

## *Esthetician Course Syllabus*

### **Description:**

The Esthetic course is 750 clock hours and meets the requirements of the Texas Department of Licensing and Regulation. The average finish time for this course is 5 months for full-time and 10 months for part-time. Students will attend two phases for this program. Phase I is the initial training; Phase II builds on the skills obtained in Phase I and introduces advanced treatments while giving the student the opportunity to increase speed and become self sufficient.

**Objective:** Upon completion of the esthetic 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 skills at or above a basic level.
5. apply learned theory, technical information and related matter to assure sound judgments, and procedures.

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

### **Instruction Methods and References:**

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

Pivot Point Salon Fundamentals Textbook and Workbook for all Students  
Milady  
Eminence Organics  
Library of Books, Magazines, and DVD's

### **Instruction:**

#### **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 three weeks of class are designed to introduce each new enrolling student to both the basic skills of esthetics and to demonstrate practical applications required to complete the Facial License Examination (practical portion). Each day a set of practical skills will be demonstrated in which the students are expected to practice over & over in their non-demonstration time during the first three weeks. Week four will focus the students on practicing, packing, and completing the mock state board practical exam. Students will attend lecture for the current chapter and complete the workbook, project/assignment, and product of the day for each chapter in Phase I. Your exam guideline sheets will be provided to you on week 1 for preparation of the state board prep exam in your student binder.

#### **Phase II:**

Upon graduation from Phase I until completion of the program the student will continue to attend lecture and complete the entire workbook, projects/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 take their final exams. Students will complete two final written exams with a grade of 80% or higher and complete 3 mock state board practical exams. Student practical work will be guided by a calendar of applications. Students will focus on clients and become self sufficient on clients and their care. Students will learn to become independent and explore advanced techniques. Students will be scheduled clients to practice some of their applications. All other work is to be completed on a manikin or fellow student. All student work must be approved and checked by an instructor.

### **Instructors:**

Judy Alonso – Facialist Instructor / Financial Account Manager – [judy@ttioc.com](mailto:judy@ttioc.com)  
Brenda Tambur – Lead Cosmetology Instructor – [brenda@ttioc.com](mailto:brenda@ttioc.com)  
Cassandra Monahan – Manicure/Cosmetology Instructor / Reception Coordinator – [cassandra@ttioc.com](mailto:cassandra@ttioc.com)  
Elizabeth Pirnat – Cosmetology Instructor – [elizabeth@ttioc.com](mailto:elizabeth@ttioc.com)

**Course Structure:**

**Full-time Course Structure: (schedule subject to change)**

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

**Part-time Course Structure: (schedule subject to change)**

| Hours:        | Monday                 | Tuesday           | Wednesday              | Thursday          | Friday            |
|---------------|------------------------|-------------------|------------------------|-------------------|-------------------|
| 8:00 - 8:30   | Product Knowledge      | Product Knowledge | Product Knowledge      | Product Knowledge | Product Knowledge |
| 8:30 - 9:50   | Assignment or Workbook | Lecture           | Assignment or Workbook | Lecture           | 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        |

**Completion/Graduation:**

To complete Esthetician program each student will:

- Complete all written work including tests, assignments, projects and all required practical and clinic work with a minimum cumulative grade of 75%
- Complete two comprehensive written finals with a minimum grade of 80%
- Complete three mock state board practical exams with a minimum grade of 75%
- Complete 750 clock hours and all technical requirements required by TDLR
- Complete an exit interview and exit paperwork
- Complete satisfactory arrangements for payment of all debts to the school

**Grading: All grades will be on a 100 point scale.**

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 |

**Product Usage:**

When working on a manikin, students will be required to use manikin quality products. The professional grade, name brand products such as Eminence, Persé, GiGi, Clean and Easy, Ceripil, and Intensive will be used on clients.

**Units of Instruction:**

| <b>Textbook Chapters and Sources</b>         | <b>Unit Description</b>              | <b>Total Weeks</b> |
|--|--------------------------------------|--------------------|
| Chapter 1                                    | Personal Development                 | 1                  |
| Chapter 2                                    | Professional Development             | 1                  |
| Chapter 3                                    | Business Basics                      | 1                  |
| Chapter 4                                    | Skin Care Center Ecology             | 1                  |
| Chapter 5                                    | Anatomy                              | 1                  |
| Chapter 6                                    | Electricity and Electrical Equipment | 1                  |
| Chapter 7                                    | Chemistry                            | 1                  |
| Chapter 8                                    | Skin Physiology                      | 1                  |
| Chapter 9                                    | Client Care                          | 1                  |
| Chapter 10                                   | Facials                              | 1                  |
| Chapter 11                                   | Hair Removal                         | 1                  |
| Chapter 12                                   | Makeup                               | 1                  |
| Chapter 13                                   | Advanced Treatments                  | 1                  |
| Chapter 14                                   | Estheticians in the Medical Field    | 1                  |
| Liability and Risk Reduction                 | Risk Management and Insurance        | 1                  |
| Texas Department of Licensing and Regulation | Laws and Rules                       | 1                  |

| <b>Esthetics Program</b> <i>(Clock hours required by TDLR)</i><br><i>Full-time: 19 weeks / 5 months</i> | <b>Clock Hours</b> |
|---|--------------------|
| Facial Treatment, Cleansing, Masking, Therapy   | 225                |
| Anatomy and Physiology  | 90                 |
| Electricity, Machines and Related Equipment   | 75                 |
| Makeup  | 75                 |
| Orientation   | 50                 |
| Chemistry   | 50                 |
| Client Care   | 50                 |
| Sanitation, Safety and First Aid  | 40                 |
| Management  | 35                 |
| Hair Removal  | 25                 |
| Aroma Therapy   | 15                 |
| Nutrition   | 10                 |
| Color Psychology  | 10                 |
| <b>Total</b><br><i>A clock hour equals 60 minutes.</i>  | <b>750</b>         |