1 | Introduction to Permanent Makeup. | 10 | |
| PER2 | Anatomy and Physiology | 40 | |
| PER3 | Color Theory | 40 | |
| PER4 | Consultation. | 40 | |
| PER5 | Tools of the Trade | 30 | |
| PER6 | Indications and Contraindications | 40 | |
| PER7 | Techniques | 40 | 260 |
| PER8 | Blood Borne Pathogens | 20 | 20 |
| PER9 | Managing Complications, Side Effects, and Consequences | 40 | |
| PER10 | Business of Permanent Makeup. | 20 | |

REAL ESTATE APPRAISAL (CORRESPONDENT)

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

Subject:

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

REAL ESTATE ECONOMICS (CORRESPONDENT)

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

Subject:

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

REAL ESTATE ESCROWS (CORRESPONDENT)

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

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

Subject:

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

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

Hours:

45 hours correspondent course

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

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

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

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

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

Subject:

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

REAL ESTATE FINANCE (CORRESPONDENT)

Objective / Careers:

LEGAL ASPECT OF RE (CORRESPONDENT)

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

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

Subject:

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

REAL ESTATE PRACTICE (CORRESPONDENT)

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

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

Subject:

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

REAL ESTATE PRINCIPLES (CORRESPONDENT)

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

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

Subject:

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

REAL ESTATE PROPERTY MANAGEMENT

Objective / Careers:

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

Hours:

45 hours correspondent course

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

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

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

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

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

Subject:

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

REMEDIAL TRAINING

Objective / Careers:

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

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

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

Course Length: 8 hours to 40 hours

Course Content: The following subjects will be covered

Federal agencies

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

SUBJECT DESCRIPTION

ACCT101 - Accounting Principles

Generally accepted accounting principles refer to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as accounting standards or standard accounting practice. These include the standards, conventions, and rules that accountants follow in recording and summarizing and in the preparation of financial statements.

ACCT102 - Computerized Accounting

This course familiarizes the student with a popular computerized accounting package. Students will learn how to set up a new company including setting up security, chart of accounts, preferences and customization of forms and reports.

ACRMAN - Acrylic Nails

Students will learn the latest techniques of how to apply acrylic nails. The course extends to learning: mixing the formulas, choosing acrylic products, operating the acrylic nail machines, and acrylic nails care.

BUS103 - Word Processing

Students will learn the Word software's functions and techniques to prepare documents. Specific topics to be included are: text-editing, formatting, mail-merge, document filing, management and printings. Students will learn to prepare memos, letters, resumes, flyers, brochures, letterheads, newsletters and templates.

BUS104 - Electronic Spreadsheet (Excel)

Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

BUS107 - Access Database

Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office Documents; creating data-entry forms, using filters and queries, designing reports, using unconditional formatting; preventing data corruption and unauthorized access; and other core topics.

Cosmo subject definition:

COS1. The Barbering and Cosmetology Act and the Board's Rules and Regulations

Subject covers: Board examinations, licenses, disciplinary proceedings, Administrative fines and Citations, Health and Safety.

COS2. Cosmetology Chemistry

is the advanced level of cosmetology and it prepares students to perform work-related services using chemicals in the cosmetology industry. Content provides students the opportunity to acquire foundation skills in both theory and practical applications. Laboratory facilities and experiences will be used to simulate cosmetology work experiences.

COS3. Health and safety/Hazardous Substances

duties of cosmetologists to protect clients, who may be affected by the hazards of their work involving substances hazardous to health, including biological agents.

COS4. Theory of Electricity in Cosmetology

shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

COS5. Disinfection and sanitation

Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and

equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment

COS6. Bacteriology, anatomy and physiology

Understanding infection control, bacteriology, and how the human body functions as an integrated whole.

COS7. Wet Hair Styling

Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs

COS8. Thermal Hair Styling

Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling: thermal styling, press and curl

COS9. Permanent Waving

Shall include hair analysis, chemical and heat permanent waving

COS10. Chemical Straightening

Shall include hair analysis, and the use of sodium hydroxide and other base solutions.

COS11. Haircutting

Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting

COS12. Haircoloring and Bleaching

Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses: haircoloring, bleaching

COS13. Scalp and Hair Treatments

Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.

COS14. Facials

Manual: shall include cleansing, scientific, manipulations, packs, and masks

Electrical: shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face
Chemicals: shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as that epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.

