

# **Administrative Master Syllabus**

# **Course Information**

Course Title	Preparation for the State Licensing Examination		
Course Prefix, Num. and Title	CSME 2441		
Division	Vocational Science: Cosmetology		
Department	Cosmetology		
Course Type	WECM Course		
<b>Course Catalog Description</b>	Preparation for the state licensing examination.		
Pre-Requisites	Director approval		
Co-Requisites	None		

## **Semester Credit Hours**

Total Semester Credit Hours (SCH): Lecture Hours:	4:3:4
Lab/Other Hours	
Equated Pay Hours	5
Lab/Other Hours Breakdown: Lab Hours	4
Lab/Other Hours Breakdown: Clinical Hours	Enter Clinical Hours Here.
Lab/Other Hours Breakdown: Practicum Hours	Enter Practicum Hours Here.
Other Hours Breakdown	List Total Lab/Other Hours Here.

# **Approval Signatures**

Title	Signature	Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

# **Additional Course Information**

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

- TDLR Exam information
- Uniforms
- Reasons for failing
- TDLR Rules and Regulations.
- Chapter reviews of all state board related chapters.

## **Course Learning Outcomes:**

#### Learning Outcomes – Upon successful completion of this course, students will:

- 1) Review for the written state licensing exam;
- 2) Prepare for the practical state licensing exam;
- 3) Practice safety and sanitation according to the laws and rules of the state licensing agency.

#### Methods of Assessment:

Written and Practical test.

## Required text(s), optional text(s) and/or materials to be supplied by the student:

Milady Standard Text book of cosmetology, Theory and Practical workbooks.

### **Suggested Course Maximum:**

20

## List any specific or physical requirements beyond a typical classroom required to teach the

#### course.

Shampoo Bowls, shampoo chairs, styling chairs and stations, facial bed, washer and dryer.

**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

The Cosmetology Department uses the following grading scale: A 100-93, B 92-85, C 84-75, 74 and below Failing. Attendance 20% present 100, absent 0, absent 1/2 day 50, tardy 10 points off. Written Work 40%, 6 Practice exams, Exams 40%, 4 exams.

### **Curriculum Checklist:**

□ Administrative General Education Course (from ACGM, but not in WCJC Core) – No additional documents needed.

Administrative WCJC Core Course. Attach the Core Curriculum Review Forms

□ Critical Thinking

- $\Box$  Communication
- Empirical & Quantitative Skills
- □Teamwork
- □Social Responsibility

### □ Personal Responsibility

**WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist