

# GREAT PLAINS TECHNOLOGY CENTER

## COURSE OF STUDY

<b><u>Career Cluster:</u></b>	Human Services (HM)
<b><u>Career Pathway:</u></b>	Personal Care Services (HM004)
<b><u>Program:</u></b>	Cosmetologist (Secondary) (HM0040003)
<b><u>Program Hours:</u></b>	Secondary Students: 1000 Hours
<b><u>Instructor:</u></b>	Name: Linda Woody Office Number: (580) 250-2008 E-Mail Address: lwoody@greatplains.edu
<b><u>Academic Credit:</u></b>	Secondary Students: 3 high school credits per year
<b><u>Prerequisites:</u></b>	Must be a Junior or Senior in high school. Minimum age of 16 by November 1

### **Program Description:**

Cosmetology students will receive theory in each phase of cosmetology. Students will learn to do such skills as manicuring and pedicuring, facials, scalp treatments, shampoo-color rinse and acid rinse, finger waving, hair styling, including the dressing of wigs, thermal, and blow drying, shampoo tints and bleaches, hair cutting and hair shaping, lash and brow dyeing and arching, personality and shop management, permanent waving and reverse permanent waving.

In this comprehensive 1000 / 1500-hour program, you will explore the latest styles and techniques in hair cutting and styling, skin care, nail care and makeup. From a foundation of theoretical knowledge, you will practice and perfect your techniques and learn professional business-building skills. Upon completion you will be prepared for a career as a hair stylist or technician, makeup artist or salon owner.

### **Program Goals:**

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the Cosmetology according to their personal choice, ability, and resourcefulness. Program covered provide a variety of career goals or continuing education in personal care services and cosmetology.

Upon achieving the goals of this program, students should:

- Become competent in the field of Cosmetology
- Demonstrate and maintain good work ethics and behavior
- Demonstrate productive study and work habits
- Work as a team member
- Pass at least one Occupational State of Oklahoma certification area
- Become qualified for further related education and/or enter the job market
- Demonstrate independence in using problem solving and critical thinking techniques in completing all work assignments
- Develop the ability to work with limited or no supervision

- Accept and abide by the rules and regulations established by the school program and/or place of employment

**Related Career Opportunities:**

- Salon Operator
- Cosmetologist
- Cosmetology Related Field

**Program Objectives:**

After successful completion of this program, the student will be able to:

- Develop a resume, list of references, cover letter, and an achievement portfolio for future employment and educational purposes
- Apply and maintain a safe and healthy personal and work environment
- Upon completion of the program, the student will pass the Oklahoma State Board of Cosmetology and Barbering examination with a minimum grade of 75% on both the written and practical components of the test.
- The student will develop the knowledge, skills, and attitudes that will prepare them for gainful employment in the cosmetology field.

**Program Course Sequence:**

- HS Student (Year One): Course Sequence I
- HS Student (Year Two): Course Sequence II

**DESCRIPTION OF COURSES  
SEQUENCE I**

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>HST</u></b>	<b><u>HSL</u></b>
<b>TI049GP</b>	<b>Year One Introduction and Theory – HS</b> This course is an overview of the field of Cosmetology – bacteriology, sterilization, sanitation, and safety.	<b>50</b>	<b>25</b>
<b>TI050GP</b>	<b>Year One Scalp Treatments and Shampooing/Conditioning – HS</b> The student will learn basic scalp treatments.	<b>5</b>	<b>10</b>
<b>TI051GP</b>	<b>Year One Hairstyling – HS</b> The student learns all hairstyling techniques including wet setting hair with rollers, pin curls, and finger waves, hair pressing, dressing of wigs and thermal and blow-dry styling.	<b>30</b>	<b>60</b>
<b>TI052GP</b>	<b>Year One Haircutting – HS</b> The student learns hair shaping with shears, thinning shears, razors, and clippers.	<b>20</b>	<b>40</b>
<b>TI053GP</b>	<b>Year One Manicure/Pedicure – HS</b> The student learns basic manicure and pedicure techniques	<b>10</b>	<b>20</b>
<b>TI054GP</b>	<b>Year One Hair Restructuring and Permanent Waving – HS</b> The student learns permanent waving, chemical relaxing, and soft curl perming.	<b>30</b>	<b>60</b>
<b>TI055GP</b>	<b>Year One Hair Color, Tints, and Bleaching – HS</b>	<b>20</b>	<b>40</b>

The student learns tinting, lightening, special effects, and corrective coloring.

**TI056GP Year One Facials – HS** **10 20**  
 The student will learn basic facial treatments and techniques.

**TI057GP Year One Professional Development – HS** **15 35**  
 The student will learn the basics of customer service. They will also learn how to manage a salon.

