

Course Syllabus

COSMETOLOGY

Interested in a career in cosmetology? This course provides an introduction to the basics of cosmetology. Students will explore career options in the field of cosmetology, learn about the common equipment and technologies used by cosmetologists, and examine the skills and characteristics that make someone a good cosmetologist. Students will also learn more about some of the common techniques used in caring for hair, nails, and skin in salons, spas, and other cosmetology related businesses.

Unit 1: Introduction to Cosmetology

Learning Objectives:

- Explain current trends in the cosmetology industry.
- Discuss various careers in the cosmetology field.
- Define growth and trends within the cosmetology industry.
- Identify employment opportunities, including entrepreneurship, and preparation requirements in the field of cosmetology services.
- Investigate technical knowledge and skills required to be successful in careers in the personal care services area.

UNIT 1 Assignments

Assignment	Type	Score
Introduction to Cosmetology: Unit Text Questions	Homework	10 points
Cosmetology Unit 1 Project 1	Homework	20 points
Cosmetology Unit 1 Project 2	Homework	20 points

Unit 1 Discussion Assignment 1	Discussion	5 points
Unit 1 Discussion Assignment 2	Discussion	5 points
Unit 1 Quiz – Introduction to Cosmetology	Quiz	15 points

Unit 2: Basic Biology for Cosmetologists

Learning Objectives:

- Recognize and identify the major systems in the human body.
- Identify principles of biology, tissues, and cells to provide and select safe and effective personal care products and services.
- Recognize and identify principles of human anatomy to classify areas of potential problems in order to provide needed personal care services.
- Discuss the relationship between cosmetology and medicine.
- Prepare some healthy beauty treatments and understand why they work.

UNIT 2 Assignments

Assignment	Type	Score
Basic Biology for Cosmetologists: Unit Text Questions	Homework	10 points
Basic Biology for Cosmetologists: Online Cosmetology Lab Questions	Homework	10 points
Cosmetology Unit 2 Project 1	Homework	20 points
Cosmetology Unit 2 Project 2	Homework	20 points
Unit 2 Discussion Assignment 1	Discussion	5 points

Unit 2 Discussion Assignment 2	Discussion	5 points
Unit 2 Quiz – Basic Biology for Cosmetologists	Quiz	15 points

Unit 3: Standards and Safety

Learning Objectives:

- Demonstrate knowledge of the rules and regulations established by the governing body and industry standards.
- Identify and practice emergency policies and procedures regarding health and safety to achieve a safe and healthy environment at all times.
- Recognize risks and potentially hazardous situations to maintain a clean safety record when providing personal care services.
- Differentiate among types of cleaning and their uses.
- Identify appropriate agencies and sources for health and safety information in the cosmetology field.

UNIT 3 Assignments

Assignment	Type	Score
Standards and Safety: Unit Text Questions	Homework	10 points
Cosmetology Unit 3 Project 1	Homework	20 points
Cosmetology Unit 3 Project 2	Homework	20 points
Unit 3 Discussion Assignment 1	Discussion	5 points
Unit 3 Discussion Assignment 2	Discussion	5 points

Unit 3 Quiz – Standards and Safety	Quiz	15 points
------------------------------------	------	-----------

Unit 4: Legal and Ethical Standards

Learning Objectives:

- Explain the concepts and skills of the profession in simulated and actual work situations.
- Define the elements of professional presentation.
- Model ethical and legal conduct while working in the human services industry.
- Recognize ethical violations in the workplace.
- Demonstrate actions that comply with legal requirements for personal liability to guide personal conduct in the human services setting.

UNIT 4 Assignments

Assignment	Type	Score
Legal and Ethical Standards: Unit Text Questions	Homework	10 points
Legal and Ethical Standards: Online Cosmetology Lab Questions	Homework	10 points
Cosmetology Unit 4 Project 1	Homework	20 points
Cosmetology Unit 4 Project 2	Homework	20 points
Unit 4 Discussion Assignment 1	Discussion	5 points
Unit 4 Discussion Assignment 2	Discussion	5 points
Unit 4 Quiz – Legal and Ethical Standards	Quiz	15 points

Unit 5: Providing Services

Learning Objectives:

- Apply academic skills to the field of cosmetology.
- Describe some of the basic services performed by cosmetologists.
- Relate principles of chemistry by explaining the composition, structure, and properties of substances and of chemical processes to provide a broad range of personal care services.
- Define and explain beauty culture.
- Analyze contemporary beauty standards as portrayed in advertising.

UNIT 5 Assignments

Assignment	Type	Score
Providing Services: Unit Text Questions	Homework	10 points
Cosmetology Unit 5 Project 1	Homework	20 points
Cosmetology Unit 5 Project 2	Homework	20 points
Unit 5 Discussion Assignment 1	Discussion	5 points
Unit 5 Discussion Assignment 2	Discussion	5 points
Unit 5 Quiz – Providing Services	Quiz	15 points

Cosmetology Midterm Exam

Learning Objectives:

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from the first five units in this course (Note: You will be able to open this exam only one time.)

