

Area Career Center of Hammond

**Area District of Career and Technical Education #2
Course Syllabus
Cosmetology
School Year 2008-2009**

Course Title: Cosmetology

Meeting Dates: Monday- Friday
AM Session 7:15 – 11:15
PM Session 11:45 – 3:45

Instructor: Kimberly Lewis (Cosmetology Instructor)
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Office Hours: Monday-Friday 7:00-11:15 11:45-4:00

- ❖ **Prerequisites:** Presently a sophomore
Successful completion of an interview
Excellent attendance 95% or better
Up to date with required credits for graduation
2.0 GPA or better
In good standing with school discipline
Able to dedicate 4 out of 7 periods per day

Course Description: The Cosmetology program is a 2 year program with an additional mandatory attendance of 75 hours per year, at off campus events or summertime. All students are required to put in at least 20 hours per week. Students develop skills in beauty culture within a clinical setting, including cutting, styling, relaxing, and hair coloring etc. The state requires each student complete 1500 clinical Clock hours and specific procedures, before being eligible for state licensing exam.

Course Intent: Upon completing the program each student will become eligible for a Indiana Cosmetologist License, issued by the

State of Indiana. This will prepare the students to work entry level jobs.

Assigned Text:

Salon Fundamental (Pivot Point International, Inc 2000

**Salon Fundamentals study guide
Salon Fundamentals state exam review
Salon Fundamental resource DVD
Indiana State Law Books(Indiana State Board of beauty)**

Indiana Professional Standards Covered:

1.1, 1.2, 1.3, 1.4., 4,1, 4.2, 4.3, 4.4, 4.7, 4.8, 4.9, 4.11, 4.12, 4,1

Learning Objectives:

I. Maintain professionalism.

- a) Clean facility and stations**
- b) Establish good communication on the job.**
- c) Launder towels, smocks, and capes**
- d) Master Universal precautions and proper hand washing .**
- e) Exhibit protective clothing and devices to promote safety**
- f) Maintain a safe work area following program policies.**

II. Facials

- a) Give facials**
- b) Facials make-up**
- c) Shape or remove hair by wax depilatory or tweezers.**

III. Sanitation/First Aid;

- a) Administer first aid for cuts and chemical reaction**
- b) Supervise cleaning and sanitation procedures**
- c) Supervise personal hygiene and dress code**
- d) Wash curlers, clips, perm rods and perm trays.**

IV. Wet Hairstyling/ Styling

- a) Set wet hair using pin-curls and/ or rollers**
- b) Mold hair using finger and comb(finger-wave)**
- c) Style hair using curling iron/press combs.**

- d) **Style hair using blow dryer and brush.**
 - e) **Set dry hair using hot rollers.**
- V. **Shampooing, Condition, Cutting and Styling Hair**
 - a) **Shampoo**
 - b) **Condition hair(penetrating)**
 - c) **Style hair by sculpting or wrapping**
 - VI. **Caring for skin, hands and feet**
 - a) **Give Pedicures**
 - b) **Manicure/repair finger nails.**
 - c) **Attach and remove artificial nails**
 - VII. **Permanent waving and Relaxing (Straightening)**
 - a) **Straighten permed and/ or relaxed hair**
 - b) **Give a permanent wave**
 - c) **Perform a preliminary strand test for relaxed hair.**
 - d) **Test skin for chemical sensitivity to perm**
 - VIII. **Hair Cutting**
 - a) **Design(cut) hair**
 - b) **Use clippers on nape and side burns**
 - IX. **Bleach And Coloring Hair**
 - a) **Apply Virgin bleach or color**
 - b) **Remove hair color from skin**
 - c) **Remove artificial (permanent/semi permanent) color from hair.**
 - d) **Apply semi/ permanent hair tint to virgin hair.**
 - e) **Create special hair color effects.**
 - f) **Perform a preliminary strand test for color.**
 - g) **Apply permanent color retouch**

Instructional Strategies/ Method:

1. **Lecture**
2. **Group Work**
3. **Discussion/ Questioning**
4. **Resume' writing**
5. **Job Shadowing**
6. **Guest Speakers**
7. **Hands on training in a lab**
8. **Clubs (Skills USA)**
9. **Internship**
10. **Discovery**
11. **Field trips**
12. **Internet research**
13. **Mentoring**

14. Community Service

Diversity:

It is the policy of the Area Career Center not to discriminate on the basis of race, color, religion, sex, national origin, age or handicap in its programs as required by the Indiana Civil Rights Act(I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964, Title IX (Educational Amend-ments), and Section 504(Rehabilitation Act of 1973).

