

**Cosmetology Course Syllabus**  
**Cosmetology Instructor**  
**Marsha Collins**

**Room Number**  
**A-110**

**School Phone:**  
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**Cosmetology Program**  
**(803) 981-1111**

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**Web page:**  
**[Http://rock-hill.k12.sc.us/schools/high/atc/default.html](http://rock-hill.k12.sc.us/schools/high/atc/default.html)**  
**Program;/cosmetology I; cosmetology II ;individual classes**

**Class Time:**

**First/Second block daily 8:30 a.m. – 11:35 a.m.**  
**Third/Fourth block daily 12:30 p.m. – 3:30 p.m.**

## **GENERAL OBJECTIVES**

- 1. Students will participate in the practice of cosmetology procedures that will require measurable proficiency.**
- 2. Students will develop sanitary and safe working habits.**
- 3. Students will identify the methods and use the methods of salon management.**

## **OBJECTIVES**

**Upon completion of the cosmetology program students should be able to:**

- 1. Perform those skills necessary for an entry-level position in the field of cosmetology.**
- 2. Communicate effectively with employers, employees, peers, and patrons in a constructive manner.**

3. Develop an awareness of the scope of the cosmetology field.
4. Recognize the need to continually up-grade individual skills and keep current with the trends of cosmetology.

## **JOB DESCRIPTION**

### **BEGINNING LICENSED COSMETOLOGIST**

**Provide beauty services for customers according to physical features of patron, current styles, or according to instruction of patron. Styles hair by cutting, trimming, and tapering by using clippers, Scissors, razor or by quick service techniques. The cosmetologist may Need to stand for extended periods of time and it is essential to maintain Acceptable personal grooming schedules as well as maintaining Public relations.**

**Acceptance Letter into the program**

**Cosmetology List of Supplies**

**Cosmetology Program grading scale:**

**Classroom (35%)**

**Group participation (25%)**

**Lab. Activities (40%)**

## **ASSESSMENT:**

**Student assessment is performed by compiling all grading data from Daily rubrics, tests, and hands – on practical evaluations. I use this Information, to identify student’s strengths as well as their needs to Determine the most appropriate and effective means of helping them To learn and grow.**

## **GRADES**

**All grades will be kept on computer/and progress reports will be Given out mid way through the grading period.**

## **OUR CLASS RULES:**

1. Be prepared for the day’s work.
2. Be seated and ready to begin when the tardy bell rings.

- 3. Do not disrupt the class during lecture or demonstration of a model.**
- 4. Do not talk loud when working in the lab or classroom activities.**
- 5. When assignments in classroom are complete or lab. Activities, are completed, put equipment away in the appropriate places, and clean work area.**
- 6. When clean up assignment is complete remain in classroom until end of period and students are dismissed.**

**Other rules will be discussed in class regard specific behavior. If a Student chooses to break a rule, the following consequences will apply:**

**1<sup>st</sup> consequence: Oral warning**

**2<sup>nd</sup> consequence: 10 points deducted from the daily grade classroom/lab,**

**3<sup>rd</sup> consequence: Contact parent or guardian**

**4<sup>th</sup> consequence: Refer to administration**

**Severe Clause: Any behavior which is detrimental to the learning  
Atmosphere or safety of the instructor or students  
Shall warrant, immediate administrative action.**

**It is our desire to work with parent/guardian so that your son/daughter  
Will be able to learn in school.**

## **COSMETOLOGY**

**Promotion to level II to level I will require the following:**

**Teacher recommendation**

**Successful completion of level I class grade with a "C" or better.**

**Successful completion of cosmetology hours from level I attendance.**

**Successful completion of basic skills entry level I.**

**Students must meet the requirements of working in theory and**

**Practical skills related to the cosmetology program.**

**SANITATION AND HEALTH REGULATIONS REQUIRED  
BY THE SOUTH CAROLINA STATE BOARD OF COSMETOLOGY.**

**TASK ANALYSIS  
BEGINNING LICENSED COSMETOLOGIST**

- 1. Clean and maintain shop environment.**
- 2. Maintain and care for laundry items.**
- 3. Care and maintain capes and caps.**
- 4. Maintain personal grooming.**
- 5. Maintain public relations.**
- 6. Take appointments.**
- 7. Maintain business records.**
- 8. Scissor cut hair.**
- 9. Razor cut hair.**
- 10. Taper hair.**
- 11. Shingle hair.**
- 12. Shampoo hair.**
- 13. Treat dandruff conditions.**
- 14. Set hair.**
- 15. Quick service styling techniques.**
- 16. Analyze hair.**
- 17. Apply rinse.**
- 18. Perform bleaching techniques.**
- 19. Apply permanent hair coloring.**
- 20. Apply scalp treatments.**
- 21. Permanent wave hair.**
- 22. Straighten hair.**
- 23. Give facials.**
- 24. Remove superfluous hair.**
- 25. Arch/and dye eyebrows/and eyelashes.**
- 26. Apply massage techniques.**
- 27. Select and apply cosmetics.**
- 28. Manicure nails.**
- 29. Apply acrylic nails.**
- 30. Pedicure nails.**
- 31. Style, cut, color, and clean wigs.**
- 32. Merchandise products.**
- 33. Sell products and services.**
- 34. Prepare advertisement.**
- 35. Skin care.**

**CLEAN UP ASSIGNMENT ROTATION EACH WEEK.  
KEEPING A CLEAN WORK PLACE BOTH CLASSROOM  
AND LAB AREA.**

**ROCK HILL SCHOOL CALENDAR.**