

Hays Academy of Hair Design

Course Outline

Course Title: Cosmetology

Text: Alpert, Arlene. Milady's Standard Textbook of Cosmetology. Milady Publishing Company. Clifton Park, New York: 2016.

Nuts and Bolts Business Training Materials

Course Description

The Cosmetology Course is a 1500-hour program that is normally completed during a twelve-month session during which the students attend eight hours a day, four days per week. Part time students would be those needing to attend classes less than four days per week.

During the 1500-hour course, the student will study the basic principles of cosmetology that include a basic understanding of the hair, skin, and the products used for their care.

Course Objectives

At the completion of this course, the student will have demonstrated the abilities required to pass the Kansas State Board of Cosmetology examination and the ability to:

1. The student will be able to demonstrate the correct practice of sanitation in the salon, explain the use of the wet and dry sanitizers, the use of alcohol for sanitation, identify the commonly used disinfectants and antiseptics used in the salon, and recite the fundamental rules of first aid.
2. The student will demonstrate the proper method of draping, brushing, scalp manipulation, shampooing, and application of conditioning rinses. The student will be given a time limit of ten minutes and will be evaluated.
3. The student will demonstrate a haircut using either scissors or a razor. An instructor will evaluate the haircut for accuracy. A 30-minute time limit for the haircut will be set.
4. The student will demonstrate the ability to style a client's hair according to the client's wishes, needs, and physical features. The instructor will evaluate the results. There will be a 30-minute time limit for the process.
5. The student will demonstrate a fingerwave, skip wave, six roller curls, and two pincurl shapings that will be evaluated by the instructor. The time limit for this process will be 30 minutes.

6. The student will demonstrate a nine-section perm wrap on a mannequin, rolling six rods in one section. The instructor will evaluate the results. The time limit for this process will be 15 minutes.
7. The student will demonstrate the application of chemical hair relaxing products on a mannequin. The student will be given 10 minutes to complete the process and will be evaluated by an instructor.
8. The student will demonstrate the procedure for a plain facial including draping, application of facial manipulation, and sanitation. The student will be allowed 20 minutes to complete the facial and will be evaluated.
9. The student will demonstrate hair coloring including a virgin tint or bleach, or a retouch tint or bleach. Sectioning, application, and sanitary and safety procedures will be evaluated by an instructor. There will be 5 minutes allowed for this procedure.
10. The student will demonstrate a plain manicure on three fingers. Evaluation will be on arrangement of implements and supplies, shaping, cuticle treatment, polish application, hand and arm massage, and safety and sanitation procedures. An instructor will evaluate the student. This process will be allotted 20 minutes.

Hours in Cosmetology Curriculum

Min. hrs.

Hours

<u>Scientific Concepts</u>	
(a) Sanitation	40
(b) Hair and scalp	35
(c) Skin	20
(d) Nails	20
<u>Physical Services</u>	
(a) Shampoos and rinses	35
(b) Scalp and hair care	35
(c) Facials and make-up.....	150
(d) Manicuring	90
(e) Artificial nails	90
<u>Chemical Services</u>	
(a) Hair coloring	25 87
(b) Hair lightening	25 88
(c) Chemical waving	25 150
(d) Chemical hair relaxing	25 125
<u>Hair designing</u>	
(a) Hair shaping	150
Razor	25
Scissors	25
(b) Hair styling	125
Complete pincurl sets	25
Complete pincurl & wave	25
Complete roller sets	50
Complete comb-out	50
(c) Thermal techniques	75
Curling iron sets	50
Blow dry styling	50
(d) Care and styling of hair pieces	10
<u>Business practices</u>	75
<u>State law</u>	50
<u>Student specific needs</u>	50
Total hours	1500

