

T O M A A  
INSTITUTE OF MEDICAL AESTHETICS  
I O V I A

# COURSE CATALOG

2025



223.281.1560  
instituteofmedicaaesthetics.org  
@theiomapa

459 N. Prince St.  
Lancaster, PA 17603

# WHO WE ARE

MedSpas, Dermatologist Offices, and Plastic Surgery Centers today are looking for employees with capabilities beyond the traditional Esthetic programming and Licensed Esthetician experience. Professionals who can bridge the gap between traditional esthetics and medicine are valuable but hard to find, and the demand for this new breed of Esthetic professionals is growing.

Located in Downtown Lancaster, we hope to enrich the lives of our community by providing training for businesses in the aesthetic industry. .



IOMA is the first Private Licensed School and Diploma Program for Medical Aesthetics and Aesthetic Lasers in the United States. Rather than issuing a certificate of completion,, we have obtained a license from the Pennsylvania State Board of Education and are able to provide diplomas to our students. We hope to provide those who complete our training program with thorough knowledge and the skills to grow in this ever-changing industry



## **Institute of Medical Aesthetics Course Catalog**

459 North Prince Street Lancaster, PA 17603

223.281.1560 | [www.Instituteofmedicallaesthetics.org](http://www.Instituteofmedicallaesthetics.org)

December 2, 2024



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## **Admission Requirements**

In order to be granted admission to the Institute of Medical Aesthetics, one will need the following: Application Fee, Application for Admission, and Enrollment Agreement. Additionally, the applicant will need one of the following: an Esthetic License or a Cosmetology License. Medical Assistants may also apply.

*Please Note: In the state of Pennsylvania, medical aesthetic treatments and devices may only be utilized under the supervision of a medical director. We accept students throughout the United States of America. The student will obtain a certificate which will transfer to a diploma upon accreditation at the end of their program, but it is the student's responsibility to ensure that they are following the laws and regulations set forth by the state in which they practice, as they may differ from state to state.*

## **Credits**

### **Credit Hours**

Under 22 Pa Code, Chapter 73, the definitions are as follows:

*“Credit hour—A unit of curricular material which normally can be taught in a minimum of 14 clock hours of instruction. For laboratory instruction, a credit hour represents a minimum of 28 clock hours. For shop instruction and practicum experiences, including externship/internship experiences, a credit hour represents a minimum of 42 clock hours.”* It is in this manner that credit hours were determined for the coursework at the Institute of Medical Aesthetics.

### **Credit Transfers**

At the present time, there are no opportunities for credit or clock hours to be transferred, as there are no programs of similar coursework and qualifications approved by the Pennsylvania Department of Education.

## **School Facility**

While the majority of the coursework will be held online, IOMA will hold one week (the last week) of the 8-week term for an in-person lab. This lab will only be a part of the Aesthetic Lasers Program. This week-long course will be taught in the state-of-the-art facility of James Street MedSpa. Rather than traditional classrooms, students of The Institute of Medical Aesthetics will have the opportunity to learn and train in a real, working medical spa.

### **Hours of School Operation**

9:00 a.m. – 6:00 p.m. M-F

## **Instructional Strategies**

The Institute of Medical Aesthetics utilizes a number of teaching methods to ensure students with different learning preferences are accommodated, as well as maximum retention of information. We combine a mixture of reading from various sources, instructional videos, quizzes, and a cumulative final exam for all of our available courses.

## **Delivery Modalities**

Distance education learning is the chosen platform for the majority of the IOMA programs and was chosen for the many benefits it offers students. Our Medical Aesthetics program is 100% online and our Aesthetic Laser Program is 77% online and 23% in person. This type of education has been adopted by schools and universities throughout the United States and will allow IOMA to be accessible to a larger set of students at a more affordable price. All classes will be delivered as asynchronous learning. All quizzes, exams, and assignments will be completed and submitted online via CIMA by 11:59 pm on the final date of the enrolled program.

## **Digital/Online Access**

Online classes are fully interactive. Using the CIMA platform, IOMA will send invitations to registered students via their provided email address with how to log in using their electronic devices and internet access. Prior to enrollment in the Institute of Medical Aesthetics programs, students will be directed to complete an online course readiness quiz available on the IOMA website. This quiz is designed to identify the cognitive ability of each student to ensure preparedness and successful learning potential in a web-based environment.

Once the students are accepted and enrolled in the program, they will receive an email guiding them through the process of signing up for CIMA. At this time they will be able to access orientation materials including a short welcome video explaining what to expect, syllabi, introductions, and pre-assessment quizzes. Orientation is mandatory for each student. It should take no longer than one hour to complete and must be finished prior to the start date of the program so they have time to become comfortable with the CIMA platform.

