



Intro to Cosmetology and Cosmetology I

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Conference Period: 12:45 – 1:35

Tutoring Opportunities: Available by appointment 8:00am

Class Materials:

- Cosmetology Supply Kit and trolley
- Cosmetology Permit fee
- Milady Standard eBook
- 2 Cosmetology Uniforms

Access to Canvas and Office365 tools is available to students through our [Single Sign-on Portal \(SSO\)](#). Students receive their SSO login during enrollment.

Course Description:

Two-year licensing program provides students with career specific training necessary for entry-level employment in cosmetology careers. This includes hair color, hair cutting, shampooing, hairstyling, makeup application, facials, permanent waving, chemical relaxing, manicures and pedicures while observing all state safety and sanitation requirements. This curriculum is mandated by TDLR and we offer certification in Microdermabrasion.

Course Goals:

Students who complete this course successfully will be able to:

Understand and practice salon safety as well as learn and follow all TDLR Rules and Regulations. Learn proper procedures and can operate salon equipment. Students will learn to perform haircuts, hair color, highlights, permanent waves, chemical texturizing, hairstyling, shampooing, skin care and nail care procedures. Students will perform services on mannequins, each other, and clients. Students will complete all hour and module requirements to be eligible to sit for state board written and practical exams (at the end of year 2) administered by Texas Department of Licensing and Regulations through PSI Testing. Successful completion of Cosmetology 1 is required to advance to Cosmetology 2 senior year.

Student Evaluation:

The grading system for this course is as follows:

- Grade averaged 60% Major 40% Minor
- Major grades – tests (including District Common Assessments, projects, final essays, research papers, presentations); minimum three per six weeks
- Minor grades – quizzes, daily assignments, journals; minimum four per six weeks

- Each six weeks will count as 1/6 and the semester exam will count as 1/7 of the semester grade.
- A letter system (S, N, U) is used to report a student's conduct based on proper/responsive conduct and citizenship
- Per Board Policy EIA (LOCAL), "The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a **failing** grade. This policy applies only to initial identified major grades and does not apply to daily assignments and quizzes. Upon reteach and retest, the new test, project, etc. recorded will be a high score of 70%.
- Official grades will be in Skyward only and can be accessed by student and parent through Family Access.

Assignments, exams, expectations outside of the classroom:

Milady Standard eBook – each chapter requires reading and completion of a correlating chapter vocabulary, review questions, study guides and end of chapter assessments.

Clients – For salon development students are required to perform salon services on HCTC Clients: - Build clientele by asking people to come in for services on client days and Late Night -Late Night – Each student is required to attend at minimum of 4 Late Nights; usually, the first Monday of the month 4:30pm – 7:30pm

Attendance/Tardy Policy/Make-Up Work:

Must meet the TDLR Requirements of 1,000 hours.

Students are required to maintain 90% attendance in class per module to receive full credit hours, which are reported to the Texas Department of Licensing and Regulation (TDLR) Students only receive hours for days attended in Cosmetology facility.

Hours will be posted at the end of each semester or per six weeks, ANY days that a student is not present in the cosmetology class for any reason will be deducted per reporting period.

HCTC Cosmetology Policy of making up hours and additional hours:

- All absence must be made up to receive maximum hours per six weeks:
 - o Student's may come in before and after regularly scheduled class times
 - o Make-up hours must be recorded on "Make-Up and Additional Hours" form, documented, initialed and kept in the office
 - o Additional hours outside your regular class time, such as a field trip or additional "Late Night" attendance
- All students are expected to be on time and attend class. EMS ISD tardy policy will be followed. If a student needs to leave early for an appointment, the student's guardian must call the HCTC front desk at 817-306-1925 for dismissal and the student must sign out at the front office.
- Makeup tests and hands-on assessments must be made up before or after school based on a set appointment between the student and teacher. Tests and assessments must be scheduled before the end of the current 6 weeks to receive hours for each module.

Classroom Expectations:

Cosmetology I is a work-based program where professionalism and practice of cosmetology skills are constantly being developed. The HCTC Salon provides services for people in the community and students are expected to take clients in preparation for work in a salon environment and for the state board cosmetology exams.

- Students are expected to do all assignments in theory, reading, writing, participating in classroom activities, discussions, group and individual assignments.
- Students are expected to do all assignments in the lab on manikins as well as clients.
- Students are expected project a professional image and positive respectful behavior, in all areas of the building.
- Students are required to wear their complete uniform and required shoes daily. Students that are out of uniform will not be able to work in the lab to complete assignments and will be expected to make up the work on their own time to receive passing grade for the assignment.
- Cell phone use is not permitted, except for instructional purposes. (Kept in locker, or docking station and only used on breaks)

Preliminary Schedule of Topics, Readings, and Assignments

1st Six Weeks

Orientation to Cosmetology

Module Description: An overview of the skills and knowledge necessary for the field of cosmetology. Topics to include introductory skills, professional ethics, safety and sanitation.