Special Needs Learners:

If you need course adaptation or accommodations because of a disability, if you have an emergency medical condition to share with me, or if you need special arrangements in case the building must evacuate, please make an appointment with me as soon as possible.

Assignment:

Binders;

All work in binders includes; All procedures and lesson, roller sets, School rules and regulations, class room rules and regulations, grading scale, rubrics, state board rules, project papers. Points 100

Due October 2

Manikin Decorating Contest;

Creative style for the season of halloween, most creative, unique, originality

The face and hair both must reflect upon the season. Points 50

Due October 30

Color Wheel;

Twelve strand color wheel, Primary color wheel, and secondary color wheel

Tertiary color wheel Points 100

Due November 14

Haircut Note book;

Procedures of the 9 different haircuts, 3 pictures (each) for the different hair cuts

No late note books accepted, in less Dr. Note. Points 100

Due December 19

Research Papers;

Hair loss research paper, why it is important for hair donations, who benefits from the hair donated, where can a person send hair that wants to donate. Name the companies or organization involved in hair donations. 100

Due January 15

Index Cards;

Procedures of all practical work; manicuring, pedicures, scalp treatment, all 9

Hair cuts, high lights, low lights, shampoo, waxing, eye brow waxing and tweezing

Perms, hair coloring. Points 100

Due February 20

Grading:

SCALE;

100-96 =A

95-92 =A-

91-89 =B

88-86= B-

85-83= C

82-80 =C-

79-76 = D

75 D-

Below =F

Weights;

Homework/Quiz 5%

Clinic Work 30%

Exams 40%

Personal app. 10%

Binders 5%

Attendance 10%

100%

This grading scale is required by Indiana Professional Licensing Agency, all Students must have 75% or better to pass exams.

Binders and homework must, be turned in weekly. If binders and workbook Assignments are not kept up on a weekly base 5% of your grades will decrease.

Student Expectations:

- 1. All students should be dressed(state required uniforms), prepared and ready to work.(7:15) or(11:45)**
- 2. Complete clinical daily assignments.**
- 3. Weekly assigned chapters read and be prepared for exam at the end of each week.**
- 4. Hands on clinical work daily, servicing clients provided to you.**
- 5. Take 6 week practical exam over subjects covered all hands on work.**
- 6. Participate in any make-up hours provided to you.**
- 7. Involve your parents in all open houses or community awareness.**
- 8. Read and be prepared to discuss and evaluate all required materials.**
- 9. Demonstrate knowledge in the area covered.**
- 10. Attend schedule off campus events and/or community service.**

Class Schedule:

Theory Chapters

Basic Students

Chapters 1

August 25; Professional Development (Healthy Body and Mind)

Pages 23-42 in Salon Fundamentals theory book.

Work-book pages 11-25 in Salon Fundamentals

Study guide'

Test August 29 2008

Work-book due the day of exam

SEPTEMBER 1, 2008 NO SCHOOL

Chapter2

September 2, Salon Ecology (bacteriology)

View Movie on germs and microbes

And how spread in salon(Salon Fundamentals)

Pages 45-51 part 1

Workbook pages 26-32 in Salon Fundamentals

Study guide

Test September 5,

Work-book due day of exam

Chapter 2

September 8 Salon Ecology (Infection Control and First Aid)

View Movie on infection and control(Salon Fundamental

Pages 52-62 (Part 2)

Workbook pages 33-44 in Salon Fundamentals study guide

Test September 12,

Workbook due day of the exam

September 16-18 (ISTEPS Exams)

**September 15 Quiz over practical work (braids, finger waves, thermals
manicures, roller sets)**

September 22 Manicuring and Pedicures

(Part1) Salon Fundamentals pages 571-585

Workbook pages 125,128,129 in Salon Fundamental

Study guide

Test September 26

Workbook due day of exam

September 29

Chapter 7 Trichology (Part 1) Salon Fundamentals 187-196

Workbook pages 165-169 in Salon Fundamentals Study Guide

View Salon Fundamentals video

**Workbook due day of exam
Test October 2**

New Grading Period

- October 6** Chapter 7 Hair care (Draping and Shampooing, scalp massage)
(Part2)Pages 197-216 in Salon Fundamental Text book
Workbook pages 170-172
View video on proper draping and shampoo
Workbook due day of exam
Test on October 10
- October 9** ½ Day AM Students
- October 13** Chapters 13 Hair Coloring (Part 1) The Law of color
Pages 491-503 Salon Fundamentals Text book
Pages 280-283 Salon Fundamentals work book
View video on hair coloring
Test October 17
- October 21** Quiz
- October 23,24** No school Fall Break
- October 27** Chapters 13 Hair coloring (Part 2)
Pages 505-512 Salon Fundamentals textbook
Pages 285 Salon Fundamentals workbook and
Study sheets.
Test October 30
- October 30/31** Halloween Manikins Contest
- November 3** Chapters 7 pages 189-196 Trichology (Disorders of the scalp)
Salon Fundamentals Theory book (Part 2)
No Workbook, study sheet
Due the day of exam
Exam November 7
- November 5** ½ Day AM students, No PM students Staff development
- November 10** Chapter 7 (part3) Trichology (Hair Theory)
Salon Fundamentals Theory book pages 180-186
No Workbook pages, Study sheets
Due the day of exam
Test November 14

November 17	End of term (All assignments turned in) All exams and work due no late work or exams Accepted only with doctors note.(excused absence)
November 24	Chapter 13 Hair coloring Part 3 Hair Lighten Salon Fundamental Theory book pages (512-519) Salon Fundamental Work book (285-286) Work book due day of test Test November 26
December 1	Chapter 9 hair cutting (part 1) Salon Fundamentals Theory Book(255-269) Salon Fundamentals Work book(193-195) Work book due day on test Test December 5
December 8	Chapter 9 Hair Cutting (part 2) Salon Fundamentals Theory Book(pages 269-279) Salon Fundamentals Work book (196-197) Work book due day of exam Test December 12
December 15	Chapter 9 Haircutting (part 3) All the procedures (pages 280-308) Due December 18
December 19	200 Hour Test
December 19	Christmas Party
January 5	Chapter 10 Hairstyling(part 1) Hairstyling theory Salon Fundamentals Theory book 309-329 Salon Fundamentals Work book (211-214) Test January 9
January 12	Chapter 10 Hairstyling(part 2) Thermal waving Salon Fundamentals Theory book 330-338 Salon Fundamentals Work book 215-223 Test January 15
	(New grading Period)
January 19	No School
January 20	Chapter 10 Hairstyling(part 3) Thermal styling procedure

- Salon Fundamentals Theory book pages 339-364**
All procedures for this chapter
Due January 23
- January 26** **Chapter 10 part 4 Volume rollers Salon Fundamentals Theory book pages 378-392**
No work book pages, study sheet.
Study sheet due day of exam
Test January 30
- February 2** **Chapter 11 Wigs and Hair additions(part 1)**
Salon Fundamentals Theory book(pages 393-402)
Salon Fundamental work book pages 242-243
And study sheets due the day of exam
February 6
- February 9** **Chapter 11 Wigs and Hair addition(part 2)**
Salon Fundamentals Theory book (pages)402-410
Salon Fundamentals work book 243-248
Test February 13
- February 16** **No School**
- February 17** **Chapter 11 Wigs and Hair addition(part 3)**
Salon Fundamentals Theory book(pages 410-422)
No work book pages
Study sheets/ due day of exam
Test February 20
- February 23** **Class room safety Quiz**
- February 25** **Class Final Term Test**
- March 2** **No Students Teacher work days**
- March 3-6** **Chapter 8 Design Decisions (part1)**
Salon Fundamentals Theory book(page 217-233)
Salon Fundamental work book (page 184)
Study Sheet/ due day of exam
Test March 6
- March 9** **Chapter 8 Design Decisions(part 2)**
Salon Fundamental Theory book (pages 233-242)
Salon Fundamental work -book(pages 185-188)
No study sheet / work book due day of exam
Test March 13

