

## **COURSE OUTLINE: COSMETOLOGY 102 - MANHATTAN**

This is a course of study in the basic services, theories and principles of Cosmetology Arts and Sciences. The minimum length of the course is 1800 clock hours. The program length for the Day Schedule is 52 weeks and the Evening Schedule is 72 weeks. The Make-up Artistry portion of the program utilizes the Make-up Designory (MUD) curriculum and adds an additional level of skills to the student's training and expertise. Bellus Academy students are trained using the Bellus Cutting and Color system, which utilizes verbal, written, visual and hands-on instruction throughout the classroom and clinic floor practicum. Along with high-quality technical training students will learn career development skills such as client consultation, business tracking systems, and marketing strategies as well as receiving Financial Literacy training. Listed below are units of study requirements for Kansas technical and practical criteria. Our curriculum meets or exceeds the minimum standards.

**OBJECTIVES:** Upon completion of the program requirements, the determined graduate will be able to:

1. Project a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communications skills, and visual poise.
3. Reflect a strong business and professional work ethic.
4. Perform basic manipulative skills required for successfully performing cosmetology practices, effective use of required implements and equipment, proper application of corrective and special event makeup, unwanted hair removal, and lash/brow tinting.
5. Apply theoretical and technical knowledge to assure sound judgments, decisions, and procedures.
6. Practice effective business building skills encompassing successful service delivery, product prescription, and education of the client in proper home care regimen.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in Cosmetology, Makeup Artistry and related positions.

**UNITS OF STUDY:**

The following units of study are established in our cosmetology program. Listed below the topics are the subject descriptions that incorporate all areas required by the State Board of Cosmetology for licensure. Following the subject description section is a list of items/areas covered in each subject. A cosmetology student shall not work on the public until the student has completed 320 hours of training.

**METHODS OF INSTRUCTION:**

Lecture, Video, Teaching Aids, Demonstrations, Testing-Written and oral, Student Participation and Practice

**Makeup Artistry – 300 Hours**

**SUBJECTS AND REQUIREMENTS:**

	<b>MINIMUM THEORY AND PRACTICAL HOURS</b>	<b>MINIMUM OPERATIONS/ APPLICATIONS</b>
Beauty Essentials Introduction to facial analysis, base matching and application, correction, contours, and highlights, and focus on eyes and lips. Includes complete make-up applications ranging from one hundred percent corrective to natural make-up.	84	
Natural Makeups		10
Eyebrow Touch-ups		10
Lip Touch-ups		10
Airbrush Includes proper care and maintenance of equipment and application techniques Airbrush Makeups	35	4
Bridal Makeup Includes techniques for consultation with bride and family; emphasis on bridal makeup business Bridal Consultation and Makeup	21	2
Mature Makeup Mature Makeups	7	1
Male Grooming Creating a no make-up look Male Grooming Makeup	7	1
High Fashion Make-up Trends Techniques employed by professional make-up artists working on advertising and editorial; how to work on set and create make-ups that can be used in fashion or editorial and how to work with a professional photographer to create imagery that	35	2

stands out from the rest; develop an eye for make-up and learn what to look out for in your own pictures.		
Special Make-up Effects Creating out-of-the-kit effects and applying prosthetic appliances; two-dimensional and three-dimensional techniques to simulate injuries and other effects; the process of applying and properly coloring prosthetics.	70	6
Portfolio Development Design and create looks for multiple photo-shoots; work with professional models and photographers to create a professional portfolio.	35	4
Disinfection and Sanitation: Disinfection and sanitation is emphasized throughout the entire training period.		
Make-up Practice and Test Prep Practice and prepare for final exam.	6	
<i>Additional Instruction and Training</i> Incorporated throughout the program: Business and communications skills, including professional ethics. salesmanship, decorum, client record keeping. Review, practice and testing.		