COS15. Eyebrow Arching and Hair Removal

Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.

COS16. Makeup.

Shall include skin analysis, complete and corrective makeup, lash and brow tinting and the application of false eyelashes

COS17. Manicuring and Pedicuring

- A. Water and Oil Manicure, including nail analysis, and hand and arm massage
- B. Complete Pedicure, including nail analysis, and foot and ankle massage.
- C. Artificial Nails: Liquid and Power brush-on, Artificial nail tips, Nail wraps and repairs

COS18. Hair Braiding

The techniques provide an opportunity for stylists to express their artistic abilities and to add another high-ticket service to their current service menu

COS19. Wigs and Hair Enhancements

A thorough understanding of wigs and hair additions because: the market for products and services related to faux hair has expanded to every consumer group, from baby boomers with fine and thinning hair to young trendsetters

COS20. Shampooing, Rinsing, and Conditioning

the first step of the service actually encompasses three different processes: scalp care and massage, shampooing, and conditioning. The shampoo can and should be a soothing, please experience that sets the mood for the entire visit.

COS21. State Board Test Preparation

Prepare students to pass theory and practical for the Board tests.

COS22. Preparation, Career and Salon Management

This subject shall include, but not be limited to the following issues: Client, consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

COS23. Advanced haircutting, Advanced haircoloring, Advanced facial, Updo, Microdermabrasion, Facial Machines, Nail Arts.

Bonus to our students to learn these hands-on practice for immediate employment after obtaining their licenses.

Cosmetology subject definition:

CT1 - Preparatory Training

Students are given guidance for the transition into becoming an instructor. Students are taught classroom skills, stress/time management, current state board requirements, students' expectation, rules and policies, people/communication skills. Students will learn the many possibilities of complaints/problems and ways to solve them. The course will teach different teaching methods to make cosmetology education effective, interesting, and

fun while also helping your students develop mentally, morally, and aesthetically.

CT2 - Theory

attending theory classes to learn theory teaching techniques. Students will take notes and give critics. Attending theory class will refresh your mind with updated cosmetology methods. You will be introduced to new products, trends, new equipment, and techniques.

CT3 - Record Keeping

Guidance on content of clients/students/business records, construction and control of records, archiving or records, outdated records, and record keeping procedures.

CT4 - Lesson Planning

Constructing lesson planning consists of subject, topics, lesson objectives, implements, equipment, supplies needed, teaching aids, facility, time allotment, student assignments, reading references

CT5 - Classroom Management

Topics cover: Handling theory classrooms versus handling practical classrooms. Handling differences in procedures applications among instructors. Handling the pace of instructions. What to avoid. How to deal with the worst students. Creating and maintaining a positive learning environment. Addressing disruptive talking, chronic late arrivals and early departures, negative comments and challenges to policies and procedures, lack of participation, etc.

CT6 - Purchasing Supplies

Keeping track of inventories. Finding vendors. Purchasing supplies

CT7 - Floor Supervision

greet clients, write up orders/work tickets, assignment of works, giving credits to students who performs the works, assisting students to get the work done professionally, training students to communicate/serve clients, tips for

earning good tips, checking supplies, equipment and facilities after the service

CT8 - Salesmanship

making extra money with selling products, making extra income by referring to other related services, selling yourself to earn referrals.

CT9 - Lectures and demonstration

prepare and participate in lectures and demonstration. Giving lessons as an experienced instructor.

CT10 - Grading students' works

reward systems for excellent works, student reworks, making up unsatisfactory assignments, and encouragement for getting the assignments done and done on time.

CT11 - Receptionist

making appointments, greeting clients, filling out correct forms for services provided, charging for services.

C210 - Configuring Windows

This is an introductory course covers installing, upgrading, and migrating to Windows; configuring network connectivity, applications, and devices; implementing backup and recovery; configuring User Account Control (UAC), mobility options, and new features such as DirectAccess and BranchCache; and managing system updates.

C215 - Configuring Windows server network infrastructure

Prerequisites: C210

Students will learn to configure IPv4 and IPV6 addressing; deploy and configure DHCP servers, DNS servers, and DNS zones; Implement IPsec, Windows firewall, and network access protection (NAP); plan and manage Windows Server update services; Manage file and print

services in Windows server; Enable remote and wireless access, including DirectAccess; and monitor and troubleshoot network performance.

