

MISSION TRAILS REGIONAL OCCUPATION PROGRAM

1. **COURSE TITLE:** COSMETOLOGY

2. **CBEDS TITLE:** COSMETOLOGY

3. **CBEDS NUMBER:** 13202

4. **JOB TITLES:** Hair Stylist – Hair Cutter – Permanent Wave Specialist – Colorist --
Manicurist – Esthetician

5. **COURSE DESCRIPTION:** This career oriented educational program is designed for men or women who are interested in a professional level position in the world of beauty and fashion. The graduating student may work for someone, rent a booth, or go into business for him/herself. Teaching methods blend and balance in-depth study, research, practical training, and experience in the skills and knowledge of beauty and cosmetology. Students learn the secrets and techniques for designing the total look of beauty and harmony. In addition, students learn and develop the skills and know-how of human relations and customer satisfaction. Upon completion of the requirements of all criteria cards and passing the appropriate incremental tests, the student will be issued a diploma and be allowed to sit for licensure board exam.

6. **HOURS:** 1600

7. **PREREQUISITES:** Tenth grade education and over 16 years of age.

8. **REVISION DATE:** January 1, 2004

COURSE OUTLINE:

a. CONTENT AREA SKILLS:

i. EXPECTED STUDENT OUTCOMES

ii. HOURS OF INSTRUCTION

COURSE OUTLINE

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOMES	HOURS		
		CL	CC	C P
Instruction will include:	Student will be able to:			
1. Hairstyling	1. Sit for the state exam & perform to job entry level skills in: shampooing, conditioning, finger waving, pincurling, roller curling, thermal waving, thermal curling, thermal straightening & comb-outs.	45	260	
2. Permanent Waving & Chemical Straightening	2. Sit for the state exam & perform to job entry level skills in: roller (rod) waving & straightening with thioglycolate & sodium hydroxide base solutions	45	105	
3. Haircutting & Shaping	3. Sit for the state exam & perform to job entry level skills in: wet & dry cutting using the razor (shaper) , scissors, tapering shears, & clippers.	20	80	
4. Hair coloring & Bleaching	4. Sit for the state exam & perform to job entry level skills in: tinting with temporary, semi-permanent, demi-permanent, and permanent colors. Also, color remover with bleaches & color removers. Added stylized techniques are also part of the course.	40	70	
5. Scalp & Hair Treatments	5. Sit for the state exam & perform to job entry level skills in: hair and scalp treatments.	5	20	
6. Facials: Manual, Electrical, & Chemical	6. Sit for the state exam & perform to job entry level skills in: facial cleansing, manipulations, bleaching & packs, applications of make-up, removal of facial & brow hair by use of tweezers, wax & depilatories.	50	70	

CL = Classroom
 CC = Comm. Class.
 CP = Co-op Ed.

<p>Nails: Manicuring, Pedicuring, Artificial Nails & Tips, Wraps & Repairs.</p>	<p>7. Sit for the state exam & perform to job entry level skills in: the art of nail care, including artificial tips & wraps, acrylic nails, manicuring & pedicuring.</p>	<p>35</p>	<p>39</p>	
<p>8. Disinfection and Sanitation</p>	<p>8. Sit for the state exam & perform to job entry level skills in: the differing techniques of disinfecting & sanitizing equipment & providing for the customers' protection.</p>	<p>20</p>	<p>10</p>	

