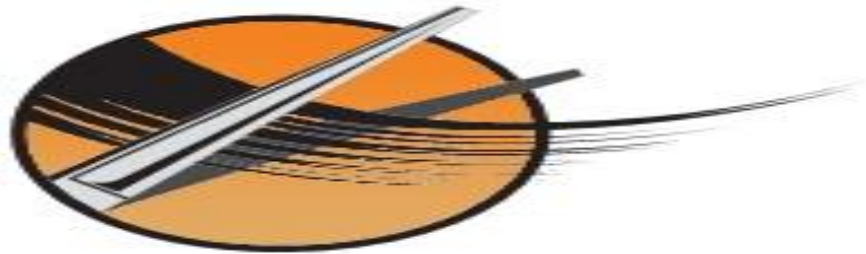


**Transitions Technical College, Inc.**



***Transitions Technical College***  
***Academic Catalog***  
***2018 - 2020***

# **Transitions Technical College, Inc.**

## **Mission Statement**

*The mission of Transitions Technical College is to provide an opportunity to achieve a quality cosmetology education for a group of learners who can benefit from the programs. Our primary goal is to train students to successfully obtain a professional certification and pass the state licensure exam. The objective to develop each student with theory education and the practical experience necessary to perform on the highest levels in the beauty industry upon completion of the desired program, is at our forefront. We encourage our students to invest in their education today as it will benefit them immensely tomorrow.*

# Transitions Technical College, Inc.

## General Information

**Admissions Requirements:** All interested applicants must be at least 16-years-old and have completed at least the tenth grade. You must provide a copy of your high school diploma or GED, or any relevant college transcripts. Proof of U.S. Citizenship, green card or visa is also required.

**Communication:** All incoming and currently enrolled students are required to obtain and maintain a current personal email address as TTC, Inc. utilizes email as an intricate method of communication. Students are required to report any changes to his/her email, mailing address and phone numbers to the Admissions Office with expediency. Failure to keep current and accurate student records may cause delays in the student's ability to receive pertinent school information.

**Licensure:** Upon completion of the cosmetology program, students will have to take and pass a state board examination to become a licensee through the Alabama Board of Cosmetology and Barbering. Students have 120-days from the completion date of their program to submit all required documents and written exam fees to the TTC, Inc. admission office. Students should keep in mind that these documents are necessary for their record of completion and exam request to be forwarded to the Alabama Board of Cosmetology and Barbering. The 120-day period includes mailing and Board receipt times. For more information regarding testing requirements, please ask your instructor or the institution's Director of Education about ABOC rules and examination guidelines.

**Facilities:** Transitions Technical College, Inc. has a fully equipped student lab areas and classroom. The institution has a dispensary, supply room, 2-unisex restrooms, break area, and reception area. There is no smoking allowed inside the premises.

**Course Load:** Full-time day students can complete most courses in 12-14 months and night students can complete the courses in 13-14 months. The Alabama Board of Cosmetology & Barbering sets the criteria for completion of most licensure programs. The Natural Hair program is generally a 3 to 4-month course and Nail Technology is 8- 10 months. All non-continuing education programs are licensure programs and students are required, upon completion; to apply for the licensure exam with the State Board of Cosmetology and Barbering or their respective state licensure agency within 60-120 days of completion.

**Transfers:** Students can transfer clock hours to/from TTC, Inc. to/from other cosmetology institutions, public or private. Tuition will be adjusted or refunded accordingly. For every full semester (4-three credit hour classes) of cosmetology from a public, two-year institution, students will receive 375-clock hours towards your 1500/210 clock hours needed to complete the course(s) at TTC, Inc. Students must request an official transcript when transferring. Cost of official transcripts is \$10.00. Per required curriculums as provided by the Alabama Board of Cosmetology & Barbering, with consideration of its rules and regulations; educational programs are not transferrable between other programs within the institution. If a student starts in one program and decides to take a different program within the institution, those clock hours are lost and the student must start from 0-hours in the new program. Granted in some cases; subject

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matters may mirror that of other courses and some hours may be transferred upon completion and post licensure contingent on the approval of the President or director of Education.

