

RANGER COLLEGE  
COURSE SYLLABUS

PROGRAM: Cosmetology  
COURSE TITLE: Orientation to Cosmetology (Entry Level)  
COURSE NO. **CSME 1401**  
HOURS: 4 Credit 2 Lecture, 6 Lab,  
CLASS HOURS: 8:00 AM - 5:00 PM. Mon. – Thru. 8:00 Am - 1:00 PM on Friday  
(Saturdays if needed –example: bad weather day)

OFFICE TELEPHONE: (325) 646-0022

Program Director/Instructor:

**Name:** Wendy Herrod  
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**Office Hours:** 9:30 till 4:00 by Appointment

- I. CATALOG DESCRIPTION: An overview of the skills and knowledge necessary for the field of cosmetology.
- II. REQUIRED BACKGROUND: Entry Level.
- II. TEXTS, OTHER REFERENCES MATERIALS: Milady's Standard Cosmetology, Thomson Delmar Learning, 2016 ed.  
Texas Dept. of Licensing and Regulation Statutes current edition
- IV. METHODS OF INSTRUCTION: This course will be conducted in a cosmetology lab setting with hands-on experience. Sanitary procedures, in conjunction with various services offered in a salon, audio-visual aids, lecture and demonstrations by the instructor would be included.

V. METHODS OF EVALUATION:

Individual practical sheet with criteria included: 50%  
Written unit tests..... 25%  
Final written and practical exams..... 25%

A = 90-100

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

VI. MAKE-UP EXAMINATIONS

All weekly tests are to be taken in theory class time periods. Students must make up test upon re-entering the FIRST day of class after the absence. One make-up test only, others will be graded as "0". Semester final practical examinations will be made up at the instructor's discretion and convenience.

VII. ATTENDANCE REQUIREMENTS/DROP POLICY

There are (extra) clock hours in excess of the 1500 hours required by the Texas Department of Licensing and Regulation. Regular attendance is a must for students to complete the course. He/she will have to pay tuition and return for make up hours if hours are not completed. Students may not miss more than 2 days in the first 160 hours or they may be dropped from the program. For additional attendance requirements and drop policy see cosmetology handbook.

VIII. COURSE/CALENDAR

The following is a tentative schedule and is subject to change. Circumstances may cause the schedule to be modified.

Week 1	Orientation, Syllabus, Policy and Guidelines, introduction to textbooks.
Week 2	TDLR Safety and Sanitation Criteria
Week 3	Chapter 5 Infection Control
Week 4	Chapter 6 Anatomy & Physiology
Week 5	Chapter 11 Properties of Hair & Scalp
Week 6	Chapter 11 Properties of Hair & Scalp
Week 7	Chapter 16 Haircutting
Week 8	Chapter 16 Haircutting
Week 9	Chapter 12 Chemistry
Week 10	Chapter 20 Permanent Waving
Week 11	Chapter 20 Permanent Waving
Week 12	Chapter 20 Chemical Relaxing
Week 13	Research Project (to be announced)
Week 14	Review for Final Exam
Week 15	Final Exam

Chapter reviews on Thursdays. Tests on Fridays

All assignments due on test days unless told different  
Skills introduced will be checked each day by Instructor  
Weekly kit bag will be turned in for a grade (instructor will assign)

## COURSE/CLASSROOM POLICIES STUDENT CONDUCT

Students are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, students are **prohibited from using cell phones, beepers or any other electronic devices, making offensive remarks, reading material not related to class, sleeping, or engaging in any other forms of distraction.** Inappropriate behavior in the classroom shall result, at a minimum, in a **request to leave class and clock out.** A more detailed list of inappropriate behaviors is found in the current cosmetology handbook

## IX. LEARNING OBJECTIVES

### A. CHAPTER 6 – ANATOMY AND PHYSIOLOGY

1. Define the functions of human cells.
2. Describe the various types of tissues.
3. Describe the structures and functions of the human body.
4. Demonstrate an understanding of the organs and systems of the human body and how they function.

### B. TDLR SANITATION RULES AND REGULATIONS

1. Explain all sanitation and sterilization practices required during State Board Exam.
2. Discuss requirements for disposal of used implements and waste during exam.
3. Assemble the State Board Kit with adequate supplies and tools to meet the exam requirements.

### B. CHAPTER 5 – INFECTION CONTROL: PRINCIPLES AND PRACTICES

1. List the various types and classifications of bacteria.
2. Describe how bacteria grow and reproduce.
3. Describe the relationship of bacteria to the spread of disease.
4. Define AIDS and provide brief overview of AIDS.

