

## Course Syllabus

<b>Department</b>	:	Cosmetology
<b>Course Title</b>	:	Orientation to Cosmetology
<b>Section Name</b>	:	CSME 1401 T1
<b>Start Date</b>	:	08/22/2011
<b>End Date</b>	:	12/16/2011
<b>Modality</b>	:	FACE-TO-FACE
<b>Credits</b>	:	

## Instructor Information

<b>Name</b>	:	Shawanda Cox
<b>OC Email</b>	:	scox@odessa.edu
<b>OC Phone #</b>	:	4323356524

## 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**

**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**

PLEASE PUT YOUR DEPARTMENT SPECIFIC INFORMATION IN THIS AREA

### **Required Readings/Materials**

All Students Must:

1. Attend class on a 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.

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

**Milady's Standard Textbook of Cosmetology**

**Student Practice Kit**

*Week 1*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 5: Infection Control: Principles & Practice	Mixing Barbicide	Students will learn to mix barbicide 1 oz per 32 oz of water for disinfecting surfaces	8/31/2011
	Autoclave	Students will learn how to operate an autoclave for Sterlization of implements.	9/2/2011
	Vocabulary	Students will write out Terminology and definitions.	9/3/2011
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/3/2011

Week 2

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Chapter 7: Skin Structure &amp; Growth</i>	<i>Facials</i>	<i>Students will learn the structure and growth of the skin and its many components.</i>	<i>9/8/2011</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>9/10/2011</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/10/2011

*Week 3*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 20: Skin Diseases & Disorders	Make up & Cosmetics	Students will learn and apply make up applications	9/15/2011
	Vocabualry	Students will write out Terminology and definitions.	9/17/2011
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/17/2011

Week 4

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 21: Hair Removal	Tweezing & Waxing	Students will learn how to safely Tweeze and wax eyebrows, lips and superflous hair	9/22/2011
	Vobaulary	Students will write out Terminology and definitions.	9/24/2011
	Theory Workbook	Students will complete the review questions in the Theory Workbook	9/24/2011

Week 5

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Chapter 22: Facials</i>	<i>Facials</i>	<i>Students will learn proper cleansing and massage techniques</i>	<i>9/29/2011</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>10/1/2011</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>10/1/2011</i>

Week 6

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Chapter 23 Facial Make up</i>	<i>Make Up Ingredients</i>	<i>Students will comprehend ingredients and application of Facial Make up</i>	<i>10/6/2011</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>10/8/2011</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>10/8/2011</i>

*Week 7*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Chapter 8: Nail Structure and Growth</i>	<i>Manicures</i>	<i>Students will perform basic manicure</i>	<i>10/13/2011</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>10/15/2011</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>10/15/2011</i>

*Week 8*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<p>TAKS Week:</p> <p>No Theory</p>	<p>Review</p>	<p>Students not taking TAKS tests will review first 7 weeks</p>	<p>10/22/2011</p>

Week 9

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 24: Nail Diseases & Disorders	State Board Manicures	Students will be able to recognize diseases and disorders allowable for services.	10/25/2011
	Vocabulary	Students will write out Terminology and definitions.	10/29/2011
	Theory Workbook	Students will complete the review questions in the Theory Workbook	10/29/2011

Week 10

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Hot Oil Manicures	Students will be able to perform various types of manicures and massage techniques	11/3/2011
	Vocabulary	Students will write out Terminology and definitions.	11/5/2011
	Theory Workbook	Students will complete the review questions in the Theory Workbook	11/5/2011

Week 11

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapter 26:  <i>Pedicuring</i>	<i>Pedicures</i>	<i>Students will be able to perform pedicure services for clients</i>	<i>11/10/2011</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>11/12/2011</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>11/12/2011</i>

*Week 12*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Chapters 27, 28 & 29:  Artificial Nails	Artificial Nails	Students will be able to apply acrylic, gel and silk wrap artificial nails	11/17/2011
	Vocabulary	Students will write out Terminology and definitions.	11/19/2011
	Theory Workbook	Students will complete the review questions in the Theory Workbook	11/19/2011

Week 13

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Thanksgiving Holiday</i>	<i>No School</i>	<i>Thanksgiving Break</i>	<i>11/26/2011</i>

*Week 14*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Chapters 30 &amp; 31: Seeking Employment &amp; On the Job</i>	<i>Business Cards and Marketing</i>	<i>Students will understand the importance of marketing their industry</i>	<i>12/1/2011</i>
	Vocabluary	Students will write out Terminology and definitions	<i>12/3/2011</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	<i>12/3/2011</i>

*Week 15*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Semester Exam Review</i>	<i>Theory &amp; Practical</i>	<i>Students will review chapters:</i>  <i>5, 7, 20, 21, 22, 23, 8, 24, 25, 26, 27, 28, 29, 30 &amp; 31</i>  And Practical Applications	<i>12/10/2011</i>

*Week 16*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Exams</i>	<i>Practical &amp; Written Exams</i>	<i>EXAMS</i>	<i>12/17/2011</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.

Percent age %	Grade
95+	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
<59	F

### 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 abd

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](#).