**Grading System:** To receive a passing score for the program, the student must complete each written, practical and or any projects in all subject matters with an average minimum score of 70% and in compliance with the due dates of all aforementioned items to achieve the required 70% minimum.

The student will have two chances to pass any written exams with a 70% or better. Any exam retake will be available on make-up days **ONLY** and must be passed within 2 weeks of the original exam date. In the event the student is close to 70% on their second attempt and still falls short, at the Director of Education's discretion, he/she may be given an alternate or outside assignment to raise the test score to a 70%. The following grading scale is used by TTC, Inc. to rate its students:

## Grading Scale

**100-90=A      89-80=B      79-70=C      69-60=D      59 and below=F**

Any score 69% or below is a failing score. A score of 70% and above is a passing score. Students falling below a 70% accumulative grade percentage will be placed on academic probation for the remainder of the semester/class. If a student is placed on academic probation more than once, he/she will be withdrawn/dropped from the class/program. Students dropped for unsatisfactory progress and/or attendance will be notified via email or U.S. Postal Carrier. A \$85.00 Drop Fee will be added to the student's account and the student will be subject to a Re-Enrollment Fee.

Exam scores will be maintained at TTC, Inc. for the life of the school. The student will review exams after completion; however, exams will not be taken home.

Tutoring is available and shall be conducted during make-up class sessions only.

**Missing Scheduled Written/Practical Examinations:** Students are required to turn in all chapter notes, outlines and review questions prior to being allowed to take each chapter's written exam. If the student is present on the date of a scheduled exam, the student is expected to take the exam on that date. If the student does not take the exam do to his/her inability to turn in all required assignments, the student will receive an automatic failing grade and **WILL NOT** be allowed to make-up the exam. If the student is absent on the test date, the student is responsible for arranging to take the missed exam outside of regularly-scheduled class time, not during class time; and with the possible exception of a missed practical exam. If possible, the missed exam should be taken on or before the day the student returns to class or on the next available make-up day, as the student must pass the exam with a grade of 70% or higher within 2 weeks of the original exam date. If the student fails to pass the exam within the required timeframe, he or she may be required to retake the entire subject matter again at the end of the program during the 30-courtesy days allotted by the school. If the student goes pass the allotted 30-courtesy days he/she will be required to retake the subject matter at his/her expense on a per clock hour basis.

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**Turning in Late Assignments:** If a student does not turn in an assignment on the due date, he/she will be given a **Missing Assignment Form**. Any missing work must be completed within 1 week of the original assignment due date and will automatically receive a 15-point grade penalty. Missed lab services/clinics must be made up on the earliest make-up day possible; this may exceed a 2-week period; but not a 30-day period. If the student fails to turn in the assignment within the required timeframe, he or she may be required to retake the entire subject matter again at the end of the program during the 30-courtesy days allotted by the school. If the student goes past the allotted 30-courtesy days he/she will be required to retake the subject matter at his/her expense on a per clock hour basis. All projects and outside assignments weigh heavily on the student's overall GPA.

**Incomplete Grade Policy:** At the President's sole discretion, an extension beyond 2 weeks for missed exams or late assignments may be granted due to mitigating circumstances:

**TTC, Inc. has defined the following as mitigating circumstances:** (1) serious or prolonged illness of the student, (2) serious or prolonged illness of the student's immediate family for whom the student is the primary caregiver, (3) death of a member of the student's immediate family, (4) extended military/job duties which require the student to travel more than 50 miles from campus by verified orders.

A student who has been excessively absent due to mitigating circumstances should contact the Director of Education or the President to request additional time to complete the assigned work for the applicable subject matter or class. Under exceptional circumstances and at the discretion of the DOE and/or the President, an incomplete grade may be granted to a student whose work in his/her program has been satisfactory but who, because of illness or other circumstances beyond the student's control; has been unable to complete a minute portion of the coursework by the scheduled date.