Cosmetology Curriculum Outline

- I. Orientation (7 hours)
 - A. Materials and Equipment
 - 1. Distribute textbooks
 - 2. Distribute workbooks
 - 3. Assign lockers
 - B. School Rules
 - 1. Attendance policy
 - 2. Tardiness policy
 - 3. Clinic floor and desk
 - 4. Classroom etiquette
 - 5. Grade and report cards
 - C. Dress Code
 - 1. Professional appearance
 - 2. Proper uniform
 - D. Counseling
 - 1. Student services
 - 2. Learning preference test
 - a. Evaluation
 - E. Cosmetology as a Career
 - 1. Career possibilities
 - 2. Salary expectations

- II. Ethics (42 hours)
 - A. Personal and Public Hygiene
 - 1. The well-groomed cosmetologist
 - 2. Maintaining good health
 - B. Visual Poise
 - 1. Importance of good posture
 - 2. Correct body use
 - C. Personality Development
 - D. Professional Ethics
 - 1. Professional attitude

- III. Communication
 - A. Basics
 - B. Client consultation
 - C. Special issues
 - D. In-Salon communication

- IV. Bacteriology (35 hours)
 - A. Types of Bacteria
 - 1. Non-pathogenic
 - 2. Pathogenic
 - B. Classification of Pathogenic Bacteria
 - C. Bacterial Growth and Reproduction
 - D. Bacterial Infections

- E. Viruses
- F. Immunity

- V. Sterilization and Sanitation (35 hours)
 - A. Definitions
 - B. Methods
 - 1. Physical Agents
 - 2. Chemical Agents
 - 3. Ultra-violet ray sanitizer
 - 4. Dry or Cabinet sanitizer
 - C. Sanitizing Rules
 - D. Public Sanitation

- VI. Anatomy (56 hours)
 - A. Why study Anatomy
 - B. Definitions and terms
 - C. Structure and Function of the Human Body
 - 1. Skeletal System
 - 2. Muscular System
 - 3. Nervous System
 - 4. Circulatory System
 - 5. Endocrine System
 - 6. Digestive System
 - 7. Excretory System
 - 8. Respiratory System
 - 9. Integumentary System

- VII. Chemistry (28 hours)
 - A. Science of Chemistry
 - B. Matter
 - 1. States
 - 2. Properties
 - 3. Changes
 - 4. Solutions, suspensions, and emulsions
 - C. Potential Hydrogen (pH)
 - 1. Water and pH
 - 2. pH scale
 - 3. Acids and alkalis

- VIII. Electricity (56 hours)
 - A. Types of electric current
 - 1. Direct current
 - 2. Indirect current
 - B. Electrical Measurements
 - C. Safety Devices
 - 1. Electrical Equipment Safety

- D. Electrotherapy
 - 1. Polarity
 - 2. Modalities
 - 3. Other electrical equipment
 - E. Light Therapy
 - 1. Ultraviolet rays
 - 2. Infrared rays
 - 3. Visible Light rays
- IX. Properties of the Hair and Scalp (42 hours)
- A. Structure of the hair
 - 1. Hair root
 - 2. Hair shaft
 - B. Chemical composition of hair
 - 1. Side bonds of the cortex
 - 2. Hair pigment
 - 3. Wave pattern
 - C. Hair Analysis
 - 1. Texture
 - 2. Density
 - 3. Porosity
 - 4. Elasticity
 - 5. Dry hair and scalp
 - 6. Oily hair and scalp
 - D. Hair growth
 - 1. Growth cycles
 - E. Hair Loss
 - 1. Emotional impact of hair loss
 - 2. Types of abnormal hair loss
 - a. Androgenic alopecia
 - b. Alopecia areata
 - c. Postpartum alopecia
 - 3. Hair Loss Treatments
 - F. Disorders of the Hair (28 hours)
 - 1. Canities
 - 2. Ringed Hair
 - 3. Hypertrichosis
 - 4. Trichoptilosis
 - 5. Trichorrhexis Nodosa
 - 6. Monilethrix
 - 7. Fragilitas Crinium
 - G. Disorders of the Scalp
 - 1. Dandruff
 - a. Pityriasis capitis simplex
 - b. Pityriasis steatoides

