



# *COURSE OUTLINE*

*Effective January 1, 2014 – December 31, 2014*

*750 Beyer Way, Suites B-E San Diego, CA 92154  
Telephone 619-575-1511*

# AVANCÉ BEAUTY COLLEGE - COURSE OUTLINE

750 BEYER WAY, SUITES B-E, SAN DIEGO, CA 92154  
PHONE 619.575.1511 ● FAX 619.575.2080  
WEB SITE : AVANCEBEAUTYCOLLEGE.EDU

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## **COURSE DESCRIPTION:**

This course is taught in English. The course requires 1,600 clock hours. The weekly schedule the student selects will determine the length of the course and the number of weeks included in the *Contract*. All phases of Cosmetology as required by the Department of Consumer Affairs – State Board of Barbering & Cosmetology are as follows:

Hairstyling; Thermal hairstyling; Permanent waving; Chemical straightening; Haircutting; Hair Coloring and Bleaching; Scalp and Hair treatments; Facials (manual), Facials (electrical), Facials (chemical); Eyebrow Arching and Hair Removal; Make-up; Water and Oil Manicures; Complete Pedicure; Artificial Nails; Liquid Powder and Brush-ons; Artificial Nail Tips; Nail Wraps and Repairs; Barbering & Cosmetology Act, Board Rules and Regulations, and Performance Criteria; Cosmetology Chemistry; Theory of Electricity in Cosmetology; Health and Safety/Hazardous Substance; Disinfection and Sanitation; Bacteriology, Anatomy and Physiology; Employment Training.

|            |                    |
|------------|--------------------|
| Freshman:  | 0– 360 hours       |
| Sophomore: | 361– 800 hours     |
| Junior:    | 801– 1,200 hours   |
| Senior:    | 1,201– 1,600 hours |

## **COURSE GOALS AND OBJECTIVES**

### To develop the knowledge of:

The science and practice of Cosmetology consisting of hairstyling, hair cutting, hair coloring, permanent waving, hair straightening, scalp and hair treatments, facials, eyebrow arching and hair removal, make-up, manicuring and pedicuring, sterilization and sanitation, bacteriology, Cosmetology chemistry and electricity, Cosmetology Act and Board Rules and Regulations.

### To develop the ability to:

Perform all manipulative or practical phases pertaining and relating to Cosmetology, enabling the student to pass the California State Board examination; to successfully prepare the student for entry level employment.

### To develop an appreciation of:

Qualified workmanship, professionalism, personal and public hygiene, sanitation, good grooming, courtesy, neatness and attitude.

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## COURSE FORMAT:

Required content of operations, hours of instructions and competencies devoted to each operation and hour of instructions.

