Additional Program Information

This Syllabus is intended to give you general information about a few specific topics. Additional and more detailed information will be provided in the Adult Program Orientation Guide, the Okaloosa Technical College Handbook, during orientation, and throughout the first few weeks of school. If you have any questions not addressed by these means, see your instructor.

Grading system

A	**90% - 100%**	**Superior**
B	**80% - 89%**	**Excellent**
C	**70% - 79%**	**Satisfactory**
D	**60% - 69%**	**Needs Improvement**
F	**0 - 59%**	**Unsatisfactory**

Chapters Covered in Level one (not necessarily in that order)

1 History and Career Opportunities

2 Life Skills

3 Your professional Image

4 Communication for Success

5 Infection Control

7 Skin structure, Growth and Nutrition

8 Skin disorder and Disease

9 Nail structure and Growth

10 Nail Disorder and Disease

11 Properties of the Hair and Scalp

14 Principles of Hair Design

15 Scalp care, Shampooing and Conditioning

16 Haircutting

17 Hairstyling

22 hair Removal

23 facials

24 Facial Makeup

25 Manicuring

26 Pedicuring

Practical only: Braiding and Perm Wrap Technique's

The behavioral goal of each student will be:

- Understand and demonstrate the positive professional behaviors taught and modeled in the class
- Treat all instructors, fellow students, clients, and guests with respect
- Work together with others to find solutions to problems rather than be the creator of problems
- Properly use and care for both personal and school tools/equipment at all times

Attendance Policies

Full time attendance is mandatory in the Cosmetology program. Attendance is monitored via a computerized time clock system and officially recorded. Tardies, extended lunch breaks, and leaving class early will affect your accumulations of hours for graduation, but most certainly effect your performance grade. Although we do not grade specifically on attendance, we do grade on your performance. If you are not in class there is no performance, therefore there will not be a grade for the period of time you are not in class. Students who reach a total of **45** hours of missed class time throughout the duration of the program will be withdrawn from the program for unsatisfactory progress.

Make up time

Students will have the opportunity to make-up up to 5% (22.5) semester hours on designated days. These will be posted at the beginning of each month and based on class schedules.

Method of Instruction

Just as students learning styles vary, the method of instruction will vary to best meet the needs of all enrolled in the class. The methods include lecture, discussions, demonstrations, hands on practice, small team activities, large group activities, sharing pairs, the use of audio-video presentations, internet interactions, and student presented material. In addition, local professionals assist with instruction serving as guest speakers, and demonstrating artists. If at any time you have a question, concern, or special needs regarding instruction, please discuss them with your instructor immediately.

Textbooks

The textbook set will be purchased from the front office by the second class day. The set consists of the 2016 Edition of the MILADY Standard Cosmetology, two workbooks, and two exam review books. These books and workbooks will be used for all theory and practical instruction throughout the entire course. The hands on practical demonstration, practice, and evaluation schedule is flexible and based on the students ability to grasp the concept and demonstrate ability; however, the theory schedules is less flexible because of the amount of material that must be covered and the time constraints. All workbooks are due and turned in on test days. Workbooks that are turned in late get half credit. The exam prep test book will not be used until you finish level three and begin to "test out".

COSMETOLOGY SYLLABUS- Level One Day Class

Class Location

Okaloosa Technical College

1976 Lewis Turner Blvd

Fort Walton Beach, FL 32547

Instructor

Andrea DeShong

Office: 850-833-3500

Salon and Spa: 850-862-4719

Class schedule: TBA

Purpose/Goals

The adult level one portion of the Cosmetology program consists of the first 450 hours of the full 1200 hour course of study. The purpose of level one instruction is to provide new enrollees with a solid foundation in both the theory and practical skills needed to perform services on clients on the clinic floor as they move on to level two and three.

The academic goals of each student will be to, within the allotted 450 hours, successfully complete:

- All written assignments related to both written and practical skill work
- Pass all written assessments with a score of **80%** or better
- Pass all practical skills assessments with a score of **80%** or better
- Must pass all assessments with an **80%** or better to enter Level two
- Attend all class sessions on time
- All personal and performance records in a timely and organized fashion
- Any professional image or behavior activities are requirements
- Class or individual projects on time and within the guidelines established by instructor