

COURSE OUTLINE: Cosmetology

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TEXTBOOKS: Standard Textbook of Cosmetology
Standard Theory Workbook & Standard Practical Workbook

COURSE DESCRIPTION:

This course is designed to introduce the lay person to the science of Cosmetology through theoretical training and practical application designed to instill good work habits, ethics, good grooming, and professionalism. Skills related to the field of Cosmetology are introduced, fine tuned, and polished so that upon graduation the student is at an entry level of acceptable performance in the business world of Cosmetology.

COURSE FORMAT:

Classes are taught on a five day a week schedule. Theory classes are conducted every day, along with practical application every day. Classes are taught by lecture, demonstration, audio visual aids, and live “hands on” participation by all. Some of the teaching methods used are question and answer, note taking, role play, discussion and project assignments.

COURSE GOALS:*I. Florida Law*

A. **Objective:** To present an overview of Cosmetology law and rules and regulations in relation to consumer protection for both health and economic matters.

B. **Learning Objectives:**

1. To define the rulemaking authority of the Board of Cosmetology;
2. To define the limitations of the authority of the Board of Cosmetology;
3. To understand the qualifications for licensure;
4. To understand the procedures and context of examinations;
5. To comprehend the requirements for Cosmetology Salons and inspections;
6. To be aware of the disciplinary procedures and penalties for violations of chapter 477, Florida Statutes;
7. To understand the complaint procedures for violations of Chapter 477, F.S. or the rules promulgated pursuant thereto;
8. To understand the definitions as used in Chapter 477, F.S.
9. To understand the requirements through rules and regulations for license renewal;
10. To know the fees and their disposition.

C. Hours required: 9

II. Sanitation and Sterilization

A. **Objective:** To use chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community.

B. **Learning Objectives:**

1. To define terms and to describe and clarify bacteria in relation to its growth and reproduction and its relation to the spread of disease;
2. To describe five (5) methods of sanitation;
3. To describe the various agents used to prevent the spread of disease;
4. To describe measures used to sanitize service areas.

C. **Performance Objectives:**

1. To effectively sanitize the cosmetologist's implements promoting good health;
2. To sanitize necessary equipment in the salon to prevent the spread of disease.

D. **Hours required: 39**

III. Facials

A. **Objective:** To gain information and knowledge to give a facial massage treatment using cosmetics properly in protecting the client from significant damage.

B. **Learning Objectives:**

1. To explain the structure and function of skin;
2. To describe diseases of the glands;
3. To recognize lesions;
4. To describe basic facial massage movements;
5. To recognize and define the various types of corrective facials;
6. To describe cosmetics used and the purpose of each;
7. To understand the purpose and effects of muscle toning;
8. To describe the benefits and nature of light therapy.

C. **Performance Objectives:**

1. To use the materials and equipment required in giving facials;
2. To perfect procedures and manipulations;
3. To use the proper steps and safety precautions in giving facial treatments for varied types of skin.

D. **Services Required: Ten (10)**

E. **Hours required: 52**

IV. Hair Shaping

A. **Objective:** To use hair shaping implements and supplies in cutting the client's hair in a requested style(s) in specific times between 15 to 30 minutes.

B. **Learning Objectives:**

1. To be able to describe hair shaping implements, their uses and cutting movements;
2. To explain the differences between razor and scissor shaping;
3. To take growth patterns, facial features, various hair textures, finished style and other factors into account before cutting.

C. Performance Objectives:

1. To give blended basic, low, medium and high elevation wet razor cuts and scissor shaping;
2. To give a tailored neckline on dry hair;
3. To perform a tapered cutting;
4. To perform slither (effilating) cutting;
5. To blunt cut wet hair (razor and scissors);
6. To section hair and analyze head form in preparation of a finished professional style.

D. Services Required: One Hundred Fifty (150)

E. Hours required: 192

V. Scalp Treatments and Hair Care Rinses

A. Objective: To provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of a client's hair following proper safety precautions in the application procedure.

B. Learning Objectives:

1. To describe the benefits of scalp manipulations;
2. To explain when scalp manipulations can and cannot be given;
3. To become aware of the physical and chemical actions that damage hair;
4. To describe the use of proteins in treating the hair;
5. To clarify and describe different types of conditioners;
6. To define temporary hair coloring;
7. To describe the advantages and disadvantages of temporary colors.