## **System Requirements**

### **Operating Systems**

- Windows – Windows 7, 8, 8.1, 10
- Macintosh – macOS 10.13, 10.12 / OS X 10.10 -10.11 (High Sierra, Sierra, Yosemite, El Capitan)
- Chrome – Chrome OS
- Mobile – iOS 9+, Android (see below note for browsers)
- Browsers
- Windows – Firefox versions 62 and 63, Chrome version 69 or later, Internet Explorer 11 (For Win 7, 10 only; limited functionality), Microsoft Edge 16 or later
- macOS/ OS X – Chrome version 69 or later, Safari 11 or later
- iOS – Safari 10 or later. Android devices are not officially supported at this time.
- Other browsers and versions than those listed might also work but are not supported. If you have problems when using an unsupported browser, try using a supported browser before contacting Customer Support.

### **Recommended Bandwidth & Hardware**

- Internet: 5+ Mbps
- RAM: 4+ GB



- CPU: 1.8+ GHz or better
- Display: 1280×800 or higher

Users can test their connection speed by visiting the following link:

<http://www.speedtest.net/index.php>

### **Plug-Ins & Browser Settings**

- First and third-party cookies must be enabled within the browser.
- Popups must be enabled within the browser.
- JavaScript must be enabled within the browser, which most browsers have installed and enabled by default. You can confirm that this is the case for your system.
- NOTE: You can [click here](#) to run this system information script to determine whether you have enabled JavaScript on your default browser.
- Adobe Reader is needed to print MindTap assignments and other content. [Adobe Reader](#)

## **Technology Assistance**

For technology challenges or questions, please utilize the CIMA help page or contact Kassidy Garland at 223-281-1560 or submit a helpdesk ticket by emailing [Kassidy@InstituteOfMedicalAesthetics.org](mailto:Kassidy@InstituteOfMedicalAesthetics.org).

## **Classroom Responsibilities**

### **Attendance Requirements**

It is important for the school to be notified when a student is not able to complete the assigned work on time. It is the student's responsibility to ensure that all work is completed before the end of the course. Extensions may be granted on a case-by-case basis for an additional fee.

Late assignments for the class will constitute a 10% reduction every 48 hours unless previously arranged with instructors. A total of three late assignments for the entire program will be accepted before the student is dismissed from the program.

Attendance will be earned and recorded by logging in and participating regularly to CIMA. Students may also earn attendance through the successful completion and submission of outside coursework.

For further information or additional questions, please contact your instructor.

### **Student Responsibilities**

**Academic Integrity:** As a student in this course (and at this school) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class, and integrity in your behavior in and out of the classroom. Any written/oral work that forms the basis of your final class grade **MUST** be your original work. Do not plagiarize. This includes all quizzes and homework.

1. Participate.
2. Complete Assignments on time.
3. Follow CIMA Guidelines.
4. Do not use offensive language. Present ideas appropriately.
5. Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
6. Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
7. Avoid using vernacular and slang language. This could possibly lead to misinterpretation.
8. Think and edit before you submit your assignment.
9. Do not hesitate to ask for feedback.
10. Using humor is acceptable.

### **Accommodations**

If you have a documented disability and verification and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability and to meet with the instructor to request special accommodation before classes start.

### **Instructor Responsibilities**

1. At the beginning of each course, the instructor will provide a course syllabus to each student in the class.
2. The instructor will evaluate each student's assessments including quizzes, potential hands-on evaluations, and the final exam based on the grading criteria published in the syllabus.
3. Accurate records of each student's attendance and grades will be maintained by the instructor and retained at the campus.
4. Unannounced quizzes and special projects may be given at the instructor's discretion.

### **Grade Breakdown Scale**

<b>Grade Percentage</b>	<b>Letter Grade</b>
100-90	A
89-80	B
79-70	C
69-60	D
59-0	F

<b>Grade Percentage</b>	<b>Grade</b>
100-70	Pass
69 & Below	Fail

## **Student/Teacher Ratio**

For all in-person classes, there will be **2** instructors for every **10** students. For online classes, 1 Instructor will be assigned to each student.

