

## Course Syllabus

---

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

**Department** : Cosmetology

**Course Title** : Orientation to Cosmetology

**Section Name** : 1401.71

**Start Date** : 08/22/2011

**End Date** : 12/08/2011

**Modality** : FACE-TO-FACE

**Credits** : 4

### Instructor Information

---

**Name** : Machel Bright

**OC Email** : mbright@odessa.edu

**OC Phone #** : 432-335-6662

### Course Description

---

An overview of the skills and knowledge necessary for the field of cosmetology. The student will exhibit comprehension of professional ethics; demonstrate sanitation and safety; and explain the rules and regulations of the institution, department, and state.

### **Prerequisites/Corequisites**

---

None

### **Scans**

---

1,2,3,10

### **Course Objectives**

---

Learning Outcomes:

After completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism  
3.00 Histology of Hair, Skin, and Nails  
8.00 Sanitation, Sterilization, and Bacteriology  
9.00 Manicuring Procedures  
13.00 Safety precautions  
15.00 Draping  
16.00 Shampooing, Rinsing, and Conditioning  
17.00 Hair Styling and shaping  
18.00 Scientific Brushing  
19.00 Permanent Chemical Reconstruction  
20.00 Hair Coloring  
21.00 Facials  
22.00 Superfluous Hair Removal  
25.00 General

---

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR clocking-in on a computer.
3. Wear required uniform to attend class and to receive hours.
4. Bring supplies and textbook daily.
5. Write report on an assigned topic and possibly report orally.
6. Complete exams covering specified unit material.

7. Perform in class the skill taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikin, models or another classmate and allowing other students to perform temporary services on them.

### **Required Readings/Materials**

---

a) You must purchase the following **required** readings/materials: Milady's Textbook and workbook  
Student practice kit

b) You are encouraged to buy the following *optional* books/materials

### **Course Requirements (Lectures, Assignments and Assessments)**

---

All students must:

1. Attend class on regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR by clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.
4. Bring supplies and textbook daily.
5. Write a report on an assigned topic and possibly report orally.
6. Complete exams covering specified unit material.

7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikin, models or another classmate and allowing other students to perform temporary services on them.

*Week 1*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Life Skills, Your Professional Image,	Discussion/Quiz and Exam	Workbook, study guides,	TBA
Draping	Demonstrate draping for wet hair and dry hair services	application	TBA

Week 2

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Communicating for Success	Discussion, handouts, quiz	Workbook, and study guide	TBA
Infection Control: Principles & Practices	Discussion, handouts, quiz	Workbook and study guide	

*Week 3*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Skin Structure and Growth	Discussion, handouts and Test	Workbook and study guide	TBA

*Week 4*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
Sanitation, Sterilization, and Bacteriology	<i>List and classify types of bacteria</i>	Workbooks, study guide	TBA
Safety Precautions	Demonstrate	application	TBA

Week 5

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Shape wet and dry hair using razor and scissors.	Demonstrate/application	Application	TBA

Week 6

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Describe how the spread of disease can be prevented	Discussion/Application	Application	TBA
Practical Applications	<i>Applications</i>	Skills Sheets, students will completed draping, shampooing, haircuts, styling, waxing etc.	05/12/2011

Week 7

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Scientific Brushing	Demonstration	Application	Daily

*Week 8*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Students will continue with all practical applicaitons	Demonstration	applications	05/12/2011

Week 9

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Safety Precautions	<i>Applications</i>	Applications	Daily (05/12/2011)

*Week 10*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Facials</i>	Demonstration	application	<i>TBA</i>

*Week 11*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Waxing	Demonstration	Application	TBA

Week 12

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
Hairstyling and shaping	<i>Basic Haircuts</i>	Applications	TBA
Roller Placements	Demonstration	Applications	TBA

*Week 13*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Hairstyling	Curling Iron Techniques	Applicaitons	TBA

*Week 14*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Continue with Sanitation Procedures</i>	demonstration	Applicaitons	TBA

*Week 15*

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Students will continue with practical applications	<i>Demonstration</i>	Skill Sheets/working on shampooing, styling, haircutting, and haircoloring.	TBA

Week 16

---

**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Practical and Written Exams	Exam	Skills taught in theory and lab.	<i>05/09/2011</i>

**Grading Policy**

---

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory and State Board 50%	70
Attendance 25%	70
Skill Sheets 25%	70

### **Special Needs**

---

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## Learning Resource Center (Library)

---

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#) " service provide additional help.

## Student E-mail

---

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Student Portal

---

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

## Technical Support

---

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

---

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).