C. Performance Objectives:

1. To give a scalp treatment using physical manipulations if stimulation;
2. To assess hair damage and choose the appropriate conditioners;
3. To select and apply temporary color rinses according to the client's desire and need;

D. Services Required: Scalp Treatments Ten (10)

Hair Care Rinses Thirty Five (35)

E. Hours required: 41

VI. Shampooing and Rinses

A. Objective: To use shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services.

B. Learning Objectives:

1. To describe the physical and chemical actions of shampooing;
2. To describe the effects of various types of shampoos and rinses and their purpose;
3. To describe the contents and characteristics of specific kinds of shampoos;
4. To identify appropriate products for conditioning the client's hair and scalp;
5. To recognize scalp and hair disorders and diseases and suggest corrective measures.

C. Performance Objectives:

1. To cleanse the scalp and hair using various methods;
2. To perform scalp manipulations in shampooing;
3. To analyze scalp and hair to determine proper shampoo;
4. To identify types of rinses and the purpose of each;
5. To use proper rinsing techniques.

D. Services Required: Three Hundred (300)

E. Hours required: 108

VII. Hair Styling

A. Objective: To arrange a client's hair into a style of the client's choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

B. Learning Objectives:

1. To describe the parts of a fingerwave and identify waves, shaping and styling;
2. To identify the setting and combing implements used to style hair;
3. To identify hairstyling terms and define parts of sculpture (pin) curls, their shapes, variations and strengths;
4. To describe the basic principles used to decide correct roller diameter in relationship to hair length and define inside and outside movement of
5. To explain the purpose of stem roller placement;
6. To understand and identify the facial and head features in creating an illusion of an oval shape;
7. To characterize the common profiles in relation to styling a client's hair;
8. To understand other distinctive physical characteristics in determining the hair style;
9. To describe the history of and kinds of thermal implements and supplies used today;
10. To understand the variety of hairpieces and their uses.

C. Performance Objectives:

1. To part off styling sections of the head;
2. To set and comb alternating rows of horizontal and vertical fingerwaves;
3. To set and comb sculpture (pin) curls in varied movements in various sections of the head;
4. To set and comb roller curls indifferent patterns in various sections of the head;
5. To curl hair with thermal irons using varied techniques;
6. To clean, condition, shape, color and style various types of wigs and hairpieces.

D. Services Required: Three Hundred (300)

E. Hours required: 208

NOTE: Sets, styles, wigs, hairpieces, and thermal work shall be credited individually to services required.

VIII. Hair Coloring

A. **Objective:** To change client's hair color through the use of semi-permanent, permanent, and lightening products following proper steps to safeguard the client in giving the desired service.

B. **Learning Objectives:**

1. To discriminate between primary, secondary, tertiary, complementary colors;
2. To understand the nature of light in relation to color services;
3. To define the hair coloring terms and chemicals to be used;
4. To describe the chemical effects on the hair;
5. To identify the seven stages of hair lightening
6. To identify the toning colors;
7. To describe the special techniques and procedures used in achieving the color or lightening service for the client following acceptable safety precautions;
8. To understand the mixing of chemicals, their advantages and disadvantages;
9. To evenly apply a semi-permanent color using proper safety precautions;
10. To follow label directions using proper safety precautions in applying a permanent hair color to the client's hair;
11. To use safety precautions and follow label directions in applying virgin bleach and a bleach retouch;
12. To describe the steps in achieving special lightening effects.

C. **Performance Objectives:**

1. To select, prepare, and apply semi-permanent colors;
2. To test hair for metallic salts;
3. To select, prepare, and apply a virgin tint to lighten or darken hair;
4. To select, prepare, and apply a tint retouch;
5. To select, prepare, and apply a virgin bleach;
6. To select, prepare and apply a bleach retouch;
7. To streak, frame, frost, and paint the hair using lightening techniques;
8. To properly select, prepare and apply hair for a tint back to its original color, either lighter or darker.

D. **Services Required: Forty Five (45)**

E. **Hours required: 160**

IX. Chemical Waving and Relaxing / Straightening

A. **Objective:** To use professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client from one styling to another.

B. **Learning Objectives:**

1. To use safety precautions and follow manufacturers directions in curling the hair with chemicals;
2. To describe the effects of chemical waxing, the basic chemicals used, to contrast the comparison of pH, the cost factors, the methods of giving thio, acid, exothermic and endothermic waves;
3. To properly analyze hair prior to giving a chemical service;
4. To understand the physical and chemical effects on the hair;
5. To describe the difference between a base and no-base relaxer;
6. To identify safety precautions and chemicals used in chemical relaxing and straightening services;

C. Performance Objectives:

1. To analyze the hair and properly select, prepare, and apply lotion and rods;
2. To section (block) and subsection the hair and wrap it on wave rods;
3. To properly process (timing) and neutralize waves;
4. To subsection, wrap, process, and neutralize for both long and short hair styles;
5. To properly select, prepare, and apply a base and no-base chemical relaxer to virgin hair;
6. To properly select, prepare, and apply a base and no-base chemical relaxer for retouch
7. To properly select, prepare, and apply a semi-relaxer for a chemical blowout service.

