

# Cosmetology Course

Course Length 1,500 hours

- Full-time = 24 + Hours per week
- Part-time = 15 - 24 Hours per week

Time attended will be rounded to the nearest quarter hour. A half-hour will be deducted for lunch break for all students attending more than 5 hours.

## Admission Requirement

To enroll the basic Cosmetology course, you must have one of followings:

- A high school diploma
- A high school graduation equivalency certificate (GED)
- Completion of eighth grade 16 years old, and has ability to benefit will be determined on the basis of passing an approved Aptitude Test prior to enrolling at the school.

## Course Description

The main purpose of this course is to train students in both theory and practical experience which will prepare them for employment in the cosmetology profession. The student will be trained to perform all beauty services allowed by the Illinois State Board of cosmetology within the scope of practice of a licensed cosmetologist. These services include hair dressing, hair cutting, scalp treatments, permanent waving, hair coloring, facial, make-up and facial scalp massage.

In addition you will learn about shop management and salon operation. The course also attempts to instill in the student the necessary knowledge pertaining to method of proper sanitation, health, and safety of both the client and the beautician. Finally, the course will emphasize principles of self-reliance and ethics which are essential when working in the professions including hair stylist, hair colorist, make-up artist, skin care specialist, salon owner or manager, cosmetology instructor, and even cosmetic sales representative!

## Course Goals

- To train students in both the theory of beauty culture and practical or hands on methods of providing client services.
- To prepare students to work as licensed hair stylist in salons.
- To prepare students to pass the Illinois State Board of Cosmetology Licensure Examination.
- To prepare students to work in other fields of cosmetology such as skin care specialist, make-up artist, colorist, salon owner, and other.
- To educate students on proper employer/employee working relationship, ethics and etiquette.

## Course Format

- Theory Lectures
- Practical Demonstrations (includes guest speaker)
- Audio-Visual Material
- Practical and theory worksheets
- Practical Workbook
- Illustrations
- Evaluation Procedures

- Theory and Practical Exams
- Clinic area Practical Exams
- Oral Quizzes
- Textbook Chapter Exams

- Final Examinations (theory and practical)

Required Level of Achievement All students are required to maintain a minimum of 70% grade point average in theory and practical area throughout the entire cosmetology course. In addition, a minimum score of 85% must also be achieved on the comprehensive theory final exam. (Please refer to the Satisfactory Academic Progress Policy for additional requirements.) Theory and Practical Work will be graded according to the followings:

A  
excellent progress  
93% - 100%

B  
good progress  
85% - 92%

C  
average progress  
77% - 84%

D  
poor progress  
70% - 76%

F  
failing  
below 70%

A minimum of 70% is allowed on all theory and practical work. Grades below 70% are considered unsatisfactory. Students must also maintain satisfactory attendance, which means they must satisfy at least 67% of the hours per week agreed upon and stated on the attendance agreement at the time of enrollment.

Student evaluations of academics and attendance will be given after the first 250 hours of coursework is completed, and at 200 - hours intervals thereafter. Students whose grades fall below 70% or whose attendance falls below 67% will be placed on probation for the next 14 days.

Termination from the program and withdrawal of financial assistance may result if the student has not met the necessary requirement of satisfactory progress after 30 days. Termination can also result from unruly or unacceptable conduct, which is determined by majority opinion of the school staff and principal at their discretion. Students are required to notify the school if they are to be absent. Absences continuing for more than three school days requires a doctor's note or other valid documentation. Students can make up missed days by coming to school extra hours or additional days.

Students arriving more than 15 minutes after theory class has begun are considered tardy. Excused tardiness will be granted with a doctor's note or other valid written document. Unexcused tardiness that occurs more than three times in a month will result in placement on probation, if the student does not correct his or her tardiness within the next 14 schooldays, the student may be withdrawn from the program.

#### Graduation Requirements

- Completion of 1500 hours of coursework within 150% of stated timeframe of course (i.e. full-time being up to 18 months and part-time being up to 36 months)
- Passing final theory and practical exams with a score of at least 85%
- Tuition balance must be paid in full

Upon successful completion of this course, you will receive a diploma and a transcript of hours completed.  
References

- Illustrated Cosmetology Dictionary
- Guide to Beauty-Charm-Poise
- A Women's Guide to Business Success
- Styling Competition - A guide to Winning Technique
- Hair design Today

#### Course content

Basic Training      150 hours

- Tools and their use
- Shampoo and types of hair
- Understanding chemical and their use
- Sanitation and hygiene
- Skin disease and conditions

- Anatomy and physiology
- Electricity
- Ethics and esthetics
- Nail technology

Practical Chemical Application/ 500 hours

- Chemical safety
- Permanent waving
- Hair coloring, tinting and bleaching
- Hair relaxing
- Hair and
- scalp conditioning
- Shampooing, toning and rinsing

Hair styling/Hair Dressing 475 hours

- Cutting, thinning, shaping, and trimming
- Application of electrical/mechanical equipment
- Curling and Marcel ling
- Hair Treatments

Shop Management, Sanitation, 200 hours

- Labor law and business ethic And Interpersonal Relations
- Worker's compensation
- Client relations
- Bookkeeping, marketing and merchandising

- Emergency first aid
- Right-to-know laws
- Pertinent state and local laws and rules
- Electrical devices
- Personal grooming and hygiene

Esthetics  
85 hours

Nail technology  
55 hours

Elective  
35 hours

Total Hours  
1500 hours

\* May include facials, massage, make-up artistry

## Class Schedule

Theory Classes:  
9:00 am - 10:45 am (English)

1:00pm - 1:45pm (Korean)

2:00pm - 2:45pm (English)

6:00pm - 6:45pm (English) (Tues, Wed, Thurs only)

Clinic:  
10:00 am - 12:00 pm

Lunch  
12:00 pm - 12:30 pm. Or 12:30pm - 1:00 pm

Clinic:

3:00 pm - 6:00 pm

6:45 pm - 9:00 pm

All students are required to complete 250 hours of class prior to working on clients.

Any student remaining at school more than 5 hours in a sign day will have a half-hours deducted from their daily hours for lunch or breaks.