

Cosmetology 1-4

Course Syllabus 2015-2016

GENERAL COURSE DESCRIPTION

The total cosmetology course consists of 1500 clock hours of practical training and technical instruction covering all practices constituting the arts and skills of cosmetology. The subjects outlined in the curriculum are given to the student through practical demonstrations and recitations. The recitation periods include lectures, questions and answers, and written examinations. This course is taught in the English language only.

PERFORMANCE OBJECTIVE

During the first 200 hours of instruction, the student will receive the basic knowledge of the skills involved in the art of cosmetology and will know the fundamentals of the Science of Cosmetology.

Throughout the remainder of the program, 200 to 1500 hours, the student will receive an in-depth knowledge of the skills involved in the art of cosmetology and will have a thorough knowledge of all related sciences.

EVALUATION REQUIREMENTS

To pass written and practical examinations, students are required to achieve a score of at least 80%. Students must make-up all failed test, missed and incomplete assignments. Students are permitted to re-take any failed tests on a weekly basis.

EVALUATION CRITERIA

The grade for each grading period is composed of:

- 40% = Test
- 40% = Skills
- 10% = Professional
- 10% = Theory

The semester grade is composed of:

- 40% = Term 1
- 40% = Term 2
- 20% = Final Exam

MSD Warren Township Grade Scale

- 100-92.5=A
- 92.4-89.5=A-
- 89.4-86.5=B+
- 86.4-82.5=B
- 82.4-79.5=B-
- 79.4-76.5=C+
- 76.4-72.5=C
- 72.4-69.5=C-
- 69.4-66.5=D+
- 66.4-62.5=D
- 62.4-59.5=D-
- Below 59.5=F

COSMETOLOGY 1 – UNITS OF INSTRUCTION

INTRODUCTORY THEORIES (40 hours of theory & demonstration)

- A. Cosmetology** – The History and Opportunities, Chapter 1, Milady text, EXAM
 - 1. Origins of hairstyling and barbering
 - 2. Early history of cosmetology
 - 3. Nineteenth and twentieth century's advancements
- B. Life Skills** – Chapter 2. Milady text, EXAM
 - 1. The psychology of success
 - 2. Motivation and self-management
 - 3. Managing your career
 - 4. Goal setting
 - 5. Time management
 - 6. Study Skills
 - 7. Ethics
 - 8. Personality development and attitude
 - 9. Human relations
- C. Your Professional Image** – Chapter 3, Milady text, EXAM
 - 1. Beauty and wellness
 - 2. Healthy mind and body
 - 3. Your physical presentation
- D. Communicating for Success** – Chapter 4, Milady text, EXAM
 - 1. Communication basics
 - 2. The client consultation
 - 3. Special issues in communication
 - 4. In-Salon Communication

COSMETOLOGY SCIENCES (70 hours of theory & demonstration)

- A. Infection Control** – Principles and Practice, Chapter 5, Milady text, EXAM
 - 1. Bacteria
 - 2. Viruses
 - 3. How pathogens enter the body
 - 4. Immunity
 - 5. Principles of prevention
 - 6. Universal precautions
 - 7. Safety precautions
 - 8. The professional image
- B. General Anatomy and Physiology** – Chapter 6, Milady text, EXAM
 - 1. Cells
 - 2. Tissues
 - 3. Organs
 - 4. Body systems
 - 5. The Skeletal systems
 - 6. The Muscular systems
 - 7. The Nervous system
 - 8. The Circulatory system
 - 9. The endocrine system
 - 10. Digestive system
 - 11. The Excretory system
 - 12. The Respiratory system

13. The Integumentary system

C. Basics of Chemistry and Electricity – Chapter 7, Milady text, EXAM

1. General chemistry
2. Physical and chemical changes
3. Solutions, suspensions and emulsions
4. Other physical mixtures
5. Common product ingredients
6. Potential hydrogen (pH)
7. Electricity components
8. Types of electric currents and measurements
9. Safety devices and precautions
10. Electrotherapy, types and uses of currents
11. Miscellaneous electrical equipment
- 12. Light therapy equipment and uses**
13. Precautions and Safety factors

HAIR CARE (230 hours of theory & demonstration + 415 hours of actual practice+645 hours total)