5. Explain and understand the importance of decontamination.
6. Explain the difference between sanitation, disinfection, and sterilization.
7. Discuss how to safely handle and use disinfection products.
8. Describe which cleaners, equipment, and disinfectants are useful for salons.
9. Define universal precautions and discuss your responsibilities as a salon professional.

XI. COURSE COMPETENCIES:

Upon completion of this course, the student should be able to:

1. Become familiar with anatomy and functions of the human body.
2. Demonstrate all sanitation, disinfection and safety precautions according to TDLR
4. Identify and explain forms of bacteria through a written test
7. Students will successfully complete the exit (capstone) exam.

X. SCAN COMPETENCIES:

The Secretary's Commission on Achieving Necessary Skills (SCAN) identified competencies in the area of Resources, Interpersonal, Information, Systems and Technology, and foundation skills in the areas of Basic Skills, Thinking Skills and Personal Qualities. This course is part of a program in which each of these competencies and skills are integrated. For application of specific SCANS competencies and skills in this course, see attached form.

XI. ADA STATEMENT

Ranger College provides a variety of services for students with learning and/or physical disabilities. The student is responsible for making the initial contact with the Ranger College Counselor. It is advisable to make this contact **before** or **immediately** after the semester begins.

XII. NON-DISCRIMINATION STATEMENT:

**Admissions, Employment, and Program Policies of Ranger College are non-discriminatory in regard to Race, Creed, Color, Sex, Age, Disability, and National Origin.**

XIII. RECEIPT OF SYLLABUS FORM:

Required of all students enrolled in a course, must be signed and filed by Instructor.

<b>Cosmetology Program</b>		<b>CSME: 1401– Orientation to Cosmetology</b>													
<b>Assessment Matrix</b>		SCANS	1310	1401	1405	1443	1447	1451	1553	2237	2343	2441	2501	Chapter Test	Demo of skills
1) Explain & demonstrate the differences between sanitation, disinfection, sterilization and the universal precautions that are your responsibility as a salon professional.	1,2,3,4,5,7	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2) Demonstrate proper shampooing and conditioning technique.	1,2,4,5			x					x					x	x
3) Demonstrate the proper procedure for haircutting with a razor and clipper tools.	1,2,3,4,7	x												x	x
4) Demonstrate finger waving, braids, basic roller setting, pin curl, thermal straightening, curling, and blow drying.	1,2,3,4,5,7							x	x	x				x	x
5) Demonstrate basic permanent wave	1,2,3,4,5								x					x	x
6) Demonstrate basic and hot oil manicures incorporating all safety, sanitation and disinfection requirements. Basic application of artificial nails.	1,2,4,5				x									x	x
7) Identify, define and describe the cells and tissue of the human body. Explain the ten body systems and their functions.	1,2,4,5		x											x	x
8) Perform and explain the chemical and physical actions for relaxers, cold waves, and curl reformation services and their chemical used.	1,2,3,4,5,7								x					x	x

9) Identify color theory, list 4 basic categories of color and demonstrate the application of each. Explain each effect on the hair. Explain the action of hair lighteners, demonstrate application techniques and explain the effects and action on the hair.	1,2,3,4,7												x	x	x
10) Students will discuss the essentials of preparing for licensure and employment.	1,2,4,5,6,7,8									x				x	
11) Students will learn what is needed to complete and effective interview and build a great resume.	1,2,3,4,5,6,7,8									x				x	
12) Students will learn the beginning of a small business and be able to explain the importance of keeping accurate record.	1,2,3,4,5,6,7,8									x				x	
STUDENTS LEARNING OUTCOMES	SCANS	1310	1401	1405	1443	1447	1451	1553	2237	2343	2441	2501	Chapter Test	Demo of skills	
13) Students will be able to describe the structure of the skin and its functions.	1,4,5					x							x		
14) Students will be able to explain the differences between inorganic and organic chemistry and discuss different forms of elements, matter, mixtures, and compounds.	1,2,4,5,7							x					x		
15) Students will be able to demonstrate a basic facial and describe the different types of products used in the treatment and have an understanding of the basic types of electrical equipment being used.	1,2,4,5,7					x							x	x	
16) Students will be able to define skin disorders and list and describe various skin types and conditions.	1,2,4,5,7,,					x							x		
17) Students will be able to discuss cosmetic color theory and demonstrate a basic make-up application.	1,2,4,5,7					x								x	
18) Students will be able to demonstrate practical skills and written competencies that are mandated by TDLR and PSI for the state licensure examination.	1,2,3,4,5,8	x	x	x		x		x	x			x	x	x	