Texas Cosmetology Laws and Rules

Module Description: Identify fundamental Laws and rules required by the Texas Department of Licensing and Regulation (TDLR).

Shampoo/Conditioning, Hair/Scalp Treatments and Related Theory

Module Description: Instruction in shampooing/ conditioning and hair/scalp treatments. Emphasizes skills, procedures, scalp and neck anatomy and physiology, chemistry of shampoo and conditioners, and sanitation and safety.

Practical Introduction to Hairstyling

Module Description: A course in the fundamentals of hairstyling. Topics include safety and sanitation, consultation, service preparation for braiding, wet styling, and comb out.

2nd Six Weeks

Fundamentals of Cosmetology

Module Description: A course in the fundamentals of cosmetology. Topics include safety and sanitation, service preparation, and consultation for haircut, hairstyling, and hair design. Identifying fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate required skills that meet TDLR standards.

Salon Development (or Field Experience):

Module Description: Practical, general workplace training supported by an individualized learning plan developed by the instructor and student. Students will provide professional cosmetology services and workplace competencies; demonstrate required skills that meet TDLR standards.

3rd Six Weeks

Introduction of Nail Care and Related Theory and Nail Services: Manicure and Pedicure

Module Description: An overview of the fundamental skills and knowledge necessary for the field of nail technology. Topics include anatomy and physiology, professional ethics, consultation, safety, sanitation and sterilization; and explain the laws and rules of the Texas Department of Licensing and Regulation

(TDLR). Presentation of the theory and practice of nail services. Topics include terminology, application, consultation, and workplace competencies related to nail services.

Introduction of Esthetics and Related Theory and Esthetics Services: Facials, Makeup and Waxing
Module Description: An introduction to the principles of esthetics and skin care technology. Topics include theory, anatomy and physiology, professional ethics, consultation, safety, sanitation and related skills of esthetics and skin care technology; and explain the laws and rules of the Texas Department of Licensing and Regulation (TDLR). The coverage of the theory and practice of facials, makeup, and waxing. Topics include identifying the terminology related to the skin, products, and treatments; demonstrating the proper application related to esthetics: consultation, skin care, facials, makeup, and waxing.

Salon Development (or Field Experience):

Module Description: Practical, general workplace training supported by an individualized learning plan developed by the instructor and student. Students will provide professional nail services and workplace competencies; demonstrate required skills that meet TDLR standards.

4th Six Weeks

Introduction to the Chemistry of Hair Color, Services, Related Theory

Module Description: The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products and explain the laws and rules of the Texas Department of Licensing and Regulation (TDLR). Presentation of the practice of hair color services including terminology, consultation, application, and workplace competencies related to hair color.

Introduction to Chemical Texture Services: Permanent Wave, Chemical Relaxer, Smoother and Related Theory

Module Description: Presentation of the theory and practice of chemical services including terminology, consultation, application, and workplace competencies and explain the laws and rules of the Texas Department of Licensing and Regulation (TDLR).

Salon Development (or Field Experience):

Module Description: Practical, general workplace training supported by an individualized learning plan developed by the instructor and student. Students will provide professional hair color, chemical services, and workplace competencies; demonstrate required skills that meet TDLR standards.

5th Six Weeks

Introduction to Electricity and Related Theory

Module Description: The introduction to basic theory and electricity as it relates to Cosmetology. Topics include Principles of Electricity and Electricity in cosmetology, salon safety and the ability to explain the laws and rules of the Texas Department of Licensing and regulation (TDLR).

Salon Business/Soft Skills:

Module Description: Salon Business prepares the student for entry into the salon and spa field with the basic knowledge of salon business. Topics include resume, portfolios, job interview, types of salons, leases, permits, financing, personnel, labor laws state and federal requirements.

Salon Development (or Field Experience):

Module Description: Practical, general workplace training supported by an individualized learning plan developed by the instructor and student. Students will provide professional cosmetology services and workplace competencies; demonstrate required skills that meet TDLR standards.

6th Six Weeks

Advanced Cosmetology Techniques

Module Description: This course will provide mastery of advanced cosmetology techniques demonstrated by the instructor and practiced by the students for professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Topics include advanced concepts and practice of hair coloring formulating, dimensional color application techniques, and haircutting/styling, including long hair designs, chemical texturizing services, spa manicures, pedicures and facial treatments.

Salon Business/Soft Skills:

Module Description: Salon Business prepares the student for entry into the salon and spa field with the basic knowledge of salon business. Topics include resume, portfolios, job interview, types of salons, leases, permits, financing, personnel, labor laws state and federal requirements.

Salon Development (or Field Experience):

Module Description: Practical, general workplace training supported by an individualized learning plan developed by the instructor and student. Students will provide professional services, and workplace competencies; demonstrate required skills that meet TDLR standards.

Academic Integrity: Update from GRH

Academic integrity values the work of individuals regardless if it is another student's work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work. Academic dishonesty is not tolerated in our schools. Academic dishonesty, includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.