

# Boone career and Technical Center Cosmetology Course Syllabus

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**Office Location**

2A

**Office Hours**

Monday - Friday

7:30 am – 3:00 pm

**Mission Statement**

“Boone Career and Technical Center enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.”

**Program Courses**Juniors

First Semester:

- 1737 Barber Cosmetology Foundations
- 17381 Cosmetology Science I
- 17382 Cosmetology Science I (Sherman/Van)
- Second Semester:
- 1734 Cosmetology Professional
- 1734 Cosmetology Science
- 1740 Cosmetology Science II

Seniors

First Semester:

- 1735Cosmetology Professional II
- 1730 Cosmetology Chemicals I

Second Semester:

- 1736 Cosmetology Professional Advanced
- 1750 Cosmetology Chemicals II

Returning seniors (13<sup>th</sup> year)

First Semester:

- 9190A Nail Technology Science and Procedure
- 9191A Art of Nail Technology
- 9192A Nail technology clinical experience

Second Semester:

- 915A&916A Aesthetic Science & Skin Science

- 914A & 917A General Aesthetics I&II

### New Adult

First Semester:

- 1737 Barbers and Cosmetology Foundations
- 1740 Cosmetology Science II
- 1734 &1735 Cosmetology Professional I&II
- 1736 Cosmetology Professional Advanced

Second Semester:

- 1730 &1750 Cosmetology Chemicals I&II
- 1731 &1732 Aesthetics Science & Skin Sciences
- 1714 &1739 General Aesthetics I&II
- 1716 Nail Technology Science and Procedure
- 1717 Art of Nail Technology
- 9192A Nail technology clinical experience

### 2<sup>nd</sup> Year Adults

First Semester:

- 1730 & 1750 Cosmetology Chemicals I&II
- 1731 & 1732 Aesthetic Science & Skin Science
- 1714 & 1739 General Aesthetics I&II

Second Semester:

- 1716 Nail Technology Science and Procedure
- 1717 Art of Nail Technology
- 9192A Nail technology clinical experience

### **Course Description**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety, proper work habits, and desirable attitudes necessary to achieve job skills, obtain licensure, and obtain employment in the Cosmetology field. This course consist of 1800 hours and will take 55 weeks to complete. When broken down into 9 weeks each course consist of 450 hours.

### **Instructional Philosophy**

The course is presented through comprehensive lesson plans that reflect effective educational methods. Salon equipment, implements and procedures are compared to those used industry. Clock hour education is provided through a sequential set of learning steps that address specific task necessary for the WV State Board of Barbers and Cosmetologist preparation,

graduation, and entry level job skills. We will also take field trips, have guest speakers, projects, and activities. We will also be using computers for research.

### **Course Goal**

- Project a positive attitude, a sense of personal integrity, and self-confidence.
- Respect the need to deliver worthy service for value received in an employer and employee relationship.
- Practice effective communication skills, visual poise, and proper grooming.
- Apply academic and practical learning and related information to ensure sound judgements, decisions, and procedures.

### **Major Assignments**

- Milady Workbook Assignments
- Unit test
- After completing 300 hours there will be a test
- Project for Skills USA

### **Teaching Methods**

Lectures and note-taking

Demonstrations

Technical Skill practice

Projects

Portfolio

Homework assignments

Teamwork Assignments

Written Exams and Quizzes

Community Service

### **Basic Course Requirements:**

1. Students will need to bring the following items to class everyday: paper, pencils, and black or blue ink pens, daily assignments, Milady's textbook, Milady's practical workbook, and Milady's Theory workbook.
2. \$25 licensure Fee, copy of S.S. Card, Photo I.D, Recent photo, and certificate of health form.

## Units to Study

Milady Book

- Unit 1 History & Career Opportunities
- Unit 2 Life Skills
- Unit 3 Your Professional Image
- Unit 4 Communicating For Success
- Unit 5 Infection Control Principles & Practices
- Unit 6 General Anatomy & physiology
- Unit 7 Skin Structure Growth & Nutrition
- Unit 8 Skin Disorders & Diseases

## Grading and Evaluation:

1. Daily attendance and participation in class activities are critical to your success in this course.
2. Examinations, quizzes, classroom and homework assignments will be given a numerical grade.
3. Participation in the salon is required.
4. Late work will be lowered by one letter grade for each day that the assignment is late.
5. If you score below 70% on any examination, you will be encouraged to repeat the exam. The score entered in the grade book will be the average of the two examinations.
6. When the instructor observes cheating on the part of the student, the case shall be handled in accordance with the following procedures:
  - i) The instructor has the authority to give the student the grade of “F” on the assignment involved in the cheating or a grade of “F” in the course.
  - ii) The instructor will submit to the principal, within three (3) days from the time the cheating occurred, a written report, along with the physical evidence, stating the facts of the case and the action taken by the instructor.
7. The instructor has the authority to make beneficial changes in assignments and point values for the assignments as situations throughout the course may change.

Grading Scale 90 – 100 A	Test score 40%
80 – 89 B	Projects 20%
70 – 79 C	Participation 20%
60– 69 D	Written / Workbook 20%

59 and below F

## Policy for Missing work (Absent)

Two days are allowed to make up work for each day missed. Missed test is to be made up the day upon return.

## Materials Needed

Pencils, paper, and all other materials will be take care of by the school.

## **Classroom Rules of Conduct**

Students are always to be respectful to others including staff and students

Students are expected to be responsible at all times, and knowledgeable of class room procedures.

Students are expected to be on time and prepared for class. Tardiness is not acceptable.

## **Class Participation**

Students are required to maintain an 80% attendance police.

## **Safety Procedures**

See School and County police

## **BOONE COUNTY SCHOOLS CODE OF CONDUCT**

I agree to abide by current Boone County School's code of conduct. A copy for review is located in the instructor copy of the student handbook located in the classroom.

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Boone County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Boone County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Boone County Board of Education, 3505 Daniel Boone Parkway, Foster WV 25081, phone# (304) 369-4585; Section 504: Section 504 Coordinator, Boone County Board of Education.

**Boone Career & Technical Center (BCTC) does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures or practices as required by Title IX, Section 504, and ADA regulations. For inquiries concerning Title IX, please contact the BCS Safe Schools Director Anthony Tagliente at 304-369-8276 or [ataglient@k12.wv.us](mailto:ataglient@k12.wv.us). For inquiries concerning 504/ADA, please contact the Director of Exceptional Children Mary Knapp, at 304-369-8245 or [mknapp@k12.wv.us](mailto:mknapp@k12.wv.us). Inquiries may also be submitted in writing to the following Director's at Boone County Schools 69 Avenue B Madison, WV 25130.**

**I acknowledge that I have read a copy of the Boone Career and Technical Center Cosmetology Course Syllabus, including class rules and safety procedures.**

**Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructors Name** \_\_\_\_\_ **Date** \_\_\_\_\_