

College of San Mateo
Official Course Outline

1. **COURSE ID:** COSM 742 **TITLE:** Cosmetology IV

Units: 10.0 units **Hours/Semester:** 80.0-90.0 Lecture hours; 240.0-270.0 Lab hours; and 160.0-180.0 Homework hours

Method of Grading: Letter Grade Only

Prerequisite: COSM 712, and COSM 722

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: none

3. **COURSE DESCRIPTIONS:**

Catalog Description:

Study theoretical and practical application of nail tips and wraps, artificial nails, nail disorders and disease, skin disorders and disease, chemical texture services, communication for success, preparing for licensure, working on the job, and salon business. Continued practice in skill building while applying and executing theoretical and practical discipline competencies, as prescribed by the California Board of Barbering and Cosmetology.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Demonstrate theoretical understanding of nail tips and wraps, artificial nails, nail disorders and diseases, skin disorders and diseases, chemical texture services, preparing for licensure, working on the job, and salon business.
2. Execute and implement practical aspects of applying nail tips and wraps, artificial nails, identifying nail disorders and diseases, identifying skin disorders and diseases, and safely completing chemical texture services.
3. Demonstrate understanding and correct execution of theoretical and practical cosmetology competencies in health and safety as designated by the California Board of Barbering and Cosmetology.
4. Demonstrate understanding and correct application of soft skills as they relate to cosmetology competencies within a simulated work environment.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Articulate understanding of theoretical knowledge by connecting learning concepts to practical operations assigned within a simulated work-based learning environment.
2. Perform practical operations by correctly applying learned procedures and techniques demonstrated and practiced during laboratory classes on live models.
3. Communicate and collaborate in an effective manner by continued practice of professional soft skills in the classroom as well as in laboratory classes that simulate a work-based learning environment.
4. Demonstrate skill in employing core competencies as they relate to discipline-specific assignments and mock real world scenarios.

6. **COURSE CONTENT:**

Lecture Content:

1. Communication for Success Module
2. Health and Safety - Section 2: Chemicals and Your Health
 - a. 2.3 Artificial Fingernail Products - A Guide to Chemical Exposure
3. Health and Safety - Section 3: Safety Data Sheets
 - a. 3.2 Risk Phrases - Designated Hazardous Substances
 - b. 3.6 Working Safely in Nail Salons
4. Nail Enhancements Module
 - a. Nail Tips and Wraps
 - b. Artificial Nails
 - c. Specialty Manicures: Shellac, decorative elements
5. Health and Safety - Section 4: Protecting Yourself from Hazardous Chemicals
 - a. 4.1 Artificial Nails Fact Sheet

6. Nail Disorders and Disease Module II
7. Skin Disorders and Disease Module II
8. Health and Safety Section 4: Protecting Yourself from Hazardous Chemicals
 - a. 4.2 Chemical Hair Relaxers/Straighteners/Blow Outs Fact Sheet
 - b. 4.7 Permanent Waving Fact Sheet
9. Chemical Texture Services Module
10. Salon Business Module
 - a. Preparing for Licensure and Employment
 - b. On the Job
 - c. The Salon Business
11. Health and Safety - Section 3.7: SDS Responsible Party
12. Health and Safety - Section 7: Health and Safety Laws and Agencies Review
 - a. 7.1 Health and Safety Rights: Facts for California Workers
 - b. 7.2 Health and Safety Agency Acronyms
13. Health and Safety - Section 8: Solving Health and Safety Problems
 - a. 8.1 Health Survey
 - b. 8.2 Workplace Inspection Checklist
 - c. 8.3 Resource Agencies and Materials Informational Sheet
14. Health and Safety - Section 9: Worker's Rights
 - a. 9.1 Independent Contractor or Employee
 - b. 9.2 Tax Tips for the Cosmetology and Barber Industry
 - c. 9.3 Tips on Tips
 - d. 9.4 OSHA's Workers' Rights
 - e. 9.5 Nail Salon Workers Wage and Hour Rights
 - f. 9.6 Recover Your Unpaid Wages with the CA Labor Commissioner's Office
 - g. 9.7 Health and Safety Rights: Facts for CA Workers
15. Building on and Review of Discipline Competencies

Lab Content:

Continued practice of skill building exercises in:

