



Cosmetology Program Course Syllabus

Description:

The course meets the minimum requirement by the State of Texas. The Texas Department of Licensing and Regulation has approved the school and its curriculum. The average finish time for this course is 9 months for full-time and 18 months for part-time. Students will attend three phases for their program. Phase I is the initial basic training, Phase II is building on the basics, and Phase III is becoming self sufficient and increasing speed.

Objective: Upon completion of the cosmetology course requirements, the graduate will be able to

1. display personal integrity with self confidence and a positive attitude
2. display effective communication skills, visual poise and proper grooming.
3. display effective employer-employee skills
4. perform all Cosmetology skills at or above a basic level
5. apply learned theory, technical information and related matter to assure sound judgments, decisions, and procedures

To continue to grow as a Cosmetologist, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

References:

Instruction methods and references will come from various sources to include but not limited to:

- Pivot Point Salon Fundamentals Textbook and Workbook for all Students
- Milady for Reference
- Redken, OPI, and Eminence Training
- Library of Books, Magazines, Internet, and DVDs/Video Tapes

Instruction Methods:

Pivot Point Salon Fundamentals curriculum is used in the program. Specific tasks necessary for state board preparation and entry-level job skills are taught in sequential steps. Clinic equipment, implements and products are comparable to those used in the industry. Each student receives instruction related to performing useful, creative and productive career-oriented activities. Education methods used include lecture, demonstration, textbook study, hands-on practice, audio-visuales, guest speakers, field trips not to exceed 75 hours, projects and activities.

Phase I:

Phase I is from the start of the program to 150 hours and completing the first state board exam prep test. The first four weeks of class are designed to introduce each new enrolling student to both the basic skills and State Board demonstration (aka PSI's Practical Evaluation). Each day a set of practical skills will be demonstrated in which students are expected to practice over & over in their non-demonstration time during the first four weeks. Week five will focus the students on practicing, packing, and completing the mock state board practical exam. Part-time students will follow the same schedule with the exception of practice time will be during the following 5 weeks or until the student reaches 150 hours. Students will attend lecture for the current chapter and complete the workbook, assignment, and product of the day for each chapter in Phase I. Your exam guideline sheets will be provided to you for preparation of the state board prep exam in your student binder.

Phase II:

Upon graduation from Phase I until approximately 1000 hours of the program the student will continue to attend lecture and complete the entire workbook, assignments and product of the days until all chapters are complete. All missing and late work will be required to be turned in before student will be allowed to move onto phase III. Students will also complete two final written exams upon the completion of theory hours and complete a practical evaluation. Practical work will be guided by a calendar of applications. Students will be scheduled clients to practice some of their applications. All other work is to be completed on a manikin, fellow student or client. All chemical service applications must be pre-approved by an instructor before the application begins. All student work must be checked by an instructor prior to the client leaving.

Phase III:

Upon graduation from Phase II until 1500 hours students will mainly focus on clients and become self sufficient on clients and their care. Students will learn to become independent and explore advanced techniques. Student will complete a self-paced Phase III packet consisting of twelve projects and 60 products of the day. Phase III packet will be due two weeks before completion of the program. Phase III will be complete when the student has turned in all work, taken the third practical state board exam prep test, and completed 1500 hours.

Staff / Instructors:

Brenda Tambur – Lead Cosmetology Instructor – brenda@ttioc.com

Cassandra Monahan – Cosmetology/Manicure Instructor / Reception Coordinator – cassandra@ttioc.com

Judy Alonso – Aesthetic Instructor / Financials / Admissions – judy@ttioc.com

Elizabeth Pirnat – Cosmetology Instructor – elizabeth@ttioc.com

Course Structure:**Full-time Course Structure:**

Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge
8:30 - 9:50	Lecture	Assignment or Workbook	Lecture	Assignment or Workbook	Lecture or Test
9:50 - 10:00	Break	Break	Break	Break	Break
10:00 - Sanitation	Practical	Practical	Practical	Practical	Practical
Various Times		Lunch	Lunch	Lunch	Lunch
Various Times		Break	Break	Break	Break
Last ½ Hour of Day	Sanitation	Sanitation	Sanitation	Sanitation	Sanitation

