GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY

Career Cluster: Human Services (HM)

Career Pathway: Personal Care Services

State Program: Cosmetology (HM0040006)

Local Program: Cosmetology – Public (HM0040006)

Program Hours: Secondary Students: 1000 Hours

Instructor:

Name	Office	E-Mail
Krissy Miller	580-250-5686	kmiller@greatplains.edu

Academic Credit: Secondary Students: 3 high school credits per year

Prerequisites: 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. In this comprehensive 1000-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.

DESCRIPTION OF COURSES

Course #	Course Name	HST	HSL
TI00116	Cosmetology Theory – HS	50	100

This course is an overview of the field of Cosmetology – bacteriology, sterilization, sanitation, and safety.

TI00117	Scalp Treatments and Shampooing/Conditioning – HS	10	20

The student will learn basic scalp treatments.

TI00118	Hairstyling – HS	60	120

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.

TI00119	Haircutting & Shaping– HS	40	80

The student learns hair shaping with shears, thinning shears, razors, and clippers.

TI00120	Manicure/Pedicure – HS	20	40

The student learns basic manicure and pedicure techniques

TI00121	Chemical Texturizing Treatments – HS	60	120

The student learns permanent waving, chemical relaxing, and soft curl perming.

TI00122	Hair Color Other Color Treatments – HS	40	80

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

TI00123	Facials (Skin Care Training)– HS	20	40

The student will learn basic facial treatments and techniques.

TI00127	Professional Development Management, & Exam Review – HS	40	60

The student will learn the basics of customer service. They will also learn how to manage a salon.

Program Total:	Theory	Lab	Total
High School Student:	340	660	1000

Evaluation Policy:

Employability Grades (100 points per week; 35% 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 (35% of final grade)
Live projects, Performance or skills 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
Semester 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:

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A  =  90 – 100
B  =  80 – 89
C  =  70 – 79
D  =  60 – 69
F  =  Below 60
S  =  Satisfactory
W  =  Withdrawn
I  =  Incomplete
N  =  No Grade (Refer to Student Handbook)
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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
- Cosmetologist Exam (3826)
- Cosmetology Exam (3830)

CIP Code and SOC Code Crosswalk:
- CIP Code – 12.0401
- SOC Code – 39-5012 – Hairdressers, Hair Stylists, and Cosmetologists
  - 39-5091 – Makeup Artists, Theatrical, and Performance
  - 39-5092 – Manicurists and Pedicurists
  - 39-5094 – Skincare Specialists

OCAS program codes:
- 9478 – Cosmetology (first year)
- 9488 – Cosmetology (second year)

Instructional Materials:
High school students are not required to purchase textbooks or supplemental materials.

Textbooks:

Milady. 14th Edition Hardcover Standard Cosmetology Foundations Textbook Package 978-1285769417. Boston: Cengage Learning, 2016. ($176.39) *

Milady. 14th Edition Standard Cosmetology and Foundations Workbooks 978-1285769479. Boston: Cengage Learning, 2016. ($144.82)