C216 - Configuring Windows Server Active Directory

Prerequisites: C210

You will be learning how to deploy or upgrade domain controllers, domains, and forests for Windows Server; manage user accounts and groups with Widows Powershell; Implement group policy, configure software and security settings; configure DNS settings and zones; manage authentication; plan and manage active directory replication; monitor and ensure availability of directory services

C217 - Configuring Windows Server application structure

Prerequisites: C210

This course focuses mastering the skills and experience measured by these objectives: deploying servers, configuring remote desktop services, configuring a web services infrastructure, configuring network application services

C218 - Windows Server Enterprise Administrator

Prerequisites: C210

You will learn how to do the following: plan network and application services; design core identity and access management components; design support identity and access management components; and design for business continuity and data availability.

C219 - Configuring Microsoft Exchange Server

Prerequisites: C210, C215

After taking this hands-on course, you will be able to install Exchange servers; configuring Exchange recipients and public folders, client access (including Microsoft® Outlook® Web Access), and message transport; monitoring databases, mail flow, and connectivity;

generating reports; implementing high availability and recovery; and, configuring message compliance and security.

DBA - Database Administration

The course presents realistic, thorough, and up-to-date coverage of every DBA task, including creating database environments, data modeling, normalization, design, performance, data integrity, compliance, governance, security, backup/recovery, disaster planning, data and storage management, data movement/distribution, data warehousing, connectivity, metadata, tools, and more.

E2 - Chemistry pertaining to the practices of an Esthetician

Shall include training in chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.

E8 - Eyebrow Arching and Hair Removal

shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.

E10 - Machines

understanding of facial machines so estheticians can operate the machines safely, provide the best results for their clients, and enhance their service menu.

E11- Massage

thorough understanding of facial massage as it is another foundational service that enhances product effectiveness, has both mental and physical benefits, and provides relaxation.

E12 - State Board Exam Preparation

prepare students to pass theory and practical Board exam.

E14 - Microdermabrasion, Advanced Facial

Chemical exfoliation, microdermabrasion, light therapy, clinical skin care and spa body treatments are just some of the specialized services estheticians are expected to be knowledgeable about, including the benefits and contraindications of the treatments.

E15 - Waxing Techniques, High Frequency Machine, Galvanic Machines, Extraction

Advanced topics and hands-on for estheticians to be able to employed immediately after passing the exam.

E103 - Managing and maintaining PC

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

HC - Advanced Haircolor

Matrix corporation has been known as a universal leader, an icon in the salon beauty profession. Students will learn from Matrix' best educators. The course will cover the company's color lines that include semi-permanent, permanent, gray hair coverage, and specialty haircolors. Students will experiment on hair swatches. Advanced topics include haircolor correction, bleaching, and special formulation.

MAN6 - Water and Oil Manicures, including hand and arm massage

Learn to work with the tools required for nail services and know all safety, sanitation, and disinfection procedures. Learn the three-part procedure: pre-service, actual service, and post-service procedure. Hand and arm massages are optional during a basic manure, but it is to the advantage of the nail professional to always incorporate this special, relaxing segment of a manicure as it has proven to be the favorite part of the service.

MAN7 - Complete pedicure, including foot and ankle massage

Learn pedicures as cosmetic services performed on the feet by a licensed nail technician or cosmetologist and includes trimming, shaping the nails, exfoliating skin, and polishing toenails as well as a foot massage.

MAN8 - Application of Artificial Nails

Will learn the application of artificial nails, nail tips, nail wraps and repairs.

MAN9 - State Board Examination Preparation

Prepare students to pass theory and practical Board exam.

MAS1 - The History and Advancement of Therapeutic Massage

Learn why massage is known as one of the earliest remedial practices for the relief of pain and discomfort. Explain why massage is a natural and instinctive remedy for some illnesses and injuries. Describe the basic differences in massage systems. Explain why massage practitioners should understand massage history.

MAS3 - Health and Hygiene

Explain the need of laws that enforce the strict practice of sanitation. Explain the importance of cleanliness of person and of surroundings as protection against the spread of disease. Explain the role of safety in the massage therapy business.

MAS4 - Massage Practice

Covers: effects, benefits, indications, contraindications of massage, equipment and products, sanitary and safety practices, consultation, massage movements,

MAS5 - Massage Techniques

Demonstrate mastery of various hand exercises specifically for the benefit of massage practitioners. Demonstrate correct standing posture and movements specifically for the benefit of massage practitioners.