Part-time Course Structure:

Hours:	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge
8:30 - 9:50	Lecture	Assignment or Workbook	Lecture	Assignment or Workbook	Lecture or Test
9:50 - 10:00	Break	Break	Break	Break	Break
10:00 - 11:45	Practical	Practical	Practical	Practical	Practical
11:45 - 12:00	Sanitation	Sanitation	Sanitation	Sanitation	Sanitation

Product Usage:

When working on manikin students will be required to use manikin quality products. The high grade name brand products - Redken, OPI, and Eminence Product will be used in Phase 2 and 3 for clients

Grading:

Students must maintain a minimum grade average of 75% to be making satisfactory academic progress. Students are graded on theory, practical and clinic work. All grades will be on a 100-point scale. Written tests are generally given on Friday after each textbook chapter. In addition to the test the workbook, assignment and product of the day is due on the Friday after each textbook chapter. If the student does not pass a chapter test, the score will be recorded; but the student has one opportunity to re-test. If the re-test score is higher, it will replace the first score. Any late work will result in 10 points off per day late until the grade of 75 is accumulated. Two comprehensive written finals are given at the completion of all chapter theory hours; the minimum passing score on a written final is 80%.

The grading scale is:

A	90 -100	Excellent
B	80 -89	Good
C	75 -79	Satisfactory
F	0 -74	Unsatisfactory

Final Written Exam grading scale is:

A	90 – 100	Excellent
B	80 – 89	Satisfactory
F	0 – 79	Unsatisfactory

Graduation Requirements: To graduate from the Cosmetology Program each student will:

- Complete all written work including tests, assignments, projects and all required practical and clinic work.
- Complete three mock state board practical exams.
- Complete two comprehensive written final exams.
- Accumulate 1500 clock hours required by TDLR.
- Complete an exit interview and exit paperwork
- Make satisfactory arrangements for payment of all debts to the school.

Content of Units of Instruction:

Textbook Chapters and Sources	Unit Description	Total Weeks
Chapter 1	Professional Development	1
Chapter 2	Salon Ecology	1
Chapter 3	Anatomy and Physiology	2
Chapter 4	Electricity	1
Chapter 5	Chemistry	2
Chapter 6	Salon Business	2
Chapter 7	Trichology	1
Chapter 8	Design Decisions	2
Chapter 9	Haircutting	2
Chapter 10	Hairstyling	2
Chapter 11	Wigs and Hair Additions	1
Chapter 12	Chemical Texturizing	2
Chapter 13	Hair Coloring	2
Chapter 14	The Study of Nails	2
Chapter 15	The Study of Skin	2
Texas Department of Licensing and Regulation	Laws and Rules	2

Texas Department of Licensing and Regulation Requirements:

Cosmetology Program Full-time: 40 weeks / 9 months	Clock Hours
Orientation	100
Shampoo and Related Theory	100
Hair and Scalp Treatment and Related Theory	50
Cold Waving and Related Theory	200
Chemical Hair Relaxing and Related Theory	50
Hair Coloring and Related Theory	200
Manicuring and Related Theory	100
Facials and Related Theory	50
Haircutting, Styling and Related Theory	500
Chemistry	75
Salon Management and Practices	75
Total- A clock hour equals 60 minutes.	1500
Student Minimum Applications	Total Applications
Client Protection: hand sanitizer, draping, clean up, etc.	600 Applications
Hairdressing: Arranging, cutting, dressing, shampooing, curling, pressing, braiding, fingerwaving, etc.	600 Applications
Sanitation: Daily assigned sanitation, workstations, and implements	500 Applications
Haircoloring: Temporary, semi-permanent, permanent, bleaching and dimensional, coloring, and color mixing	100 Applications
Chemical Hair Services: Restructuring, permanent waving, straightening and relaxing	100 Applications
Facials: Skin analysis and care, manipulation and massage, skin care, removal of hair by wax, tweezers, or depilatories, make-up and brow arch	30 Applications
Scalp and hair treatments	30 Applications
Manicuring and pedicuring	30 Applications