

BASIC COSMETOLOGY OPERATOR COURSE CURRICULUM & OUTLINE

COURSE DESCRIPTION:

A study of the basic principles of cosmetology that include a basic understanding of the skin and hair and the products and procedures used in their care. This is a clock hour course and it will run 12 months long.

COURSE GOALS:

Upon completion of this course, the student shall have demonstrated competencies required to pass the Texas Department of Licensing and Regulations examination and the ability to:

1. Understand the fundamentals of cosmetology.
2. Understand and utilize required sterilization & sanitation processes and procedures.
3. Understand and properly utilize the chemicals, procedures and processes associated with permanent waving, hair coloring, relaxers and recurls.
4. Understand & utilize various styles in hairstyling procedures.
5. Practice proper comb-out, blow-drying & finishing techniques.
6. Shape & thin hair using scissors, thinning shears, razor & electric clippers.
7. Analyze various scalp & hair conditions & apply various scalp & hair treatments in accordance with identified conditions.

COURSE FORMAT:

The course will be a combination of lecture, problem solving, question and answer, role-playing, competitions, student presentations/projects, classroom activities/games, demonstration and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented with guest artist, visual aids, and other instructional techniques.

UNIT OUTLINE:

I. ORIENTATION (100 HOURS)

- A. Rules and Regulations of School
- B. Professional & Personal Operator Development
- C. Professional Ethics
- D. Hygiene & Good Grooming
- E. Personality Development
- F. Employee & Customer Relationship
- G. Employer & Employee Relationship
- H. Salesmanship & Product Knowledge
- I. Business Administration in Relation to Beauty Salon Operations
- J. Sanitation & Sterilization
- K. Texas Department of Licensing & Regulations Rules & Regulations
- L. Safety

II. SHAMPOO AND RELATED THEORY (100 HOURS)

- A. Shampoo
- B. Types of Shampoo
- C. Chemistry of Shampoo
- D. Practical Procedure for Shampooing
- E. Safety & Sanitation

III. HAIR AND SCALP TREATMENT AND RELATED THEORY (50 HOURS)

- A. Scalp Treatments and Manipulations & their Procedures
- B. Hair Treatments & their Procedures
- C. Related Knowledge, the Skin & Scalp
- D. Disorders of the Skin, Scalp & Hair
- E. Chemistry of Hair
- F. Safety & Sanitation

IV. COLD WAVING AND RELATED THEORY (200 HOURS)

- A. Procedure-Normal Hair
- B. Procedure-Tinted & Bleached Hair
- C. Procedure-Problem Hair
- D. Procedure-Recurling
- E. Cold Wave Chemistry
- F. Product Knowledge of Chemicals
- G. Knowledge and Analysis of Hair
- H. Safety & Sanitation

V. CHEMICAL HAIR RELAXING AND RELATED THEORY (50 HOURS)

- A. Procedure-Normal Hair
- B. Procedure-Tinted Hair
- C. Procedure-Problem Hair
- D. Knowledge and Analysis of Hair
- E. Methods of Chemical Hair Relaxers
 - 1. Sodium Hydroxide
 - 2. Thioglycolate
- F. Product Knowledge of Chemicals
- G. Safety & Sanitation

VI. HAIR COLORING AND RELATED THEORY (200 HOURS)

- A. Temporary Color
- B. Semi-Permanent Color
- C. Permanent Color, Bleaching and Toning
- D. Techniques in all Color Applications
- E. Corrective Work
- F. Chemistry of Color
- G. Related Knowledge & Analysis of Hair
- H. Safety & Sanitation

VII. MANICURING AND RELATED THEORY (100 HOURS)

- A. Implements and Equipment
- B. Types of Manicure
 - 1. Plain
 - 2. Oil
 - 3. Shellac
- C. Related Anatomy
- D. Nail Disorders of the Nail
- E. Practical Procedure for Manicuring
- F. Safety & Sanitation

VIII. FACIALS AND RELATED THEORY (50 HOURS)

- A. Facials
- B. Make-up
- C. Lash & Brow Tint
- D. Eyebrow arches
- E. Temporary Hair Removal
- F. Skin Disorders
- G. Cosmetic Chemistry
- H. Related Anatomy
- I. Practical Procedures for each
- J. Safety & Sanitation

IX. HAIR CUTTING AND HAIR STYLING AND RELATED THEORY (500 HOURS)

- A. Finger waving
- B. Pin curls
- C. Roller curls
- D. Style patterns
- E. Artistry in Hairstyling
- F. Comb-out techniques
- G. Thermal iron curling
- H. Blow-dry styling
- I. Practical Procedure of each
- J. Safety & Sanitation
- K. Introduction to Hair shaping
- L. Types of haircuts
- M. Implements used
 - 1. Scissors
 - 2. Razor
 - 3. Thinning shears
 - 4. Electric clippers
- N. Procedures
- O. Safety & Sanitation

X. CHEMISTRY (75HOURS)

- A. Chemistry of Cold Waving
- B. Chemistry of Color
- C. Chemistry of Chemical Hair Relaxing

- D. Chemistry of Shampooing
- E. Chemistry of Facial Products

XI. SALON MANAGEMENT (75 HOURS)

- A. The Salon Industry
- B. Job Search
- C. Professional Relationships
- D. Salon Ownership
- E. Salon Retailing
- F. Resume' Writing
- G. Code of Ethics

TOTAL HOURS: 1500

COURSE EVALUATION:

Written exams are given at the end of each unit of study. During the unit of study where practical procedures need to be done, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given five progress reports during their training. The first is given upon completion of their Freshmen Level Notebook, the second evaluation after Level I Notebook, the third evaluation at the completion of Level II Notebook, the fourth evaluation at the completion of Level III Notebook and the fifth upon completion of their training based on written, practical and lab work.

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

90-100%.....EXCELLENT
 80-89%.....GOOD
 70-79%.....SATISFACTORY BELOW
 70%.....FAILING

ATTENDANCE:

All students are expected to attend classes and to be involved in the learning process. Thirty-one hours per week attendance is required unless specific curriculum has been approved. Students must be checked in by 8:45 a.m. and be seated in theory class. Any student who is tardy cannot check in until 9:45 a.m. If a student is repeatedly tardy or absent, they are subject to suspension.

See Rules & Regulations for further details.

REFERENCES:

BOOKS:

PERIODICALS:

- I. Pivot Point Cosmetology Fundamentals Text Book and Study Guide
- II. Pivot Point Designer's Approach
 - A. The Designer's Approach to Hair Sculpture
 - B. Long Hair Graphics
 - C. Designer's Approach to Hair Design
 - D. Salon Success and Success Journal
 - E. Designer's Approach to Texture
 - F. Designer's Approach to Color Design
- III. Texas Department of Licensing and Regulations Book

- IV. Modern Salon Magazine
- V. American Salon Magazine
- VI. Nail Pro Magazine
- VII. Pivot Point's Design Forum
- VIII. Pivot Point's LAB
- IX. Pivot's Sprint Magazine
- X. A Little More Off the Top by Michael Cole
- XI. Everything Matters by Eric Fisher
- XII. The Value Stream by Eric Fisher