

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	:	Preparation for the State Licensing Exam
Section Name	:	CSME_2441_705
Start Date	:	06/04/2012
End Date	:	07/05/2012
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Machelle Bright
OC Email	:	mbright@odessa.edu
OC Phone #	:	(432) 335-6662

Course Description

Preparation for the State licensing examination. The student will exhibit the skills requires for the completion of the State licensing examination.

Prerequisites/Corequisites

CSME 1401 - Orientation to Cosmetology

ICOS

(1) **Critical Thinking Skills:** To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

(2) **Communication skills:** To include effective development, interpretation and expression of ideas through written, oral, and visual communication.

(5) **Personal Responsibility:** To include the ability to connect choices, actions and consequences to ethical decision-making.

Course Objectives

After completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism
2.00 Anatomy
3.00 Histology of Hair, Skin, and Nails
4.00 Properties of the Scalp and Hair
8.00 Sanitation, Sterilization, and Bacteriology
9.00 Manicuring Procedures
13.00 Safety Precautions
15.00 Draping
16.00 Shampooing, Rinsing, Conditioning
17.00 Hair Styling and Shaping
18.00 Scientific Brushing
19.00 Permanent Chemical Reconstruction
20.00 Hair Coloring
21.00 Facials
27.00 State Board

All students must:

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 hours.
4. Bring supplies and textbook daily.
5. Write a report on an assigned topic and possibly 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 a manikin, models or another classmate and allowing other students to perform temporary services on them.

Required Readings/Materials

Milady's Standard Textbook of Cosmetology, Thomas Delmar Learning

a) You must purchase the following **required** readings/materials:

1. Textbook
2. Student practice kit

b) You are encouraged to buy the following *optional* books/materials

Course Requirements (Lectures, Assignments and Assessments)

After completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism
2.00 Anatomy
3.00 Histology of Hair, Skin, and Nails
4.00 Properties of the Scalp and Hair
8.00 Sanitation, Sterilization, and Bacteriology
9.00 Manicuring Procedures
13.00 Safety Precautions
15.00 Draping
16.00 Shampooing, Rinsing, Conditioning
17.00 Hair Styling and Shaping
18.00 Scientific Brushing
19.00 Permanent Chemical Reconstruction
20.00 Hair Coloring
21.00 Facials
27.00 State Board

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Workbook /Study guide

Item(Name)	Type	Description	Due
Professional Ethics	Discussion/Quiz	Vocabulary/Workbook	TBA
Theory in acrylic nail application, safety, & sanitation.	Discussion	Workbook and study guide	TBA
Practice application of acrylic nail enhancements	Lab	Hands on	TBA
State Board Praticals	Lab	Hands on	TBA

Week 2

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Theory in Chemical Texture	Discussion/ quiz	Vocabulary/Workbook	TBA
Chemical Texture application theory	<i>Discussion/Quiz</i>	Vocabulary/Workbook	TBA
Chemical Texture product application.	Lab	Hands on	TBA
State Board Practicals	Lab	Hands on	TBA

Week 3

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Haircolor Theory	Discussion/Quiz	Vocabulary/workbook	TBA
Color application/ correction theory	Discussion/Quiz	Vocabulary/workbook	TBA
Color/highlighting applications.	Lab	Hands on	TBA

Week 4

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Students will continue practical applications.	Practical applications Lab	Skill sheet assignments consist of applications of nail enhancements, color applications, permanent waving and chemical relaxers. Will be done throughout the semester.	TBA
Written and practical Exam	Semester Final	<i>Written test taken over the theory subjects taught.</i> <i>State Board Practicals (manicuring, facials, Mock applications, ect.)</i>	7-2-2012 7-3-2012

Week 5

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 7

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 8

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 9

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 10

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 11

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 12

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 13

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 14

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 15

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 16

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/ activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/ Exam</i>		<i>mm/dd/yyyy</i>

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 11:59 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
Theory/	20%
Attendance	20%
Skill Sheets	20%
State Board Practicals	20%
Semester Final Exam	20%

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

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 and 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](#).