

Cosmetology Program  
at  
Helena College

Program Handbook  
AY 2025-2026

## Table of Contents

Table of Contents.....	2
Cosmetology Program Mission & Staff.....	5
Cosmetology Program Mission.....	5
Program Staff & Administration.....	5
Cosmetology Program Admission Requirements .....	6
Helena College Admission Requirements & Procedures.....	6
Cosmetology Program Application & Admission .....	6
Transfer Credits/Hours.....	6
Montana University System Transfer Initiative.....	6
Outdated Coursework .....	6
Cosmetology Coursework Transfer .....	6
Cosmetology Program Tuition & Fees .....	7
2023-2024 Tuition & Fee Schedule.....	7
Cosmetology Course & Program Fees.....	7
Cosmetology Book, Kit, & Uniform Costs.....	7
Required Materials.....	8
Cosmetology Program Policies & Procedures .....	9
Policy of Nondiscrimination .....	9
Academic Calendar.....	10
Attendance and Hour Completion Policy .....	10
Helena College Policies .....	11
Students Called to Active Duty.....	11
Cosmetology Program Policies.....	12
Recording of Hours and Timekeeping procedure.....	13
Student Code of Conduct.....	13
Cosmetology Uniform Requirements and Dress Code .....	13
Salon Policies, Procedures, and Expectations.....	15
Student Information .....	16
Acceptable Use of Electronic Resources .....	16
Family Education Rights and Privacy Act (FERPA).....	17
Definition of Student Education Record.....	17

Rights Afforded to Students Under FERPA .....	17
Disclosures Made Without Student's Consent.....	17
Federal and State Data Collection and Use.....	18
Disclosures to Parents .....	18
Disclosure of Records to Students .....	19
Disclosure to Potential Employers.....	19
Access to Records .....	19
Directory Information .....	19
Fees for Copies of Records .....	20
Right of Helena College to Refuse Copies of Records .....	20
Student Records in Cosmetology Program .....	20
Cosmetology Program Curriculum .....	20
Cosmetology Program Outcomes .....	20
Cosmetology Courses and Outcomes .....	21
COSM 101 Cosmetology I Principles and Procedures .....	21
COSM 102 Cosmetology I Practical Applications .....	22
COSM 111 Cosmetology II Principles and Procedures .....	22
COSM 112 Cosmetology II Practical Applications .....	23
COSM 201 Cosmetology III Intermediate Principles and Procedures .....	23
COSM 202 Cosmetology III Intermediate Practical Application .....	24
COSM 211 Cosmetology IV Advanced Principles and Procedures .....	24
COSM 212 Cosmetology IV Advanced Practical Applications .....	24
General Education Courses Required for Cosmetology AAS Degree.....	25
BGEN 105 Introduction to Business.....	25
COLS 101 First Year Seminar .....	26
COMX 115 Interpersonal Communications .....	26
M 105 Contemporary Mathematics .....	27
WRIT 122 Introduction to Business Writing.....	27
Cosmetology AAS Academic Map.....	28
Cosmetology Curriculum Hours .....	29
Manicuring Hours .....	29
Esthetics Hours .....	29

Shampoo & Styling Hours .....	29
Chemical Services Hours .....	30
Haircutting Hours.....	30
Salon Management Hours .....	30
Science Hours .....	30
Total Hours .....	31
Manicuring Objectives.....	31
Esthetics Objectives .....	35
Shampoo and Styling Objectives .....	38
Chemical Services Objectives.....	41
Haircutting Objectives .....	44
Salon Management Objectives.....	45
Science Objectives .....	47
Hour Breakdown by Semester .....	54
Semester 1 Hours .....	55
Semester 2 Hours .....	55
Semester 3 Hours .....	56
Semester 4 Hours .....	56

# Cosmetology Program Mission & Staff

## Cosmetology Program Mission

The Helena College Cosmetology program is dedicated to empowering students with the knowledge, technical skills, and professional confidence needed to excel in the beauty industry. Through comprehensive education in core cosmetology services—including manicuring, esthetics, hair care, chemical treatments, and salon management—our graduates are fully prepared for the Montana State Board licensure exam and to succeed in their careers. We prioritize not only technical expertise but also the development of essential business, communication, and interpersonal skills, ensuring that our students are well-equipped for success in an ever-evolving industry.

## Program Staff & Administration

Director of Cosmetology:

Dawn Anderson

[Dawn.anderson@helenacollege.edu](mailto:Dawn.anderson@helenacollege.edu)

406-447-6937

Cosmetology Instructor:

Tony Wilson

[Tony.wilson@helenacollege.edu](mailto:Tony.wilson@helenacollege.edu)

406-447-6934

Cosmetology Instructor:

Gretel Sizemore

[Gretel.sizemore@helenacollege.edu](mailto:Gretel.sizemore@helenacollege.edu)

406-447-6952

Cosmetology Instructor:

Erika Menning

[Erika.Menning@helenacollege.edu](mailto:Erika.Menning@helenacollege.edu)

Salon Coach / Instructor:

Jewelie Holmes

[Jewelie.holmes@helenacollege.edu](mailto:Jewelie.holmes@helenacollege.edu)

Helena College Dean/CEO:

Sandra Bauman, Ed.D

[Sandra.bauman@helenacollege.edu](mailto:Sandra.bauman@helenacollege.edu)

406-447-6928

# Cosmetology Program Admission Requirements

## Helena College Admission Requirements & Procedures

Students must be admitted to the College prior to applying for admission to the Cosmetology Program and be in good academic standing with the institution. Therefore, no applications will be reviewed unless the applicant has a complete application with Helena College.

## Cosmetology Program Application & Admission

Students interested in the Cosmetology Program will need to apply for admission to the program. Applications for admission to the program are accepted two times a year. Admission to the Helena College Cosmetology Program may be competitive based on the number of applicants each semester. Meeting eligibility requirements does not guarantee admission. Students should refer to the Student Application Information on the Helena College [Cosmetology webpage](#) for complete information about the application process.

Students will need to provide a valid ID with their date of birth and a professional letter of recommendation with their Cosmetology program application.

## Transfer Credits/Hours

### Montana University System Transfer Initiative

To help students plan their transfer within the Montana University System, a transfer initiative was implemented in 2007. The initiative incorporates common course name and numbering to make the transition from institution to institution easier. For more information, see the MUS Common Course Numbering Transfer Guide online at [www.mus.edu](http://www.mus.edu). Students wishing to transfer Helena College credits to another college or university should contact the Admissions Office at the receiving institution for information and policies concerning the evaluation and acceptance of transfer credits.

### Outdated Coursework

In accordance with Board of Regents Policy 301.5.2, Helena College uses the following guidelines for evaluating transfer coursework and courses taken at Helena College:

- Courses specific to a program of study are guaranteed for evaluation for five years.
- Courses used for general education requirements are guaranteed for evaluation for 15 years.
- Courses used for elective credits are guaranteed for evaluation for 15 years.

Coursework that falls outside of the stated periods is not guaranteed for evaluation/graduation. It is the discretion of the individual program to review coursework older than the above guidelines. Students who have outdated coursework are encouraged to speak with their advisor.

### Cosmetology Coursework Transfer

Students with completed Cosmetology credits/hours may be able to transfer courses into the Helena College Cosmetology program, in accordance with ARM 24.121.809:

- When transferring between licensed schools, the transferring student shall provide the school with a statement of good standing and an official transcript from the previous school. The new school, at its discretion, may grant credit for hours completed and grades received by the transferring student within two years of the student's original enrollment date.
- The Helena College Cosmetology program is an Associate of Applied Sciences degree program. Students transferring to Helena College will be required to complete the pre-requisite courses or provide transcripts and substitution forms if equivalent courses have been completed at another institution.

All transferred Cosmetology coursework that a student is requesting be reviewed will be reviewed by the Cosmetology Director to determine whether it can be accepted for credit within the Helena College Cosmetology program. Students may be asked to provide additional theoretical and/or practical demonstrations as part of the review process.

## Cosmetology Program Tuition & Fees

### 2025-2026 Tuition & Fee Schedule

The Helena College Tuition & Fee Schedule is located on the [Tuition & Fees webpage](#) on the Helena College website. The Cost of Attendance can be accessed via this page as well. The Board of Regents has approved the tuition and fee schedule, and final approved schedules are available in the Business Services Office and online on the Commissioner of Higher Education's website. Tuition and fees are based on credit hours and paid by the student each semester. Financial aid, scholarships, and grants may be available to students, and more information can be found on the [Financial Aid webpage](#).

### Cosmetology Course & Program Fees

The following course and program fees will be charged to students in the Cosmetology program:

- Program Fees: A program fee of \$600 per semester will be charged to students while they are in the Cosmetology program. The program fee is not charged until after students are fully admitted to the program and will be paid by the students each semester.
- Course Fees: All 8 COSM courses required in the program have a course fee of \$100 that will be charged when students are registered for each course. Students take two COSM courses each semester for the four-semester program.

### Cosmetology Book, Kit, & Uniform Costs

Cosmetology students will be required to purchase the textbook/CIMA access code bundle, the cosmetology kit, and the uniform after being admitted to the program and prior to beginning their courses in the first semester. All items required for the program can be purchased in the Helena College Campus Store and the Online Bookstore and students eligible for financial aid may be able to purchase their supplies using a voucher. It is recommended that students purchase at least three uniform sets for the program. Costs for the textbook, the cosmetology kit, and the uniform are updated each semester and are available in the Campus Store.

## Required Materials

1. **Cosmetology Kit:** All students enrolled in the Cosmetology program are required to purchase a Helena College Cosmetology kit, which contains essential tools and materials for hands-on learning and practice. These kits are available for purchase exclusively at the Helena College Campus Store. The contents of the kit have been carefully curated to align with the curriculum's practical requirements. Each student must have their own kit to fully participate in class activities and practical experience.
2. **Textbooks:** Students are required to purchase the textbook/CIMA bundle from the Helena College Campus Store and the Online Bookstore. The textbook and the associated CIMA learning platform are an integral part of the learning process, providing essential resources for theoretical understanding and reference.
3. **Uniforms:** are necessary to maintain a professional appearance and adhere to industry standards during practical training. Black Helena College Cosmetology Program branded uniforms are sold through the Campus Store. We recommend purchasing three uniforms. It is the student's responsibility to ensure uniforms are clean for each class day. Black, close-toed shoes are also a requirement. The uniform has been specifically selected to maintain a professional look that is consistent with industry standards.
4. **Laptop Requirement:** Students are expected to bring a laptop to each Cosmetology class. Laptops are an integral part of the learning experience, allowing students to access digital resources, participate in interactive lessons, and engage with online materials related to the program. Laptops facilitate notetaking, research, and communication, enhancing the overall educational process.

If you have purchased a Cosmetology kit from a source other than the Helena College Campus Store, it must be approved by the Cosmetology instructors before the start of the program. The purpose of this approval process is to ensure that the kit's contents align with the specific tools and materials required for the program's practical training. Students who do not have all the required items in the kit will not be able to meet the expectations of the program. To seek kit approval, follow these steps:

- Contact the Cosmetology instructors to request a kit review.
- Schedule a meeting with the Cosmetology instructors to review your kit. You will need to bring your entire kit to the meeting to be reviewed.
- The Cosmetology instructors will review the kit and any additional submitted information and notify you of the approval status.
- If any adjustments or additions are needed, you will receive guidance on how to modify the kit to meet the program's requirements. It is the student's responsibility to procure the necessary items.
- Once your kit is approved, you can use it in class activities and labs.

If you have any questions or concerns about the Cosmetology kit or laptop requirement, contact the Cosmetology Director.



## Cosmetology Program Policies & Procedures

Students in the cosmetology program must follow the Helena College student policies and procedures as outlined in the [Student Code of Conduct](#) and in the [Helena College Catalog](#) in addition to the following policies and procedures specific to the cosmetology program and outlined below.

In addition, as a salon open to the public, students agree to serve all clients and perform all required services of the program.