Explain why it is necessary and desirable for the massage practitioner to develop coordination, balance, control, and stamina.

MAS6 - Business Practices

Covers: difference between being employed and self-employed, starting a massage business, permits and licenses required to operate, insurance and liability, record keeping, marketing to business success.

MAS12 - Aromatherapy

The use of pure essential oils (from various plants) in a massage to enhance relaxation or attain other benefits such as skin quality improvement.

MAS13 - Acupressure

The application of light pressure with fingers on special points on the body to enhance health or lesson problem- these are the same pints as used in acupuncture

MAS14 - Deep tissue

Work that focuses on the various deep layers of body tissue, often applied to long-term problem areas

MAS15 - Energy Massage

Techniques to balance the body's energy, founded on scientific information about the body as an electro-magnetic field

MAS16 - Foot Reflexology

A relaxing foot massage that is said to address the whole body since areas of the foot "reflect" conditions/areas of the entire body

MAS17 - Hands-on Experience

Hands-on practice with nominal paid clients at Cosmotek College's clinic

MAS18 - Health and Hygiene

This topic will teach stress management, human relationships, universal precautions, sanitary conditions, personal hygiene, therapeutic exercise, first aid and CPR,.

MAS19 - Hot Stone Massage

The application of warm stones to the body, either in a stationary position, or used as “gliding tools” along with oil

MAS20 - Kinesiology

Another name for anatomy, this is the study of the body’s movement and of specific muscles in detail

MAS21 - Lymphatic Massage

Deep massage work that flushes toxins out of the body

MAS22 - Pathology

The study of illnesses or abnormal bodily conditions

MAS23 - Massage Theory and Practice

We teach you a wide range of massage techniques. We also teach you how to assess a client’s individual needs and how to develop a customized massage program to meet those needs.

MAS24 - Myofascial Therapies

Myo-fascial Therapies includes advanced techniques designed for solving problems in each major area of the body: neck, shoulders, back, etc

MAS25 - Pregnancy Massage

Massage that takes into account the special needs, such as body positioning and cautions, of a pregnant woman

MAS26 - Rocking and Shaking

Keep the body in a continuous rocking motion to release tight muscles and loosen joints

MAS27 - Shiatsu

A style of work originating in Japan that uses finger pressure and stretches for body relaxation; done on a floor mat without the use of oil

MAS28 - Sports Massage

Techniques particular to athletes and highly active people, used to assist them in enhanced performance and quicker recovery from injury

MAS29 - Swedish

A popular style of oil massage that uses moves, such as long gliding strokes, that are aimed at relaxation and increased physical well-being

MAS30 - Thai Massage

The traditional massage of Thailand that focuses on yogic-type stretches

MAS31 - Traditional Chinese Medicine

The ancient system that sees the body from an “energy” point of view and forms the basis for

This course teaches anatomical concepts and associated terminology and illustrates all the structures and systems of the body.

MED102 - Medical Office Administration

To teach the student to learn not only the principles of medical office administration but also how to apply your factual knowledge to the many complex scenarios that may arise in the medical office environment. The course includes the procedure to be used with Medisoft which allows you to practice the day-to-day activities as if you were in an actual office setting.

Subject Definition for Permanent Makeup

PER1 - Introduction to Permanent Makeup

This module will cover learning objectives, history and origins of permanent makeup, career opportunities, and tips to take to the clinic.

PER2 - Anatomy and Physiology

This module will cover learning objectives, anatomy of the skin, layers of the skin, anatomy of the face, anatomy and physiology of the eye and mouth, and tips to take to the clinic.

PER3 - Color Theory

This module will cover learning objectives, primary colors, secondary colors, tertiary colors, opaque and transparent color, skin color, Fitzpatrick skin typing, choosing skin color, light and skin color, and tips to take to the clinic.

PER4 - Consultation

This module will cover learning objectives, types of communication, listening, indications and contraindications, consultation, motivation for permanent makeup, glamour makeup and the permanent makeup result, and tips to take to the clinic.

PER5 - Tools of the Trade

This module will cover learning objectives, personal qualifications for permanent makeup, safety and sanitation, rules, regulations, and licensure, testing and certification, types of equipment, pigments, anesthetic agents, tips to the clinic

PER6 - Indications and Contraindications

This module will cover learning objectives, your workspace, beginning the treatment, techniques for applying permanent makeup, eyelids, eyelash enhancement, kohl line, eyebrows, lips, scars, burns, and skin diseases, plastic surgery and permanent makeup, color correction, tips to the clinic.