- 2. Vegetable Parasitic Infections
 - a. Tinea capitis
 - b. Tinea favosa
 - 3. Animal Parasitic Infections
 - a. Scabies
 - b. Pediculosis capitis
 - 4. Staphylococci Infections
 - a. Furuncle
 - b. Carbuncle
- X. Principles of Hair Design (56 hours)
- A. Philosophy of Design
 - B. Elements of Hair Design
 - 1. Form
 - 2. Space
 - 3. Line
 - a. Horizontal lines
 - b. Vertical lines
 - c. Diagonal lines
 - d. Curved lines
 - 4. Color
 - a. Creating dimension
 - b. Creating lines
 - c. Color selection
 - 5. Wave Pattern
 - C. Principles of Hair design
 - 1. Proportion
 - 2. Balance
 - a. Symmetrical
 - b. Asymmetrical
 - 3. Rhythm
 - 4. Emphasis
 - 5. Harmony
 - D. Designing for Men
 - 1. Mustache
 - 2. Beard
- XI. Shampooing, Rinsing, and Conditioning (42 hours)
- A. Understanding shampoo
 - 1. pH scale
 - 2. Chemistry of water
 - 3. Chemistry of shampoos
 - 4. Types of shampoos
 - a. Acid-balanced or everyday shampoo
 - b. Conditioning or moisturizing shampoo
 - c. Medicated shampoo

- d. Clarifying shampoo
 - e. Balancing shampoo
 - f. Dry or powder shampoos
 - g. Color-enhancing shampoos
 - h. Shampoos for Hairpieces and Wigs
- B. Conditioners
 - 1. Instant conditioners
 - 2. Moisturizers
 - 3. Protein conditioners
 - 4. Deep conditioning treatments
 - C. Brushing the hair
 - D. Scalp massages
 - E. Shampoo Procedure
 - F. General Hair and Scalp treatments
 - G. Safety Precautions
 - 1. Water temperature
 - 2. Sanitation and sterilization

XIV. Haircutting (60 hours)

- A. Principles of Haircutting
 - 1. Head form
 - a. Reference points
 - b. Areas of the head
 - 2. Lines and Angles
 - 3. Elevation
 - 4. Cutting Line
 - 5. Guidelines
 - a. Stationary
 - b. Traveling
 - 6. Overdirection
- B. Client Consultation
 - 1. The desired look
 - 2. Face shape
 - 3. Hair Analysis
- C. Tools, Body Positioning, and Safety
 - 1. Haircutting tools
 - a. Haircutting shears
 - b. Thinning shears
 - c. Straight razor or razor shaper
 - d. Clippers
 - e. Edgers
 - f. Wide-tooth comb
 - g. Sectioning clips
 - h. Barber comb
 - i. Styling or cutting comb
 - 2. Holding your tools

- 3. Tension
 - 4. Posture and body positioning
 - a. Hand positions for different cutting angles
 - 5. Safety in haircutting
 - 6. Sanitation and disinfecting guidelines
 - D. Basic Haircuts
 - 1. General haircutting tips
 - E. Cutting Curly Hair
 - F. Other Cutting Techniques
 - G. Clippers, Edgers, and Trimmers
 - 1. Tools for clipper cutting
 - 2. Basic clipper techniques
 - 3. Men's basic clipper cut
- XV. Hairstyling (100 hours)
- A. Client Consultation
 - B. Wet Hairstyling basics
 - C. Finger Waving
 - 1. Preparation
 - 2. Implements and materials
 - 3. Procedure
 - 4. Cleanup and sanitation
 - D. Pin Curls
 - 1. Parts of a curl
 - 2. Mobility of a curl
 - 3. Shaping for pin curl placements
 - 4. Open and Closed center curls
 - 5. Curl and Stem direction
 - 6. Pin Curl foundations or base
 - 7. Pin Curl techniques
 - 8. Implements and materials
 - 9. Preparation
 - 10. Procedure
 - E. Roller Curls
 - 1. Parts of a roller curl
 - 2. Choosing your roller size
 - 3. Roller placement
 - 4. Hot rollers
 - 5. Velcro rollers
 - 6. Implements and materials
 - 7. Preparation
 - 8. Procedure
 - F. Comb-out Technique
 - 1. Back-combing and Back-brushing techniques
 - 2. Implements and materials
 - 3. Procedure