| SUBJECT                                                | Required Technical Instruction Hours | Required Operations | Applied Effort |       |       |            |       |       |
|--------------------------------------------------------|--------------------------------------|---------------------|----------------|-------|-------|------------|-------|-------|
|                                                        |                                      |                     | Hours          |       |       | Operations |       |       |
|                                                        |                                      |                     | Today          | Prior | Total | Today      | Prior | Total |
| Hairstyling                                            | 35                                   | 200                 |                |       |       |            |       |       |
| Thermal Hairstyling/Press & Curl                       | 25                                   |                     |                |       |       |            |       |       |
| Thermal Hairstyling                                    |                                      | 40                  |                |       |       |            |       |       |
| Press and Curl                                         |                                      | 20                  |                |       |       |            |       |       |
| Permanent Waving/Chemical Straightening                | 40                                   |                     |                |       |       |            |       |       |
| Permanent Waving                                       |                                      | 80                  |                |       |       |            |       |       |
| Chemical Straightening                                 |                                      | 25                  |                |       |       |            |       |       |
| Haircutting                                            | 20                                   | 80                  |                |       |       |            |       |       |
| Hair Coloring/Bleaching                                | 60                                   |                     |                |       |       |            |       |       |
| Hair Coloring                                          |                                      | 50                  |                |       |       |            |       |       |
| Bleaching                                              |                                      | 20                  |                |       |       |            |       |       |
| Scalp and Hair Treatments                              | 5                                    | 20                  |                |       |       |            |       |       |
| Facials Manual                                         | 5                                    | 10                  |                |       |       |            |       |       |
| Facials Electrical                                     | 10                                   | 15                  |                |       |       |            |       |       |
| Facials Chemical                                       | 10                                   | 15                  |                |       |       |            |       |       |
| Eyebrow Arching and Hair Removal                       | 10                                   | 20                  |                |       |       |            |       |       |
| Make – up                                              | 15                                   | 10                  |                |       |       |            |       |       |
| Water and Oil Manicure                                 | 5                                    | 15                  |                |       |       |            |       |       |
| Complete Pedicure                                      | 5                                    | 10                  |                |       |       |            |       |       |
| Artificial Nails, Acrylic Liquid Powders and Brush-ons | 10                                   | 50 nails            |                |       |       |            |       |       |
| Artificial Nail tips                                   | 10                                   | 50 nails            |                |       |       |            |       |       |
| Nail Wraps and Repairs                                 | 5                                    | 20 nails            |                |       |       |            |       |       |
| Cosmetology Act, Rules and Regulations                 | 20                                   | *****               |                |       |       | *****      | ***** | ***** |
| Cosmetology Chemistry                                  | 20                                   | *****               |                |       |       | *****      | ***** | ***** |
| Health & Safety/Hazard Substance                       | 20                                   | *****               |                |       |       | *****      | ***** | ***** |
| Theory of Electricity in Cosmetology                   | 5                                    | *****               |                |       |       | *****      | ***** | ***** |
| Disinfection and Sanitation                            | 20                                   | 10                  |                |       |       |            |       |       |
| Bacteriology, Anatomy Physiology                       | 15                                   | *****               |                |       |       | *****      | ***** | ***** |
| Employment Training                                    | 20                                   | *****               |                |       |       | *****      | ***** | ***** |

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The California State Board of Barbering and Cosmetology requires the following totals of combined hours and operations: Health & Safety 200; Hair Styling 1,100; Esthetics 200; Nails 100.

## **The instruction techniques and methods, both theoretical and practical, include:**

- Lecturing,
- Class demonstrations, discussion,
- Hands- on practical experience,
- Individual instruction,
- Audio-visual (videos) aids such as television, VCR & DVD, projector use within the following subject areas:
  - A) Cosmetology Act, Rules & Regulations, Performance Criteria
  - B) Cosmetology Chemistry
  - C) Health and Safety/Hazardous Substance
  - D) Cosmetology Electricity
  - E) Disinfection and Sanitation
  - F) Bacteriology, Anatomy and Physiology
  - G) Hair styling (Wet and Thermal), Cutting, Permanent Waving, Chemical Straightening, Hair coloring and Bleaching, Scalp Treatment
  - H) Facials – Manual, Electrical and Chemical Applications
  - I) Eyebrow Arching and Hair Removal
  - J) Make-up
  - K) Manicure, pedicure and Artificial Nails and Nail Repairs
  - L) Employment Training

## **COSMETOLOGY COURSE FORMAT/OUTLINE:**

- I. COSMETOLOGY ACT, RULES AND REGULATIONS, PERFORMANCE CRITERIA
  - A) California laws – Business and Professional Code
  - B) State Board of Cosmetology Rules and Regulations, Act, and Performance Criteria
- II. COSMETOLOGY CHEMISTRY
  - A) Potential hydrogen (PH) scale
    - 1) Degree of acidity or alkalinity
  - B) Chemical analysis
    - 1) Hair, nails and skin
    - 2) Hair, nails and skin cosmetic products
  - C) Chemical composition and purpose of cosmetics
  - D) Physical and chemical changes of matter
- III. HEALTH AND SAFETY/HAZARDOUS SUBSTANCE
  - A) Health in establishments
    - 1) Health and Safety laws
    - 2) Hazardous Substances
    - 3) Ergonomics
    - 4) Protection from hazardous chemicals and preventing chemical injuries
    - 5) Communicable infections