MIDTERM Assignments

Assignment	Type	Score
Cosmetology Midterm Exam	Exam	50 points
Midterm Discussion Assignment	Discussion	5 points

Unit 6: Tools of the Trade

Learning Objectives:

- Describe the function and application of the tools, equipment, technologies, and materials used in cosmetology.
- Identify and choose techniques and principles and safely use tools and instruments to develop efficient and safe delivery of client services that enhance client satisfaction.
- Explain basic requirements for maintaining cosmetology equipment.
- Understand and describe the ways in which hairstyles reflect the era in which they were popular.
- Explain some of the techniques used in hairstyles of the past.

UNIT 6 Assignments

Assignment	Type	Score
Tools of the Trade: Unit Text Questions	Homework	10 points
Tools of the Trade: Online Cosmetology Lab Questions	Homework	10 points
Cosmetology Unit 6 Project 1	Homework	20 points
Cosmetology Unit 6 Project 2	Homework	20 points
Unit 6 Discussion Assignment 1	Discussion	5 points

Unit 6 Discussion Assignment 2	Discussion	5 points
Unit 6 Quiz – Tools of the Trade	Quiz	15 points

Unit 7: The Basis of the Business—The Client

Learning Objectives:

- Interpret patterns of current information and resources on personal care services to attract new clientele and satisfy and retain present clientele.
- Investigate organizational policies, procedures, and regulations to establish personal care organization priorities to accomplish the mission and provide high-quality service to a diverse set of clients.
- Apply technology to analyze data and information in order to make appropriate recommendations for personal care services.
- Identify the aspects of a good salon experience.
- Explain the rise of the nail service industry.

UNIT 7 Assignments

Assignment	Type	Score
The Basis of the Business—The Client: Unit Text Questions	Homework	10 points
Cosmetology Unit 7 Project 1	Homework	20 points
Cosmetology Unit 7 Project 2	Homework	20 points
Unit 7 Discussion Assignment 1	Discussion	5 points
Unit 7 Discussion Assignment 2	Discussion	5 points

Unit 7 Quiz – The Basis of the Business—The Client	Quiz	15 points
--	------	-----------

Unit 8: Creating a Thriving Cosmetology Business

Learning Objectives:

- Interpret patterns of current information and resources on personal care services to attract new clientele and satisfy and retain present clientele.
- Identify current trends in the cosmetology industry.
- Define the expectations customers have when purchasing cosmetology services.
- Employ strategies to deal with difficult clients.
- Recognize the factors used to evaluate a client base.

UNIT 8 Assignments

Assignment	Type	Score
Creating a Thriving Cosmetology Business: Unit Text Questions	Homework	10 points
Creating a Thriving Cosmetology Business: Online Cosmetology Lab Questions	Homework	10 points
Cosmetology Unit 8 Project 1	Homework	20 points
Cosmetology Unit 8 Project 2	Homework	20 points
Unit 8 Discussion Assignment 1	Discussion	5 points
Unit 8 Discussion Assignment 2	Discussion	5 points
Unit 8 Quiz – Creating a Thriving Cosmetology Business	Quiz	15 points

Unit 9: Basic Business Skills and Skin Care

Learning Objectives:

- Compare economic and accounting principles and practices when providing personal care services to promote business success and growth.
- Evaluate the different pay structures within the cosmetology field.
- Explain the different qualities of skin, including type, tone, and texture.
- Demonstrate the core elements of a good skin care routine.
- Choose appropriate cleansing products for different skin types.

UNIT 9 Assignments

Assignment	Type	Score
Basic Business Skills and Skin Care: Unit Text Questions	Homework	10 points
Cosmetology Unit 9 Project 1	Homework	20 points
Cosmetology Unit 9 Project 2	Homework	20 points
Unit 9 Discussion Assignment 1	Discussion	5 points
Unit 9 Discussion Assignment 2	Discussion	5 points
Unit 9 Quiz – Basic Business Skills and Skin Care	Quiz	15 points

Unit 10: Marketing Your Cosmetology Business

Learning Objectives:

- Interpret systems needed to obtain the range of personal care resources needed for business practice and to access resources at appropriate times.

- Research client information to attract new clientele and retain present clientele.
- Explore administrative and clerical procedures and systems to provide client satisfaction.
- Critique leadership skills within a community setting to maintain positive relationships that enhance personal care business opportunities.
- Propose advertising principles when selecting and using media to attract and retain clientele.

UNIT 10 Assignments

Assignment	Type	Score
Marketing Your Cosmetology Business: Unit Text Questions	Homework	10 points
Marketing Your Cosmetology Business: Online Cosmetology Lab Questions	Homework	10 points
Cosmetology Unit 10 Project 1	Homework	20 points
Cosmetology Unit 10 Project 2	Homework	20 points
Unit 10 Discussion Assignment 1	Discussion	5 points
Unit 10 Discussion Assignment 2	Discussion	5 points
Unit 10 Quiz – Marketing Your Cosmetology Business	Quiz	15 points

Cosmetology Final Exam

Learning Objectives:

- Review information acquired and mastered from this course up to this point.
- Take a course exam based on material from units six to ten in this course – the last five units.
(Note: You will be able to open this exam only one time.)

FINAL Assignments

Assignment	Type	Score
Cosmetology Final Exam	Exam	50 points
Class Reflection Discussion Assignment	Discussion	10 points