

## Course Syllabus

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

<b>Department</b>	:	Cosmetology
<b>Course Title</b>	:	Preparation for the State Licensing Examination
<b>Section Name</b>	:	CSME_2441_71
<b>Start Date</b>	:	08/22/2011
<b>End Date</b>	:	12/16/2011
<b>Modality</b>	:	FACE-TO-FACE
<b>Credits</b>	:	4

## Instructor Information

<b>Name</b>	:	Donna Kilgore
<b>OC Email</b>	:	dkilgore@odessa.edu
<b>OC Phone #</b>	:	(432) 335-6888

**Course Description:** Preparation for the Stat licensing examination. The student will exhibit the skills required for the completion of the State licensing examination.

## **Prerequisites/Corequisites**

Orientation To Cosmetology

## **Scans**

(1,2,9)

## **Course Objectives**

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

1.00 Professionalism

8.00 Sanitation, Sterilization, and Bacteriology

13.00 Draping

15.00 Draping

16.00 Shampooing Rinsing, and Conditioning

17.00 Scientific Brushing

25.00 General

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.

### **Required Readings/Materials**

- a) You must purchase the following **required** readings/materials: Milady's Cosmetology Standard Textbook

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

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

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

1.00 Professionalism

8.00 Sanitation, Sterilization, and Bacteriology

13.00 Draping

15.00 Draping

16.00 Shampooing Rinsing, and Conditioning

17.00 Scientific Brushing

25.00 General

*Week 1*

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

St. Board /Packing Bags

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Proper clean-up and storage of all materials every day...	This will be applied every day	Students will monitored and checked daily	Every day during lab training
Demonstrate correct safety practices on the job every day.	<i>This will be applied every day</i>	Students will monitored and checked daily.	
St. Board Bag List	Pack		TBA

Week 2

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

St. Board

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
List the importance of proper Chemical draping for St. Baord.	application	Demonstration	TBA
Demonstrate draping for wet hair services	application	Application	<i>Daily throughout lab assignments and when working on clients</i>

Week 3

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Shampoo hair using appropriate supplies for St. Board	Application	Application	<i>Students will do this during their daily lab assignments.</i>

Week 4

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

St. Board

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
St. Board Practice			<i>TBA</i>
		Demonstrate	This will be done throughout semester
		Demonstrate	This will be lab assignments throughout assignments
		Demonstrate	This will done throughout semester

*Week 5*

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

St. Board Practice

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due

Week 6

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
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*Week 7*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 8*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

Week 9

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 10*

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

**Summary of Week 1 Assignments & Activities**

	Type	Description	Due

*Week 11*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 12*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 13*

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

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due

*Week 14*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 15*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 16*

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

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

**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/ Unit Exams /St. Board	50%
Attendance	25%
Skill Sheets	25%

### **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](#).