GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY

Career Cluster: Human Services (HM)

Career Pathway: Personal Care Services

Local Program: Cosmetology   (HM0040003)

Program Hours: Adult Students: 1500 Hours

Instructor: Name: Linda Woody
                              Office Number: (580) 250-2008
                              E-Mail Address: lwoody@greatplains.edu

Academic Credit: Adult Students: Transcript

Prerequisites: None

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:
- Full-time Adult (Year One): Semester I and II
- Full-time Adult (Year Two): Semester III

DESCRIPTION OF COURSES
SEMESTER I

Course #	Course Name	ADT	ADL
TI00116	**Semester One Introduction and Theory**	**50**	**25**

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

Course #	Course Name	ADT	ADL
TI00117	**Scalp Treatments and Shampooing/Conditioning**	**7**	**12**

The student will learn basic scalp treatments.

Course #	Course Name	ADT	ADL
TI00118	**Hairstyling**	**63**	**126**

The student learns all hairstyling techniques including wet setting hair with rollers, pin curls, and finger waves, also hair pressing, dressing of wigs and thermal and blow-dry styling.

Course #	Course Name	ADT	ADL
TI00119	**Haircutting**	**41**	**72**

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

Course #	Course Name	ADT	ADL
TI00120	**Manicure/Pedicure**	**19**	**37**

The student learns basic manicure and pedicure techniques

Course #	Course Name	ADT	ADL
TI00121	**Hair Restructuring and Permanent Waving I**	**16**	**32**

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

Semester I Subtotal Hours: **Theory**   **Lab**   **Total**
Adult Student: 196   304   500

DESCRIPTION OF COURSES
SEMESTER II

Course #	Course Name	ADT	ADL
TI00116	**Semester Two Introduction and Theory**	**50**	**25**

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

Course #	Course Name	ADT	ADL
TI00120	**Hair Restructuring and Permanent Waving II**	**35**	**68**

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

| **TI00122** | **Hair Color, Tints, and Bleaching** | **37** | **70** |

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

| **TI00123** | **Facials** | **35** | **66** |

The student will learn basic facial treatments and techniques.

| **TI00127** | **Professional Development** | **38** | **76** |

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

Semester II Subtotal Hours: **Theory**   **Lab**   **Total**
Adult Student: 195   305   500

DESCRIPTION OF COURSES
SEMESTER III

Course #	Course Name	ADT	ADL
TI00117	**Scalp Treatments and Shampooing/Conditioning Exit Preparation**	**4**	**7**

The student will learn basic scalp treatments.

| **TI00118** | **Hairstyling Exit Preparation** | **37** | **74** |

The student learns all hairstyling techniques including wet setting hair with rollers, pin curls, and finger waves, also hair pressing, dressing of wigs and thermal and blow-dry styling.

| **TI00119** | **Haircutting Exit Preparation** | **23** | **44** |

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

| **TI00120** | **Manicure/Pedicure Exit Preparation** | **12** | **22** |

The student learns basic manicure and pedicure techniques

| **TI00121** | **Hair Restructuring and Permanent Waving Exit Preparation** | **31** | **58** |

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

TI00122   Hair Color, Tints, and Bleaching Exit Preparation   21   42
The student learns tinting, lightening, special effects, and corrective coloring.

TI00123   Facials Exit Preparation   21   38
The student will learn basic facial treatments and techniques.

TI00127   Professional Development Exit Preparation   22   44
The student will learn the basics of customer service and how to manage a salon.

Semester III Subtotal Hours:	Theory	Lab	Total
Adult Student:	171	329	500

Program Total:	Theory	Lab	Total
Adult Student:	562	938	1,500

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:

