



COURSE OUTLINE

Effective June 1, 2016 – May 31, 2017

Reception Telephone Number 619-575-1511

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COURSE NAME

Cosmetology (1600 clock hours) (English language program) is a NACCAS-approved program at this school and scheduled for a particular category of attendance (part-time/full-time). The weekly schedule the student selects will determine whether the course qualifies as part-time or full-time, the length of the course and the number of weeks included in the *Contract*.

COURSE DESCRIPTION:

The Cosmetology Course is designed for those entering the field of Cosmetology to qualify for and obtain a California State Board license as a professional cosmetologist and employment in their new career path. This course includes training in all phases of the art and science of Cosmetology, and consists of 1,600 clock hours. Each student is provided with a written course outline prior to enrollment.

The courses offered by the school meet the state requirements of the California State Board of Barbering and Cosmetology's and the State Bureau of Private Postsecondary Education. The courses are in compliance with the applicable regulatory agency's curriculum requirements. The California State Board of Barbering and Cosmetology is the State regulatory agency that administers the licensing examination and determines the requirements necessary to qualify to sit for the licensing examination.

The courses require completion of 1,600 actual clock hours comprised of Technical Instruction (Theory) hours and Practical Operations. Each course provides instruction on the regulations governing the scope of practice for which students are training. Each course provides supervised instruction in the applicable skills and competencies. Academic and practical learning precede student salon or clinic activities. The following is a list of the state of California requirements for technical and practical criteria. The instructional program of the School meets or exceeds these requirements. All phases of Cosmetology as required by the Department of Consumer Affairs – State Board of Barbering & Cosmetology are as follows:

- A) Hair Dressing – Hairstyling; Permanent Waving and Chemical Straightening; Hair Coloring and Bleaching; Hair Cutting.
- B) Health and Safety - Cosmetology Act, Rules & Regulations; Health and Safety Considerations; Disinfection and Sanitation; Anatomy and Physiology,
- C) Esthetics- Manual, Electrical and Chemical Facials; Eyebrow Beautification and Make-up.
- D) Nails – Manicuring and Pedicuring; Artificial Nails and Wraps.
- E) Employment Training

INSTRUCTIONAL TECHNIQUES AND METHODS

Both theoretical and practical instruction techniques and methods are used to teach the courses. The school provides students and teachers with access to current written reference materials to support the educational courses offered. Effective training aids and audiovisual materials are used to supplement the instructional process. Wi-Fi is provided through-out the school for the teachers and students use. Computers are available in the Freshman Room and the Computer Lab. Academic and practical learning methods used during the courses include but are not limited to the following:

- Interactive Lecture,
- Question and Answer,
- Written exercises and workbook assignments,

- Verbal instruction,
- Visual student and classroom presentations,
- Cooperative Learning- as a learning tool only,
- Class participation,
- Demonstrations,
- Discussion,
- Hands- on instruction,
- Hands- on practical experience,
- Examinations,
- Individualized instruction,
- Audio-visual (videos) equipment aids such as computers, DVD, projector use.
- Computer Lab
- Problem-solving exercises
- Lab and student salon activities
- Study groups
- Tutoring

Instruction in classrooms, labs, student salons is effectively organized as evidenced by:

- a. Program and/or course outlines;
- b. Lesson objectives;
- c. Evaluations; and
- d. Other applicable instructional materials

MISSION STATEMENT /COURSE EDUCATIONAL OBJECTIVES/GOALS

The school offers educational courses congruent (in agreement) with the mission of the school and its educational objectives. Courses incorporate job market requirements in instruction through involvement with the school's advisory committee. The school ensures that all courses offered by the school are qualitatively (academically) consistent.

MISSION STATEMENT

Avancé Beauty College provides an atmosphere of education, training and professionalism conducive to employment in the field of Cosmetology.

COURSE EDUCATIONAL OBJECTIVES/GOALS

The educational objectives of Avancé Beauty College are:

1. To design an atmosphere conducive to learning.
2. To educate our students to be professional, knowledgeable, and skilled Cosmetologists, who will be fully prepared for the State Board licensing examination and also highly employable.
3. To maintain programs which are constantly updated, providing students complete knowledge of the latest professional techniques.
4. To promote the continuing educational growth of the faculty and students using the latest teaching methods, techniques and counseling.
5. To offer years of experience, patience, enthusiasm and expert knowledge of all phases of cosmetology and related subjects.
6. To ensure the institution remains an integral part of the post-secondary educational community, and is separate and distinct from any occupational facility service.

GRADING PROCEDURES

Students are assigned academic learning and practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted through the course of study. Practical skills are evaluated according to text procedures and State Board procedures as set forth in practical skills evaluation criteria adopted by the school. Qualitative factors are evaluated to determine academic performance using a reasonable system of grades and/or work projects completed and or comparable factors measureable against the norm.