## **Bursar's Office**

**Method of Payment:** Payable by credit card or cashier's check only.

## **Cost of Attendance**

### **Medical Aesthetics**

- 8-Week Program
  - Total Costs \$7,000.00
    - Application Fee: \$100.00
    - Digital Textbook and Software Fee: \$260.00
    - Tuition: One Payment of \$6,640.00

### **Aesthetic Lasers**

- 8-Week Program
  - Total Costs \$12,000.00
    - Application Fee: \$100.00
    - Software Fee: \$260.00
    - Textbook Fee: \$90.00
    - Tuition: One Payment of \$11,550.00

## **Extensions**

Students who are unable to finish the outlined material during the scheduled 8 weeks, may be granted an extension. These are approved on a case-by-case basis. All program extension requests and leave of absence requests must be submitted in written form on the program extension/leave of absence form. To both request/submit a form, please email [Kassidy@InstituteOfMedicalAesthetics.org](mailto:Kassidy@InstituteOfMedicalAesthetics.org). Submissions will be reviewed by both the director and instructor on an individual basis. Upon approval of the request, a letter of agreement will be sent to the student to review and sign. Some Acceptable reasons for extension considerations would be physical health: such as injury, chronic health, emergency, ongoing or long-term mental health, and bereavement: serious illness or death of a family member, guardian, or significant person in your life.

Approved extensions, for both online Programs and the lab portion, will require an additional fee of \$500 and a signed letter of agreement. All accommodations will be made to place students in the next available seat for both the online programs as well as the lab portion of the Aesthetic laser program. The program extension and leave of absence does not exceed 180 days in any 12-month period. If a student does not resume attendance at The Institute of Medical Aesthetics on or before the end of an approved leave of absence, the student will be considered to have withdrawn from the enrolled program. Students should be aware that there are a limited number of seats in each lab and are held 6 times a year. An 11th and 12th seat will be held to make accommodations for approved extensions.

### **Cancellation Policy**

- A. A student who cancels within five calendar days of their enrollment date will receive a full refund on tuition, including the application and software fees. Applicable textbook fees will be refunded upon receipt of the textbook. Beginning the sixth day after enrollment the application fee is non-refundable.

### **Refund Policy**

- A. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition charges refunded by the school shall be 75% of the tuition for the term. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be 55% of the tuition for the term. For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be 30% of the tuition. For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.
- B. The student is responsible for returning the textbook when applicable and will be refunded the textbook fee upon the Institute of Medical Aesthetics receiving the textbook in perfect condition within two weeks of the cancellation from the enrolled program.

### **Staff Directory**

<b>Title</b>	<b>Name</b>	<b>Email</b>	<b>Phone Number</b>
<b>Director</b>	Ashlee Ludwig	Ashlee@InstituteOfMedicalAesthetics.org	484.794.1465
<b>CEO/Acting Director</b>	Jamie Garland	Jamie@InstituteOfMedicalAesthetics.org	717.682.9911
<b>Acting Director</b>	Denise Young	Denise@InstituteOfMedicalAesthetics.org	717.471.8230
<b>Admissions/IT</b>	Kassidy Garland	Kassidy@InstituteOfMedicalAesthetics.org	223.231.5005
<b>Bursar</b>	Lynda Boulden	Accounts@InstituteOfMedicalAesthetics.org	484.788.9043

<b>Medical Director</b>	Dr. Nazafarine Keyvani	Dr.K@InstituteOfMedicalAesthetics.org	223.281.1560
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## Questions or Concerns

Any questions or concerns will be directed to Cassidy Garland, [Kassidy@instituteofmediclaaesthetics.org](mailto:Kassidy@instituteofmediclaaesthetics.org).

# Programs

## Medical Aesthetics

### Program Description

MedSpas, Dermatologist Offices, and Plastic Surgery Centers today are looking for employees with capabilities beyond the traditional Esthetic programming and Licensed Esthetician experience. Professionals who can bridge the gap between traditional esthetics and medicine are valuable but hard to find, and the demand for this new breed of Esthetic professionals is growing. The Medical Aesthetics program is designed for students who wish to pursue careers in the analysis, treatment, and maintenance of skin and conditions. The program emphasizes practical skills based on fundamental core esthetic knowledge and a medical background. Students will analyze the needs of the skin and determine various forms of treatments, as well as learn the skills needed to successfully find employment in the field.

