Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number          Course Title
CSME 1405                        Fundamentals of Cosmetology

Prepared by: __________________________Date: August 2010
Jennifer Alder, Instructor

Approved by: __________________________Date: August 2010
Lizza M. Trenkle, Dean of Instruction

Approved by: __________________________Date: August 2010
Dr. Roger Schustereit, Vice President of Instruction

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Catalog Description:
CSME 1405  Fundamentals of Cosmetology
A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management.

End-of-Course Outcomes: Identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate required skills that meet TDLR standards.

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 fundamental concepts 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:**
- 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/ 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 requirement. Students will be shown how to use a calculator where appropriate.

**Methods of Evaluation:**

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

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

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

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.
1. Use methods learned in theory and demonstrations to properly drape a client for dry hair services, wet services and chemical procedures.*C-1, C-3, C-4, C-5, C-6, C-7, C-11, C-18, C-19, F-1, F-2, F-3, F-5, F-6, F-7, F-8, F-9, F-10

2. Complete a manicure, facial, perm, hair cut, and style in the time assigned by the instructor. *C-1, C-3, C-5, C-6, C-7, F-1, F-2, F-3, F-5, F-6, F-7, F-11, F-15, F-8, F-9, F-10

3. Student will identify basic concepts related to skills required in the above procedures. *C-1, C-3, C-5, C-6, C-7, F-1, F-2, F-3, F-5, F-6, F-9, F-10, F-11

4. Acquire a basic level of manipulative skills required to perform the above procedures. *C-1, C-3, C-5, C-6, C-7, C-11, F-1, F-2, F-3, F-5, F-6, F-9, F-10, F-11

5. Develop a professional attitude and communication skills required in the practice of cosmetology. *C-1, C-3, C-5, C-6, C-7, C-11, C-12, C-13, C-15, F-1, F-2, F-3, F-5, F-6, F-7, F-9, F-10, F-11, F-13, F-15, F-16, F-17

*See attached SCANS Occupational Assessment

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
Cosmetology 1405
Assessment Plan
(Practical)

**Cosmetology Assessment Plan Statement #1**

**Intended Outcome # 1.** Students taking Fundamentals of Cosmetology will display proficiency in draping and shampooing.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Orientation to Cosmetology will complete a final practical examination, in which practical applications related to draping and shampooing have been embedded. Faculty will evaluate students’ performance on the embedded practical applications.

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each draping and shampooing practical application on the final examination.

*See practical exam score card.

**Cosmetology Assessment Plan Statement #2**

**Intended Outcome # 2.** Students taking Fundamentals of Cosmetology will
demonstrate the appropriate methods to ensure a safely performed and even haircut.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Orientation to Cosmetology will complete a final practical examination, in which practical applications related to haircutting have been embedded. Faculty will evaluate students’ practical applications in the embedded exam.

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each practical application of haircutting correctly on the final practical examination.

**Cosmetology Assessment Plan # 3**

**Intended Outcome #3.** Students taking Fundamentals of Cosmetology will demonstrate the appropriate methods for safely performing a basic manicure.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Orientation to Cosmetology will complete a final practical examination, in which applications related to safely performing a basic manicure have been embedded. Faculty will evaluate students’ practical application of a basic manicure in the embedded practical examination.

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each practical application of a basic manicure on the final practical examination.

**Cosmetology Assessment Plan # 4**

**Intended Outcome #4.** Students taking Fundamentals of Cosmetology demonstrate the proper procedures for safely performing a permanent wave wrap

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Fundamentals of Cosmetology will complete a final practical examination, in which applications related to safely performing a permanent wave will be assessed. Faculty will evaluate students’ practical application of permanent waving during the final practical examination.

**Assessment Criteria/Expected Results.** At least 80 percent of students will consistently perform a permanent wave on the final practical examination.

The above assessments is addressed in section E of the scans.