

COSMETOLOGY COURSE OUTLINE

TEXTS: Milady's Standard Cosmetology Textbook
Milady's Standard Cosmetology Exam Review
Milady's Standard Cosmetology Theory Workbook

COURSE DESCRIPTION:

The primary purpose of the Cosmetology course trains the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry-level position in Cosmetology or related career avenue. The program is a 1500 clock hour course.

COURSE OBJECTIVES:

Upon completion of the course of training and all course requirements, the determined graduate will be able to:

1. Perform in both theory and practical experience, providing information in all phases of Cosmetology.
2. Successfully pass the state board examinations.
3. Work in a professional hairstyling salon as licensed cosmetologists.
4. Perform in cosmetology-related occupations.
5. Develop employer / employee relationships and effective communications skills.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

EVALUATION: OF ACHIEVEMENT IN A GIVEN SUBJECT IS THE OFFICIAL RESPONSIBILITY OF THE ASSIGNED INSTRUCTOR. GRADING OF ACHIEVEMENT IS BASED UPON PREDETERMINED CRITERIA, WHICH ARE ANNOUNCED TO THE STUDENTS AT THE BEGINNING OF THE COURSE.

GRADING: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% or greater and pass a written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Written:	93-100	EXCELLENT	Practical:	4	EXCELLENT
	85-92	VERY GOOD		3	VERY GOOD
	75-84	SATISFACTORY		2	SATISFACTORY
	Below 70	FAILING		1	FAILING

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

COSMETOLOGY COURSE UNITS	HOURS
ORIENTATION, THEORY, SALON MANAGEMENT, MISC.	330
<p>State Laws, Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, Ethics, Hygiene, Grooming, Personality Development, Success Principles, Poise, Fashion Voice Development, Sales, Communications, Sanitation, Sterilization, Bacteriology, Business Planning, Written Agreements, Salon Operations, Policies and Practices, Compensation, Payroll Deductions, Telephone Use, Advertising, Public Relations, Insurance, Goal Setting.</p>	
<p><i>The following subjects to include related theory, anatomy physiology, preparation, skill procedures, practices, products, materials and implements, hair analysis, client consultations, client record keeping and safety.</i></p>	
SHAMPOOS, RINSES, SCALP TREATMENTS	90
<p>Disorders of Hair and Scalp, Scalp Treatments, Related Chemistry</p>	
CHEMICAL REARRANGING – PERMS AND RELAXERS	240
<p>Hair restructuring/permanent waving and chemical hair relaxing</p>	
HAIR COLORING AND BLEACHING	120
<p>Temporary, Semi-Permanent, Permanent Applications, Bleaching, Tinting, Toning, Special Effects, Problems</p>	
MANICURING, PEDICURING, NAIL EXTENSIONS	90
<p>Theory of Massage, Advanced Nail Techniques</p>	
FACIALS, MAKEUP, SKIN CARE	60
<p>Theory of Massage, Facial Treatments, Makeup Application, Artificial Eyelashes, Removal of Unwanted Hair, Eyelash and Brow Tinting, Light Therapy, Electrical Appliances</p>	
HAIR STYLING AND HAIR CUTTING	570
<p>Wet Styling, Blow Drying, Finger Waving, Air Waving, Hair Pressing, Hair Shaping, and Cutting</p>	
TOTAL HOURS	<u>1500</u>

The above hour requirements must be met in each category in addition to all other licensing requirements to be eligible for the state examination.

Teacher Training Program

I. GENERAL COURSE INFORMATION

- A. Course Description: Prerequisite for this course is an Arkansas Cosmetology License in Cosmetology, Manicuring, or Esthetics. This course is designed as an overview of the skills and knowledge necessary for the instruction of cosmetology students.
- B. Course Learning outcomes: Learning outcomes/objectives are determined by local occupational needs and business/industry trends.
Specific goals/objectives of this course are to:
- The student will develop an understanding of the rules and regulations of Arkansas Beauty School- Little Rock and the state.
 - The student will demonstrate an understanding of teaching methodologies.
 - The student will exhibit an understanding of teaching of lesson plan development.
- C. Course Competencies:
Upon successful completion of this course, the student will:
1. Possess knowledge of the rules and regulations of Arkansas Beauty School- Little Rock department and the state.
 2. Demonstrate teaching methodologies.
 3. Identify major points in lesson plan development
- D. Academic Integrity: It is the aim of the Arkansas Beauty School-Little Rock to foster a spirit of complete honesty and high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the Arkansas Beauty School-Little Rock Catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog). At times, working with other students is encouraged for some assignments. If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR.
- E. Verification of Workplace Competencies. Successful completion of this course permits qualified students to enroll for specifically restricted skill courses that can lead to Arkansas Teacher Training Licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

- A. Textbooks
1. Milady’s Standard Textbook of Cosmetology
 2. Milady’ Master Educator Exam Review Book

3. Cosmetology Statues General Rules and Regulations including the Cosmetology Commission Sanitary Rulings
 4. Milady's Master Educator Student Course Book
 5. Guidelines for the Arkansas Cosmetology Board State Licensure Exam
- B. Attendance Policy:
1. Punctual and regular attendance is required of all cosmetology students. there are no excused absences. Unexcused tardiness and absences will not be tolerated.
 2. Instructors will monitor students' clock hours and students who have less than a 67% attendance will be placed on probation." A Student Advising form" will be executed and placed in the student's folder.(Probation is a written warning signed by the student and appropriate faculty noting that failure to maintain hours will result in the student's administrative withdrawal from the program).
- C. Assignment Policy: All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is **due on the class period assigned**. Late work is generally not acceptable; however special consideration is subject to instructor discretion whether or not the work is acceptable. Weekly assignment schedule will be posted on classroom bulletin board.
- D. Grading Policy/Procedure and/or methods of evaluation. Arkansas Beauty School- Little Rock requires a minimum grade of 70; therefore this course requires the same. An overall grade below 70 is considered an **F**.
- E. Special Requirements—Safety Policy. Students should adhere to safety standards established in the school handbook. Students in Cosmetology must follow all safe practices practical work areas.