If an **Incomplete** is granted, the student will have no more than 4 weeks after returning to school to complete the coursework to avoid receiving a failing grade for the subject matter or class.

**Student Appeal Process:** Within 5 calendar days of being notified of their academic probation status or withdrawal/drop, the student may submit a written appeal. The appeal should be addressed to the President. The appeal **MUST** be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic and/or attendance progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory progress. A written **Plan of Completion** must be provided by the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed (i.e. including the 30-day Courtesy Period). The President will examine all appeals. The student will be sent the President's written decision within 14-days of the President's receipt of the appeal. The decision of the President is FINAL.

Students reinstated after withdrawal/drop will be on a probationary status for the next semester/class, during which time they **MUST** meet the terms and conditions set out in the President's letter granting the appeal. At the end of the semester/class, if the student has achieved

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satisfactory academic and attendance progress, they will be released from probation. If they have not achieved satisfactory academic and attendance progress, they will be subject to dismissal.

**Financial Aid:** TTC, Inc. does not currently offer government sponsored financial aid.

**Testing & Licensing Fees:** These fees are not educational costs but are required to become licensed by the Alabama Board of Cosmetology & Barbering and the Alabama Board of Massage Therapy. Testing fees are as follows:

**\$75.00 Written Exam Fee-**Alabama Board of Cosmetology & Barbering

**\$130.00 Practical Exam Fee-**Alabama Board of Cosmetology & Barbering

**\$50.00 Initial License Fee-**Alabama Board of Cosmetology & Barbering

**\$195.00 Testing Fees-**Alabama Board of Massage Therapy

**\$125.00-** Initial License Fee (2-year period)

**Loans:** TTC, Inc. recommends several local credit unions, loan companies and banks to finance the educational needs of our potential students. Students should keep in mind when applying for loans that most loans are highly dependent on the student's credit history and their ability to repay.

**In-House Installment Agreement:** TTC, Inc. will finance the student's tuition for the period of which they are enrolled with no annual percentage fee. All Installment Accounts are charged an 10% Administrative Fee. Students are required to show their ability to make their monthly/weekly payments by submitting proof of income equal to no less than two (2) times the amount of their monthly payment obligation. Students are required to complete financial obligation information in addition to his/her Enrollment Agreement.

**Grants & Scholarships:** TTC, Inc. offers 2 institution granted scholarships twice yearly. We also recommend students search for independent scholarship and grant programs which can be used at TTC, Inc. TTC, Inc. has no influence over the grant /scholarship approvals for outside agencies. We encourage students to apply for these grants/scholarships early so that delays in the approval process won't delay the student's ability to begin his/her program. For more information, please refer to our Grants & Scholarships section of the TTC, Inc. Student Handbook.

**Enrollment Cancellation:** A student may cancel enrollment within three (3) calendar days after the Enrollment Agreement date. TTC, Inc. will, within 30 days thereafter refund all paid tuition less application and enrollment fees upon the student's written request.

**Dismissal/Expulsion:** TTC, Inc. reserves the right to dismiss/expel students. Reasons for dismissal/expulsion include, but are not limited to the following: (1) Falsification of information required by the admissions process (2)Plagiarism (3)Academic Failure (4)Violations of ethical conduct, violation of standards of hygiene (5)Violating terms and conditions set in the Enrollment Agreement (6)Failure to meet the goals of Academic Probation and/or Attendance Probation **if applicable.**

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**Health and Hygiene:** Students should arrive to class in clean, comfortable and professional attire. Nails should be clean and neatly filed. Cologne and/or perfumes should be used sparingly and makeup; if worn should be moderately applied. Students **MUST BATHE** and have no offensive body or breath odor. TTC, Inc. reserves the right to refuse admission and participation to any student failing to comply with these requirements.

**Uniforms:** TTC, Inc. students are required to wear **ALL BLACK** hospital scrubs **ALWAYS** unless directed by an authorized school official to wear otherwise. Shoes should be soft bottom, all black and socks should be black as well. All undershirts, t-shirts or top layers of clothing should also be black and fit appropriately. Please refer to the Rules & Regulations section of the TTC, Inc. Student Handbook for more details regarding dress code.