<b>Sequence I Subtotal Hours:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	190	310	500

**DESCRIPTION OF COURSES  
SEQUENCE II**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>
<b>TI058GP</b>	<b>Year Two Introduction and Theory – HS</b> This course is an overview of the field of Cosmetology – bacteriology, sterilization, sanitation, and safety.	<b>50</b>	<b>25</b>
<b>TI059GP</b>	<b>Year Two Scalp Treatments and Shampooing/Conditioning – HS</b> The student will learn basic scalp treatments.	<b>5</b>	<b>10</b>
<b>TI060GP</b>	<b>Year Two Hairstyling – HS</b> The student learns all hairstyling techniques including wet setting hair with rollers, pin curls, and finger waves, hair pressing, dressing of wigs and thermal and blow-dry styling.	<b>30</b>	<b>60</b>
<b>TI061GP</b>	<b>Year Two Haircutting – HS</b> The student learns hair shaping with shears, thinning shears, razors, and clippers.	<b>20</b>	<b>40</b>
<b>TI062GP</b>	<b>Year Two Manicure/Pedicure – HS</b> The student learns basic manicure and pedicure techniques	<b>10</b>	<b>20</b>
<b>TI063GP</b>	<b>Year Two Hair Restructuring and Permanent Waving – HS</b> The student learns permanent waving, chemical relaxing, and soft curl perming.	<b>30</b>	<b>60</b>
<b>TI064GP</b>	<b>Year Two Hair Color, Tints, and Bleaching – HS</b> The student learns tinting, lightening, special effects, and corrective coloring.	<b>20</b>	<b>40</b>
<b>TI065GP</b>	<b>Year Two Facials – HS</b> The student will learn basic facial treatments and techniques.	<b>10</b>	<b>20</b>
<b>TI066GP</b>	<b>Year Two Professional Development – HS</b> The student will learn the basics of customer service. They will also learn how to manage a salon.	<b>15</b>	<b>35</b>

<b>Sequence II Subtotal Hours:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
------------------------------------	---------------	------------	--------------

High School Student:	190	310	500
----------------------	-----	-----	-----

<b>Program Total:</b>	<b>Theory</b>	<b>Lab</b>	<b>Total</b>
High School Student:	380	620	1000

### **Evaluation Policy:**

#### **Employability Grades (100 points per week; 50% of final grade)**

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up due to excused absences only (see Student Handbook).

#### **Performance Grades (20% of final grade)**

- Live projects
- Performance or skill tests
- Homework
- Written Assignments

#### **Test Grades (30% of final grade)**

- Test grades will be based on a 100-point scale.
- Test grades include written and/or skills tests.
- A test will be given for each unit of instruction.
- Tests are to be taken as a unit is completed.
- Tests must be completed within allotted time.

#### **Final Grade (9 Weeks Period)**

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

#### **Grading Scale:**

The grading scale as adopted by the Board of Education is as follows:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60
- W = Withdrawn
- I = Incomplete
- N = No Grade (Refer to Student Handbook)

Students must attain a 75% composite average in order to qualify to take the Board of Cosmetology Exam.

**Make-Up Work Policy:**

**All Make-Up Work Is The Responsibility Of The Student.** Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

**Attendance Policy:**

For specific information related to attendance and tardiness refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

**Course Requirements and Expectations:**

Course Requirements and Expectations are published in the Program's Handbook.

**Student Behavior Includes:**

Student Behavior Guidelines are published in the Program's Handbook.

***NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.***

**Industry Alignments:**

- Oklahoma State Board of Cosmetology and Barbering License

**Certification Outcomes:**

**Tier 1** – Certifications Recognized, Administered and/or Endorsed by Industry

- Oklahoma State Board of Cosmetology and Barbering Certification Exam (3826)

**CIP Code and SOC Code Crosswalk:**

- CIP Code – 12.0401
- SOC Code – 39-5012.00

**Instructional Materials:**

*High school students are not required to purchase textbooks or supplemental materials.*

**Textbooks:**

Milady. Milady's Standard Cosmetology. 13<sup>th</sup> ed. 978-1285769417. Boston: Cengage Learning, 2016. (\$59.79) \*

Milady. Practical Workbook for Milady Standard Cosmetology. 13<sup>th</sup> ed. 978-1285769479. Boston: Cengage Learning, 2016. (\$54.77)

Milady. Theory Workbook for Milady Standard Cosmetology. 13<sup>th</sup> ed. 978-1285769455. Boston: Cengage Learning, 2016. (\$54.77)

\*Textbook only with the Cosmetology Kit for a total - \$629.20.