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D. Services Required: Eighty Five (85)

E. Hours required: 198.5

X. Hair Removal

A. Objective: To describe cosmetic chemicals, implements and techniques used to correct specific problems according to the client's desire.

B. Learning Objective:

1. To analyze and correct improper brow shapings;
2. To describe the proper steps in removing hair through tweezing or waxing;

C. Performance Objectives:

1. To analyze and correct improper brow shapings;
2. To remove superfluous hair on the head, face or neck through epilation and / or depilation, excluding electrolysis.

D. Services Required: Ten (10)

E. Hours required: 11.5

XI. The Salon

A. Objective: To understand professionalism, ethics, job skills, resume development, and job search. To understand the basic principles needed to plan and operate a salon as a successful business.

B. Learning Objectives:

1. To learn professionalism and ethics;
2. Develop good job skills including resume development and job search;
3. To describe considerations for a salon site and building;
4. To examine all factors involved in purchasing an existing salon;
5. To study lease terms and negotiations;
6. To describe the legal forms of ownership;
7. To become aware of salon insurance needs;
8. To understand factors involved in purchasing beauty salon equipment and supplies;
9. To identify considerations involved in determining salon operating policies and techniques for interviewing prospective employees;
10. To understand basic accounting principles and the basic costs involved in planning and operating a beauty salon.

C. Hours required: 69.5

XII. Manicuring and Pedicuring

A. **Objective:** To use professional manicuring implements, supplies, procedures, in shaping and polishing nails.

B. **Learning Objectives:**

1. To describe the four (4) basic shapes and the anatomy of the fingernail and toenail, its surrounding structures, and nail growth.
2. To describe nail irregularities;
3. To identify nail diseases;
4. To identify the three basic types of artificial nails and their uses;
5. To use safety precautions and sanitation methods in manicuring and pedicuring the nails.

C. **Performance Objectives:**

1. To give a plain manicure
2. To give an oil manicure
3. To give a pedicure
4. To create an extension through the use of artificial nails.

D. **Services Required: Fifty (50)**

E. **Hours required: 41**

XIII. Anatomy

A. **Objective:** To learn the various parts of the body as relates to the Cosmetology Industry.

B. **Learning Objectives:**

1. To explain the various systems of the body
2. To explain the functions of these systems
3. To describe some of the various diseases that can attack these systems;
4. To recognize some of the muscles and nerves and describe how they can be impacted by what Cosmetology can do;
5. To describe how these muscles and nerves can be relevant and affected in a positive way by Cosmetology services;

C. **Hours required: 67.5**

XIV. Orientation

A. **Objective:** To welcome and acquaint new students to their new career and surroundings

B. **Learning Objectives:**

1. As a result of this course, students should expect to become licensed in this state to practice in this profession.
2. To explain the daily schedule;
3. To discuss professionalism and ethics and the importance thereof;
4. To discuss what is expected of students and what students should expect of us;
5. To show emergency exits for fast evacuation of the building;
6. Do's and don'ts (deportment, conduct, absences, dress code)
7. Describe telephone etiquette and protocol
8. Discuss logging students clock hours and intro to computer;
8. Explain monthly service sheets and accumulation of repetitions for graduation;
9. Issue textbooks and student kits and inventory kits;
10. Describe grading system, progress reports, checking grades on computer;
11. Explain student support services and how to utilize them;

C. **Hours required: 3**

COURSE EVALUATION:

Students will be evaluated by means of written theory and practical testing. These tests will be scored and graded and the grades handed out to each student as soon after testing as possible. An overall progress report will be completed on each student at 450 and 900 hours. Minimum passing grade during the entire program is 75%. The grading system is as follows:

95% - 100%	excellent	75% - 79%	passing
90% - 94%	good	74% and below	failing
80% - 89%	average		

ATTENDANCE:

Students are advised that this area is the one single most area, which will cause loss of interest, which in time will lead to student failure during the program. We ask that students put their commitment to their education and career, above all other obstacles and problems ! If students are unable to attend school, they are EXPECTED TO CALL their instructor and/or the academic dean with a legitimate valid reason. If students know ahead of time that they must be absent on a specific day, they are to inform the academic dean of this absence. Absences in excess of 14 calendar days is grounds for mandatory termination.

REFERENCES:

1. The Prentice Hall Textbook of Cosmetology 2nd Edition
2. Student Guide to Prentice Hall Textbook of Cosmetology 2nd Edition
3. Lectures in Hair Structure and Chemistry for Cosmetology Instructors

PERIODICALS:

1. Modern Salon Magazine
2. American Hairdresser Magazine
3. National Beauty School Journal