### Policy of Nondiscrimination

Helena College is committed to providing all persons an equal opportunity for education, employment, and participation in activities as provided by law. It is unlawful:

1. To exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, or privileges of the institution because of race, creed, religion, sex, marital status, color, age, physical handicap, national origin, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap, unless based on reasonable grounds;
2. To make or use a written or oral inquiry or form of application for admission that elicits or attempts to elicit information or to make or keep a record concerning the race, color, sex, marital status, age, creed, religion, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation, physical or mental handicap, or national origin of an applicant for admission;
3. To print, publish, or cause to be printed or published a catalog or other notice or advertisement indicating a limitation, specification, or discrimination based on the race, color, creed, religion, age, physical or mental handicap, sex, marital status, or national origin of an applicant for admission;

#### **OR**

4. To announce or follow a policy of denial or limitation of educational opportunities of a group of its members through a quota or otherwise, because of race, color, sex, marital status, age, creed, religion, service in federally or state defined uniform service, veteran status, political ideas, genetic information, gender identity, gender expressions, sexual orientation or physical or mental handicap, or national origin.

In addition, this facility may not be used in the furtherance of any discriminatory practice, nor become a party to an agreement, arrangement, or plan which has the effect of sanctioning discriminatory practices. Racial or sexual harassment of students or faculty is unlawful.

This policy is in compliance with the requirements of Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the

Public Health Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Montana Human Rights Act and the Montana Governmental Code of Fair Practices. Helena College is an equal opportunity/affirmative action employer. The catalog, advertisements, and recruitment material will present programs and information in a way to discourage sexual stereotyping.

Helena College shall ensure that the non-discrimination policy, as it affects applicants and students, is published and disseminated. Resources who have disabilities should contact Accessibility Services if accommodations are needed or if obstacles are encountered at Helena College. Students should follow the complaint procedure outlined in the Helena College Student Handbook if they believe this policy of nondiscrimination is not being followed.

Any person wishing more information regarding Helena College's policy and process as they relate to Discrimination, Harassment, and Retaliation, may do so through contacting:

**Title IX Coordinator, Valerie Curtin**

**[valerie.curtin@HelenaCollege.edu](mailto:valerie.curtin@HelenaCollege.edu)**

**406-447-6913**

### **Academic Calendar**

The [academic calendar](#) for Helena College is located on the Helena College website. The Cosmetology program follows the regular Fall, Spring, and Summer calendars, not the Block Schedule. All instructional days, important institutional deadlines, holidays, and college breaks are listed by semester in the academic calendar. All course schedules will align with the academic calendar and will be provided to students in course syllabi.

The Helena College Cosmetology Program is a full-time program with classes scheduled Mondays through Saturdays for four consecutive semesters (15 months). The first semester or COSM101 and COSM102 is scheduled Monday through Friday 8:30am- 3:30pm. The remaining semesters 2, 3 & 4 or COSM111 and COSM112, or COSM201 and COSM202 or COSM211 and COSM212 you will be assigned either to Monday-Wednesday-Friday or Tuesday-Thursday-Saturday 8:30am - 5:00 pm. All holidays noted in the academic calendar will be observed and class hours may need to be adjusted based on campus closures. Instructors will provide course schedules each semester in course syllabi and posted in the Cosmetology program space and will communicate any changes to the course schedule in advance of the change.

### **Attendance and Hour Completion Policy**

Students that accept admission to the Cosmetology program agree to maintain regular attendance throughout the 15-months of the program. Students agree to attend Cosmetology classes as scheduled during the regularly scheduled hours. Maintaining regular attendance is crucial to successfully completing the Cosmetology program and fulfilling the minimum required 1500 hours. Please carefully review the following Helena College and Cosmetology program policies and procedures regarding attendance, tardiness, and notification procedures:

## Helena College Policies

### Student Code of Conduct - Helena College

Students are expected to attend all class hours and complete all assignments for courses in which they are enrolled. Instructors may excuse brief and occasional absences for reasons of illness, injury, family emergency, religious observance, or participation in a college-sponsored activity. (College-sponsored activities may include required course field trips, ASHC service, or other institutionally supported service.)

Instructors must excuse absences for the following reasons: military service, mandatory public service (court appearance, jury duty), emergency medical attention of self or immediate family member, and/or death of immediate family member. To request an excused absence, the student must contact the instructor of the course and the Division Director(s) responsible for the applicable course(s) as soon as possible, but no more than 5 days following the absence. Contact information for Division Director can be found on course syllabi. Each request will be handled on a case-by-case basis using all available information and documentation to make an informed decision. Part of this determination will be based on whether the student can successfully complete the course following the absence. In some cases, class and/or discipline requirements may preclude the possibility of successful completion of the course. Course requirements including assignments, lab work, quizzes, and exams cannot be removed; however, when appropriate, extensions to due dates may be granted. If the student does not agree with the determination of the Division Director, they may appeal to the Dean/CEO.

Instructors may establish absence policies to conform to the educational goals and requirements of their courses. Such policies will be set out in the course syllabus. Customarily, the course syllabi will describe the procedures for giving timely notice of absences, explain how work missed because of an excused absence may be made up, and stipulate any penalty to be assessed for absences.

### Students Called to Active Duty

If a student is ordered to active duty while enrolled in one or more courses at an educational institution, the faculty shall, when consistent with accreditation requirements:

- a. assign a final passing grade in the course if, in the faculty's judgment, enough of the course requirements have been completed;
- b. assign a military incomplete in the course and extend the period in which the student may complete course requirements; or
- c. allow the student to withdraw from the course, backdating out of the term, and all tuition/fees paid will be reimbursed to the entity that paid it (noting there may be Financial Aid implications), and no grades (including "W's") will be recorded.

If a student re-enrolls in one or more courses at an educational institution within 12 months after returning from the active duty that interrupted the student's previous enrollment at the institution, the student must, to the extent possible, be readmitted with the same academic status that the

student had when ordered to active duty, unless the student requests or agrees to admission with a different academic status.

Please fill out a specialized “Students Called to Active Duty” form for the above situations.

### Cosmetology Program Policies

- **First Semester Hour Requirement:** Student must complete a minimum of 450 hours to move from the first semester to the second semester of the program to have the hours required by the Montana Board of Barbers & Cosmetologists and necessary skills to move to serving customers in the salon. Students who do not complete 450 hours in the first semester will not be allowed to progress to the second semester of the program unless prior arrangements have been made with the Director of Cosmetology.
- **Attendance and Hour Completion:** Excessive absences can hinder your progress towards completing the required 1500 hours. If you accumulate absences, it is your responsibility to make up for those hours. Failure to complete the required hours by the end of a semester may result in the need to complete an extra semester to fulfill program and licensure requirements.
- **Tardiness:** Punctuality is essential in maintaining a conducive learning environment. It is expected that you will be present and ready for class at the scheduled start time. Students will be required to clock in when entering the classroom and salon floor and to clock out when leaving to maintain accurate time-keeping records. If you clock in and subsequently leave the classroom for any reason without approval and without clocking out (locker, bathroom, student center, car), you will be considered tardy, and your time will be adjusted accordingly. \*Unexcused Tardiness may result in disciplinary action including; verbal warning, written warning, suspension day or days\*
- **Theory Class Tardiness:** Repeated and excessive tardiness for theory classes will impact your learning and your final grade and could impact your ability to successfully complete the course. \*Unexcused Tardiness may result in disciplinary action including; verbal warning, written warning, suspension day or days\*
- **Salon Floor Tardiness:** Tardiness on the salon floor is not tolerated. A verbal warning will be given for the first instance, and subsequent repeated tardiness may result in the inability to successfully complete the course. \*Unexcused Tardiness may result in disciplinary action including; verbal warning, written warning, suspension day or days\*
- **Absence Notification:** To minimize disruptions and ensure effective learning, cosmetology students are expected to adhere to the following guidelines when unable to attend a class:
  - **Advanced Notice:** If you know in advance that you will miss class, provide at least 45 minutes notice to your instructor. You should contact your instructor via email and/or Teams.
  - **Failure to Notify:** If you do not provide the required 45-minute notice for an absence, your absence will not be considered excused. Multiple absences that are not excused may result in an inability to successfully complete the course.
  - **Personal Appointments:** For personal appointments or other planned absences, it is essential to give as much notice as possible, with the minimum notice being at least 5

business days in advance. Failing to provide notice for personal appointments and other planned absences will result in an unexcused absence and students will need to make up missed time and hours in a manner determined by the instructor.

- \*Unexcused Absences may result in disciplinary action including; verbal warning, written warning, suspension day or days\*

By adhering to these attendance and notification policies, you contribute to a positive, professional, and productive learning environment. These guidelines are in place to ensure fairness and consistency for all students in the Cosmetology program at Helena College. If you have any questions or concerns about these policies, please reach out to the instructor or the Division Director. Your commitment to punctuality and attendance is appreciated as you progress toward your cosmetology education and career.

### Recording of Hours and Timekeeping procedure

Student hours will be recorded using a designated timeclock system. If a student clocks in late, the time will automatically round to the next quarter of the hour. Students must remain in attendance for their entire scheduled shift unless approved by an instructor to leave early at which time the student must clock out to ensure accurate hour tracking. It is important to note that these records are official documents of the school and are maintained according to the State of Montana Board of Barbers and Cosmetology requirements.

Students are only awarded their actual clocked hours which are rounded to the nearest quarter of the hour, except for tardiness which results in rounding up only. (example: 8:35 = 8:45)

### Student Code of Conduct

The Helena College Student Conduct Code embodies the ideals of academic integrity, honesty, and responsible citizenship. It governs all academic work and student behavior at Helena College. The principles and policies that make up the Code set forth the standards of acceptable student conduct, disciplinary sanctions, and procedures to be followed in adjudicating charges of both academic and non-academic misconduct. For information regarding student rights and responsibilities, conduct code, and due process, please refer to the current Helena College Student Code of Conduct or contact the Executive Director of Compliance and Financial Aid, 406-447-6913.

### Cosmetology Uniform Requirements and Dress Code

Cosmetology students are expected to adhere to the following requirements throughout the duration of the program.

In the Helena College Cosmetology program, students are required to purchase and wear the Cosmetology uniform, which can be purchased at the Helena College Campus Store. To ensure they have enough clothing for the program, students should plan to buy a minimum of three sets of the uniform. This dress code ensures a professional and consistent appearance for students in the Cosmetology program.

## **Compliance and Enforcement**

All students are required to strictly follow the dress code requirements. Failure to comply may result in consequences, including being sent home for the day with corresponding deductions in attendance hours.

## **Be Prepared**

If you have any doubts about your attire conforming to the dress code, it is recommended that you keep a change of clothes handy to avoid any disruptions to your schedule. You can check with the instructors about any change in attire to make sure the change aligns with the requirements.

## **Cosmetology Student Guidelines**

As a Cosmetology student, your appearance plays a significant role in representing both yourself and the industry you are entering. Your hairstyle, makeup, and overall appearance should align with the following principles:

- **Cleanliness and Styling:** Your appearance should reflect a well-groomed and neat presentation.
- **Comfort:** Clothing should be loose-fitting to ensure comfort throughout the day.
- **Professionalism:** Your overall demeanor, including attire, should reflect an elevated level of professionalism.

## **Footwear Regulations**

- Only black, closed-toed shoes are allowed. Flip flops and foam sandals are not permitted. Footwear must be in good condition, ensuring a well-maintained appearance.
- Black tennis shoes and black, closed-toed Birkenstocks are allowed, if they are in good condition and have back straps.
- Shoes are required at all times. Failure to wear shoes will result in clocking out due to state sanitation requirements.

## **Headwear Guidelines**

- Baseball caps are not allowed as part of the dress code.
- Fashionable hats are permitted and can be worn to complement your attire.

## **Personal Hygiene**

- Students should arrive with proper personal hygiene, including hair and makeup done, before entering the classroom or clinic floor.
- This program requires students to be in close proximity to clients in the salon. Uniforms must be clean and odor free.
- If a student is found to be lacking personal hygiene, including offensive body odor or severe bad breath, the student will be addressed in a professional manner and will be given options to correct the issue.

***By adhering to these dress code guidelines, you are contributing to the creation of a respectful, professional, and focused learning environment. Thank you for your cooperation.***

## Salon Policies, Procedures, and Expectations

- **Language and Behavior:** Foul language is not acceptable on campus, especially when representing the Cosmetology program. Students are expected to maintain a professional attitude and behavior at all times.
- **Accepting Tips:** Students may accept cash tips from clients, they should express gratitude and assure clients that the tip is not necessary.
- **Guests on Salon Floor:** Only individuals receiving a service are allowed on the salon floor. Spouses, significant others, family, and friends of students are not permitted unless they are receiving a service themselves. Small children must be accompanied by a parent or guardian to receive services from our students.
- **Dealing with Difficult Clients:** If a client becomes difficult, students should call for the instructor or step away for assistance. Learning how to deal with difficult clients is an important part of becoming a professional in the Cosmetology field, so watching and learning from how your instructors and others deal with difficult clients is encouraged. If a client becomes too difficult or disruptive, they may be asked to leave the salon.
- **Children in Class:** Students are not allowed to bring children to class. If a student's child needs a service, someone from outside the department must accompany them and stay with them during the service.
- **Food and Beverages:** No food or beverages are allowed in the salon. All refreshments must be consumed outside the salon area. (for example; the locker room or student center)
- **Personal Belongings:** Students must store all personal belongings (books, bags, phones, etc.) in their lockers.
- **Cell Phone Use:**
  - **In the Classroom:** Cell phone use in the classroom is only permitted with instructor approval and solely for educational purposes, such as research, reference, or class-related activities.
  - **Salon Floor Restrictions:** Personal use of cell phones on the salon floor is prohibited. Cell phone use on the salon floor is limited to client-related tasks such as taking photos of your work and emergencies only.
  - **Emergency Protocol:** In the event of an emergency, students may request permission to use their cell phones. Such requests should be made discreetly to the instructor or a designated staff member.
  - **Emergency Dismissal:** If an emergency requires immediate attention, students may be granted permission to leave the classroom or salon floor to address the issue. In such cases, students should inform their instructor or a staff member.
  - **Notification:** It is the responsibility of the student to notify their instructor or appropriate staff member if they need to use their cell phone for emergency purposes. Students should use discretion and ensure minimal disruption to the learning environment.



- **Professional Conduct:** Students are expected to adhere to professional standards and practices of the cosmetology profession. Any violations or unsafe practices may result in consequences.
- **Disruptive Conduct:** Any conduct that disrupts the educational process or negatively impacts the learning environment will not be tolerated. Such behavior may lead to deduction of points or a student code of conduct report.

These guidelines are essential for maintaining a conducive learning environment and ensuring that students represent the Cosmetology program in a professional manner.

*By adhering to these dress code guidelines, you are contributing to the creation of a respectful, professional, and focused learning environment. Thank you for your cooperation.*

## Student Information

### [Student Code of Conduct - Helena College](#)

#### Acceptable Use of Electronic Resources

As an institution of higher education, Helena College endeavors to develop resources and provide services that meet its students' educational needs. It is within this context the College provides students with access to computers, along with access to a wide variety of online material.

Students may find some of the material available online to be inaccurate, incomplete, or outdated; they may find other material sexually explicit or offensive. Helena College does not guide, monitor, or censor students' computer research. The College does, however, restrict the use of computers, computer files, or network resources in the following ways:

5. Students are prohibited from violating copyright laws and from engaging in theft or file theft regarding College computers.
  - a. Students may not use College computers to violate others' privacy, to harass or intimidate others, to send abusive or patently offensive and unwanted material to others, or to interfere with the work of others. As students distribute or make material available to others, they need to be aware of others sensitivities toward information or graphics that may seem offensive.
  - b. Students may not deliberately crash or otherwise impair workstations or computer systems at the College, modify files without authorization, damage files, alter data, introduce viruses, penetrate, or harm operating systems, resell bandwidth, or engage in any other illegal acts promulgated from or targeting the College's computers.
  - c. Students are prohibited from concealing or misrepresenting their names or affiliations to mask irresponsible, offensive, or illegal behavior.
  - d. Students are prohibited from sharing their Helena College network username and password with other students or family members.



Misuse of computer or network resources may constitute trespass, disruptive behavior, or sexual harassment and will not be tolerated by Helena College. Failure to comply with these guidelines may result in loss of electronic access, expulsion from a course or the College, and/or legal prosecution.

### Family Education Rights and Privacy Act (FERPA)

The College interprets and develops procedures for implementation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and Montana Statutes specifically as they apply to Helena College for affording students' certain rights with respect to their education records.

### Definition of Student Education Record

Education records do not include an instructor's or staff's personal notes on a student which are in the sole possession of the maker, employment records (except work-study records), records created or maintained by a physician, psychiatrist, psychologist, or other recognized professionals, library records, and alumni records.

### Rights Afforded to Students Under FERPA

Students have specific rights concerning their education record:

1. The right to inspect and review their education record.
2. The right to request amendment of the student's education records to ensure they are not inaccurate, misleading, or in violation of the students' privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the education records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file complaints with the Family Policy Compliance Office concerning alleged failures of Helena College to comply with the requirements of [FERPA](#). Written complaints should be directed to:

#### **The Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Ave, SW  
Washington, D.C. 20202-5920

### Disclosures Made Without Student's Consent

Helena College may disclose student information under the following circumstances in accordance with FERPA:

- To Helena College employees with a legitimate educational interest. Legitimate educational interest is defined as needing the records to carry out employee responsibilities.
- To authorized representatives of the United States Comptroller General, Attorney General, Secretary of Education, or state and local educational authorities.
- In connection with the application or receipt of financial aid when the information is necessary to determine eligibility, amount of the aid, determine the conditions of the aid, and enforce the conditions of the aid.

- To another institution where a student seeks to enroll or is enrolled.
- To state and local juvenile justice systems or their officials.
- To organizations conducting educational studies.
- To contractors, consultants, or volunteers providing the institution services.
- To accrediting organizations carrying out their accrediting functions.
- In compliance with a judicial order or lawfully issued subpoena.
- To appropriate parties in an emergency if the information will help assist in resolving the emergency.
- To victims of an alleged perpetrator of a crime, disciplinary records maintained by colleges concerning the alleged crime.
- In connection with a disciplinary proceeding at the College.
- If designated as directory information (and the student has not opted out).

### Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### Disclosures to Parents

In accordance with Montana Statute §20-25-515 MCA, will not give information to parents unless the student has provided written permission. If students would like to provide access to their parents, they must sign a Release of Information form available from the Executive Director of Enrollment Office.

### Disclosure of Records to Students

Helena College requires students to present picture identification for all transactions. Any student wishing to receive information over the phone must complete a Release of Information form with the Executive Director of Enrollment Office. Students will be required to know a password and student identification number to receive information over the phone.

### Disclosure to Potential Employers

Helena College discloses graduation dates and dates of attendance as part of its directory information. Students interested in a specific job reference from a faculty member, including performance in courses, must complete the Student Release for Job Referral/Reference form with the appropriate faculty member.

### Access to Records

Students may access their records by providing a written request to the office where the records are held. The office will make arrangements to provide access to the records within 45 days of the request. Students may not have access to the following records:

- Financial information submitted by parents.
- Confidential letters and statements of recommendation, which the student has waived the right to review.
- Education records contain information about another student; however, the student will have access to the record section(s) that concerns the student requesting the information.

Students have access to their transcripts through the [Helena College website](#).

### Directory Information

Helena College has defined the following as directory information and may release it to the public without notifying the student:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities
- Dates of attendance
- Degrees and academic offers (e.g., dean's list, honor roll, graduation honors)
- Most recent educational agency/institution attended
- College assigned student email address
- Photographic, video, or electronic images

Students may request directory information not be released without consent. Requests for non-disclosure must be made through the Executive Director of Enrollment Office, and in effect the date the student makes the request; it will only be revoked if the student requests so in writing. Students should be aware if they choose this option, Helena College will not provide enrollment or graduation verifications without the student's written consent.

### Fees for Copies of Records

There is a \$3 fee for each official academic transcript. A copy of all other records is provided free of charge.

### Right of Helena College to Refuse Copies of Records

Helena College reserves the right to refuse students copies of their student records, including their transcript, if the student has an outstanding financial obligation to the College or an unresolved disciplinary action.

### Student Records in Cosmetology Program

Student records within the Cosmetology program and/or Helena College will contain the following information:

- a. Name, address, and phone number;
- b. Copy of a birth certificate or other verifiable evidence of applicant's birth date;
- c. Copy of high school diploma or its recognized equivalent; or a signed statement that the applicant was admitted or enrolled on the basis that the student was beyond the compulsory age of education as provided in 20-5-102, MCA;
- d. Course of study (noted on student transcript and in student Banner record);
- e. Enrollment date (noted on student transcript and in student Banner record);
- f. Daily attendance records (to be kept by program instructors);
- g. Academic records including copies of written progress evaluations signed by the student and the school designee;
- h. Grades (records kept with instructors and on student transcript);
- i. Final practical examination with scores;
- j. Evaluations;
- k. Breakdown of curriculum requirements and completion;
- l. Disciplinary action;
- m. Student advising;
- n. Original contracts;
- o. Tuition costs (located on the [Helena College website](#));
- p. Accepted transfer of hours from other schools (noted on the student transcript);
- q. Withdrawals (noted on student transcript and in student Banner record);
- r. Leaves of absence (noted on student transcript and in student Banner record).

### Cosmetology Program Curriculum

#### Cosmetology Program Outcomes

The Helena College Cosmetology program will provide students with the education and knowledge needed to understand and perform the core cosmetology services: manicuring and pedicuring, esthetics, shampooing and styling, chemical services, haircutting, salon management, and science. Graduates of the program will not only be well prepared for their Montana State

Board of Barbers and Cosmetologists licensure exams, but they will also have strong written, human relations, business, and communication skills.

1. Demonstrate professional demeanor, behavior, and communication.
2. Demonstrate proficiency in manicuring and pedicuring techniques, including hand, arm, leg, and ankle massage and correct application of polish, monomer liquid, and polymer powder nail enhancements.
3. Demonstrate proficiency in esthetics and skin care techniques, including facials, cosmetics, massage, essential oils, application and maintenance of artificial eyelashes and extensions, eyebrow and eyelash tinting, and chemical curling of eyelashes.
4. Demonstrate proficiency in shampooing and hairstyling techniques, including scalp treatments, pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting.
5. Identify and deliver proper chemical services, including waving, relaxing, hair coloring, and hair lightening.
6. Demonstrate proficiency in haircutting, including the proper uses of shears, razors, clippers, and thinning shears.
7. Understand salon management, including general facility sanitation and cleanliness, business methods, customer service, schedule and appointments, professional ethics, and current state board laws and regulations.
8. Demonstrate an understanding of the science of cosmetology, including chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of the hair, the scalp, the skin, and the nails.

## Cosmetology Courses and Outcomes

### COSM 101 Cosmetology I Principles and Procedures

205 Lecture Hours, 7 credits

Course Description: Introduction and overview of the philosophy of all aspects of cosmetology including infection control, scalp care, shampooing and conditioning, hair design, haircutting, hairstyling, chemical texture services, haircoloring, manicuring, pedicuring, hair removal, and facials with an emphasis on safety and sanitation.

Prerequisites: Admission to the Cosmetology Program.

Learning Outcomes:

1. Identify the safety and sanitation measures for protection of the client and the cosmetologist for each service rendered.
2. Explain the basic theory of hairstyling and how to perform the services safely.
3. Explain the basic theory of shampooing and scalp care and how to perform the services safely.
4. Explain the basic theory of haircutting and the knowledge to perform haircuts safely.
5. Explain the basic theory of skin care and how to perform facial services safely.

6. Explain the basic theory of superfluous hair removal and the different types of removal.
7. Explain the basic theory of manicuring and pedicuring and how to perform the services.
8. Explain the chemical theory of chemical texture services, color and lightening services, and the effect it has on the hair and the scalp.

### COSM 102 Cosmetology I Practical Applications

245 Practical Hours, 7 credits

Course Description: Introduction to the basic practical services of cosmetology. The practice of the fundamentals of draping, shampooing, haircutting/trimming, haircutting with a razor and clippers, finger waving, thermal curling, pin curls, roller sets, manicuring, pedicuring, hair removal, facials, coloring, foiling, balayage, permanent waves, chemical straightening, artificial hair application and removal, braiding, cleaning, disinfecting, and sanitizing. This course emphasizes safety and first aid in all instruction. In this class most of the work will be practiced on mannequins and at times volunteer clients at the teacher's discretion.

Prerequisites: Admission to the Cosmetology Program.

Learning Outcomes:

1. Demonstrate correct sanitation and safety measures used for the safety of the client and the cosmetologists for all implements and tools.
2. Demonstrate correct usage of all hot implements and performance of basic hairstyling services.
3. Demonstrate correct shampooing and conditioning services.
4. Demonstrate basic haircuts using shears, razors, and clippers.
5. Demonstrate basic facials and superfluous hair removal services.
6. Demonstrate basic manicures and pedicures.
7. Demonstrate basic chemical texture services safely.
8. Demonstrate basic color and lightening services.

### COSM 111 Cosmetology II Principles and Procedures

65 Lecture Hours, 7 credits

Course Description: Intermediate instruction focused on the following concepts with an emphasis on safety and sanitation: Montana state safety and sanitation regulations; nail tips and wraps; light cured gels; monomer and liquids; braiding and braid extensions; wigs and hair additions; skin structure; growth and nutrition; skin diseases and growth; color formulation; properties of the hair and scalp.

Prerequisites: C or higher in COSM 101 and COSM 102.

Learning Outcomes:

1. Identify the safety and sanitation measures for protection of the client and cosmetologist for each service rendered.
2. Explain the chemical reaction of monomer liquid and polymer powder.
3. Explain the steps of nail enhancement procedures.
4. Explain the steps to perform manicures and pedicures.
5. Explain the chemical reaction of light cured polishes and how to apply them safely.
6. Explain how to braid hair with and without extensions.
7. Explain how to safely apply hair additions.
8. Explain the chemical reaction of chemical hair services including texture and color services
9. Explain the three layers of hair, their growth cycle as well as the diseases of the hair and scalp.

### COSM 112 Cosmetology II Practical Applications

285 Practical Hours, 7 credits

Course Description: Continued intermediate application of all aspects of cosmetology with an emphasis on the following concepts: the application of nail tips and wraps; light cured gels and monomer and liquids; color and lightener application services; haircutting services; braiding and artificial hair application; and safety and sanitation. All students will have continued practice to reach a level 4 in proficiency in each content area.

Prerequisites: C or higher in COSM 101 and COSM 102.

Learning Outcomes:

1. Demonstrate the correct safety and sanitation measures used for the safety of the client and cosmetologist for all implements and tools.
2. Demonstrate the correct application of nail enhancement services.
3. Demonstrate the correct application of light cured gels.
4. Demonstrate correct braiding techniques.
5. Demonstrate the different methods of artificial hair applications.
6. Practice all cosmetology services to reach a level 4 in proficiency in each content area.

### COSM 201 Cosmetology III Intermediate Principles and Procedures

90 Lecture Hours, 6 credits

Course Description: Intermediate instruction of haircutting, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, facials, basics of chemistry, basics of electricity, with an emphasis on safety and sanitation cleaning/disinfecting to be included in all instruction.

Prerequisites: C-or higher in COSM 111 and COSM 112.

Learning Outcomes:

1. Explain diseases and disorders of the nail.

2. Identify the structure of the nail.
3. Explain the effect of diseases and disorders on the structure of the nail.
4. Explain advanced manicuring and pedicuring procedures.
5. Explain advanced facial techniques with an emphasis on skin care procedures.
6. Explain chemistry and electricity and its effects on hair, nails, and skin.

### COSM 202 Cosmetology III Intermediate Practical Application

260 Practical Hours, 7 credits

Course Description: Continued work and practical hours needed to demonstrate competency in the required levels of performance, hour requirements, and safety, cleaning, and disinfecting measures.

Prerequisites: C or higher in COSM 111 and COSM 112

1. Demonstrate the correct safety and sanitation measures used for the safety of the client and the cosmetologist for all implements and tools.
2. Demonstration of advancement in all practical skills to achieve a skill level of 4 to be job ready.

### COSM 211 Cosmetology IV Advanced Principles and Procedures

90 Lecture Hours, 6 credits

Course Description: Continued work to advance proficiency in all cosmetology skills, with an emphasis on safety and sanitation practices, as well as a focus on readiness for the state board exam.

Prerequisites: C or higher in COSM 201 and COSM 202

Learning Outcomes:

1. Explain the importance of anatomy and physiology and how it applies to cosmetology.
2. Describe the structure and function of the main body systems and their relevance to cosmetology.
3. Explain advanced procedures in haircutting.
4. Explain advanced hairstyling procedures.

### COSM 212 Cosmetology IV Advanced Practical Applications

260 Practical Hours, 7 credits

Course Description: Continue advancement towards proficiency of all cosmetology skills, with an emphasis in safety and sanitation practices, as well as a focus on readiness for the state board exam.



Prerequisites: C or higher in COSM 201 and COSM 202

Learning Outcomes:

1. Demonstrate proficiency in safety and sanitation measures used for the safety of the client and the cosmetologist for all implements and tools.
2. Demonstrate proficiency in all practical skills to achieve a skill level of 4 and determined job ready.
3. Demonstrate proficiency in the Montana State practice practical test to a skill level of 4.

## General Education Courses Required for Cosmetology AAS Degree

### BGEN 105 Introduction to Business

45 Lecture Hours, 3 credits

Course Description: This course introduces the nature of business and the trends that change the way business is conducted. Topics covered in this course include the business environment, starting a business, management, ethics, social responsibility, human resources, marketing, and finance.

