



## **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).