### Program Objectives

Upon successful completion of this course, the student will have an understanding of:

- Key terms associated with medical aesthetics, anatomy, physiology, histology, chemistry, cardiovascular and lymphatic systems, and Biochemistry of the skin
- Understand Infection control
- Identification and analysis of advanced skin disorders, diseases, skin typing, skin care products, and ingredients
- Advanced aesthetic treatments, devices including dermaplanning, microneedling, terminology, and pharmacology
- Your role in Medical Aesthetics, working in a medical setting, medical terminology, and pre & post-care procedures.
- Adverse reactions and proper management, as well as safety, accuracy, and techniques
- The medical aesthetic industry, as well as, management and marketing of your career

### Medical Aesthetics Program Calendar

Term	Start Date	End Date
25IMA1	January 5, 2025	March 2, 2025

25IMA2	March 2, 2025	April 27, 2025
25IMA3	April 27, 2025	June 22, 2025
25IMA4	June 22, 2025	August 17, 2025
25IMA5	August 17, 2025	October 12, 2025
25IMA6	October 12, 2025	December 7, 2025
<b>CLOSED</b>	<b>December 7, 2025</b>	<b>January 3, 2026</b>

### Holidays

The Institute of Medical Aesthetics office will be closed on the following days:

- New Years Day
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

### Medical Aesthetics Graduation Requirements

Course Requirements	Credit Hours
GEN101 - General Sciences	2
SKN101 - Skin Sciences	1
SKN102 - Advanced Aesthetics	3.5
MED101 - Medical Sciences	2
EST107 - Business Skills	.5
<i>All courses must be completed in the above order with at least a 70%. Upon completion of this program, a student will receive a certificate that will transfer to a diploma upon accreditation.</i>	<b>9</b>
<i>*To better understand how credit hours are determined, please review page 4 of this course catalog.</i>	

## Aesthetic Lasers

### Program Description

MedSpas, Dermatologist Offices, and Plastic Surgery Centers today are looking for employees with capabilities beyond the traditional Esthetic programming and Licensed Esthetician experience. Professionals who can bridge the gap between traditional esthetics and medicine

are valuable but hard to find, and the demand for this new breed of Esthetic professionals is growing. The Aesthetic Lasers program is designed for students who wish to pursue careers in the treatment and maintenance of skin and conditions through the use of laser and other light therapies. The program emphasizes practical skills based on fundamental core esthetic knowledge along with a medical background. Students will analyze the needs of the skin and determine which lasers and treatments are appropriate. This course expects students to attend an in-person, intensive lab.

### Program Objectives

Upon successful completion of this course, the student will have an understanding of:

- Key terms associated with medical aesthetics, anatomy, physiology, histology, chemistry, cardiovascular and lymphatic systems, and Biochemistry of the skin
- Understand Infection control
- Identification and analysis of advanced skin disorders, diseases, skin typing, skin care products, and ingredients
- Your role in Medical Aesthetics, working in a medical setting, medical terminology, and pre & post-care procedures.
- Any reactions and proper management, as well as safety, accuracy, and techniques
- Equipment maintenance for safety and accuracy; management of safety and operation protocols of a variety of lasers
- Laser physics, the wavelength of lasers, light & radio frequency treatments, and how it relates to the skin
- Common conditions that can be treated by lasers, parameters, and endpoints, precautions and contraindications, and managing adverse reactions,
- Consultations and preparation of clients for pre and post-treatment
- Performing safe and effective laser treatments, precautions, and possible contraindications
- Skin typing and common conditions that may be treated utilizing lasers
- Parameters, endpoints, and managing adverse reactions
- Performing consultations and preparing clients for pre and post-treatment care

### Aesthetic Lasers Program Calendar

Term	Start Date	Lab Week	End Date
25IMA1	January 5, 2025	February 24-28, 2025	March 2, 2025
25IMA2	March 2, 2025	April 21-25, 2025	April 27, 2025
25IMA3	April 27, 2025	June 16-20, 2025	June 22, 2025
25IMA4	June 22, 2025	August 11-15, 2025	August 17, 2025

25IMA5	August 17, 2025	October 6-10, 2025	October 12, 2025
25IMA6	October 12, 2025	December 1-5, 2025	December 7, 2025
<b>CLOSED</b>	<b>December 7, 2025</b>	<b>CLOSED</b>	<b>January 3, 2026</b>

### Holidays

The Institute of Medical Aesthetics office will be closed on the following days:

- New Years Day
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

### Aesthetic Lasers Graduation Requirements

Course Requirements	Credit Hours
GEN101 - General Sciences	2
SKN101 - Skin Sciences	1
MED101 - Medical Sciences	2
LAS101 - Comprehensive Laser Theory	4
LAS201 - Comprehensive Laser Lab	1
<i>All courses must be completed in the above order with at least a 70%. Upon completion of this program, a student will receive a certificate that will transfer to a diploma upon accreditation.</i>	<b>10</b>  <i>*To better understand how credit hours are determined, please review page 4 of this course catalog.</i>