- (a) Academic progress is determined by the following factors:
Theory (Theory exams, Theory Assignments)
Practical/clinical work - 50% results of practical skills evaluations of text procedures and State Board Operations assessed by instructor; and, 50% -number of procedures completed
(students' effort has equal weight in grading process as the instructors' assessment)

(b) **Attendance Evaluation**

The evaluation periods are based on actual hours completed. The actual hours completed are divided by the total scheduled hours available to determine the percentage of attendance. Students must have completed 70% of the hours scheduled between the start date and the last day of the period under evaluation to meet satisfactory academic progress.

Academic Progress Evaluation

The grading system is based on the alphabet and percentage system, which are synonymous:

“A”	90	-	100	=	EXCELLENT
“B”	80	-	89	=	ABOVE SATISFACTORY
“C”	70	-	79	=	SATISFACTORY
“U”	69	-	LESS	=	NOT SATISFACTORY

Students must maintain a minimum grade point average score of “70” in theory, practical/clinical work, and attendance.

COSMETOLOGY-CLOCK HOUR: CONTENT OF UNITS OF INSTRUCTION

Academic Program for Cosmetology Course

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Technical Instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

Hair Dressing – 1100 Hours of Technical Instruction (Theory) and Practical Operations Training

The required subjects of instruction in Hair Dressing shall be completed with the minimum Technical Instruction (Theory) hours and Practical Operations for each subject as follows:

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Subject	Minimum Theory Hours	Minimum Practical Operations
Hairstyling	65	240
Permanent Waving & Chemical Straightening	40	105
Hair Coloring and Bleaching	60	50
Hair Cutting	20	80

Hairstyling – Minimum: 65 hours of Technical Instruction (Theory) and 240 Practical Operations

The subject of Hairstyling includes, but is not limited to the following techniques and procedures: Hair analysis, shampooing, scalp and hair treatments, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling iron, blow dry styling and thermal curling .

Permanent Waving and Chemical Straightening- Minimum: 40 hours of Technical Instruction (Theory) and 105 Practical Operations:

The subject of Permanent Waving and Chemical Straightening includes, but is not limited to the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching- Minimum 60 hours of Technical Instruction (Theory) and 50 Practical Operations:

The subject of Hair Coloring and Bleaching includes, but is not limited to the following techniques and procedures: The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, color retouch, bleaching/hair lightening, high and low lights, and the use of dye removers.

Hair Cutting - Minimum 20 hours of Technical Instruction(Theory) and 80 Practical Operations:

The subject of Hair Cutting includes, but is not limited to the following techniques and procedures: Use of scissors, razor, (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Health and Safety – 200 Hours of Technical Instruction (Theory)

The required subjects of instruction in Health and Safety shall be completed with the minimum Technical Instruction (Theory) hours for each subject as follows:

Subject	Minimum Theory Hours
Laws & Regulations	20
Health and Safety Considerations	45
Disinfection and Sanitation	20
Anatomy and Physiology	15

Laws and Regulations - Minimum: 20 hours of Technical Instruction (Theory):

The subject of Laws & Regulations includes, but is not limited to: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations - Minimum: 45 hours of Technical Instruction (Theory):

The subject of Health and Safety Considerations includes, but is not limited to: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations; elementary chemical makeup, chemical skin peels and chemical and physical changes of matter; hazardous substances

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including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staphylococci and Material Safety Data Sheets.

Disinfection and Sanitation - Minimum: 20 hours of Technical Instruction (Theory):

The subject of Disinfection and Sanitation includes, but is not limited to: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures for equipment used in establishments. (Disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)

Anatomy and Physiology - Minimum: 15 hours of Technical Instruction (Theory):

The subject of Anatomy and Physiology includes, but is not limited to: Human anatomy, human physiology.

Esthetics – 200 Hours of Technical Instruction (Theory) and Practical Operations Training

The required subject of instruction in Esthetics shall be completed with the minimum hours of Technical Instruction and Practical Operations for each subject as follows:

Subject	Minimum Theory Hours	Minimum Practical Operations
Manual, Electrical and Chemical Facials	25	40
Eyebrow Beautification and Make-up	25	30

Manual, Electrical and Chemical Facials - Minimum: 25 hours of Technical Instruction (Theory) and 40 Practical Operations:

The subject of Manual, Electrical and Chemical Facials includes, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Eyebrow Beautification and Make-up - Minimum: 25 hours of Technical Instruction (Theory) and 30 Practical Operations:

The subject of Eyebrow Beautification and Make-up includes, but is not limited to the following techniques and procedures: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. Make-up shall include but is not limited to: Skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

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Nails – 100 Hours of Technical Instruction (Theory) and Practical Operations Training

The required subject of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of Technical Instruction and Practical Operations for each subject as follows:

Subject	Minimum Theory Hours	Minimum Practical Operations
Manicuring and Pedicuring	10	25
Artificial Nails and Wraps	25	120

Manicuring and Pedicuring- Minimum: 10 hours of Technical Instruction (Theory) and 25 Practical Operations:

The subject of Manicuring and Pedicuring includes, but is not limited to the following techniques and procedures: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps - Minimum: 25 hours of Technical Instruction (Theory) and 120 (nails) Practical Operations:

The subject of Artificial Nails and Wraps includes, but is not limited to the following techniques and procedures: Artificial nails including acrylic (Sculptured nails): liquid and powder brush-ons, artificial nail tips and nail wraps, repairs and fills.