**Cosmetology – 1500 Hours**

Subject:

		Minimum Theory Hours	Minimum Practice
(1) <i>Scientific Concepts – 115 Hours</i>			
(a) Sanitation Personal, Public, Methods, Chemistry, Safety Precautions, First Aid		40	
(b) Hair and scalp Structure, Composition, Blood, Nerve, and Muscle Supply and Function, Growth and Regeneration, Analysis, Conditions and Disorders		35	
(c) Skin Structure, Function, Blood and Nerve Supply and Functions, Conditions, Disorders		20	
(d) Nails Structure, Composition, Growth and Regeneration, Irregularities, Disorders and Diseases		20	
(2) <i>Physical Services – 400 Hours</i>			
(a) Shampoos and Rinses Purpose and effects, Materials and Supplies, Types of Shampoos, Types of Rinses, Procedures, Related Chemistry, Client Protection		35	
(b) Scalp and Hair Care Purpose and effects, Materials and Supplies, Types of Scalp Treatments, Procedures, Safety measures, Related Chemistry		35	
(c) Facials and Make-up Purpose and Effects of Massage Movements, Materials, Implements, and Supplies, Facial Nerves and Muscles, Procedures, Related Chemistry, Effects of Make-up, Hair Removal, Eyebrow Arching, Lash and Brow Tinting, Eyelash Extensions, as well as all pertinent Safety Precautions		150	
(d) Manicuring Artificial Nails Purpose and Effects, Equipment, Supplies, and Implements, Procedures, Related Chemistry, Safety Precautions		180	
(3) <i>Chemical Services – 450 Hours</i>			
(a) Hair Coloring Hair Lightening – Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Classification/types, Color Selection, Procedures, Corrective Measures, Fillers and Conditioners, Removal of Artificial Color, Special Effects, Related Chemistry, Safety Precautions		175	25 25

(b) Chemical Waving	150	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Effects, Special Hair Problems, Related Chemistry, Safety Measures		
(c) Chemical Hair Relaxing	125	25
Purpose and Effects, Materials and Supplies, Scalp and Hair Analysis, Chemical Classification, Procedures, Special Hair Problems, Related Chemistry, Safety Measures		
(4) <i>Hair Designing – 360 Hours</i>		
(a) Hair Shaping	150	
Purpose and Effects, Materials, supplies and Implements, Techniques, Designing , Safety Measures		
Use of implements — Razor		25
— Scissors		25
(b) Hair Styling	125	
Purpose and Effects, Materials and Supplies, Finger Waving and Shaping, Curl Formation, Pin Curls—Complete Pin Curl Sets		
		25
Pin Curl and Wave –		
		25
Rollers—Complete Roller Sets		
		50
Comb-out Techniques—Complete Comb-out		
		50
(c) Thermal Techniques	75	
Hair and Scalp Analysis, Materials, Supplies, and Implements, Hair Pressing, Thermal curling and		
Waving, Iron Curling, Electric Curling—Curling Iron Sets		
		50
Air waving—Blow Dry Styling, Safety Measures		
		50
(d) Care and Styling of Hair Pieces	10	
(5) <i>Business Practices – 75 Hours</i>		
(a) Management Practices		
(b) Salon Development		
(c) Insurance		
(d) Client Records		
(e) Salesmanship		
(6) <i>State Law – 50 Hours</i>		
(a) Rules and Regulations		
(7) <i>Student Specific Needs – 50 Hours</i>		
<b>Total Hours – 1800</b>		

#### **COSMETOLOGY 102 GRADING POLICY:**

The school maintains complete records on each student or graduate for reference as required by the State. All students receive a complete theory and practical test (Mock Board) after approximately 1200 hours. It simulates actual Program's procedure and constitutes a final exam. Individual tutoring, if needed, is available in preparation for the state exam. Each student is graded on their theory and practical work, attendance, appearance, and attitude. The grading used is as follows:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Written progress reports are maintained by the Academy. Students receive progress reports that must be signed and kept in their file at least two (2) times during their program. Informal progress reports are distributed monthly so students can keep track of their progress. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor.

#### **OCCUPATIONAL TITLES:**

Cosmetologists entering the job market can be employed as assistants or stylists. Cosmetologists may also enter the employment field as a makeup artist, manicurist, facialist, hair color technician, Ethnic styles specialist or haircutter.

#### **CLASS AVAILABILITY:**

Classes are conducted, in residency Monday through Friday, 9:00 a.m. – 4:30 p.m. for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. The Makeup Artistry portion of the class is Monday through Friday from 8:30 am to 4:30 pm for day students and Monday through Friday from 5:00 pm to 10:00 pm for night students. New class starts are scheduled monthly.

**REQUIRED TEXTS:**

Pivot Point LAB (Learn About Beauty) for Cosmetology and Workbook; Beauty Text Book, published by Make-Up Designory, ISBN 13-978-0-9749500-1-3; Beauty Workbook, Make-Up Designory, ISBN 13-978-0-9749500-6-8; included in the kit cost. Other supportive handouts and supplemental information from the MUD institute is also provided.

**LANGUAGE:**

The course is conducted in the English language.