

# *Cosmetology Program Syllabus*

## **Description:**

The course meets the minimum requirement by the State of Texas. The Texas Department of Licensing and Regulation has approved the school and its curriculum. The scheduled finish time for this course is 9 months for full-time and 18 months for part-time. Students will attend three phases for their program. Phase I is the initial basic training, Phase II is building on the basics, and Phase III is becoming self sufficient and increasing speed.

**Objective:** Upon completion of the cosmetology course requirements, the graduate will be able to

1. display personal integrity with self confidence and a positive attitude
2. display effective communication skills, visual poise and proper grooming.
3. display effective employer-employee skills
4. perform all Cosmetology skills at or above a basic level
5. apply learned theory, technical information and related matter to assure sound judgments, decisions, and procedures

To continue to grow as a Cosmetologist, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

## **References:**

Instruction methods and references will come from various sources to include but not limited to:

- Pivot Point Salon Fundamentals Textbook and Workbook for all Students
- Milady for Reference
- Redken, OPI, and Eminence Training
- Library of Books, Magazines, Internet, and DVDs/Video Tapes

## **Instruction Methods:**

*Pivot Point Salon Fundamentals* curriculum is used in the program. Specific tasks necessary for state board preparation and entry-level job skills are taught in sequential steps. Clinic equipment, implements and products are comparable to those used in the industry. Each student receives instruction related to performing useful, creative and productive career-oriented activities. Education methods used include lecture, demonstration, textbook study, hands-on practice, audio-visuales, guest speakers, field trips not to exceed 75 hours, projects and activities.

## **Phase I:**

Phase I is from the start of the program to 150 hours and completing the first mock state board practical exam. The first four weeks of class are designed to introduce each new enrolling student to both the basic skills and State Board practical exam requirements. Each day a set of practical skills will be demonstrated; students are expected to practice over and over in their non-demonstration time during the first four weeks. Week five will focus the students on practicing, packing, and completing the mock state board practical exam. Students will attend lecture for the current chapter and complete the workbook, assignment, and product of the day for each chapter in Phase I. Part-time students will follow the same schedule except that practice time will be during the following five weeks or until the student reaches 150 hours. An exam guideline will be provided for preparation of the mock state board practical exam.

**Phase II:**

Upon graduation from Phase I until approximately 1000 hours of the program, the student will continue to attend lecture and complete the entire workbook, assignments and products of the day until all chapters are complete. All missing and late work will be required to be turned in before student will be allowed to move onto Phase III. Students will also complete two final written exams and complete a mock state board practical exam. Practical work will be guided by a calendar of applications. Students will be scheduled clients to practice some of their applications. All other work is to be completed on a manikin or fellow student. All chemical service applications must be pre-approved by an instructor before the application begins. All student work must be checked by an instructor prior to the client leaving.

**Phase III:**

Upon graduation from Phase II until 1500 hours, students will mainly focus on clients and become self-sufficient on clients and their care. Students will develop independence and explore advanced techniques. Students will complete a self-paced Phase III packet consisting of twelve projects and 60 products of the day; the packet will be due two weeks before completion of the program. Phase III will be complete when the student has turned in all work, taken the third mock state board practical exam, and completed 1500 hours.

**Course Structure:****Full-time Course Structure:**

Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge
8:30 - 9:50	Lecture	Assignment or Workbook	Lecture	Assignment or Workbook	Lecture or Test
9:50 - 10:00	Break	Break	Break	Break	Break
10:00 - 4:00	Practical	Practical	Practical	Practical	Practical
Various Times	Lunch	Lunch	Lunch	Lunch	Lunch
Various Times	Break	Break	Break	Break	Break
4:00 - 4:30	Sanitation	Sanitation	Sanitation	Sanitation	Sanitation

**Part-time Course Structure:**

Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge
8:30 - 9:50	Lecture	Assignment or Workbook	Lecture	Assignment or Workbook	Lecture or Test
9:50 - 10:00	Break	Break	Break	Break	Break
10:00 - 11:45	Practical	Practical	Practical	Practical	Practical
11:45 - 12:00	Sanitation	Sanitation	Sanitation	Sanitation	Sanitation

**Product Usage:**

When working on manikin, students will be required to use manikin quality products. The professional grade products (Redken, OPI, and Eminence Organics) will be used in Phase 2 and 3 for clients.

**Grading:**

Students must maintain a minimum grade average of 75% to be making satisfactory academic progress. Students are graded on theory, practical and clinic work. All grades will be on a 100-point scale. Written tests are generally given on Friday after each textbook chapter. In addition to the test, the workbook, assignment and products of the day are due on the Friday after each textbook chapter. If the student does not pass a chapter test, the score will be recorded; but the student has one opportunity to re-test. If the re-test score is higher, it will replace the first score. A 10-point penalty applies on each assignment for each day work is late. Two comprehensive written finals are given at the completion of all chapter tests; the minimum passing score on a written final is 80%.

The grading scale is:

A	90 -100	Excellent
B	80 -89	Good
C	75 -79	Satisfactory
F	0 -74	Unsatisfactory

Written final grading scale is:

A	90 - 100	Excellent
B	80 - 89	Satisfactory
F	0 - 79	Unsatisfactory

**Graduation Requirements:** To graduate from the Cosmetology Program, each student will:

- Complete all written work including tests, assignments, projects and all required practical and clinic work.
- Complete three mock state board practical exams.
- Complete two comprehensive written final exams.
- Accumulate 1500 clock hours required by TDLR.
- Complete an exit interview and exit paperwork
- Make satisfactory arrangements for payment of all debts to the school.

**Content of Units of Instruction:**

Textbook Chapters and Sources	Unit Description	Total Weeks
Chapter 1	Professional Development	1
Chapter 2	Salon Ecology	1
Chapter 3	Anatomy and Physiology	2
Chapter 4	Electricity	1
Chapter 5	Chemistry	2
Chapter 6	Salon Business	2
Chapter 7	Trichology	1
Chapter 8	Design Decisions	1
Chapter 9	Haircutting	2
Chapter 10	Hairstyling	2
Chapter 11	Wigs and Hair Additions	1
Chapter 12	Chemical Texturizing	2
Chapter 13	Hair Coloring	2
Chapter 14	The Study of Nails	2
Chapter 15	The Study of Skin	2
Texas Department of Licensing and Regulation	Laws and Rules	1

**Units of Instruction:**

Orientation	100
Shampoo and Related Theory	100
Hair and Scalp Treatment and Related Theory	50
Cold Waving and Related Theory	200
Chemical Hair Relaxing and Related Theory	50
Hair Coloring and Related Theory	200
Manicuring and Related Theory	100
Facials and Related Theory	50
Haircutting, Styling and Related Theory	500
Chemistry	75
Salon Management and Practices	75
<b>Total- A clock hour equals 60 minutes.</b>	<b>1500 clock hours</b>

**TDLR Required Minimum Applications:**

Client Protection: hand sanitizer, draping, clean up, etc.	600 Applications
Hairdressing: Arranging, cutting, dressing, shampooing, curling, pressing, braiding, fingerwaving, etc.	600 Applications
Sanitation: Daily assigned sanitation, workstations, and implements	500 Applications
Haircoloring: Temporary, semi-permanent, permanent, bleaching and dimensional, coloring, and color mixing	100 Applications
Chemical Hair Services: Restructuring, permanent waving, straightening and relaxing	100 Applications
Facials: Skin analysis and care, manipulation and massage, skin care, removal of hair by wax, tweezers, or depilatories, make-up and brow arch	30 Applications
Scalp and hair treatments	30 Applications
Manicuring and pedicuring	30 Applications