- a. HIV/AIDS Hepatitis B and Staphylococcus

## IV. THEORY OF ELECTRICITY IN COSMETOLOGY

- A) Potential hydrogen (PH) scale
  - 1) Electrical (European) facial machine
    - a. Galvanic, faradic and sinusoidal currents
  - 2) Tesla high frequency or violet ray
  - 3) Dermal lights
- B) Principles of operating electrical equipment
- C) Safety precautions used when operating electrical equipment

## V. DISINFECTION AND SANITATION

- A) California Acts, Rules and Regulations
  - 1) Protection Procedures Health and Safety
    - a) Consumer and Technician (Student)
    - b) *Set up and client protection*
- B) Mix disinfectant chemicals
- C) Disinfect instruments and equipment throughout course
- D) Physical and Chemical agents

## VI. BACTERIOLOGY, ANATOMY, AND PHYSIOLOGY

- A) Bacteria types, Classification, Growth, Reproduction and infections
- B) Structure and functions of the human body
- C) Activities performed by various parts of the body

## VII. HAIRSTYLING

- A) Hair analysis
- B) Shampooing and conditioning of hair and scalp
- C) Dimensions in hair design and facial analysis
- D) Hair shaping, sculpture curls, pin curls, roller placement, comb out, finger waving and braiding
- E) Client protection, safety precautions and infection control procedures mandatory

## VIII. THERMAL HAIRSTYLING (THERMAL STYLING – PRESS AND CURL)

- A) Hair analysis
- B) Thermal pressing comb techniques
- C) Thermal (Marcel) curling iron techniques
- D) Electrical curling iron techniques
- E) Blow dryer styling
- F) Thermal curling
- G) Client protection, safety precautions and infection control procedures mandatory

## XI. PERMANENT/ CHEMICAL WAVING

- A) Hair analysis
- B) Permanent wave rod size selection
- C) Sectioning for double halo or straight back permanent wave
- D) Chemical reaction on hair during permanent waving

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- 1) Thioglycolate – softens and rearranges straight hair to curly hair
- 2) Neutralizer – re-hardens the curled hair
- 3) Cold wave solution
- 4) Cold wave neutralizer
- E) Client protection, safety precautions and infection control procedures mandatory

## X. CHEMICAL STRAIGHTENING

- A) Hair analysis
- B) Protect scalp and face skin
- C) Permanently straighten over curly hair
  - 1) Sodium hydroxide or crème thioglycolate products to soften the hair
  - 2) Neutralizing shampoo or neutralizer to re-harden the hair
- D) Reconditioning the hair
- E) Virgin relaxer application
- F) Virgin relaxer retouch
- G) Client protection, safety precautions and infection control procedures mandatory

## XI. HAIRCUTTING

- A) Hair analysis
- B) Wet and dry cutting
- C) Scissor and razor cutting
- D) Thinning shears techniques
- E) Electric clipper techniques
- F) Facial analysis
- G) Client protection, safety precautions and infection control procedures mandatory
- H) Women, men and children haircutting styles

## XII. HAIRCOLORING AND BLEACHING

- A) Hair analysis and scalp
- B) Predisposition tests
- C) Safety precautions
- D) Formula mixing
- E) Color charts and selection
- F) Product knowledge
- G) Product application for virgin hair lightening application, bleach touch-up, virgin tint going lighter or darker, hair color touch-up lighter or darker, tint bleached hair back to natural, highlighting, corrective hair coloring, frosting and use of dye removers.
- H) Client protection, safety precautions and infection control procedures mandatory

## XIII. SCALP AND HAIR TREATMENTS

- A) Scalp and hair analysis
- B) Scientific brushing
- C) Manual and electric scalp manipulations
  - 1) Tesla high frequency
  - 2) Safety precautions
  - 3) Application and techniques while operating electrical equipment
- D) Hair and scalp conditioning treatments

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- E) Purpose of conditioning on the hair and scalp
- F) Client protection, safety precautions and infection control procedures mandatory