Additional Instruction and Training incorporated throughout the program includes: Development of desirable work habits and attitudes; pride in work; acceptable personal grooming and dress; appropriate employer-employee relationships; business and communications skills; including professional ethics; salesmanship; decorum; maintaining client service records.

REQUIRED LEVELS OF ACHIEVEMENTS

Completion of 1,600 hour of designated technical instruction hours and operations with a minimum grade point average of 70% in attendance, theory and practical operations.

The State Board of Barbering and Cosmetology Licensing Exam requires a pass rate of 75% on the *Practical* and 75% on the *Written* exam.

Every student progresses at a different rate of comprehension and ability to master the Practical Operations and absorb the Technical Instruction. The following is a guideline for each phase of the student's accomplishments. A student may need or elect to have additional time in Freshman, possibly due to absences or the necessity to master certain procedures. The school will accommodate what is best for the student's progress.

Freshman:	0– 400 hours
Sophomore:	401– 800 hours
Junior:	801– 1,200 hours
Senior:	1,201– 1,600 hours

COSMETOLOGY INSTRUCTIONAL MATERIALS AND EQUIPMENT

In order to fulfill course and/or program requirements, the institution makes available to students the following:

- a. Textbooks and/or text materials;
- b. Supplementary instructional resources;
- c. Equipment, as applicable; and
- d. Products and supplies, as applicable.

COSMETOLOGY INSTRUCTIONAL MATERIALS- Provided in “Kit and Equipment”

OPTION 1 STANDARD KIT & BOOK includes the following items:

- (1) *Milady Standard Textbook of Cosmetology 2016 Edition*
- (1) Clipper Combo Set
- (1) Manikin Dolls Heads
- (2) Shear Fix Student Scissor Set (Right Handed) or 01176 (Left Handed)
- (1) Manikin Clamp
- (1) Manikin Clamp Extension
- (1) Roll up Stylist Comb Set

OPTION 2 PREMIUM KIT & BOOKS includes the following items:

BOOKS: *Milady Standard Textbook of Cosmetology 2016 Edition*, 1 *Milady Anatomy & Physiology Book*, 1 *Milady Exam Book*, 1 *Milady Theory Workbook*, 1 *Milady Hair Coloring Book*, 1 *Milady Hair Cutting Book*; *State Board of Barbering & Cosmetology Rules and Regulations*; *Milady On-line Licensing Preparation*.

Textbooks will be issued within two weeks of enrollment, unless student has not satisfied the *Verification* requirement.

Cosmetology “Kit and Equipment”

- | | | | |
|---------------------------------|---------------------------|--|------------------------|
| 1 Case on wheels | 1 Clipper/Trimmer | 1 Material (stork) scissors | 1 combo big tease comb |
| 1 Trolley | 1 Student Master Nail Kit | 12 hairstyling combs | |
| 1 box double prong clippers | 1 thinning shears | 1 package manicure stick | 12 rattail combs |
| 1 box single prong clippers | 1 Shear | 1 spatula bag | 1 hair pick |
| 1 box roller pins | 1 Student Shear Kit | 1 Practice finger w/tips | 1 mirror |
| 1 box duckbill clips | 1 chemical bowl | 1 Practice finger with clamp and tips | |
| 1 hair roller racks | 18 dozen cold wave rods | 5 bags emery boards | |
| 2in. Jaws Butterfly clips(1bag) | 6 end wrap boxes | 2 nail sculpt brushes | |
| 3in Jaws Butterfly clips(1bag) | 1 neutralizing bib | 2 nail buffers | |
| 1 Flat Iron | 1 shampoo cape | 1 nail brush nylon bristle | |
| 1 ceramic tapered iron. | 1 jelly apron (chemical) | 4 mannequin heads | |
| 1 curling iron-1 in | 1 jelly cape (chemical) | 1 mannequin stand & extension | |
| 1 curling iron-1 ¼ | 1 comb out cape | 1 Headband | |
| 1 Blow Dryer | 2 tint brushes | 1 Cosmetic Kit/brushes | |
| 3 vent back brushes | 1 Bleach brush | 1 tweezer | |
| 1 blow dry brush (round) | 1 paper color wheel | 2 8oz spray bottle w/mister | |
| 3 nylon brushes | | 3 8oz clear jars | |
| 1 tease brush | | 12 empty small bottles (6- 4oz/ 6-2oz) | |
| | | 2 8oz spray bottle w/mister | |
| | | 1 15oz spray bottle w/mister | |

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While the student remains a *Freshman*, all necessary supplies and equipment will be provided by the school in the freshman classroom. Each student will be issued a complete kit of equipment when they are transferred to the Clinic Floor. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment either lost or stolen.