A. Properties of the Scalp and Hair – Chapter 8, Milady text, EXAM

1. Basic hair structure
2. The chemical composition of hair
3. Hair analysis
4. Hair growth
5. Hair loss
6. Disorders of the hair
7. Disorders of the scalp

B. Shampooing, Rinsing, and Conditioning – Chapters 10 & **Scalp Anatomy** – Chapter 6 (partial chapter), Milady text, EXAM

1. Understanding shampoo
2. Conditioners
3. Brushing the hair
4. Scalp massage
5. The shampoo procedure
6. General hair and scalp treatments
7. Product knowledge
8. Safety precautions and sanitary procedures
9. Bones of the scalp
10. Muscles of the scalp
11. Nerves of the scalp
12. Circulatory system of the scalp
13. Shampoo procedure PRACTICAL EXAM

COSMETOLOGY 2 – UNITS OF INSTRUCTION

HAIR CARE (230 hours of theory & demonstration + 415 hours of actual practice = 645 hours total)

A. Principles of Hair Design – Chapter 9, Milady text, EXAM

1. Philosophy of design
2. Elements of hair design
3. Principles of hair design

4. Creating harmony in design
5. Facial Structures
6. Designing for men

B. Haircutting – Chapter 11, Milady text, EXAM

7. Basic principles of haircutting
8. Client consultation
9. Tools use in haircutting
10. Body positions
11. Safety precautions and sanitation procedures
12. Basic haircuts
13. Cutting techniques
14. Clippers, edgers and trimmers
15. Clippers sanitation and maintenance
16. Haircutting, PRACTICAL EXAM

C. Hairstyling – Chapter 12, Braiding and Braid Extensions – Chapter 13, Wigs and Hair Enhancements – Chapter 14, Milady text, EXAM

1. Client consultation
2. Wet hairstyling basics
3. Finger Waving
4. Pin Curls
5. Rollers curls
6. Comb-out techniques
7. Hair wrapping
8. Blow-dry styling
9. Styling long hair
10. Thermal hairstyling
11. Thermal hair straightening (hair pressing)
12. Precautions and safety measures
13. Client consultation for braiding
14. Basic techniques of braiding
15. Braiding procedures
16. Cornrows and extensions
17. Client consultation for wigs and enhancements
18. Composition of wigs
19. Types of wigs
20. Measuring for wigs
21. Procedures for putting on the wig, cleaning cutting, and styling wigs
22. Types and designs of hairpieces
23. Hair extensions and methods
24. Precautions
25. State Board Set Requirement, PRACTICAL EXAM
26. Finger wave, PRACTICAL EXAM

CHEMICAL SERVICES (140 hours of theory & demonstration + 360 hours of actual Practice = 500 total hours)

A. Chemical Texture Services – Chapter 15, Milady text, EXAM

1. The structure of hair
2. Consultation with the client
3. Permanent wave techniques
4. Permanent wave tools
5. Chemistry of permanent waving

6. Types of permanent waves
7. Permanent wave processing
8. Neutralization
9. Safety precautions for permanent waving
10. Permanent waving procedures
11. Basics of chemical hair relaxers
12. Chemical hair relaxing procedures
13. Soft curl permanents (curl re-forming)
14. Safety precautions for hair relaxing
15. Permanent wave, PRACTICAL EXAM

B. Hair Coloring – Chapter 16, Milady text, EXAM

1. Color theory (law of color)
2. Hair structure as it relates to haircoloring
3. The level system
4. Types of haircolor
5. Lighteners
6. Client consultation
7. Precautions and laws
8. Haircolor application procedures
9. Lightener techniques and procedures
10. Special effects haircoloring
11. Foiling techniques
12. Special problems
13. Corrective haircoloring
14. Scheduling haircoloring services
15. Haircoloring safety precautions
16. Haircoloring, PRACTICAL EXAM

COSMETOLOGY 3 – UNITS OF INSTRUCTION

SKIN CARE (55 hours of theory & demonstration + 45 hours of actual practice = 100 hours total)

A. Histology of the Skin – Chapter 17, Milady text, EXAM

1. Anatomy of the skin
2. Functions of the skin
3. The skin and aging
4. Disorders of the skin
5. Maintaining the health of the skin