**Code of Conduct and Disciplinary Policy:** The Code of Conduct and Disciplinary Policy has been established by TTC, Inc. to protect its educational purpose, provide for orderly conduct during its activities, to protect victims of wrongdoing and crime and time safeguard the interests of the institution by upholding the rules and regulations of the school.

The integrity of the institution depends upon each member's acceptance of individual responsibility and respect for the rights of others. TTC, Inc. expects that students will not lie, steal, plagiarize any assignments or exams submitted for grading, or engage in any dishonest or unlawful behavior intended to inflict physical and/or emotional harm to another person. This also includes verbal and/or physical threats.

Students are expected to conduct themselves in a professional manner at all times. The use of profanity, possession of non-prescribed drugs, alcoholic beverages, weapons, inappropriate sexual behavior and any behavior that is deemed disrespectful is considered unsatisfactory conduct and grounds for immediate dismissal/expulsion. Any student who conducts his/herself in a manner that would be detrimental to the school, staff or other students will be immediately terminated from the program. Any student committing theft or deliberate damage of property belonging to the institution, staff or students will be grounds for immediate dismissal and will be prosecuted to the fullest extent of the law. Refer to the Rules & Regulations section of the TTC, Inc. Student Handbook for more information.

# Transitions Technical College, Inc.

## Programs Offered/Tuition Costs

**\*\*ALL programs have PAYMENT PLAN options\*\***

**Graduation fee NOT INCLUDED**

### Cosmetology-\$3,195.00

(Tuition does not include textbook, student kit or equipment)

1,500hrs (approx. 12-14mos)

Professional hair care, skincare, and nail care sciences & methodologies.

### Advanced Cosmetology-\$3,395.00

(Tuition does not include textbook, student kit or equipment)

1,700hrs (approx. 14-16mos)

Professional hair care, skincare, and nail care sciences & methodologies. Includes salon marketing & branding)

### Barbering-\$2,895.00

(Tuition does not include textbook, student kit or equipment)

1000hrs (approx. 10-12mos)

Men and women's hair care, haircutting, and hairstyling. Shaving and beard designing, men's facials and manicures; chemical sciences and hair replacement methodologies.

### Esthetics-\$2,895.00

(Tuition does not include textbook, student kit or equipment)

1000hrs (approx. 10-12mos)

The practice of performing acts of skin care including, but not limited to, facials, body-waxing, makeup, and general esthetics procedures.

### Advanced Esthetics-\$3,095.00

(Tuition does not include textbook, student kit or equipment)

1200hrs (approx. 10-12mos)

The practice of performing acts of skin care including, but not limited to, facials, body-waxing, makeup, and general esthetics procedures. Includes microblading and dermaplaning.

### Nail Technology-\$2,595.00

(Tuition does not include textbook, student kit or equipment)

750hrs (approx. 8-10mos)

Professional manicuring & pedicuring; Histology of the nails & skin; Nail enhancements such for overlays, gels, acrylics, nail art, nail designs, & drill safety.

### Natural Hairstyling-\$1,895.00

(Tuition does not include textbook, student kit or equipment)

300hrs TO INCLUDE 210 PER ABOC (approx. 4mos)

Professional hairstyling and scalp care; natural hair care and braiding services; Commercial hair methodologies for hair extensions, weaving, and wig making.



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## **Instructor Training I-\$3,295.00 (Textbook Included)**

650hrs (approx. 7mos)

. Learn to teach the basics of cosmetology and or barbering, the aspects of physiology, and the anatomy of the body as they relate to cosmetology/barbering. Learn the psychology of teaching and lesson plan preparation. Prepare students for the state board exam.

## **Instructor Training II-\$4,995.00.00 (Textbook Included)**

1500hrs (approx. 12-14mos)

Learn to teach the basics of cosmetology and or barbering, the aspects of physiology, and the anatomy of the body as they relate to cosmetology/barbering. Learn the psychology of teaching and lesson plan preparation. Prepare students for the state board exam. Students in this course have not worked in their field for a minimum of 1 year as required by the ABOC or 2-years at required by TTC, Inc.

## **Cosmetology Instructor Adding Barbering-\$375.00 (Training Materials Included; NO PAYMENT PLAN)**

16hrs in Shaving Only (approx. 2-3 days)

## **(Refresher Course) Barbering to Cosmetology-\$1,299.00**

475hrs (approx. 4-5mos)

Available for grandfathered licensed barbers desiring to convert to a licensed Cosmetologist after a minimum of 1 year of licensure Professional hair care, skincare, and nail care sciences & methodologies.

## **Manicurist/Waxing-\$550.00 (License Fee Included; NO PAYMENT PLAN AVAILABLE)**

160hrs (approx. 4-6 weeks)

Nail and skin care; clean, shape, and beautify fingernails  
Study the growth of hair, removal methods, & the art of waxing

## **State Board Retest-\$1,395.00**

375hrs (approx. 3-4mos)

**AVAILABLE FOR ALL APPLICABLE PROGRAMS**

## **State Board Retest Natural Hairstyling-\$750.00 (NO PAYMENT PLAN AVAILABLE)**

75hrs (approx. 3-4 weeks)

**AVAILABLE FOR NATURAL HAIRSTYLING ONLY**

# Transitions Technical College, Inc.

Massage Therapy-\$4,800.00 (KIT ONLY INCLUDED)

700hrs (approx. 8-10 months)

Involves working and acting on the body with pressure. Techniques are commonly applied using hands, fingers, elbows, knees, forearm, feet, or a device. The purpose of massage therapy is generally promoted as treatment for stress or pain.

# Transitions Technical College, Inc.

## Continuing Education/Career Enhancement Courses & Classes

*\*\*NOT ALL programs have PAYMENT PLAN options\*\**

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Trichology-\$1,795.00 (**ONLINE ONLY**)

Eyelash Application-\$195.00

Makeup Artistry-\$395.00

Salon Management-\$395.00 (**ONLINE ONLY**)

Marketing/Branding-\$395.00 (**ONLINE ONLY**)

\*\*\*Microblading-Call for pricing

\*\*\*Dermaplaning-Call for pricing

\*\*\*Course Requires Current Professional License\*\*\*

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## **Fee Schedule**

**Application Fee-\$30.00 (Non-Refundable)**

**Enrollment Fee - \$50.00 (Non-Refundable)**

**Course/Program Drop Fee- \$85.00 (Due at the time of withdrawal/Applies to students enrolled over 30 days)**

**Re-Enrollment Fee-\$200.00 (Due at the time of re-enrolling/Applies to students returning within 60 days)**

**Per Clock Hour Fee-\$10.00**

**Student Handbook-(Included in Program Fee) Replacement - \$15.00**

**ABOC Rules & Regulations Book-(Included in Program Fee) Replacement - \$5.00**

**One-Time Student Lab Fee-(Included in Program Fee)-\$150.00-\$300.00**

**Student Record Copies-\$1.00 per page**

**Parking Permit - \$20.00 (Included in Program Fee)**

**Student ID Badge - (Included in Program Fee) Replacement - \$10.00**

**Student Kit (if purchased through the school), \$500.00-\$1,000.00**

**Textbooks (if purchased through the school), \$250.00-\$450.00**

**Lock Rental Fee-\$5.00 Replacement Lock/Cut Fee-\$20.00**

**Transcript Requests (Incoming/Outgoing) - \$10.00**

**State Board Written Exam Fee- \$75.00**

**Graduation Participation Fee - \$100.00 (Not included in Program Fee)**

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## Course Curriculums

The methods of instruction used in this program are theory, demonstration and practical experience. The TTC, Inc. **cosmetology program** consists of four levels of training. The **advanced cosmetology program** adds an additional level.

### **Level I** (0-300 clock hours)

This level is solely devoted to the theory and practical on mannequins. Advanced students can transfer to the floor after 200 classroom hours completed, under complete supervision this level covers.....

- Infection control
- Properties of the Hair and Scalp
- Shampooing, Rinsing, and Conditioning
- Chemical Textural Services
- Hair Cutting
- Hair Coloring

### **Level II** (300-600 clock hours)

- Principles of Hair Design
- Hairstyling
- Nail Diseases & Disorders
- Manicuring
- Pedicuring
- Nail tips, Wraps, & No-Light Gels
- Acrylic Nails
- UV Gels

### **Level III** (600-1000 clock hours)

- General Anatomy & Physiology
- Basics of Chemistry
- Basics of Electricity
- Skin Structure & Growth
- Skin Diseases & Disorders
- Facials
- Hair Removal
- Facial Make-Up

### **Level IV** (1000-1500 clock hours)

- Braiding & Braid Extensions
- Wigs & Hair Enhancement
- Seeking Employment
- On the Job Salon Business

# **Transitions Technical College, Inc.**

State Board Preparation

**Level V** (1500-1700 clock hours)

Salon Marketing & Branding

Resume & Portfolio Preparation

# Transitions Technical College, Inc.

## Course Curriculums

The methods of instruction used in this program are theory, demonstration and practical experience. The TTC, Inc. esthetics program consists of seven levels of training. The advanced esthetics program adds an additional level.

### Level I (0-200 clock hours)

This level is solely devoted to the theory and practical on mannequins. Advanced students can transfer to the floor after 200 classroom hours completed, under complete supervision this level covers.....

- Sanitation and Sterilization
- Cleaning Procedures
- Skin Types
- Extractions Techniques
- Anatomy
- Histology
- Skin and Gland Strand Structure and Functions

### Level II (200-490 clock hours)

- Basic Facial
- Basic Massage
- Facial Structures
- Special Skin Problems
- Aging Factors
- Skin Conditions
- Body Treatments (Masks, Packs, Essential Oils, Massage)
- Cosmetic Surgery (Theory, Manipulations)

### Level III (490-620 clock hours)

- Tweezing
- Waxing
- Depilatories
- Lip
- Chin
- Face
- Body

### Level IV (620-700 clock hours)

- Basic Professional Ethics
- Safety Procedures
- Maintenance

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## **Level V** (700-800 clock hours)

Contouring  
Application  
Color Accent  
Special Problems  
Supplies and Implements  
Preparation and Procedures  
Eyelash Application  
Lash and Brow Tinting  
Safety Procedures

## **Level VI** (800-900 clock hours)

Cosmetic Chemistry, Products, and Ingredients  
**(Products, Ingredients, General Fundamentals of Chemistry)**  
Sanitization, Sterilization, and Safety  
Bacteriology  
Personal Hygiene  
Public Health  
Methods and Procedures  
Rules and Regulations

## **Level VII** (900-1000 clock hours)

Types of Equipment  
Types of Current  
Purpose and Effect  
Sanitization and Sterilization  
Maintenance  
Safety Procedures  
Salon Management and Salesmanship  
(Marketing, Salon Development, Insurance, Client Records and Retention)  
Personal and Professional Development  
State Laws and Statutes  
State Board Preparation

## **Level VIII** (1000-1200 clock hours)

Microblading  
Dermaplaning  
Portfolio & Resume Building



# Transitions Technical College, Inc.

## Course Curriculums

The methods of instruction used in this program are theory, demonstration and practical experience. The TTC, Inc. **barbering program** consists of three levels of training.

### **Level I** (0-300 clock hours)

This level is solely devoted to the theory and practical on mannequins. Advanced students can transfer to the floor after 200 classroom hours completed, under complete supervision this level covers.....

