Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number Course Title
CSME1401 Orientation to Cosmetology

Hill College is committed to the principal of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

Catalog Description:
CSME 1401
An overview of the skill and knowledge necessary for the field of cosmetology.

End-of-Course Outcomes: Demonstrate introductory skills, professional ethics, safety and sanitation. Explain the laws and rules of the state licensing agency.

Lecture Hours:  2  Lab Hours:  8  Semester Credit Hours: 4

Prerequisites: Must have a High School Diploma, G.E.D. or Ability to Benefit

Introduction and Purpose:
This course is meant both as an Introduction to Cosmetology with lecture and practical applications that are required by Texas Department of Licensing and Regulations

Instructional Materials:
Practical Application Material

Practical Cosmetology Kit
Project Sheet (required by TDLR)

Lecture Materials:
Textbook: Milady’s Standard Textbook of Cosmetology
Milady Student Reference for Anatomy and Physiology
ISBN 1-4018-9747-9
Texas Cosmetologists Laws and Rules,2008 Texas Department of Licensing and Regulations
PSI: Certification: Cosmetology Operator License Examination Candidate Information Bulletin, copyright 2007
Supplies:
    paper, pens, kit articles assembled from list provided at registration.

Objectives/Student Learning Outcomes:

At the completion of this course the student should be able to:
1. Student will develop and understand the importance of professional ethics including hygiene, good grooming and professional attitudes relating to the workplace.
2. Identify and demonstrate the definitions, importance, and methods of sanitation and safety measures.
3. Identify the safety measures associated with hazardous chemicals.
4. Explain the rules and regulations of the institution, department, and state.

Methods of Instruction:

This course will be taught using the traditional lecture with a question and answer period daily. Audio-visual materials and computer based technology will be used when appropriate. Students will be required to complete a lab component.

Methods of Evaluation:

A series of chapter tests will be administered through the semester, including three major tests and a written/practical final.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKBOOK</td>
<td>20%</td>
</tr>
<tr>
<td>CHAPTER TESTS</td>
<td>20%</td>
</tr>
<tr>
<td>MAJOR TESTS</td>
<td>10%</td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>10%</td>
</tr>
<tr>
<td>CLASSWORK</td>
<td>40%</td>
</tr>
</tbody>
</table>

Letter grades for the course will be based on the following percentages:
90-100%  A
80-89%  B
70-79%  C
60-69%  D
Below 60%  F

Course Outline:

Class Policies:
Regular attendance at all class meetings is expected. Disruptions in class will not be tolerated.
Disabilities/ADA:
In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), Hill College’s designated ADA coordinator, Debra Hargrove, Vice President, Human Resources and Organizational Development, shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Salley Schmid, Director of Counseling, at (254) 659-7651 or sschmid@hillcollege.edu.

Course Requirements:
A. Regular and punctual attendance
B. Turn in all assignments on time
C. Proper classroom behavior

Topics and Tests:
I. Milady’s Standard Cosmetology
   1. History and Career Opportunities
   2. Life Skills
   3. Professional Image
   4. Communicating For Success
   5. Curl Re-Formation (Soft Curl Permanents)

Scans Skills: Scans is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by the industry. Each objective listed relates to one or more of these skills standards. The translation for these standards is attached to the end of this syllabi. More information about SCANS may be found in the book “Skills and Tasks for Jobs- A SCANS report for America 2000” published by the U.S. Department of Labor. The book may be purchased from the U.S. Government Printing Office under ISBN 0-16-036177-x.

A. Student will develop and understand the importance of professional ethics including hygiene, good grooming and professional attitudes relating to the work place.
   *C-9, C-11, C-12, C-13, C-14, F-1, F-2, F-5, F-6, F-11, F-15, F-17

B. Identify and demonstrate the definitions, importance, and methods of sanitation and safety measures.
   *C-1, C-3, C-5, C-6, C-7, C-15, F-1, F-2, F-3, F-5, F-6, F-11

C. Identify the safety measures associated with hazardous chemicals.
   * C-1, C-3, C-5, C-6, C-7, C-15, C-18, F-1, F-2, F-3, F-5, F-8, F-9, F-10, F-13, F-15
D. Explain the rules and regulations of the institution, department, and state.  
*C-1, C-5, C-6, C-7, C-12, F-1, F-2, F-5

Bibliography:

