

**LOS ANGELES TRADE- TECHNICAL COLLEGE
COSMETOLOGY DEPARTMENT**

COURSE SYLLABUS FALL SEMESTER 2008

COSMETOLOGY: 131 AND 132

SECTION: 7006 & 7007

INSTRUCTOR: ASSOC. PROF. ROBINSON

OFFICE PHONE: (213)763-7138

**OFFICE HOURS: MON., AND TUE.
2:30PM TO 3:30 PM**

CLASS MEETING: MONDAY THRU THURSDAY
FROM: 7:00AM TO 2:10PM

ROOM: A-200

Course description 131 and 132:

These sets of classes are designed to prepare the students to pass the California Cosmetology Board of Barbering and Cosmetology Exam. Concentrations on safety and sanitation, rules and regulations, practical laboratory experiences, terminology and technical application in the field of Cosmetology will help the students to move to the next level. Student will be exposed to and practice intermediate and advanced techniques in hair coloring (permanent, semi, temporary), chemical hair straightening, permanent waving, hair sculpting, bleaching, toners, manicures, sculptured nails, and pedicures.

Course objectives:

- As a result of completing this course:
1. The student will have the knowledge and understand in all advanced subjects required by the state board of barbering and cosmetology.
 2. Demonstrate and perform basic procedures of sterilization and sanitation according to the board rule and regulations.
 3. Demonstrate, perform, and master basic procedures for chemical straightening, hair coloring-(permanent, semi, and temporary), bleaching, artificial nail, hair sculpting, finger waving, curl construction, roller placement, eyebrow arching, and thermal styling.

Required materials: **Milady's Textbook**
 Exam review book
 Pivot Point International 7 book package
 Cosmetology Kit

Any other required materials or tools will be announced the first day

Instruction objectives:

Upon completion of the course requirements, the determined graduate will be able to:

1. Practice and project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice (engage in) effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in employer-employee relation
4. Demonstrate and perform basic manipulative skills in the basics of hairstyling, hair shaping, and hair coloring, texture services, scalp and hair conditions, skin and makeup, manicures, pedicures, and, nail extensions.
5. Observe and perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's overall image.
6. Test and apply learned theory, technical information, and related matter to assure sound judgments, decisions. and procedures.
7. Observe, demonstrate, perform, conduct, and be conscious of cultivating a well rounded professional license cosmetologist for all services provided.

Class room policies and requirements

a. Progress **charts**: It is your responsibility as a student that the chart is complete by the end of each course and signed daily by the instructor in order to receive full credit for each operation performed.

b. **Reading Assignments**: Students are required to read the assigned chapters and complete the workbooks on a weekly basis. These workbooks will be checked weekly. Late and incomplete homework results in missed assignment.

Assignments:

All assignments will be performed using proper station, draping and equipment usage and safety procedures.

Attendance:

- students will have a total of **19.5 hours which equals to 3 days** that they can absent
- 3 tardies equals 1 absence
- be aware of your absences and tardies
- you will be dropped from the class beyond 19.5 hours
- it is also your responsibility to drop yourself from the class through admissions
- refer to the schedule of classes for policy procedures

Classroom conduct:

Your attitude makes a difference in your outcome. No vulgar language, no verbal altercations, no excessive loud talking. Any conduct that impedes the learning process will not be tolerated and the student or students will be removed from the class. Your ability to get along with others enhances your chances of succeeding in this people oriented environment.

**Los Angeles Trade-Technical College
adheres to,
supports, and is in full compliance with requirements that maintain
our college as a
drug-free institution of higher education.**

**Uniform and
Personal
appearance:**

You will maintain a clean and professional uniform at all times.
Your hair and make up will be done before class begins daily.
No Exceptions or excuses

All white, all black, or no colored shirts under lab coats. All white or all black closed toed shoes. no head coverings, hats, low cut shirts or blouses will be accepted. head phones, cell phones and pagers on vibrate only and DVD players.

Time cards:

Your assigned time card is responsibility to clock in and out as instructed the time card does not leave the premises....

You have been warned - hours will be taken away.

**Classroom
Maintenance:**

Clean up will be assigned and it will be your duty to adhere to that chore if your clean up is not done points will be taken away. Make sure that your immediate area is cleaned.

Participation:

Being a part of the class discussion, exchanging in practical service in order to apply what has been taught. Adhere to the rules of the department policy. Please refer to this police when in doubt. Any personal services have to be authorized by the instructor only after practical assignments are completed.

Cosmetology Grading criteria:

Practical	225
Written/homework	100
<u>Cooperation, attitude</u>	
<u>Clean up,</u>	
<u>Attendance</u>	<u>75</u>
	400

Point's accumulation and Course Grading

100-----90=A
89-----80=B
79-----70=C
69-----60=D
59-----0=F

Department Policy

Attendance: Students have a total of _____ days they may be absent. After the allotted _____ days, the student will be excluded from the class. 3 tardies or 3 leaving early = 1 absent day. There are now excused absences. Clocking in one minute late in the morning and at break will result in the student losing _____ minutes.

Responsibility: All students are responsible for dropping themselves from sections 111 and 112.

Uniforms: Uniforms and shoes are all white and all black.

No _____, clear plastics or colored shoes are allowed. No hats, no headphones: _____ on vibrate mode. **There will zero tolerance on text messages.**

“No” hours awarded for students out of uniform.

Services: All services will be preformed using proper _____, draping, equipment usage and _____ procedures.

Classroom Conduct: The instructor is in charge of the classroom. Disruptive conduct, leaving the room permission and vulgar language will result in the student or students being suspended from class for up to two days.

The student must contact Vice-President Castillo of student services (213)763-7078; make an appointment with him, upon returning back to class.

Any conduct that continually impedes the learning process will not be tolerated and will result in the student being _____ from the class

Classroom Maintenance: Clean up will be assigned.

Shampoo Area: Anyone leaving a dirty bowl or water on the floor will cause the _____ class to be docked ½ hour. The utility Sink: used for washing your hands and cleaning combs and brushes only. Mannequins, bowls, tint brushes and bottles are to be cleaned in the _____ bowls.

Equipment: Students will have all of their equipment ready everyday. Items will not be loaned out from the lab, other students or the instructor. Students missing stands, water bottles, shampoo capes, blow dryers, tint bottles, paper, pencils, etc. will be sent _____ This will count against your attendance. **Your equipment is required at all times.**

Products: Students/clients may not bring in hair care products for any services such as hair coloring, chemical relaxer, etc., All products must be purchased from the lab.

Time Cards: Time cards are legal documents of this school, and may not be taken _____ at any time. If a time card is missing from the assigned slot in this room , all hours for that day will be deducted. Forgetting to clock in or out on the time card will result in “zero hours” awarded for that day. Students are forbidden to clock in or out other students. Time cards must be signed, dated, and added daily. The hours and operations must be added daily.

Theory/Testing/Breaks: Studnets will not be allowed in the classroom after the doors are closed for the morning lecture, testing, and demos or after breaks. If any testing has begun and a student enters the classroom, they will not be allowed to take the test in progress.

Incomplete Grades: An incomplete grade will be given for 131 and 132. Students not attending Written Finals.

Non-Passing Grade: A non passing grade will be given to students that have not completed hours or operations required for moving on to the next section.

Basis for Grades

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YOU ARE NOW LONGER A FRESHMAN IN THE
COSMETOLOGY PROGRAM, THEREFORE YOUR
CONDUCT, ATTENDANCE, APPLIED EFFORT, AND
EQUIPMENT ARE INADEQUATE EXCUSES FOR
POOR PERFORMANCE.

ASSOC. PROF. ROBINSON

Los Angeles Trade Technical College

Cosmetology Department

Policy

And Agreement

I have read and understand the Cosmetology policies and
class syllabus on the following issues:

Classroom Conduct

Time Cards

Failures

Attendance

Uniforms

Equipment

Hour and Operations

Print Students's Name: _____

Students's Signature: _____

Cosmetology Class and Date: _____