PER7 - Techniques

This module will cover the manual method, the coil method, and the rotary method

PER8 - Blood Borne Pathogens

This module will cover:

- Bloodborne pathogens and the law
- OSHA bloodborne standard
- The Ryan White Act
- Mode of transmission of bloodborne pathogens
- Reporting requirements
- Work practice control
- Universal precautions
- Body substance isolation
- Exposure control plan

PER9 - Managing Complications, side effects, and consequences

This module will cover learning objectives, complications, side effects, consequences of treatment, tattoo removal, tips to take to the clinic

PER10 - Business of Permanent makeup

This module will cover learning objectives, licensure, certification, training, professional trade organizations, technology, services, trends, and fads, environment and location, products, choosing your vendors, keeping your business moving, and tips to take to the clinic.

PCB101 - Electronics Drafting

This class will cover computer aided design (CAD) electronic drawing, symbols, method and techniques which covers block diagrams, schematics, interconnecting and wiring diagrams, printed circuits, electronic assembly drawings, and electronic terminology. You will be guided through the steps necessary to capture schematics. Course highlights include generating electrical components, adding/updating parts, generating netlists, generating reports (BOM), and interfacing with PowerPCB.

PCB102 - Printed Circuit Board Design

Prerequisite: PCB101

This course will teach student workflow of laying out a printed circuit board using the latest version of Mentor Graphics PowerPCB. You will be guided through the steps

necessary to design a printed circuit board. Course highlights include creating physical components, importing netlists, adding/updating parts, routing connections, generating reports and Gerber information. The student will gain an understanding of production considerations for the manufacturing of printed circuit boards.

PCB103 - Autorouter PCB

Prerequisite: PCB102

The class will teach you the workflow of completing completing connections using the autorouter. Course highlights include routing a sample printed circuit board using manual autoroute and interactive

autoroute modes. Learn about the choices that are available to you during fan out, route passes, test point options, and optimization.

PCB103 - Autorouter PCB

Prerequisite: PCB102

The class will teach you the workflow of completing connections using the autorouter. Course highlights include routing a sample printed circuit board using manual autoroute and interactive autoroute modes. Learn about the choices that are available to you during fanout, route passes, test point options, and optimization.

R101 - Routing and Switching

Prerequisites: E103

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

REESC - Real Estate Escrows

We'll cover basic escrow theory with in-depths and easy-to-follow case studies and clear examples. Actual sample escrows enable students to smoothly progress through increasingly complex situations. Preparation, processing and closing of sales and escrow documents in the transferring, encumbering, and describing of real property.

REFINANCE - Real Estate Finance

Real estate financing from the viewpoint of borrower and lender, financing mathematics, legal aspects of lending, appropriate financial instruments, taxes and real estate, loan cost analysis, loan valuation, development and insurability. Mortgage markets/institutions considered together with alternative financing techniques for various types of properties. Actual case illustrations will demonstrate lending policies, and problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties.

REPR - Real Estate Practice

The course furnishes students basic information pertinent to the various aspects as real estate practice - the prerequisites for becoming a broker, the rights, duties, and responsibilities of the broker, the attributes for success in the real estate field, and many available opportunities for the broker in real estate practice. Also included is an introduction to other phases of real estate in which the broker is called upon to function or is otherwise concerned, such as the availability of loan funds, the appraisal process, income tax considerations, escrow and title insurance aspects, and the impact of governmental controls.

REPRIN - Real Estate Principles

This is a survey course which includes some fundamental technical skills such as an introduction to cash flow analysis, financing, geographic information systems and valuation concepts. This course analysis the principles of real estate in California, history of California real estate, property, contracts, agencies, listings, real estate financing. It focuses on the housing market, buying versus renting, government policies affecting housing, the office market, and touches upon retail and industrial market trends.

REPRO - Loan Processing

The loan officer course is directed toward professional loan officers, mortgage loan brokers and aspirants to the field. This course offers a review of the loan application process, the significance and analysis of a loan applicant's credit report, and the consequence and importance of understanding legal obligations implied in the preparation and submittal of a good estimate. The object of this course is to reinforce existing skills of the practicing loan officer as well as augment skills required to qualify and process a loan.