- History
- Law, Image, Management
- Infection control
- Properties of the Hair and Scalp
- Shampooing, Rinsing, and Conditioning
- Hair Cutting
- Shaving

### **Level II** (300-600 clock hours)

- Principles of Hair Design
- Hairstyling
- Basics of Chemistry
- Basics of Electricity
- Chemical Textural Services
- Hair Coloring

### **Level III** (600-1000 clock hours)

- Manicuring
- Skin Structure & Growth
- Skin Diseases & Disorders
- Hair Removal
- Seeking Employment
- State Board Preparation

# Transitions Technical College, Inc.

## Course Curriculum

The methods of instruction used in this program are theory, demonstration and practical experience. The TTC, Inc. nail technology program consists of fourteen levels of training.

### **Level I** (0-90 clock hours)

This level is solely devoted to the theory and practical on mannequins. Advanced students can transfer to the floor after 200 classroom hours completed, under complete supervision this level covers.....

- History
- Infection control
- Principles and Practice
- Bacteriology

### **Level II** (90-140 clock hours)

- Law, Image, Management
- Safety Rules
- Implementation Procedures

### **Level III** (140-230 clock hours)

- Client Care
- Sanitization
- Implements
- Products and Chemicals

### **Level IV** (230-320 clock hours)

- Nail Care
- Nail Diseases
- Nail Anatomy

### **Level V** (320-360 clock hours)

- Skin and Skin Disorders

### **Level VI** (360-400 clock hours)

- Client Consultation

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## **Level VII** (400-450 clock hours)

Manicuring  
Nail Care Tools  
Manicuring Table Set-up  
Products and Procedures  
Nail Cosmetics and Chemicals

## **Level VIII** (450-500 clock hours)

Pedicures  
Equipment  
Products and Procedures  
Technique

## **Level IV** (500-555 clock hours)

Nail Tips  
Advance Nail Techniques  
Nail Art  
Procedures

## **Level X** (555-610 clock hours)

Nail Wraps  
Applications  
Products and Procedures

## **Level XI** (610-665 clock hours)

Acrylic Nails  
Products and Safety  
Chemicals  
Applications and Procedures

## **Level XII** (665-720 clock hours)

Nail Art  
Products and Supplies  
Applications

## **Level XIII** (720-735 clock hours)

Salon Management Marketing Products and Services

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**Level XIV** (735-750 clock hours)

State Board Preparation

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## Course Curriculums

The methods of instruction used in this program are theory, demonstration and practical experience. The TTC, Inc. natural hairstyling program consists of two levels of training.

### **Level I** (0-210 clock hours)

This level is solely devoted to the theory and practical on mannequins. Advanced students can transfer to the floor after 100 classroom hours completed, under complete supervision this level covers.....

History

Infection control

Properties of the Hair and Scalp

Shampooing, Rinsing, and Conditioning

Braiding & Braid Extensions

Sewn & Bonded Weft

Dread Locks & Protective Natural Hairstyling

Wigs & Hair Enhancement

### **Level II** (210-300 clock hours)

State Board Preparation

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The methods of instruction used in this program are theory, demonstration and practical experience. The TTC, Inc. **massage therapy program** consists of one level of training. The general curriculum for a massage therapy program covers many different areas from both arts and sciences combined with required clinical training during the 700-clock hour program. You can expect to study such areas as:

**Anatomy** (the study of the human body) - This topic is a study in memorization. For example, the body's hundreds of muscles must become familiar to you - not just their names, but their insertion points, range of movement and impact on the body's other structures. **70 clock hours**

**Physiology** (the study of functions and vital processes of organs and their systems) - Manipulating limbs, joints and muscles can have profound implications for the entire body. The study of physiology will help students gain a holistic perspective on the ways in which ailments, aches and problems are treated. **30 clock hours**

**Kinesiology** (the study of movement) - You must know movement to treat muscles and joints. Bodies are not static. In fact, massage therapy often seeks to make the body less static. If you are to enhance a person's movement, you must know how that person moves now, and how they should be moving in the future. **80 clock hours**

**Pathology** (the study of disease) - Massage therapy won't always be the answer. Grounding in pathology can help a massage therapist recognize his/her limits - where massage therapy is an appropriate treatment, and where the expertise of other health practitioners is required. **60 clock hours**