## XIV. FACIALS

### A) Basic

- 1) Cleansing
- 2) Scrub
- 3) Massage
- 4) Toner/Astringent
- 5) Hydrating mask or solar filter
- 6) Client protection, safety precautions and infection control procedures mandatory

### B) Electrical

- 1) Cleansing
- 2) Electrical facial using galvanic modalities
- 3) High frequency facial apparatus
- 4) Dermal lights
- 5) Toner/Astringent
- 6) Client protection, safety precautions and infection control procedures mandatory

### C) Chemical

- 1) Cleansing
- 2) Packs, mask and scrubs
- 3) Emphasize non-living uppermost layer of epidermis
- 4) Purpose beautification
- 5) Toner/Astringent

### D) Skin analysis

- E) Client protection, safety precautions and infection control procedures mandatory

## XV. EYEBROW ARCHING AND HAIR REMOVAL

### A) Cleansing with Antiseptic

### B) Tweezing

### C) Waxing

### D) Apply Antiseptic to treated area

- E) Client protection, safety precautions and infection control procedures mandatory

## XVI. MAKE -UP

### A) Skin, eyes and face analysis

### B) Day time make-up

### C) Evening make-up

### D) Corrective make-up

### E) Highlighting, shadowing and contouring application

### F) Make-up color analysis

### G) Application of false eyelashes

### H) Lash and brow tinting (darker)

- I) Client protection, safety precautions and infection control procedures mandatory



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## XVII. MANICURING AND PEDICURING

- A) Water and oil manicuring – nail analysis and massage
- B) Pedicuring – nail analysis and massage
- C) Artificial nails/ Sculptured nail – powder and liquid brush-on and fills
- D) Artificial nail tips
- E) Silk and paper nail wrap and repair
- F) Client protection, safety precautions and infection control procedures mandatory

## XVIII. EMPLOYMENT TRAINING

- A) Professional ethics
- B) *U.S. Constitution day*- Review constitution
- C) Professional hygiene and good grooming
- D) Salesmanship, product retailing and reception desk
- E) Field trips
- F) Student record keeping
- G) Patron record keeping
- H) Normal clean up duties
- I) Effective communication and human relations
- J) Licensing requirements and regulations
- K) Employment Search
  - 1) Selection employment
  - 2) Finding employment openings
  - 3) Techniques for preparing for employment application and interview
  - 4) State laws regarding employment – salon management
  - 5) Good employment habits
  - 6) Payroll and payroll deductions
  - 7) Safety with respect to Cosmetologist and patron
  - 8) State and Federal tax laws

## **GRADING PROCEDURES**

### **Academic Progress Evaluation**

Student's academic progress evaluation occurs upon the completion of the benchmark hours required for each payment period: 450 hours, 900 hours, 1250 hours, 1600 hours. Academic progress is determined by the following factors:

Theory (test grades, outlines, homework, etc.)

Practical/clinical work 50% -results of monthly grading sheets of State Board Operations;

50% -number of procedures completed

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 and in practical/clinical work.

Copies of Practical Operations Grading Sheets are provided to students to enable them to track their progress and study for the Practical State Board. The scores are totaled by operation category and posted to the computer with the original filed in the student's file. The Practical Operations Grading Sheets are the source for the quarterly progress records.

Written progress records are maintained by the college. These are recorded and discussed with each student when the quarterly benchmark hours are reached (450 hours, 900 hours, 1250 hours). The reports reflect attendance, attitude, ability, number of operations attained and grading of State Board Operations, and test scores. Students may review their cumulative record during office hours under the supervision of an instructor.

Makeup work, such as tests, etc., must be arranged by the student with their individual instructor.

**Commencing 2009**, "Transcripts" are maintained indefinitely in accordance with CPPE Act of 2009.

**TEXT BOOK:** Milady Standard Textbook of Cosmetology 2012 Edition

## **REQUIRED LEVELS OF ACHIEVEMENTS**

1,600 hour of designated technical instruction hours and operations; and, passing of State Board of Barbering and Cosmetology Licensing Exam with a 75% on the *Practical* and 70% on the *Written* exam

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