1. Communication for Success Module
 - a. Effective professional communication skills
 - b. Client consultations
 - c. Recognizing and breaking communication barriers
 - d. Guidelines for professional salon communication
2. Nail Tips and Wraps Module
 - a. Choosing appropriate application
 - b. Identifying types of nail tips and wraps
 - c. Applying, maintaining, repairing, and removing nail tips and wraps
3. Artificial Nails Module
 - a. Identifying the supplies needed for artificial nails
 - b. Creating monomer liquid and polymer powder nails
 - c. Nail enhancement maintenance, crack repair, and removal
 - d. Specialty manicures, Shellac, decorative elements
4. Nail Disorders and Diseases:
 - a. Articulate the identifying factors of nail disorders
 - b. Articulate the identifying factors of nail diseases
 - c. Articulate the identifying factors of infectious nail diseases
 - d. Articulate steps to performing hand, nail, and skin analysis
5. Skin Disorders and Diseases:
 - a. Articulate identifying factors of skin disorders and diseases
 - b. Articulate identifying factors of acne
 - c. Articulate identifying aging skin issues
 - d. Articulate identifying environmental skin stressors
 - e. Articulate identifying contact dermatitis
 - f. Infection control and sanitation procedures
6. Chemical Texture Services:
 - a. Chemical services safety precautions
 - b. Identifying how chemical services change the structure of the hair
 - c. Identifying the impact of pH in chemical services
 - d. Permanent waves

- e. Chemical hair relaxers
- f. Keratin-based straightening treatments
- g. Soft curl permanent
- 7. Working on the Job Module
 - a. Professional behaviors for successful integration into the workplace
 - b. Becoming a team player using situational awareness
 - c. Tracking salon tips
 - d. Selling retail products
 - e. Building a client base
- 8. Salon Business Module
 - a. Identifying different types of business structures
 - b. Record keeping techniques and mock salon earnings
 - c. Investigate elements of business that make a salon successful
 - d. Tracking retail product sales
 - e. Using salon computer software
- 9. Discipline Competencies Module
 - a. Salon services
 - b. Professional soft skills

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Lab
- C. Activity
- D. Directed Study
- E. Critique
- F. Discussion
- G. Experiments
- H. Field Trips
- I. Guest Speakers
- J. Individualized Instruction
- K. Observation and Demonstration
- L. Service Learning
- M. Other (Specify): Students receive instructor, client, and student model feedback as practical operations are practiced within a structured lab setting acting as a simulated work environment.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

- Theory and Practical workbook assignments correlating to class work.
- In class review or other daily sheet.
- Lecture and demonstration notes.
- Group discussion notes.
- Lab chemical procedure outcome notes.
- Demonstration diagramming and set-up notes.
- Logging client services in dedicated computer program.

Reading Assignments:

Outside reading assignments will correspond to upcoming coursework.

Other Outside Assignments:

- Term project; subject to be designated by instructor.
- Term projects may include:
 - a. Creating a resume
 - b. Creating a portfolio
 - c. Written report
 - d. Oral report

- e. Any other discipline specific assignment
- f. A combination of any of the above a-e

Technology resources mini-projects to be designated by instructor, i.e.: using an electronic device to take a photo of a favorite styling product and bringing it to class, emailing it to the instructor, or writing a brief synopsis focusing on usage and benefits.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Performance
- C. Class Work
- D. Exams/Tests
- E. Final Class Performance
- F. Group Projects
- G. Homework
- H. Lab Activities
- I. Oral Presentation
- J. Papers
- K. Portfolios
- L. Projects
- M. Quizzes
- N. Research Projects
- O. Simulation
- P. Written examination
- Q. If designated by the instructor, continued work on integrative e-portfolios will provide students the opportunity for reflection and self-assessment. Students will be asked to justify their choice of artifacts and reflect on their growth through oral presentations, essays, electronic presentations, or other means as assigned.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Backe, J., Fulton, C., DaCosta, D., Joseph, R., Kilgore, M., Lees, M., Morrison, V., Pierce, A., Rimando, A., Roste, L., . *Milady Standard Cosmetology* , 13 ed. Boston: Cengage Learning, 2016

Possible manuals include:

- A. California Board of Barbering and Cosmetology. Health and Safety Training Course, CA Board of Barbering and Cosmetology, 11-01-2016

Other:

- A. Milady Publishing Company. *Milady's Standard Cosmetology: Practical Workbook*. Boston: Cengage Learning, 2016.
- B. California, & California. *Barbering and Cosmetology Act, Barbering and Cosmetology Rules and Regulations*, Sacramento: Board of Barbering and Cosmetology, 2018.
- C. Milady Publishing Company. *Milady's Standard Cosmetology: Theory Workbook*. Boston: Cengage Learning, 2016.
- D. Milady Publishing Company. *Milady Standard Cosmetology Exam Review*. Boston: Cengage Learning, 2016.

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Course Originator: Cynthia James