

**SEWARD COUNTY COMMUNITY COLLEGE  
COSMETOLOGY COURSE SYLLABUS**

**I. TITLE OF COURSE:** CO 1316 Fall – Cosmetology III

**II. COURSE DESCRIPTION**

16 credit hours. Six credit hours of lecture and 10 credit hours of lab. The purpose of the Cosmetology III Fall course is to develop student knowledge, skills, and behaviors associated with basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and competency for entry-level positions in cosmetology or a related field. During this course students will conduct a series of problem solving events where teamwork as well as independent thinking are required. The areas of emphasis will be preparing for the 1000 hour written exam, Final Written Exams, Over the Top, Class Project, and Mock State Board Practicals.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected. Pre-requisite: CO 1116 Cosmetology I and CO 1216 Cosmetology II

**III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:**

The cosmetology program's mission is to provide comprehensive learning through innovative and quality-focused services that advance the economic career opportunities for students and meet the desires and demands of the industry, businesses, and the community.

**IV. TEXTBOOK AND MATERIALS:**

Pivot Point International, Inc.  
Global Headquarters  
8725 W. Higgins Road, Suite 700  
Chicago, IL 60631  
Pivot Point Fundamentals Study Guide  
1st Edition  
1st Printing, November 2016  
Chicago, IL 60631

Pivot Point International, Inc.  
Global Headquarters  
[www.learnaboutbeauty.com](http://www.learnaboutbeauty.com)

Pivot Point Exam Prep  
1st Edition  
1st Printing, November 2016

Over the Top  
Michael Cole and Mary Cole  
Summit Salon Business Center, LLC  
260 Fernbrook Lane North, Suite 132  
Plymouth, MN 55447 USA  
Third Addition: February 2014

Statutes and Regulations relating to Cosmetology, Nail Technology, Esthetics, and Electrology  
Online Publication: <http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

## **V. SCCC OUTCOMES:**

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

Outcome #5            Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information.

Outcome #9            Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility.

## **VI. COURSE OUTCOMES:**

1. Students will demonstrate knowledge and skill in skin, hair and nails by performing mock State boards.
2. Students will demonstrate professional skills by serving the public through the school salon.

## **VII. INSTRUCTIONAL METHODS:**

Lecture  
Lab  
Presentation/Participation  
Guest Educators  
DVD/CD/Online Videos  
Power Point Presentation  
LAB (Learn About Beauty)

## VIII. INSTRUCTIONAL AND RESOURCE MATERIALS:

### Course Outline topics to be covered

Students will demonstrate skill in the following area:

Exam 1

- 113 Nails and 112 Skin

Exam 2

- 101 Life Skills, 102 Science, 103 Business and

Exam 3

- 104 Client-Centered Design, 105 Sculpture/Cut and 106 Men's Sculpture/Cut, 107 Hair design, 108 Long Hair, 109 Wigs and Hair Additions, 110 Color, 111 Perm and Relax

Final Exam

- 101-113 Cosmetology Books and KBOC Statutes Rules and Regulations (110 questions)

## IX. METHODS OF ASSESSMENT:

### Institutional Outcome #5

Students will be assessed in three critical thinking assignments; the first will be steps for color skills. The student will connect, consult, create and complete the procedure for either a retouch/refresh or virgin lighter procedure.

Second critical thinking assessment will be a facial. The student will connect, consult, create and complete the procedure for a facial procedure.

Third critical thinking assessment will be a manicure. The student will connect, consult, create and complete the procedure for a manicure procedure.

### Institutional Outcome #9

Students will be assessed in areas of workplace skills of cooperation, consistency and accountability. Grades will be given for the following:

- Professional grade; uniform, attendance, rules, sanitation, assignments on time, teamwork, and client proprieties.
- Planners; scheduling for each day, client and retail goals and client formula history.
- Box Sheets; State Board procedure requirements
- Cos III notebook; chapter handouts, guest speaker info and time sheets.
- Portfolio; Pictures
- Cos III Team assignment; as a class, students develop a

theme, prepare and make a poster.

Course outcomes will be evaluated by lab participation and testing and preparing for mock State boards.

**X. ADA STATEMENT:**

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or go to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 07/2018