B. Facial Anatomy – Chapter 6 (partial chapter), Milady text, EXAM

1. Bones of the face
2. Muscles of the face and neck
3. Nerves of the face and neck
4. Circulation of the face and neck

C. Hair Removal – Chapter 18 and Facials, Chapter 19, Milady text, EXAM

1. Client consultation as it relates to hair removal
2. Permanent hair removal
3. Temporary methods of hair removal
4. Sanitation and precautions for hair removal
5. Basic classification of skin care products

6. Chemistry of skin care products
7. Skin care client consultation
8. Facial massage techniques
9. Facial massage procedures
10. Electrotherapy and light therapy
11. Facial treatments
12. Aromatherapy
13. Precautions, safety and sanitary procedures

D. Facial Makeup – Chapter 20, Milady text, EXAM

1. Cosmetics for facial makeup
2. Makeup color theory
3. Client consultation
4. Corrective makeup
5. Artificial eyelashes
6. Safety precautions and sanitary procedures
7. Facial massage and makeup, PRACTICAL EXAM

NAIL CARE (30 hours of theory & demonstration + 35 hours of actual practice = 65 hours total)

A. Nail Structure and Growth – Chapter 21

& Anatomy of the Hand and Arm - Chapter 6 (partial chapter, Milady text, EXAM

1. The histology of the nail
2. Nail growth
3. Nail fungus
4. Nail diseases and disorders
5. Safety precautions and sanitary procedures
6. Bones of the hand and arm
7. Muscles of the hand and arm

B. Manicuring and Pedicuring – Chapter 22

& Advanced Nail Techniques – Chapter 23, Milady text, EXAM

1. Nail care tools
2. The manicure table
3. Client consultation
4. The plain manicure
5. Other types of manicures
6. Pedicures
7. Safety rules in manicuring and pedicuring
8. Sanitary procedures and precautions
9. Pre-service and post-service procedures for artificial nails
10. Nail tips
11. Nail Wraps
12. Acrylic nails
13. Gel nails
14. Dipped nails
15. Safety precautions for artificial nail techniques
16. Nail art
17. Manicuring, PRACTICAL EXAM

THE BUSINESS OF COSMETOLOGY (75 hours of theory & demonstration + 5 hours of actual practice = 80 hours total)

A. The Salon Business – Chapter 24, Milady text, EXAM

1. Going into business for yourself
2. Business plans
3. Regulations, business laws and insurance
4. Types of ownership
5. Business operation
6. Recordkeeping
7. Tax information and regulations
8. Operating a successful salon
9. Managing personnel
10. Receptionist duties
11. Telephone use in the salon
12. Advertising
13. Selling in the salon

B. Seeking Employment – Chapter 25, Milady text, EXAM

1. Preparing for licensure
2. Preparing for employment
3. Salon surveying
4. Other career Opportunities
5. Resume development
6. Employment portfolio
7. Job search techniques
8. Interview procedures and preparation
9. Employment application

C. On the Job – Chapter 26, Milady text, EXAM

1. Transition from school to work
2. The service profession
3. Salon teamwork
4. Job descriptions
5. Compensation plans
6. Budgeting
7. Salesmanship (**SR=20**)
8. Building a client base

D. Indiana Cosmetology Law – State Board of Cosmetology Examiners

Licensure Laws and Regulations, EXAM

1. Indiana Professional Licensing Agency
2. Definition of Cosmetology
3. Cosmetology Schools
4. Exemptions to the Beauty Culture Act
5. Reciprocity
6. License regulations and requirements
7. Period of practice
8. Renewal of license
9. Display requirements
10. Opening a salon and requirements
11. Work permits
12. Sanctions for violations

13. Sanitary rules
14. Restoration procedures

REQUIRED HOURS

1500 clock hours are required by the state of Indiana. These hours are accumulated by following the schools yearly calendar of 180 days :

	<u>Hours Per Semester</u>	<u>Accumulated Hours</u>
Cosmetology 1	393.60	393.60
Cosmetology 2	393.60	787.20
Cosmetology 3	364.10	1151.30
Cosmetology 4	364.10	1515.40

Students are in attendance at the beauty academy for 20 ½ hours each week. The following weekly schedule is mandatory for all Walker Career Center/Academy of Cosmetology students:

EVALUATION PROCEDURES

Students are evaluated twice during the semester, once at midterm and again at semester end. A progress report may be requested from the beauty school at any point during the semester. Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when satisfactory or better. Students are also evaluated on Professionalism/SPUAW (sanitation, punctuality, uniform, attitude and work ethic). Grades are considered according to the following: