Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Orientation to Cosmetology
Course Prefix and Number – CSME 1401
Department - Cosmetology
Course Type: (check one)
☐ Academic General Education Course (from ACGM – but not in WCJC Core)
☐ Academic WCJC Core Course
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y ☐ or N ☒)

Semester Credit Hours #: Lecture hours #: Lab/other hours #: 4:2:8

Equate Pay hours for course – 6

Course Catalog Description – An overview of the skills and knowledge necessary for the field of cosmetology.

Prerequisites/Corequisites – Nelson Denny Test

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Jacqueline Kuehn
Signature
Date: 11-30-09

Department Head Jacqueline Kuehn
Signature
Date: 11-30-09

Division Chair David Clayton
Signature
Date: 11-30-09

Vice President
Signature
Date: 12-3-09
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):


II. Course Learning Outcomes

<table>
<thead>
<tr>
<th>Course Learning Outcome</th>
<th>Method of Assessment</th>
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<tbody>
<tr>
<td>At the completion of this course students will have necessary information to master these National Industry Skill Standards for Entry Level Cosmetologist: Consulting with clients to determine their needs and preferences, Conducting services in a safe environment and taking measures to prevent the spread of infectious and contagious disease. Complete knowledge of TDLR Rules and Departmental Rules.</td>
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<tr>
<td>Written examination and daily skills performed on Mannequins or clients.</td>
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</tbody>
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III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

- Milady's Standard Textbook of Cosmetology, Student Kit

IV. Suggested Course Maximum - 25

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

- Standing for several hours at a time, use of arms and hands must not be limited.

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

- Attendance 20%, Daily work 20%, Exams 60%

VII. Curriculum Checklist

- ☐ Academic General Education Course (from ACGM – but not in WCJC Core)
  
  No additional documentation needed

- ☐ Academic WCJC Core Course
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
  
  Attach the following:
  
  - Program SCANS Matrix
  - Course SCANS Competencies Checklist