

Emerald Coast Technical College

Cosmetology Syllabus

PROGRAM: Cosmetology

PROGRAM NUMBER: D500100

PROGRAM HOURS: 1200 hours

INSTRUCTOR: Erin Miller
License Cosmetology (State Board Certified)
850-892-1240 ext. 5143
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COURSE TITLES: Grooming and Salon Service Course # CSP009, Cosmetology 1 Course # COS0002, Cosmetology 2 Course # COS003, Cosmetology 3 Course # COS009.

COURSE DESCRIPTION:

Cosmetology prepares students for employment as a licensed Hairdresser and Cosmetologist. This program of study focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technology principles, labor, community, health, safety, and environmental issues.

Upon program completion, students will have the necessary skills for the following:

- Florida Law and State Board Requirements

OCCUPATIONAL COMPLETION POINTS:

OCP A – (225 hours) – Grooming and Salon Services

OCP A – (300 hours) – Cosmetologist and Hairdresser (1 of 3)

OCP A– (300 hours) – Cosmetologist and Hairdresser (2 of 3)

OCP A- (375 hours) – Cosmetologist and Hairdresser (3 of 3)

TEXTBOOKS:

Textbook Bundle #1: Standard Cosmetology. Milady
ISBN-978-11-3302-3975

Salon Prep Cosmetology School Florida: Online prep course

TOOLS / SUPPLIES:

Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to class on a daily basis. Safety equipment, specific to the occupation, is provided. All major tools are provided. Student's acquisition of basic hand tools during the course of training is highly recommended.

HOW YOU ARE MEASURED (GRADES):

20% Attendance/Professionalism

20% Employability Skills

40% Practical/Theory Exams

20% Homework

NUMERICAL EQUIVALENT OF GRADES:

100-95 = A
94-85 = B
84-77 = C
Below 77 = F

*A student that does not pass a course with 77% or higher is required to take the course again.

MAJOR COURSE OBJECTIVES:

After successfully completing appropriate course (s) for each occupational completion point of this program, the student will be able to perform the following:

1. Identify career opportunities.
2. Employ safe, sanitary and efficient work practices.
3. Demonstrate an understanding of entrepreneurship-management skills.
4. Identify and perform hair styles and shaping (cutting).
5. Identify and prepare hairpieces, wigs and hair attachment.
6. Identify and perform permanent waving / reconstruction and curl/ chemical relaxing.
7. Identify and apply temporary / semi-permanent and permanent color / bleach and specialty color techniques.
8. Demonstrate the practice of performing manicures, pedicures, and apply artificial nails / nail wrap identifying the proper procedure and application of chemical.
9. Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application.
10. Demonstrate knowledge of Florida Law and State Board requirements.

STRATEGIES:

1. Attending classes, completing book and clinic practical work.
2. Completing reading and homework assignments.
3. Studying/maintaining handouts.
4. Reading current publications from the Cosmetology industry.

PROGRESS:

Students will be provided with detailed assignment sheets for each major area/topic of study. Complete mastery of an area must be achieved before proceeding further. **Students are responsible for maintaining Satisfactory Academic Progress throughout the course** consistent with their individual student ability.

LECTURES/DISCUSSION GROUPS:

Formal class lectures/discussions are held on a regular basis.

LAB SHEETS AND ACTIVITIES:

Instruction and learning activities are provided in a laboratory setting using hands on experience with chemicals, implements, and equipment appropriate to the programs' content and in accordance with safety and sanitation practices in trade. Students will need basic classroom supplies (pen, pencil, paper, and notebook). These supplies are to be brought to scheduled classes.

CONFERENCES AND ASSISTANCE:

You are welcome and encouraged to come to instructor's office to talk over any problems you may have in this course. Students needing assistance with problems will research along with the instructor all possibilities and utilize all reference materials to achieve a solution. Problems can be presented to the class as a whole for research upon instructor's approval. Class interaction and discussion is encouraged.

OFFICE HOURS:

Regular office hours for the Instructor are, Monday - Thursday. 7:30 a.m. - 8:00 a.m., or as scheduled by appointment.

STUDENT RESPONSIBILITIES:

Students are expected to understand and follow all school rules and policies. Students are responsible for class, lab and equipment care. Students are responsible for maintaining proper industry work habits and conduct. Clean-up is the responsibility of all students and will be conducted on a daily basis.

EXAMINATIONS:

The course examinations consist of written knowledge examinations and performance evaluations. A knowledge examination is given upon completion of each major topic assignment. Performance evaluation must be mastered before proceeding to the next assignment. Students will be able to repeat performance evaluations until complete mastery is achieved. Students are encouraged to take the state, and industry licensing certification exams upon completion of the Cosmetology program.

ATTENDANCE:

Individual class hours will be arranged by the instructor. You are expected to be on time and attend regularly scheduled classes. Students must have instructor permission when leaving the classroom / lab area. Anyone missing two consecutive days will be reported to financial aid office.

MEETING TIMES

Monday-Thursday
8:00 a.m.- 4:00 p.m.

LAB STATION EQUIPMENT:

The equipment you will use is reliable. However, with abuse or misuse, it will malfunction and become inoperable. Be careful and have the instructor demonstrate the use of the equipment before using it for the first time. Read all instructions carefully and ask questions prior to use. Keep your workstation clean and orderly while performing assignments. Clean and return equipment (manikins) to the proper storage area before departing at the end of the class. The classroom will be clean and secured at the end of each class.

Rules and Regulation / Policies and Procedures:

Students will follow all rules/regulations outlined in the ECTC Student Handbook and Cosmetology Student Handbook. Students will follow the safety guidelines listed below.

SAFETY: REMEMBER!

- Safety is priority one. Make learning safe, fun and enjoyable!
- Report any unsafe conditions to the instructor immediately.
- If you are not comfortable or confident with any lab activity stop and notify instructor.
- All equipment must clean and sanitized and returned its proper location in order to keep our class safe.

EMERGENCY PROCEDURES:

- Emergency exits are clearly marked.
- As part of regular classroom instruction, students will be asked to participate in regular safety and emergency drills.
- Fire extinguishers are located in each area.