



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**COSMETOLOGY IV  
COS5108 11 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the freshman or the sophomore year.

**Catalog Description:**

**COS5108 - COSMETOLOGY IV (11hr)**

Instruction consists of 375 clock hours in function of cells, tissues, and primary organs within the human body, and identify the structure, function of 8 major body systems; skills for professional communication, career planning and self-management; best clients and how to attract them and how to deliver a service experience to them that is special; how to make career decisions and set goals that will be productive to their professional success; salon business, resume, and job interviewing skills, taxes and laws pertaining to salons; principles of chemistry that help in marketing of products, make sound decisions about appropriate services while guarding the safety of the client. The student will complete all performance requirements for registration of the examination for Cosmetology license.

**Prerequisites:**

Students must complete COS5107 Cosmetology III with a grade of C or above.

**Controlling Purpose:**

Cosmetology IV is being offered so the student will be able to explain the relationship and function of cells, tissues and primary organs within the human body and identify the structure, function and primary cosmetology significance, where appropriate, of 8 major body systems. The student will develop skills for professional communication, career planning, and self-management. The student will know who the best clients are and how to attract them and how to deliver a service experience to them that is special; and how to make career decisions and set goals that will be productive to their professional success. The student will know how to select a suitable location for a salon and discuss types of leases and ownerships available. The student will be able to describe taxes and laws pertaining to salons, be able to practice good work habits and attitudes to insure job success and apply appropriate "job-getting" skills in order to secure employment. The student will be able to understand the principles of chemistry that help in marketing of products, make sound decisions about appropriate services while guarding the safety of the client. The student will complete all performance requirements for registration of the examination for Cosmetology license.

**Learner Outcomes:**

Upon completion of the course, the student will be able to .....

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

## UNIT 1: MANAGING THE SALON

Outcomes: The student will gain familiarity with the responsibilities of salon ownership.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Supervise personal hygiene/dress code
						Secure necessary licenses
						Describe types of insurance
						Resolve client complaints
						Keep daily sales and salon records
						Keep daily service/sales records for employees
						Maintain inventory of salon supplies
						Organize stock area
						Maintain equipment or contract for repairs

### Projects Required:

### Textbook:

Contact Bookstore for current textbook.

### Materials/Equipment Required:

1. 25 Mannequins
2. Students Basic Kit and Tools
3. Styling Station and Hydraulic Chair
4. Shampoo Bowl, Chair, Hair Products (Shampoos, Conditioners and Hair Rinses)
5. Dryer and Chair
6. Jupiter 30
7. Washer and Dryer
8. Infra Red Lamps
9. Hair Coloring and Hair Lightening Products
10. Permanent Waving Products
11. Black Hair Care Products, Relaxers & Perms
12. Wet and Dry Sterilizer
13. Tesla Current

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14. VCR and Monitor
15. Overhead Projector and Screen
16. Pneumopatter II
17. PN8D Nemectron Facial Chair
18. Magnaderm Facial Unit and Products
19. Therabath II, Feet and Hand Products
20. Cirepil Wax Heater and Wax Products
21. Magnifier Lamp
22. Pedicure Bath
23. Firmator 5 and Products for Facials
24. Pressing Combs and Heaters
25. Manicure Table and Chair
26. Hot Oil Heaters for Manicures
27. Makeup Cosmetics, Packs, Cleansers
28. Assorted Permanent Wave Rods

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

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Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.