***Cosmetology Syllabus***

| **Program(s)** | Cosmetology I – 420 Hours  Cosmetology II – 420 Hours |
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| **Hours** | 840 Hours over a 2-year period. |
| **Instructor** | Keyona Saulsberry  [Keyona.Saulsberry@nhrec.org](mailto:Keyona.Brown@nhrec.org)  757-874-4444 ext. 5558 |
| **Location** | New Horizons Woodside Lane  Room Number 119 and 120  13400 Woodside Lane  Building A  Newport News, VA 23061 |
| **Text and Supplements** | Milady Standard Cosmetology, 14th Edition Textbook  CIMA for Milady Standard Cosmetology, 14th Edition |
| **Student Organization** | SkillsUSA |
| **Program Description** | The primary purpose of this cosmetology course is to train the student in the essential practical skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in the cosmetology field or a related career field. |
| **How You Learn** | The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction related to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented utilizing lectures, demonstrations, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course. |
| **Attendance**  **New Horizons Grading Policy**  **How Am I Graded?**  **What You Learn** | Students must attend 100 percent of the total course hours. Students will clock in and out of class daily using a punch card. This is how we will keep track of all collected hours. Excused absences and school excused absences still need to be made up. The excuses will only keep the student from falling into attendance failure for the missed time. Also, three tardies will equal one absence.  In the event the Instructor is not present, a student may not make up any time.  Attendance will be factored into the student’s daily grade.  The Employability grade for each day absent will be a “0” unless it is an Excused absence.  The grading scale is as follows:  100-90 – A  89-80 – B  79-70 – C  69-60 – D  59 and below – F  Theory is evaluated after each unit of study and makes up 33% of the final grade. Students must maintain a theory grade average of 85% or better. Students must make up all failed or missed tests and incomplete assignments.  Practical assignments are evaluated as completed and counted toward course completion, making up 33% of the final grade. Practical skills are evaluated according to text procedures, and performance standards established by the state licensing agency. Employability skills make up 34% of the final grade and are based on employer needs for an entry-level employee.  ***Orientation:*** History & Career Opportunities, Life Skills, Your Professional Image, Communicating for Success  ***General Sciences:*** Infection Control: Principles and Practices, General Anatomy and Physiology, Skin Structure, Growth, and Nutrition, Skin Diseases and Disorders, Nail Structure & Growth, Nail Disorders & Diseases, Properties of the Hair and Scalp, Basics of Chemistry, Basics of Electricity  ***Hair Care:*** Principles of Hair Design, Scalp Care, Shampooing, & Conditioning, Haircutting, Hairstyling, Braiding and Braid Extensions, Wigs & Hair Additions, Chemical Texture Services, Haircoloring  ***Skin Care:*** Hair Removal, Facials, Facial Makeup  ***Nail Care:*** Manicuring, Pedicuring, Nail Tips & Wraps, Monomer Liquid & Polymer Powder Nail Enhancements, Light Cured Gel  ***Business Skills:*** Preparing for Licensure & Employment, On the Job, The Salon Business  ***Virginia Department of Rules and Regulations:*** Codes and Compliance |
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| **State Agency**  **Testing Company** | Virginia State Board of Cosmetology and Barbering (DPOR)  PROV Exams |
| **I Finished, Now What?**  **What Have I Earned?**  **After I Graduate:** | Upon successful completion of this course, you will be able to:   1. Project a positive attitude and a sense of personal integrity and self-confidence. 2. Practice effective communication skills, visual poise, and proper grooming. 3. Respect the need to deliver worthy service for value received in an employer-employee relationship. 4. Perform basic manipulative skills in hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures, and nail extensions. 5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client’s overall image. 6. Apply learned theory, technical information, and related matter to assure sound judgments, decisions, and procedures.   State of Virginia Cosmetology License, upon passing the VA Cosmetology State Board Exam  To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields. |