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	:	Fundamentals of Cosmetology
Section Name	:	CSME_1405_71
Start Date	:	01/17/2012
End Date	:	5/10/2012
Modality	:	FACE-TO-FACE
Credits	:	

Instructor Information

Name	:	Theresa Vaughn
OC Email	:	tvaughn@odessa.edu
OC Phone #	:	(432) 335-6524

Course Description

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management. The student will identify fundamental concepts related to the skills required by the Texas Department of Licensing and Regulations; and demonstrate professional communication skills.

Prerequisites/Corequisites

Orientation to Cosmetology

Scans

4, 8, 9, 10

Course Objectives

After Completing this course, the student should be able to demonstrate comptency in:

1.00 Professionalism

4.00 Properties of the hair and scalp

8.00Sanitation, sterilization, and bacteriology

9.00manicuring procedure

13.00safety precautions

15.00draping

16.00shampooing, rinsing and conditioning

17.00hairstyling and shping

18.00scientific brushing

19.00Permanenet chemical reconstruction

21.00hair coloring

22.00facials

25.00general

PLEASE PUT YOUR DEPARTMENT SPECIFIC INFORMATION IN THIS AREA

Required Readings/Materials

Milady's Standard Textbook of Cosmetology

Student Practice Kit

Course Requirements (Lectures, Assignments and Assessments)

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 clock hours.

4. Bring supplies and textbook daily.

5. Write a report on an assigned topic and possible 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 manikins, models or other students 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
Chapter 5: *Infection Control:* *Principles & Practice*	*Mixing Barbicide*	*Students will learn to mix barbicide 1 oz per 32 oz of water for disinfecting surfaces*	*01/26/12*
	Autoclave	*Students will learn how to operate an autoclave for Sterlization of implements.*	
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 2

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 7: Skin Structure & Growth	*Facials*	*Students will learn the structure and growth of the skin and its many components.*	*02/03/12*
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

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*	*02/02/2012*
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

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*	02/09/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 5

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 22: Facials	*Facials*	*Students will learn proper cleansing and massge techniques*	03/08/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 23 Facial Make up	*Make Up Ingredients*	*Students will comprehend ingredients and application of Facial Make up*	03/22/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 7

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 8: Nail Structure and Growth	*Manicures*	*Students will perform basic manicure*	03/24/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 8

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Review			

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.*	*03/22/2012*
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

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 massge techniques*	03/29/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 12

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 26: *Pedicuring*	*Pedicures*	*Students will be able to perform pedicure services for clients*	04/05/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

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*	04/12/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 13

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapters 30 & 31: *Seeking Employment & On the Job*	*Business Cards and Marketing*	*Students will understand the importance of marketing their industry*	04/20/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 14

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Review			

Week 15

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Semester Exam Review	*Theory & Practical*	*Students will review chapters:* *5, 7, 20, 21, 22, 23, 8, 24, 25, 26, 27, 28, 29, 30 & 31* And Practical Applications	05/03/2012
	Vocabulary	Students will write out Terminology and definitions.	
	Theory Workbook	Students will complete the review questions in the Theory Workbook	

Week 16

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Exams	*Practical & Written Exams*	*EXAMS*	05/08/2012

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 12:59 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**
St. Board	25%
Skills/ Theory	50%
Attendance	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 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.

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.