- March 16** Chapter 8 Design Decisions(part 3) Communication
Salon Fundamental Theory(pages 243-252)
Salon fundamental work book (page 186-188)
Work book due day of exam
Test March 20
- March 23** Cosmetology Math Test
- March 24** Chapter 12 Chemical Texturizing(part1)
Salon Fundamental Theory (page 423- 444)
Salon Fundamental work book(pages 253-255)
Work-book due day of exam
Test March 27
- March 30** Chapter 12 Perm wrap over-view(part 2)
Salon Fundamentals Theory(page 445-460)
No work-book pages/ study sheet
Test April 3
- April 3** Future Career Expo
- April 6** Chapter 12 Chemical Relaxing(part3)
Salon Fundamentals Theory(pages 461-481)
Work-book pages 265/ study sheet
Test April 9
- April 13-17** Spring Break
- April 20** Chapter 12 Chemical Texturizing(part4)
Salon fundamentals Theory book(pages 481-490)
No work-book pages/study sheet
Test April 24
- April 27** Chapter 13 Hair-coloring(part 1)
Salon Fundamental theory book(pages 491-504)
Work-book(page 282)/Study sheet
Test May 1
- May 4** Chapter 13 Hair-coloring(part 2)
Salon Fundamental Theory book(page505-512)
Work-book (page 283) / study sheet
Test May 8
- May 11** Chapter 13 Hair-coloring(part 3)
Salon Fundamental theory book (page 512-519)
Work-book(page 284-285)/ study sheet

	Test May 15
May 18	Chapter 13 Hair-coloring(part 4) Salon Fundamentals Theory(page 520-536) Work-book(pages286)/study sheet Test May 22
May 25	No School Memorial Day
May 26	Chapter 13 Hair-coloring(part 5) Salon Fundamental Theory book(page 537-555) Open book test May 29
May 27	Class Final
May 28	School Picnic
June 1-2	End of school year/class clean up

Class schedule (Hands on Practical work)

Week 1	
August 21	Braids Intro to braids different types of braids(Invisible, Visible, Fishtail; Rope; Twisties)
Week 2	Finger-waves watch video on finger waves as well as demo how Finger-waves are achieved(Horse-shoe, Vertical, Side part, Pencil Waves)
Week 3	Roller placements watch video as well as give demonstration on the 5 different roller placements(basic bubble, State board style and pin-curls)

- Week 4** Thermal waving students will learn how to hold and use Marcel irons
(Basic bubble, spiral curls, flat irons) Parts of a curling iron.
- Week 5** Catch up on any work
- Week 6** Manicuring and pedicure
Basic manicuring; hot-oil manicures and French tips
Basic pedicures
- Week 7** Perms watch video on permanent waving, give demonstration on how
To wrap a perm.(spiral, air-plane, pony-tail, piggy-back, 6 section)
- Week 8** Students will be tested on there hands on training.
(Full head of finger waves, 6 section perm wrap, basic bubble roller set,
basic manicure, spiral thermal, basic bubble thermal)
- Week 9** Shampooing and scalp treatments(learn how to use the high frequency,
Scalp steamer)
- Week 10** Facials and eyebrow waxing, arching
(Plain facials; waxing; make-up, hair remover, false-eyelashes)
- Week 11** Students may catch up on any work behind on.
- Week 12** Hair coloring(intro)
(Color wheel, temporary color, Semi- permanent, Permanent color)
- Week 13** Hair lightening
(High lightening, Low lightening, Slicing, Cap Method, Foiling)
- Week 14** Basic Hair cutting
(How to hold shears and the razor) 0* degrees hair-cuts
- Week 15** Progressive Hair cuts (45* and 90* degrees cuts)
- Week 16** Progressive hair cuts (180*)
- Week 17** Make-up any work missed, continue to review haircuts
- Week 18** Work on Evening styles
- Week 19** Work on Evening styles
- Week 20** razor Haircuts

Week 21 Razor Hair-cuts

Week 22 Nail art

Week 23 Nail art/ Nails tips

Week 24 French tip