**Massage history and theory** - Massage has existed for thousands of years, and many traditions and techniques used today have been around just as long. History and theory can help you recognize the folk origins of many modern practices, but can also help you recognize the profound impact modern science has had on the way we view the physical world. **75 clock hours**

**Massage techniques and practice** - You will learn how to give a massage - how to use your hands and fingers, even your elbows and feet. You'll also learn best practices, not just for clients, but for yourself; it would be a sad irony if your body became a casualty of trying to help other people's bodies. **200 clock hours** (Clinical Training Required in This Class)

**Assessment** (the study of regional orthopedic tests for client evaluation) - This will teach you how to develop an action plan. When a client comes to you, they will often only provide you with vague verbally expressed information. From that information, as well as an assessment of their physical status, you will have to develop a hypothesis about what is plaguing them confirm that hypothesis and develop a treatment plan. **30 clock hours**

**Principles of treatment** - These are the structures on which you hang your techniques. Your assessment of a client will progress to deciding upon principles of treatment, which will then be put into action through specific techniques. **15 clock hours**

**Nutrition** - Food matters, particularly in the 21st century. A substantial number of the problems your clients are facing are directly related to lifestyle decisions, including poor eating habits.

## **Transitions Technical College, Inc.**

While you will not be qualified to dispense advice about diets, knowing the role food plays in your client's health may help you develop an effective treatment plan. **40 clock hours**

**Complementary Therapies**- Many varieties of massage have been around for centuries and are rooted in traditional beliefs. Many modern styles of massage use techniques aimed at addressing very specific ailments or conditions. **40 clock hours** (Clinical Training Required in This Class)

**Ethics** - People who need medical attention are vulnerable. Your clients will be giving you a level of access to their personal space that almost no other professional is granted. This is a solemn responsibility. Developing an ethical core - a framework in which decisions can be made with consistency - will help you avoid the pitfalls of poor decision making and unethical practices. **30 clock hours**

**Business/Legal Environments** - Running a business well is a skill you can develop. Being more organized is also a skill you can develop. If both of these can be taught - which they can - then prosperity through massage therapy can also be a learned skill. Studying this subject will ensure that you get the maximum financial benefit from your efforts. **30 clock hours**

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## **Class Schedules & School Calendar**

Transitions Technical College, Inc. begins new classes monthly. Registration will begin 2 weeks prior to class start dates and late registration will end 3 days after class begins. Student Orientation is **REQUIRED** for all new students. Class dates may vary, however new classes begin the 1<sup>st</sup> Monday each month.

### **TTC recognizes the following federal holidays with campus closing:**

Martin Luther King Jr. Day      Memorial Day

Veteran's Day      Labor Day

Summer Break (1 week includes July 4<sup>th</sup>)

Thanksgiving Day/Day After

Winter Break (2 weeks includes Christmas Eve, Christmas Day, New Year's Eve & New Year's Day)

### **TTC Day/Full-Time Schedule:**

Monday-Friday 8:45 a.m.-3:45 p.m.

**(Friday classes are only available for Massage Therapy students)**

\*\*\*Day Students will receive 1 hour for lunch\*\*\*

### **TTC Night/Part-Time Schedule:**

Monday-Thursday 5:30 p.m.-10:00 p.m.

\*\*\*Night Students will receive ONLY 30 minutes for dinner\*\*\*\*

All make-up tests, tutoring, or make-up student lab services should be done twice monthly on designated Saturdays from 8:30 a.m. - 2:00 p.m.

Part-Time Students are **REQUIRED** to attend class a minimum of 2 days to remain enrolled



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## **Campus Resources**

**Alabama Board of Cosmetology and Barbering: [www.aboc.alabama.gov](http://www.aboc.alabama.gov)**

**U.S. Department of Education: [www.ed.gov](http://www.ed.gov)**

**Alabama Department of Human Resources: [www.dhr.state.al.us](http://www.dhr.state.al.us)**

**Alabama Massage Therapy Board: [www.almtbd.state.al.us](http://www.almtbd.state.al.us)**