



## **CURRICULUM AND COURSE OUTLINE - COSMETOLOGY**

### **COURSE DESCRIPTION:**

Cosmetology is a Certificate of Completion program that studies the basic understanding of hair, skin, and nails. In this instructional sequence course students will coordinate integration of academics, career training, laws and rules, and technical knowledge skills designed to provide job-specific training with the understanding of the products and procedures used in their care. This is a 1500 clock-hour course, and it may run 45 weeks (full-time), and 66 weeks (part-time).

### **CLASS TIMES:**

**Day Class** Tuesday & Wednesday 8:30am-3:30pm, Thursday-Saturday 8:30am-4:00pm  
**Evening Class** Tuesday - Friday 5:00pm- 9:00pm, & Saturday 8:30am - 4:00pm  
**Makeup Mondays Hybrid Only (Optional from Instructor)**

### **COURSE GOALS:**

Upon completion of this course, the student shall have demonstrated practical skills, theoretical knowledge, key competencies required to pass the Michigan 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 re-curls.
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 artists, 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. Michigan Department of Licensing & Regulations Rules & Regulations
- L. Safety

### **II. SHAMPOO AND RELATED THEORY (50 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 (150 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, and 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-Re-curling
- 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 of 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 (75 HOURS)**

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 completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

**GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:**

A-100%-90% .....	Excellent
B-89%-80% .....	Good
C-79%-75% .....	Satisfactory
D- Below 74%.....	Failure

**ATTENDANCE:**

All students are expected to attend classes and be involved in the learning process. Thirty-five hours per week attendance is required unless specific curriculum changes have been approved. Students must be checked in by 8:45 a.m. and 5:45 p.m. daily. Any student who is late cannot check in unless authorized by the school director. If a student is repeatedly tardy or absent, they are subject to suspension.

**REFERENCES, BOOKS, PERIODICALS:**

Milady Standard Cosmetology Textbook and Study Guide

MindTap Milady Standard Cosmetology Book (digital)

State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules).



Dymond Designs Beauty School  
3300 E. Jefferson Ave. Ste. 450  
Detroit, MI 48207  
313-974-6164

## **CURRICULUM AND COURSE OUTLINE- ADVANCED ESTHETICS**

### **COURSE DESCRIPTION:**

The primary purpose and goal of the **Advanced Esthetics Program** is to rapidly train students to have a strong and advance foundation in Esthetics with an up-to-date text for career learning with introductory topics such as science basics, infection control, manipulative skills, safety judgements, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills. Students will be trained to receive state licensure and gainful employment. The Advanced Esthetics Program will prepare students to receive a Certificate of Completion as an Esthetician and Hydra Facialist. This program also includes training in professional skin care line, advanced esthetics facial equipment, lash extension, HydraFacial, skin treatments, advanced makeup (FX- Makeup), facial equipment, brow lamination, brow rehab, hair removal, chemical exfoliation, dermaplaning, chemical peels, consultation, and skin analysis best practices. This is a **600** clock-hour course that may run 18 weeks (full-time), 30 weeks (part-time).

### **CLASS TIMES:**

Day Class Tuesday - Saturday 8:30am - 4:30pm

Evening Class Tuesday - Friday 5:00pm - 9:00pm and Saturday 8:30am - 4:30pm

Makeup Mondays Hybrid Only (**Optional**)

### **COURSE GOALS:**

Upon completion of this 600 clock-hour course the student shall have demonstrated practical and advanced skills along with theoretical key competencies required to pass the state exam through the Michigan Department of Licensing and Regulations. Students are allowed to take the exam at 400-clock hours or upon completion of the 600-clock hour course. Students will have demonstrated the ability to:

- Understand the fundamentals of Esthetics.
- Understand and utilize required sterilization & sanitation processes and procedures.
- Be introduced and orientated to user group training for CIMA (digital training platform) Milady.
- Understand and properly utilize the chemicals, procedures, and processes associated with Esthetics.
- Understand and demonstrate the use of Dermalogica and Hydra Facial.
- Practice effective communication skills, visual poise, and proper grooming.

- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform basic and advanced manipulative skills in the areas of facial massages, with the effective use of implements and equipment, proper application of makeup (corrective/FX special affects etc.), unwanted hair removal, and lash applications which includes lash extensions.
- Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.
- Continue advancing for career success by learning new and current information related to skills, trends, and methods for career development in esthetics and related career positions.
- Learn and practice skincare treatments that are trending with professional skincare treatments and products with Dermalogica and Hydra Facial partners.
- Learn and develop business skills and training.

### **COURSE FORMAT:**

The course will be a combination of lectures, problem solving, question and answer, role-playing, competitions, student presentations/projects, classroom activities/games, demonstration, and student participation. Students will be provided instruction in skin care services. The student will demonstrate their knowledge of Esthetics theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented with guest artists, visual aids, and other instructional techniques. Exams will be given at the end of each unit of study. Students will need to complete practical procedures for each unit of study which will be evaluated by their instructor. Students are assigned and evaluated on lab/clinical assignments during their training and all evaluations are based on written/practical applications and lab work.

### **METHOD OF INSTRUCTION:**

Theory/Practical content will be taught using reading, on-line content, in-person training, lecture, video media, computer-based learning activities and in-person demonstration by instructors or licensed professionals. This program has the option for in-person or digital training (if applicable) for this course. Technology is also used to deliver methods of instruction to students who are not learning in-person. The use of technology supports regular substantive interaction between the students and instructor. On-line lectures and/or demonstrations (live or virtual) will be given from instructors and/or licensed professionals with the use of the CIMA platform and Zoom (if applicable). Computer based learning activities are offered in-person and through distant education which includes reading assignments, practice quizzes, games that are focused on content reinforcement and videos that are assigned for all chapters using the CIMA platform which is the textbook on-line software companion. Computer-based learning is also available for students who are eligible for distance education. However, all methods of delivery are taught in-person.

Successful completion of this course will require the use of a laptop or other electronic device to access CIMA, Zoom and other platforms that Dymond Designs Beauty School will use to enrich the educational environment.

In-person education will be used for this course. In-person education is considered education that is provided to the student in-person on the campus. All in-person and digital practical applications will be reviewed and overseen by a licensed instructor. Additionally, practical evaluations and mock exams will be in-person in a proctored environment.



## **UNIT OUTLINES:**

### **I. ORIENTATION**

History and Career Opportunities  
Life Skills  
Your Professional Image  
Communicating for Success

### **II. GENERAL SCIENCE**

Infection Control: Principles and Practices  
General Anatomy and Physiology  
Basics of Chemistry  
Basics of Electricity  
Basics of Nutrition

### **III. SKIN SCIENCE**

Psychology and Histology of the Skin  
Disorders and Diseases of the Skin  
Skin Analysis  
Skin Care Products: Chemistry Ingredients, and Selection

### **IV. ESTHETICS**

The Treatment Room  
Facial Treatments  
Facial Massages  
Facial Machines  
Hair Removals  
Advanced Topics and Treatments  
The World of Makeup  
Lash Extensions  
Chemical Peels  
FX Make-Up  
Brow Lamination  
Brow Rehab  
Chemical Exfoliation  
Derma planning  
Consultation and Skin Analysis  
Hydra Facial Treatments

### **V. BUSINESS SKILLS**

Career Planning  
The Skin Care Business  
Selling Products and Services

**SUBJECT:**

1. Sanitation/ Patron protection, laws and rules, Personal hygiene, Salon management.
2. Mechanical and electrical equipment safety
3. Anatomy and disorders
4. Artistic principles/makeup
5. Facial/skin care techniques
6. Chemistry/occupational safety and health administration
7. Temporary removal of hair

**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 completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

**GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:**

90-100%	EXCELLENT
80-89%	GOOD
75-79%	SATISFACTORY
BELOW 75%	FAILING

**ATTENDANCE:**

All students are expected to attend classes and be involved in the learning process. Students are required to attend class thirty-five hours per week (full-time) and twenty-three hours per week (part-time) unless specific curriculum changes have been approved. Students must be clocked in by 8:45 a.m. and 5:45 p.m. daily. Any student who is late cannot clock in unless authorized by the school director or instructor.

