COURSE SYLLABUS

Course Prefix and Number           Course Title
CSME 2541   Preparation for Texas Cosmetology Commission Examination

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:
Preparation for the state licensing examination.

End-of-Course Outcomes: Demonstrate the skills and knowledge required for completion of the state licensing examination.

Lecture Hours: 3  Lab Hours: 6  Semester Credit Hours: 5

Pre/co-requisites: CSME1401 Orientation to Cosmetology

Introduction and Purpose:
Preparation for the Texas Cosmetology Commission Operator Examination.

Instructional Materials:
Textbooks: (Bundled)

Milady’s Standard Theory Workbook, Edition 2009
Milady’s Online Licensing Prep
Web Tutor on Blackboard
Student Reference for Anatomy & Physiology, 2005, Delmar.

Supplies and Materials:
Prescribed Uniform
Prescribed Shoes
Objectives/Student Learning Outcomes:

SCANS is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by 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. Student will demonstrate manipulative skills needed to perform practical applications. *C-1, C-2, C-3, C-5, C-6, C-7 C-11, C-15, C-18, C-19, F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-10, F-11, F-15, F-16, F-17

2. Acquire knowledge of all theory needed to pass the written portion of the state exam. C-1, C-3, C-5, C-6, C-7, C-18, C-19 F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-11, F-15, F-17

3. Develop a professional attitude toward clients, co-workers and the profession. *C-1, C-3, C-4, C-5, C-6, C-7, C-11, C-12, C-13, C-14, C-15, C-16, C-18, C-19, F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-13, F-14, F-15, F-16, F-17

4. Build self confidence in skill and knowledge of cosmetology. *C-1, C-3, C-4, C-5, C-6, C-7, C-9, C-10, C-11, C-12, C-13, C-14, C-16, C-18, C-19, F-1, F-2, C-3, C-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17

5. Demonstrate the ability to complete the following, in the time frame given, consistent with TDLR guidelines: Service Preparation, Scientific Brushing, Facial, Manicuring, Virgin Tint, Bleach Retouch, Chemical Relaxer, Shampoo, Haircut, Chemical Wave, Demo Curl/Set, and Style. *C-1, C-2 C-3, C-4, C-5, C-6, C-7, F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17

*See attached SCANS Occupational Assessment

The students' success in completing these objectives will be measured using a set of examinations and assignments described, in detail under the section of this syllabus headed “Method of Evaluation”.

Annual Assessment Plan will be implemented each year to review course.
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.

Methods of Evaluation:

Grades in this course will be based on the following evaluation criteria:

Tests: short essay and objective (4 tests) 20%
Worksheets: research papers (4 workbook assignments) 20%
Lab projects (1 project sheet) 40%
Final examination 20%

All following guidelines detailed by Texas Department of Licensure and Regulation.

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:
1. All Phases of Cosmetology will be covered in Prep for Exam

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
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Cosmetology Assessment Plan
CSME 2541

Cosmetology Assessment Plan Statement #1

Intended Outcome # 1. Students taking Preparation for the State Licensing Examination will demonstrate manipulative skills needed to perform practical applications.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Preparation for the State Licensing Examination will complete a final examination, in which the above 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 the above on the final examination.

*See practical exam score card.

Cosmetology Assessment Plan Statement #2

Intended Outcome # 2. Students taking Preparation for the State Licensing Examination acquire knowledge of all theory needed to pass the written portion of the state exam.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Preparation for the State Licensing Examination will complete a final written examination, in which the above have been embedded. Faculty will evaluate students’ exam.

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

Cosmetology Assessment Plan # 3

Intended Outcome #3. Students taking Preparation for the State Licensing Examination will develop a professional attitude toward clients, co-workers and the profession.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Preparation for the State Licensing Examination will complete a final
examination, in which the above have been embedded. Faculty will evaluate students’ examination.

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

**Cosmetology Assessment Plan # 4**

**Intended Outcome #4.** Students taking Preparation for the State Licensing Examination will build self confidence in skill and knowledge of cosmetology.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Preparation for the State Licensing Examination will complete a final practical examination, in which applications related to the above will be assessed. Faculty will evaluate students’ final examination.

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

The above assessments is addressed in section E of the scans. Assessment practical exam will be conducted in house using the practical exam score card attached. Assessment practical will also be assessed by TDLR Examination at the completion of 1500 hours and completion of written examination. Practical and Written statistics assessed on TDLR Web site. Assessment written test will be posted on Blackboard.