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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)
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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:
The general course requirements and expectations include:
- The Board of Cosmetology requires students provide their Social Security Number, a photo, and other identifying information before tracking hours for certification.
- Class begins at 8:00 am and 12:00 p.m. Students are to be fully dressed in uniform, have classroom books, materials, and be seated in classroom at that time.
- *No cell phones unless permission is given by the instructor*
- Each student is to buy a key lock for their locker as they are responsible for their own property (uniform, closed-toed shoes, books, money, & etc.) An extra key will be given to the instructor. If caught stealing, you will be dismissed from the Cosmetology class.
- This is a *school class and also a public business*, so act in a manner using ethical practices.
- Always keep yourself neat and clean. Keep uniforms clean, also. *Do not wait until you get to cosmetology to fix your hair and put on your make-up.* You need to do this before you get here.
- No student will be allowed to refuse work on a client. *Refusing to work on a client will result in expulsion from the program.*
- When you work on a patron, never let that patron know that this is the first time you have worked on a patron. You have been trained so do your best.
- Do not wear a coat or sweater over your uniform. This is unsanitary. You may wear a long sleeved shirt under your uniform for warmth.
- **Gossiping or causing disruption among students, instructors or patrons is unprofessional and will not be tolerated. Profanity, lewd and derogatory remarks are prohibited**.
- Read and work on only the things that deal with Cosmetology, unless given permission to do so.
- Students will only have services performed on themselves when they have permission.
- Students will be assigned dispensary and cleaning jobs weekly. This is to be done without being told or there will be a deduction in the skilled grade.

- The last 10 minutes of class is clean up time. Keep your station clean and orderly at all times. Do this without being told. Always sweep up hair as soon as it has been cut.
- Do not leave the classroom or building without permission. Students must sign in and out before leaving the classroom. This is for your own safety and time will not be deducted when going to the break room or rest room.
- All students must adhere to the policies and procedures in the GPTC Student Handbook.

Student Behavior Includes:
- Be here.
    - I expect your regular attendance in this class. A lack of attendance is sufficient grounds for failure. All employers will expect you to be at work every day.
    - You must call the school and me if you are not going to be in class. Parents must call for high school students.
    - Anyone tardy will lose points for the day.
- Be on time.
    - All employers expect you to be on time. Students are considered late if they arrive after 8:00 am or 12:00 pm.
- Complete all assignments on time.
    - The homework assignments will be worth varying numbers of points. Your grade depends on the homework assignments, skilled work, exams, and projects. ***I will not accept late homework unless it is an excused absence.*** I expect you to do your own work.
- Keep track of your belongings.
    - Put your name on all items assigned to you. You will be assigned a locker.
    - If you lose or damage program items, you must pay for them.
- Uniforms
    - Student uniforms will be laundered regularly.
    - In order to receive a grade and hours, the student must be in the uniform approved by the Oklahoma Board of Cosmetology. **See Oklahoma State Board of Cosmetology & Barbering Handbook page 34 Section 175: 10-3-64**
    - Male students should be clean shaven or facial hair should be neatly trimmed and clean.
    - ***Shoes must be closed-toed.***
    - Student's hair should be clean and styled.
    - Student's make-up should be of a moderate amount.
- Supplies
    - Do not waste supplies (shampoo, conditioner, products, etc.).
    - Proper care should be taken with mannequins, shop equipment, textbooks, etc.
- Clean-Up
    - Know your clean-up duty and do it without being told.
- Attitude
    - Be polite to everyone.
    - Motivate yourself.
- Be professional!
- Students will also be expected to wear their student ID badge on their left breast pocket any time they are on campus this includes break times.
- Student ID badges will not be altered in any way or they will be required to purchase a new one.

These rules are in addition to the Student Handbook. Students will be provided a wall-locker and lock to secure all items.

> **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
- 9488 – Cosmetology

Instructional Materials:
Students are required to purchase textbooks and supplemental materials.

Textbooks:

Milady. Milady Standard Cosmetology Exam Review. 978-1285769554. Boston: Cengage Learning, 2016. ($59.79) *

Milady. Milady's Standard Cosmetology. 14th ed. 978-1285769417. Boston: Cengage Learning, 2016. ($59.79) *

Milady. Practical Workbook for Milady Standard Cosmetology. 14th ed. 978-1285769479. Boston: Cengage Learning, 2016. ($54.77) *

Milady. Theory Workbook for Milady Standard Cosmetology. 14th ed. 978-1285769455. Boston: Cengage Learning, 2016. ($54.77) *

* Textbook included with the Cosmetology Kit for a total - $733.00.