III. COURSE OUTLINE

- A. Students will demonstrate competencies in the following tasks:
1. Understanding of the rules and regulations of Arkansas Beauty School-Little Rock
 2. Understanding of teaching methodologies
 3. Understanding of lesson plan development

UNITS OF INSTRUCTION AND HOURS: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

HOURS SUBJECT/UNIT

50 ORIENTATION: School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics;

Business Plan; Written Agreements; School Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

250 METHODS OF TEACHING AND CLINIC MANAGEMENT: Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review

100 STUDENT SALON/CLINIC MANAGEMENT: Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

200 INSTRUCTION AND THEORY: Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/Measurement Instruments; Academic Advising

600 TOTAL HOURS

Esthetics Program Outline

Description:

The Esthetics course is 600 clock hours and meets the requirements of the Arkansas Cosmetology Board of Licensing and Regulation. The scheduled finish time for this course is 4 months for full-time and 8 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.

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

Library of Books, Magazines, and DVD's

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 30 hours, projects and activities.

Phase I:

Phase I is from the start of the program to 150 hours and completing the first mock state board practical exam. 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 and 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 and complete the workbook, assignments, and products of the day for each chapter in Phase I. Part-time students will follow the same schedule except that practice time will be during the following four weeks or until the student reaches 150 hours. An exam guideline will be provided for preparation of the mock state board practical exam.

Phase II:

Upon completion of Phase I until graduation from the program, the student will continue to attend lecture and complete the entire workbook, projects/assignments and products of the day until all chapters are complete. All missing and late work will be required before the 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 2 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 independence 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.

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	Assignment or Workbook	Lecture	Assignment or Workbook	Lecture	Lecture or Test
9:50 - 10:00	Break	Break	Break	Break	Break
10:00 - 4:00	Practical	Practical	Practical	Practical	Practical
Various Times	Lunch	Lunch	Lunch	Lunch	Lunch
Various Times	Break	Break	Break	Break	Break
4:00 - 4:30	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	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

Graduation Requirements: To complete the Esthetics program, each student will:

- Complete all written work including tests, assignments, projects and all required practical and clinic work.
- 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 600 clock hours and all technical requirements required by TDLR
- Complete an exit interview and exit paperwork
- Make satisfactory arrangements for payment of all debts to the school

Grading:

Students must maintain a minimum grade average of 70% 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 products of the day are 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. A 10-point penalty applies on each assignment for each day work is late. Two comprehensive written finals are given at the completion of all chapter tests; the minimum passing score on a written final is 80%. The grading scale is:

Grading Scale: 100-90=A

89-80=B

79-70=C

Below 70=F

Product Usage:

When working on a manikin, students will be required to use manikin quality products.

Units of Instruction:

Textbook Chapters and Sources	Unit Description	Total Weeks
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
Arkansas Department of Licensing and Regulation	Laws and Rules	1

ARKANSAS BEAUTY SCHOOL-LITTLE ROCK

Manicure Program Outline

Program Name: Manicuring

Program Description:

The 600-hour manicuring program consists of training in such topics as manicuring, pedicuring, acrylics, and gel nails. The primary purpose of the program is to train students in both theory and practical skills, which will prepare them for state licensure and enhance their employment opportunities. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operation. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and ethical approach to this profession, as well as the business and legal aspects of salon operations.

Program Goals:

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of manicuring.
2. To prepare student to successfully pass the state board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed manicurist.
4. To perform in manicuring related occupations.
5. To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communication skills.

Program Format: (Instructional Techniques and Methods):

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio-visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

Evaluation Procedures:

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board Class
5. Final Examination

Required Level of Achievement:

All students are required to maintain at least a 70% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 70% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

Texts:

1. Milady Standard Nail Technology 7th Edition
2. Milady Standard Nail Technology 7th Edition Theory and Practical Workbooks
3. Milady Standard Nail Technology 7th Edition Exam Review

References:

1. Milady's Standard Practical Workbook
2. Making it Count: Math for the Beauty and Wellness Industry
3. Beauty and Wellness Dictionary, 3rd Edition

Program Content**Orientation**

A. School Rules and Regulations	
B. History and Career Opportunities	10
C. Life Skills	5
D. Your Professional Images	5
E. Communicating for Success	5
F. Infection Control: Principles and Practices	75
G. General Anatomy and Physiology	10
H. Skin Structure, Growth, and Nutrition	10
I. Nail Structure, Growth	10
J. Nail Disorders and Diseases	10
K. Basics of Chemistry	10
L. Nail Product Chemistry Simplified	15
M. Basics of Electricity	100
N. Manicuring	100
O. Pedicuring	100
P. Electric Filing	40
Q. Nail Tips and Wraps	40
R. Monomer Liquids and Polymer Powder Nail Enhancements	40
S. UV and LED Gels	40
T. The Creative Touch	40
U. Seeking Employment	20
V. On the Job	10
W. The Salon Business	10