9 COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

i) **EXPECTED STUDENT OUTCOMES**

ii) **HOURS OF INSTRUCTION**

COURSE OUTLINE

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>1. Personal Skills</p> <ul style="list-style-type: none"> ▪ Classroom policies & procedures ▪ Ethics <ul style="list-style-type: none"> → Work → Business ▪ Sexual harassment laws ▪ Personal skills, including positive attitude, self-confident, honesty, perseverance & self-discipline ▪ Professional appearance ▪ Time management ▪ Lifelong learning 	<p>1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management, & other positive traits affect employability.</p> <ul style="list-style-type: none"> ▪ Demonstrate and understand classroom policies & procedures ▪ Define work and business ethics & demonstrate the importance of ethical standards & social responsibilities in the business environment. ▪ Discuss the laws applicable to sexual harassment & discuss tactics for handling harassment situations. ▪ Demonstrate personal skills in class and/or business environment: <ul style="list-style-type: none"> → Positive attitude → Self-confidence → Honesty → Perseverance → Self-discipline → Timeliness → Success techniques ▪ Demonstrate and model personal hygiene and acceptable professional attire ▪ Prioritize tasks and meet deadlines as well as scheduling skills ▪ Explain the importance of lifelong learning 	<p>Integrated in content area skills 100 hours</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>2. Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Group dynamics ▪ Conflict resolution and negotiation (client interaction) ▪ Team work with other stylists ▪ Etiquette across gender and cultural groups 	<p>2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ul style="list-style-type: none"> ▪ Identify and explain the key concepts of group dynamics and team working ▪ Discuss and demonstrate the dynamics of conflict resolution and negotiation, and their importance within the business environment ▪ Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles ▪ Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	<p>Integrated in content area skills</p>
<p>3. Thinking and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ Critical and creative thinking skills ▪ Logical reasoning and problem-solving skills as in hair analysis ▪ Numerical estimation, measurement, and calculation as in chemical mixtures ▪ Identify, locate, and organize needed information and propose, evaluate, and select alternative solutions 	<p>3. Understand the importance of critical thinking and problem-solving skills in the workplace.</p> <ul style="list-style-type: none"> ▪ Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed ▪ Demonstrate logical reasoning and problem solving skills in a work environment ▪ Apply numerical estimation, measurement and calculation skills to business applications including the following: <ul style="list-style-type: none"> → Whole number math → Fractions → Counting & monetary functions → Use of formulas ▪ Recognize problem situations; identify, locate and organize needed information, and propose, evaluate and select from alternate solutions 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>4. Communication Skills</p> <ul style="list-style-type: none"> ▪ Written communications ▪ Verbal and Nonverbal communications ▪ Active and effective listening ▪ Proper etiquette in business communications ▪ Use of reference material and handbooks ▪ Oral presentations 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> ▪ Read and implement written instructions, technical manuals, written communication, and reference books ▪ Present a positive image of verbal and nonverbal communication through use of appropriate methods ▪ Demonstrate active and effective listening skills through verbal, nonverbal and written feedback ▪ Demonstrate proper etiquette in business communications, including an awareness of requisite for international communications (languages, customs, and time zones) ▪ Exhibit a proficiency in the use of reference materials such as technical books, telephone directory, zip code directory, client records and office handbooks 	<p>Integrated in content area skills</p>
<p>5. Occupational Safety</p> <ul style="list-style-type: none"> ▪ Good safety practices 	<p>5. Understand occupational safety issues, including avoidance of physical hazards</p> <ul style="list-style-type: none"> ▪ Model and implement good safety practices including: <ul style="list-style-type: none"> → Avoidance and reporting of physical hazards in the work environment → Safe operation of equipment → Proper handling of hazardous materials → Customer (patron) protection → Knowledge of electricity 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>6. Employment Literacy</p> <ul style="list-style-type: none"> ▪ Expand awareness of career opportunities ▪ Set employment goals and objectives ▪ Aptitudes, personal characteristics and interests ▪ Develop portfolio to C-TAP standards ▪ Develop interviewing techniques 	<p>6. Understand career paths and strategies for obtaining employment.</p> <ul style="list-style-type: none"> ▪ Explore career opportunities and develop a career plan ▪ Identify steps for setting goals and writing personal goals and objectives ▪ Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities ▪ Develop a portfolio to include the following: <ul style="list-style-type: none"> → Letter of Introduction → Cover letter → Resume → Thank you letter → Job application → Licenses, Certificates and Awards → Transcripts → Letters of Recommendation → Work Samples 	<p>Integrated in content area skills</p>
<p>7. Technology Literacy</p> <ul style="list-style-type: none"> ▪ Apply Industry specific technology ▪ Accessing information ▪ Lifelong enhancement of technology skills 	<p>7. Understand and adapt to changing technology.</p> <ul style="list-style-type: none"> ▪ Identify and demonstrate use of appropriate technology ▪ Identify and be aware of upcoming industry specific software ▪ Understand the importance of lifelong learning in adapting to changing technology ▪ Be enlightened to the available and upcoming information systems pertinent to cosmetology. <ol style="list-style-type: none"> 1. Record keeping 2. Marketing 3. Training 	<p>Integrated in content area skills</p>

10. ADDITIONAL RECOMMENDED /OPTIONAL ITEMS

- a. ARTICULATION:** **Advanced Training: Pivot Point, demij Training Institute**

- b. VOCATIONAL CREDIT:** **N/A**

- c. ACADEMIC CREDIT:** **N/A**

- d. INSTRUCTIONAL STRATEGIES:** **Clinic Classroom, Academy Classroom, Demonstration, Guest Speakers, Evaluations**

- e. INSTRUCTIONAL MATERIALS:** **Pivot Point Textbook and Workbook, P/Point Material DVDs, SBC Curriculum Training Systems (demij), Salon Training**

- f. CERTIFICATES:** **Diploma, Certificate of Completion And State Exam (Licensure)**