### Courses

#### GEN101 - General Sciences

The General Sciences covers a brief orientation and review of the global evolution of spas and treatments, as well as advanced education and employment opportunities and key terms associated with medical aesthetics. This course also aims to develop critical-thinking skills, while enhancing soft skills. Additionally, the orientation portion will include information regarding privacy laws and professional organizations and publications. The General Sciences course will include information regarding rules & regulations, privacy laws, professional organizations and publications, workplace safety, various maladies of the skin, infection control, advanced histology of the cell and the skin, the endocrine system, anatomy, and physiology of the



muscles, nerves, and cardiovascular and lymphatic systems. General Sciences will also cover Chemistry and biochemistry and common skincare ingredients. (2 Credit Hours)

### **SKN101 - Skin Sciences**

The Skin Sciences course offers clear and up-to-date content considering every aspect of the skin, including skin disorders and diseases of the skin, maladies of the skin (including acne, sensitive skin, and the danger of sun exposure), skin types, the relationship between nutrition and stress, and conditions, and aging process, stressing the necessity of a comprehensive client consultation. The foundation on which most retail sales and medical prescriptions are built is covered in the skin care products' chemistry, ingredients, and selection. Students will also learn about the FDA and the drug approval process. (1 Credit Hour)

### **SKN102 - Advanced Aesthetics**

Advanced Aesthetics considers the actual treatment selection and practices in Medical Aesthetics, including those for Rosacea and sensitive skin. This course will also cover advanced facial devices, including skin analysis machines, microdermabrasion, Microneedling, dermaplaning, and LED light therapy. Terminology, pharmacology, and managing complications will also be reviewed. (3.5 Credit Hours)

### **MED101 - Medical Sciences**

The Medical Sciences course includes information regarding working in a medical setting, medical terminology, medical intervention, plastic surgery procedures, and an Aesthetician's role in pre- and post-medical treatments and procedures including surgeries, botox, and filler, as well as the proper treatment of adverse reactions, safety, and accuracy of techniques. This class is geared at preparing an Aesthetician in a number of medical settings including, medspas, dermatology offices, and plastic surgery centers. (2 Credit Hours)

### **BUS101 - Business Skills**

The Business Skills course contains information on creating financial and operational success in Medical Aesthetics. Career planning provides practical instruction on setting goals, preparing a resume, and preparing for an interview. Information on the skills of money management, communication, and marketing is also included. Students are also taught information on establishing one's own business, as well as tips to help recognize a successful business to join as an employee and market themselves and/or the business. The course's conclusion concentrates on selling products and services (.5 Credit Hours)

### **LAS101 - Comprehensive Laser Theory**

The Comprehensive Laser Theory course will take a unique approach to the science and technology of laser and light systems. Students will be exposed to all aspects of this specialized field regardless of their place of employment. Detailed information on treatment protocols is explored starting with the initial consultation and skincare, the selection of the appropriate cosmetic device, and the delivery of the laser/light technology. The management of clients' goals and maximization of each treatment outcome is also emphasized in this course. Additionally, students will learn safety, machine maintenance, histology and cellular function,

and the operation of lasers. Students will also learn to identify and manage common conditions that can be treated by lasers, precautions, contraindications, and adverse reactions, as well as prepare clients for pre and post-procedure care. (4 Credit Hours)

### **LAS201 - Comprehensive Laser Lab**

The Comprehensive Laser Lab course will be a clinical hands-on training course accompanying Comprehensive Laser Theory. Comprehensive Laser Lab will allow students to put into practice the concepts learned in the theory portion of this program.

The Comprehensive Laser Theory and the Comprehensive Laser Lab will work in tandem to take a unique approach to the science and technology of laser and light systems. Students will be exposed to all aspects of this specialized field regardless of their place of employment. Detailed information on treatment protocols is explored starting with the initial consultation and skincare, the selection of the appropriate cosmetic device, and the delivery of the laser/light technology. The management of clients' goals and maximization of each treatment outcome is also emphasized in this course. Additionally, students will learn safety, machine maintenance, histology and cellular function, and the operation of lasers. Students will also learn to identify and manage common conditions that can be treated by lasers, precautions, contraindications, and adverse reactions, as well as prepare clients for pre and post-procedure care.

Students will have an overview of the laser that will be highlighted for that particular day. Students will be watching demonstrations, after which they will be performing the treatments under the instructor's supervision. The course's daily conclusion will end with a quiz (lab assessment) for the students after a strict overview of the performance of the laser. (1 Credit Hour)



## Elevating Medical Aesthetics Education

The Institute of Medical Aesthetics provides a high standard of continued education classes to licensed estheticians and medical professionals that are looking to advance their professional aesthetic careers. Earn your Medical Aesthetics or Aesthetic Lasers Diploma  
Now!

[www.instituteofmediclaesthetics.com](http://www.instituteofmediclaesthetics.com)