- 4. Clean-up and sanitation
 - G. Hair Wrapping
 - 1. Implements and materials
 - 2. Procedure
 - H. Blow-dry styling
 - 1. Blow dryer
 - 2. Combs and picks
 - 3. Brushes
 - 4. Sectioning clips
 - 5. Styling lotions
 - 6. Preparation
 - 7. Procedure
 - I. Styling Long Hair
 - 1. Updo styles
 - J. Thermal Hair Styling
 - 1. Thermal irons
 - 2. Testing thermal irons
 - 3. Care of thermal irons
 - 4. Comb use with thermal irons
 - 5. Manipulating thermal irons
 - 6. Implements and materials
 - 7. Preparation
 - 8. Procedure
 - 9. Cleanup and sanitation
 - 10. Safety measures
 - K. Thermal Hair Straightening
 - 1. Analysis of hair and scalp
 - 2. Pressing combs
 - 3. Pressing oil or cream
 - 4. Hard press
 - 5. Touch-ups
 - 6. Safety precautions
 - 7. Special considerations
 - 8. Implements and materials
 - 9. Preparation
 - 10. Procedure
 - 11. Cleanup and sanitation
- XVI. Braiding and Braid Extensions (20 hours)
- A. Client Consultation
 - 1. Hair analysis
 - 2. Facial Shapes
 - B. Understanding the Basics
 - 1. Tools for braiding
 - 2. Materials for extensions
 - 3. Working with wet or dry hair

- C. Braiding the Hair
 - 1. Invisible braid
 - 2. Rope braid
 - 3. Fishtail braid
 - 4. Single braids
 - 5. Cornrows
 - 6. Locks
 - 7. Implements and materials used
 - 8. Preparation
 - 9. Procedure

- XVII. Wigs and Hair Enhancements (35 hours)
 - A. Client Consultation
 - B. Wigs
 - 1. Human hair versus synthetic hair
 - a. Advantages and disadvantages of both
 - 2. Quality and Cost
 - 3. Types of wigs
 - a. Cap wigs
 - b. Capless
 - c. Methods of construction
 - 4. Taking wig measurements
 - 5. Blocking the wig
 - 6. Putting on the wig
 - 7. Cleaning the wig
 - 8. Cutting the wig
 - 9. Styling the wig
 - 10. Coloring wigs and extensions
 - 11. Perming the wig
 - C. Hairpieces
 - 1. Integration hairpieces
 - 2. Fashion hairpieces
 - D. Hair Extensions
 - 1. Track and sew attachment method
 - 2. Bonding method
 - 3. Fusion method

- XVIII. Chemical Texture Services (150 hours)
 - A. Structure of Hair
 - 1. Cuticle
 - 2. Cortex
 - 3. Peptide bonds
 - 4. Side bonds
 - a. Disulfide bonds
 - b. Salt bonds