Milady's Standard Textbook of Cosmetology  
2004 Edition  
Milady Publishing

State Exam Review for Cosmetology  
2000 Edition  
Milady Publishing

Cosmetology Dictionary  
Milady Publishing

Hair Structure and Chemistry Simplified  
Douglas D. Shoon  
Milady Publishing

Hair Coloring: A Hands-On Approach  
Patricia Spencer  
Milady Publishing

A Contemporary Approach to Permanent Waving  
Mark E. Padgett  
Milady Publishing

Adding It Up: Math for Your Cosmetology Career  
Kathi Dunlap  
Milady Publishing

Milady’s Standard Textbook, Professional Barber Styling  
1999 Revised Edition  
Milady Publishing

Art and Science of Nail Technology  
Second Edition  
Milady Publishing

Nail Technology State Exam Review  
Second Edition  
Milady Publishing

Milady's Professional Textbook for Professional Estheticians
1999 Edition
Milady Publishing

Professional Instructor for Cosmetology, Barber-Styling and Nail Technology
Linda J. Howe
Milady Publishing

Exam Review for Milady’s Professional Instructor
Milady Publishing

On Becoming a Cosmetology Instructor
James K. Nighswander & A. Dan Whitley
Milady Publishing

Creative Teacher: Instructors Guide
Darla Del Duca
Milady Publishing

Milady’s 28 Styles
Kenneth Young
Milady Publishing

Milady’s 28 Black Styles
Kenneth Young
Milady Publishing

Milady’s Haircutting: Men’s, Women’s and Children’s Cuts
Kenneth Young
Milady Publishing

Milady’s Hairstyling: Men’s, Women’s and Children’s Styles
Kenneth Young
Milady Publishing

Milady’s Black Cosmetology
Thomas Hayden & James Williams
Milady Publishing

The Multicultural Client
Salon Ovations
Milady Publishing

Corrective Hair Coloring: A Hands-On Approach
Tom Sollock
Milady Publishing
Nail Q&A
Vicki Peters
Milady Publishing
Nail Art and Design
Tammy Biggan
Milady Publishing

The Esthetician’s Guide to Working With Physicians
Susanne S. Warfield
Milady Publishing

The Professional’s Reflexology Handbook
Shelly Hess
Milady Publishing

Salons and Computers: A Starter’s Guide for Success
Gambino
Milady Publishing

Salon Client Care
J. Elaine Spear
Milady Publishing

101 Salon Promotions
Robert Oppenheim
Milady Publishing

You and Your Clients: Human Relations for Cosmetologists
Leslie Edgerton
Milady Publishing

Salon Ovations’ Public Relations for the Salon
Milady Publishing

The Motivated Salon
Mark D. Foley
Milady Publishing

Texas Cosmetologist
Laws and Rules, 2008
Texas Department of Licensing and Regulation

PSI, licensure: certification
Texas Department of Licensing and Regulation
Cosmetology Operator License Examination
Candidate Information Bulletin
Above manuscripts have been approved by The Texas Department of Licensing and Regulations for use in the instruction of cosmetology either as texts or resource materials.

ANNUAL ASSESSMENT PLAN

The Cosmetology Operator Statement #1
1. Student will develop and understand the importance of professional ethics including hygiene, good grooming and professional attitudes relating to the workplace.

Intended Outcome #1.
An understanding of the importance of developing the qualities and characteristics necessary for this field of study

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to the above will be administered at the end of each chapter.

Assessment Criteria/Expected Results.
Students will pass chapter test with a minimum of 70% accuracy.

The Cosmetology Operator Plan Statement #2
Identify and demonstrate the definitions, importance, and methods of sanitation and safety measures.

Intended Outcome #2.
An understanding of key concepts of sanitation and safety measures for this field of study

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to the above will be administered at the end of each chapter.

Assessment Criteria/Expected Results.
Students will pass chapter test with a minimum of 70% accuracy.

The Cosmetology Operator Plan Statement #3
Identify the safety measures associated with hazardous chemicals

Intended Outcome #3.
An understanding of the safety measures associated with hazardous chemicals

Assessment Measures, Techniques, and Target Courses/Activities.
Chapter tests with embedded questions pertaining to the above will be administered at the end of each chapter.

**Assessment Criteria/Expected Results.**
Students will pass chapter test with a minimum of 70% accuracy.

**The Cosmetology Operator Plan Statement #4**
Explain the rules and regulations of the institution, department, and state.

**Intended Outcome #4.**
An understanding of the rules and regulations of the institution, department, and state

**Assessment Measures, Techniques, and Target Courses/Activities.**
Chapter tests with embedded questions pertaining to the above will be administered at the end of each chapter.

**Assessment Criteria/Expected Results.**
Students will pass chapter test with a minimum of 70% accuracy.