**REFERENCES, BOOKS, PERIODICALS:**

Milady Standard Esthetics Fundamentals Textbook  
Milady Standard Esthetics Foundation  
Milady Advanced Lash Textbook  
State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules)



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## **CURRICULUM AND COURSE OUTLINE ESTHETICS**

### **COURSE DESCRIPTION:**

Esthetics is a Certificate of Completion course that studies the basic principles and techniques associated with skincare. Students will learn skin science, basic facials, product knowledge, hair/makeup removal, laws and rules, physiology and anatomy of skin, disorders/diseases of the skin, safety/sanitation, and salon/spa management. This program is a 400 clock-hour course that may run 12 weeks (Full-time), and 20 weeks (Part-time).

### **CLASS TIMES:**

Day Class Tuesday - Saturday 8:30am - 4:30pm  
Evening Class Tuesday - Friday 5:00pm - 9:00pm and Saturday 8:30am - 4:30pm  
Makeup Mondays Hybrid Only (**Optional**)

### **COURSE GOALS:**

Upon completion of this course, the student shall have demonstrated practical skills, theoretical knowledge, key competencies required to pass the Michigan Department of Licensing and Regulations examination and the ability to:

1. Understand the fundamentals of Esthetics.
2. Understand and utilize required sterilization & sanitation processes and procedures.
3. Understand and properly utilize the chemicals, procedures and processes associated with Esthetics
4. Promote Wellbeing of patron
5. Perform an in-depth skin analysis
6. Use various mediums and techniques for safe hair removal
7. Make-up application
8. Apply appropriate infection prevention and control practices to prevent transmission of infection
9. Advise clients and proper consultation of patrons.

### **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 be provided instruction in skin care services. The student will demonstrate their knowledge of Esthetics theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented with guest artists, visual aids, and other instructional techniques.

## **UNIT OUTLINES:**

### **VI. ORIENTATION**

History and Career Opportunities Life Skills

Your Professional Image Communicating for Success

### **VII. GENERAL SCIENCE**

Infection Control: Principles and Practices General Anatomy and Physiology

Basics of Chemistry Basics of Electricity Basics of Nutrition

### **VIII. SKIN SCIENCE**

Psychology and Histology of the Skin Disorders and Diseases of the Skin Analysis

Skin Care Products: Chemistry Ingredients, and Selection

### **IX. ESTHETICS**

The Treatment Room Facial Treatments Facial Massage Facial Machines

Hair Removals

Advanced Topics and Treatments The World of Makeup

### **X. BUSINESS SKILLS**

Career Planning

The Skin Care Business Selling Products and Services

**TOTAL HOURS: 400**

## **Subject:**

1. Sanitation/ Patron protection, laws and rules, Personal hygiene, Salon management.

2. Mechanical and electrical equipment safety
3. Anatomy and disorders
4. Artistic principles/makeup
5. Facial/skin care techniques
6. Chemistry/occupational safety and health administration
7. Temporary removal of hair

### **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 completed, they will also be evaluated. Students are assigned a minimum number of lab requirements. Students are given progress reports during their training. Upon completion of their training students' evaluations are based on written and practical applications and lab work.

GRADING SYSTEM USED FOR ALL TESTS IS AS FOLLOWS:

90-100%	EXCELLENT
80-89%	GOOD
75-79%	SATISFACTORY
BELOW 75%	FAILING

### **ATTENDANCE:**

All students are expected to attend classes and be involved in the learning process. Thirty-five hours per week attendance is required unless specific curriculum changes have been approved. Students must be checked in by 8:45 a.m. and 5:45 p.m. daily. Any student who is late cannot check in unless authorized by the school director. If a student is repeatedly tardy or absent, they are subject to suspension.

### **REFERENCES, BOOKS, PERIODICALS:**

Milady Standard Esthetics Fundamentals Textbook

MindTap Standard Esthetics Fundamentals Textbook (digital)

State of Michigan Barbering and Cosmetology Law Book (Occupational Code, Related Statutes, Administrative Rules and Related Rules).