- c. Hydrogen bonds
- B. Client Consultation
 - 1. Client records
 - 2. Scalp Analysis
 - 3. Hair Analysis
 - a. Texture
 - b. Density
 - c. Porosity
 - d. Elasticity
 - e. Direction of hair growth
- C. Permanent Waving
 - 1. Perm wrap
 - 2. Sectioning
 - 3. Base control
 - a. On-base placement
 - b. Half-off-base placement
 - c. Off-base placement
 - 4. Base direction
 - 5. Wrapping techniques
 - a. Croquignole perms
 - b. Spiral perms
 - 6. Perm tools
 - a. Concave rods
 - b. Straight rods
 - c. Other perm tools
 - d. End papers
 - 7. Chemistry of permanent waving
 - 8. Types of permanent waves
 - a. Alkaline waves or cold waves
 - b. True acid waves
 - c. Acid-balanced waves
 - d. Exothermic waves
 - e. Endothermic waves
 - f. Ammonia-free waves
 - g. Thio-free waves
 - h. Low-pH waves
 - 9. Selecting the right type of permanents
 - 10. Permanent wave processing
 - a. Overprocessed hair
 - b. Underprocessed hair
 - 11. Permanent waving neutralization
 - a. Stage one
 - b. Stage two
 - c. Post-perm hair care
 - 12. Safety precautions for permanent waving
- D. Permanent Waving Procedures

1. Basic perm wrap
 2. Curvature perm wrap
 3. Bricklay perm wrap
 4. Weave technique
 5. Double tool technique
 6. Spiral perm technique
 7. Partial perms
 8. Perms for men
- E. Chemical Hair Relaxers
1. Types of hair relaxers
 - a. Thio
 - b. Hydroxide
 1. Metal
 2. Guanidine
 3. Low-pH
 4. Base and no-base
 2. Relaxer strengths
 3. Procedures
- F. Soft Curl Permanents
1. Procedure
 2. Safety and precautions
- XIX. Haircoloring (84 hours)
- A. Why People Color Their Hair
- B. Color Theory
1. Law of Color
 - a. Primary colors
 - b. Secondary colors
 - c. Tertiary colors
 - d. Complementary colors
- C. Hair Facts
1. Hair structure
 2. Texture
 3. Density
 4. Porosity
 5. Natural Hair Color
- D. Level System
1. Tone and intensity
 2. Identifying natural level and tone
- E. Types of Haircolor
1. Temporary
 2. Semipermanent
 3. Demipermanent
 4. Permanent
 5. Hydrogen peroxide developers
 6. Natural and metallic haircolors

- 7. Lighteners
 - 8. Decolorizing process
 - F. Consultation
 - 1. Release statement
 - 2. Patch test
 - G. Haircolor Application Procedures
 - 1. Preliminary strand test
 - 2. Temporary colors
 - 3. Semipermanent colors
 - 4. Demipermanent colors
 - 5. Permanent colors
 - H. Lightening Techniques
 - 1. On-the-scalp lighteners
 - 2. Off-the-scalp lighteners
 - 3. Time factors
 - 4. Toners
 - I. Special Effects Haircoloring
 - 1. Cap technique
 - 2. Foil technique
 - 3. Toning overhighlighted and dimensionally colored hair
 - 4. Highlighting shampoos
 - J. Special Problems in Haircolor/Corrective Coloring
 - 1. Gray hair
 - a. Challenges
 - b. Solutions
 - 2. Rules for effective color correction
 - 3. Damaged hair
 - 4. Fillers
 - a. Conditioner fillers
 - b. Color fillers
 - 5. Fading reds
 - 6. Correcting brassiness and other unwanted tones in the hair
 - 7. Tint Removal
 - 8. Tint Back to natural color
 - c. Challenges
 - d. Solutions
 - K. Salon Menu of Services
 - L. Haircoloring Safety Precautions
- XX. Histology of the Skin (28 hours)
- A. Anatomy of the Skin
 - 1. Divisions
 - a. Epidermis
 - b. Dermis
 - 2. How the skin is nourished
 - 3. Nerves of the skin

4. Skin color
5. Strength and flexibility of the skin
 - a. Collagen
 - b. Elastin
6. Glands of the skin
 - a. Sweat
 - b. Oil
7. Functions of the skin
8. Aging of the skin
 - a. Sun
 - b. Skin aging and the environment
 - c. Aging and lifestyle
- B. Disorders of the Skin
 1. Lesions
 - a. Primary
 - b. Secondary
 2. Disorders of the oil glands
 3. Disorders of the sweat glands
 4. Inflammations
 5. Occupational disorders in cosmetology
 6. Pigmentations
 7. Hypertrophies
 8. Skin cancer
- C. Maintaining the Health of the Skin
 1. Vitamins and dietary supplements

XXI. Hair Removal (42 hours)

- A. Temporary Methods of Hair Removal
 1. Shaving
 2. Tweezing
 3. Electronic Tweezers
 4. Depilatories
 5. Epilators
 6. Safety Precautions
 7. Threading
 8. Sugaring

XXII. Facials (56 hours)

- A. Basic Classification and Chemistry of Skin Care Products
 1. Cleansing Products
 2. Exfoliants
 3. Treatment and massage creams
 4. Moisturizers
 5. Intensive care products
- B. Facial Massage
 1. Basic massage manipulations

- a. Effleurage
- b. Petrissage
- c. Friction
- d. Tapotement
- e. Vibration
- 2. Physiological effects of massage
- 3. Facial manipulations
- C. Electrotherapy and Light Therapy
 - 1. Galvanic current
 - 2. Faradic and Sinusoidal currents
 - 3. High-frequency current
 - 4. Light Therapy
- D. Facial Treatments
 - 1. Guidelines
 - 2. Basic facial
 - 3. Special problems
- E. Aromatherapy
- F. Face Value

XXIII. Facial Makeup (56 hours)

- A. Cosmetics for Facial Makeup
 - 1. Foundation
 - a. Chemistry
 - b. Using foundation
 - 2. Concealers
 - a. Chemistry
 - b. Using concealer
 - 3. Face Powders
 - a. Chemistry
 - b. Using powders
 - 4. Cheek color
 - a. Chemistry
 - b. Using cheek color
 - 5. Lip color
 - a. Chemistry
 - b. Using lip color
 - 6. Lip liner
 - a. Chemistry
 - b. Using lip liner
 - 7. Eye shadow
 - a. Chemistry
 - b. Using eye shadow
 - 8. Eyeliners
 - a. Chemistry
 - b. Using eyeliners
 - 9. Eyebrow color

- a. Chemistry
 - b. Using eyebrow color
- 10. Mascara
 - a. Chemistry
 - b. Using mascara
- 11. Other Cosmetics
 - a. Removers
 - b. Greasepaint
 - c. Cake makeup
- 12. Makeup brushes and other tools
 - a. Tools
 - b. Caring for brushes
 - c. Disposable implements
- B. Makeup Color Theory
 - 1. Warm and cool colors
 - 2. Selecting makeup colors
 - a. Determining skin color
 - b. Complementary colors for eyes
 - c. Adding cheek and lip color
 - d. Hair color and eye color
 - 3. Reviewing color selection steps
- C. Client Consultation
 - 1. Consultation area
 - 2. Lighting
 - 3. Makeup consultation
 - 4. Special occasion makeup
- D. Corrective Makeup
 - 1. Analyzing features and face shape
- E. Artificial Eyelashes
 - 1. Application and removal
- F. Safety Precautions

XXIV. Nail Structure and Growth (56 hours)

- A. Nail
 - 1. Anatomy
 - a. Nail bed
 - b. Matrix bed
 - c. Nail plate
 - d. Cuticular system
 - e. Specialized ligaments
 - f. Nail folds
- B. Nail Growth
 - 1. Nail Malformation
 - 2. Nail Disorders
- C. Nail Fungus
- D. Nail Diseases

- XXV. Manicuring and Pedicuring (56 hours)
 - A. Nail Care Tools
 - 1. Equipment
 - 2. Implements
 - a. Implements needed
 - b. Sanitation
 - 3. Nail cosmetics
 - 4. Materials
 - B. Manicuring Table
 - 1. Preparing the manicure table
 - C. Client Consultation
 - 1. General health
 - 2. Choosing nail shape
 - 3. Hand massage
 - D. Plain Manicure
 - 1. Nail problems
 - E. Other Types of Manicuring
 - 1. Hot oil
 - 2. French
 - 3. Men's
 - 4. Booth
 - 5. Electric
 - F. Pedicures
 - 1. Equipment, Implements, Materials
 - 2. Foot massage
 - G. Safety Rules in Manicuring and Pedicuring
 - 1. Procedure for handling blood spills
 - H. Valuable Service

- XXVI. Advance Nail Techniques (56 hours)
 - A. Preservice and Postservice Procedures
 - B. Nail Tips
 - 1. Procedure
 - 2. Maintenance
 - 3. Removal
 - C. Nail Wraps
 - 1. Procedure
 - 2. Removal
 - 3. Maintenance and repairs
 - 4. Liquid nail wrap
 - D. Acrylic Nails
 - 1. Science of acrylic nails
 - 2. Acrylic nails over forms
 - 3. Acrylic overlays on tips or natural nails
 - 4. Fills for acrylic nails

- 5. Crack repair
- 6. Removing
- E. Gels
 - 1. Procedure
 - 2. Maintenance
 - 3. Removal
- F. Dipped Nails
- G. Safety Precautions
- H. Nail Art

XXVII. The Salon Business (40 hours)

- A. Going Into Business for Yourself
 - 1. Booth rental
 - 2. Opening your own salon
 - a. Location
 - b. Study the area
 - c. Be visible
 - d. Parking facilities
 - e. Competition
 - 3. Business plan
 - 4. Regulations, Business Laws, and Insurance
 - 5. Types of salon ownership
 - 6. Purchasing an established salon
 - 7. Drawing up a lease
 - 8. Protection against fire, theft, and lawsuits
 - 9. Business operation
 - 10. Importance of record keeping
- B. Operating a Successful Salon
 - 1. Planning layout
 - 2. Personnel
 - 3. Front Desk
 - 4. Use of the telephone
 - 5. Advertising
- C. Selling in the Salon

XXVIII. Seeking Employment (24 hours)

- A. Preparing for Licensure
 - 1. Preparing for the test
 - 2. On test day
 - 3. Deductive reasoning
 - 4. Understanding test formats
- B. Preparing for Employment
 - 1. How to get the job you want
 - 2. Salon survey
 - 3. Other career opportunities
 - 4. Resume development

5. Employment portfolio
6. Targeting the establishment
7. Field research
8. Salon visit
9. Interview
10. Application

XIX. On the Job (20 hours)

- A. Moving From School to Work
 1. Finding the right salon
- B. Out in the Real World
 1. Thriving in a service profession
 2. Salon teamwork
 3. Job description
 4. Compensation plans
 5. Find a Role Model
- C. Managing Your Money
 1. Meeting financial responsibilities
 2. Seek professional advice
- D. Discover the Selling You
 1. Principles of selling
 2. Psychology of selling
 3. Building a client base

XX. Kansas Law (70 hours)

- A. Licensing Laws
- B. Licensing Fees
- C. Rules and Regulations

Instructional Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates

to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities and student participation. Audio visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in the course.

Grading Procedure

Students are assigned theory study according to the scheduled theory class. Theory achievement is evaluated through oral review followed by a written examination for which they receive a numeric grade at the close of study for each unit. They are also made aware of practical experiences that must be performed to achieve graduation requirements. Practical assignments are evaluated as completed and counted toward course completion. Practical skills are evaluated according to the criteria established by the institution (the institution criteria was designed and established in accordance with Kansas State Board of Cosmetology Regulations). Numerical grades are considered according to the following scale:

Excellent	100-93%
Very Good	92-85%
Satisfactory	84-75%
Unsatisfactory	74% & below