Prerequisites: None

Learning Outcomes:

1. Identify and discuss the stakeholders of business and the components of the business environment including social, legal, economic, technological, governmental, ethical, and international influences.
2. Define and explain the functions and features of the core components of a business enterprise including accounting, finance, law, operations, human resources, information technology, and marketing.
3. Demonstrate a working knowledge and vocabulary of basic business terms, concepts, and practices.
4. Demonstrate effective business communication, team, problem solving, critical thinking, analysis, and learning skills.
5. Identify and assess academic and career opportunities related to business.
6. Define accounting, the accounting equation, debit/credit, asset (current and long-term), liability (current and long-term), and equity, and describe the different uses of accounting information.
7. Describe financial statements, using basic ratio analysis, to evaluate a company's performance.
8. Define money, its functions, and its characteristics.
9. Specify how the Federal Reserve Board manages the money supply and regulates the American banking system.

## COLS 101 First Year Seminar

45 Lecture Hours, 3 credits

**Course Description:** This multi-disciplinary course, presented in seminar format, draws from the disciplines of psychology, sociology, history, and philosophy, and encourages students to explore issues critical to their academic goals and objectives. Students will build both verbal and oral communication skills, develop strategies for community-building, explore and utilize college resources, practice self-advocacy, and articulate how their educational paths propel their career goals. All coursework is interactive and directly applicable to students' other courses, responsibilities, and needs.

**Prerequisites:** None

**Learning Outcomes:**

1. Demonstrate critical and creative thinking through the analysis of written texts and oral presentations.
2. Demonstrate an understanding of the diversity of experiences and worldviews within the community and reflect upon individual and group values.
3. Develop and demonstrate proficiency in written and oral communications.
4. Analyze and engage college and community resources to develop an individual strategy for academic success and career goals.

## COMX 115 Interpersonal Communications

45 Lecture Hours, 3 credits

**Course Description:** This course explores the role of communication in one-on-one interactions from a theoretical perspective with an emphasis on personal application. Students will study various communication concepts, including perception, verbal and nonverbal elements, listening, culture, emotions, and conflict management. Students will learn to recognize interpersonal communication competence and practice skills that enhance communication competence in their interpersonal relationships.

**Prerequisites:** None

**Learning Outcomes:**

1. Explain key features and principles of interpersonal communication.
2. Explain the influence and impact of perception, language, nonverbal behavior, listening, emotions, and culture on interpersonal communication.
3. Explain how communication impacts individuals and relationships, including its role in forming, maintaining, and ending of personal relationships, and role in conflict management.
4. Identify and practice specific strategies to improve interpersonal communication competence.

## M 105 Contemporary Mathematics

45 Lecture Hours, 3 credits

**Course Description:** This course is designed to meet the general education mathematics requirement for the liberal arts major. It surveys some of the important ideas and practical applications in mathematics and uses algebra skills to solve real problems. Topics include problem solving, financial math, mathematical modeling (linear and quadratic), and elementary statistics.

**Prerequisites:** None

**Learning Outcomes:**

1. Read mathematical material and write using correct mathematical notation.
2. Follow and understand logical arguments and solve applied quantitative problems.
3. Understand elementary statistical concepts.
4. Calculate simple, compound, and continuously compounding interest.
5. Calculate loan payments and mortgages.
6. Understand, solve, and model situations using linear equations.
7. Understand, solve, and model situations using quadratic equations.
8. Understand, solve, and model situations using logarithmic and exponential functions.

## WRIT 122 Introduction to Business Writing

45 Lecture Hours, 3 credits

**Course Description:**

**Prerequisites:** None

**Learning Outcomes:**

1. Generate appropriate business communication directed to a specific audience using effective strategies to achieve the writer's purpose.
2. Demonstrate appropriate communication strategies to convey effective messages appropriate to the situation.
3. Revise and edit business documents.
4. Apply appropriate research techniques to obtain the necessary information for writing documents.
5. Select an appropriate format, including the use of visual aids/graphics for business documents.
6. Apply principles of grammar and language usage that pertain specifically to business communication.

## Cosmetology AAS Academic Map

SEMESTER 1	1	CREDITS
M105	Contemporary Mathematics	3
WRIT122	Introduction to Business Writing	3
BGEN105	Introduction to Business	3
COMX115	Introduction to Interpersonal Communication	3
COLS 101	First Year Seminar	3
	<b>Total Credits</b>	<b>15</b>
SEMESTER 2	2	CREDITS
COSM101	Cosmetology I Principles and Procedures	7
COSM102	Cosmetology I Practical Applications	7
	<b>Total Credits</b>	<b>14</b>
SEMESTER 3	3	CREDITS
COSM 111	Cosmetology II Principles and Procedures	7
COSM 122	Cosmetology II Practical Application	7
	TOTAL CREDITS	14
SEMESTER 4	4	CREDITS
COSM 201	Cosmetology III Intermediate Principles and Procedures	6
COSM 202	Cosmetology III Intermediate Practical Application	7
	TOTAL CREDITS	13
SEMESTER 5	5	CREDITS
COSM 211	Cosmetology IV Advanced Principles and Procedures	6
COSM 212	Cosmetology IV Advanced Practical Application	7
	TOTAL CREDITS	13

## Cosmetology Curriculum Hours

### Manicuring Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	15
Basic Manicures	15
Basic Pedicures	15
Polish Application	5
Massage	5
Monomer Liquid and Powder for Nail Enhancements	15
Nail Tips for Enhancements	10
Nail Wraps for Enhancements	10
UV Gel Polish Application and Nail Art	10
Electric File	15
<b>Total Manicuring Hours</b>	<b>115</b>

### Esthetics Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	16
Facials	30
Cosmetics/Makeup	10
Essential Oils	5
Artificial Lashes	23
Tinting Eyelashes	5
Tinting Eyebrows	5
Lash Perms	13
Skin Exfoliation	5
Hair Removal by Waxing and Tweezing	14
Electricity and Light Therapy	10
<b>Total Esthetics Hours</b>	<b>136</b>

### Shampoo & Styling Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	32
Shampoo/Draping	20
Scalp Treatments	22
Hair Styling	43
Pin Curls	13
Finger waves	10
Thermal Curls	30
Blow Dry Styling	30
Braiding	25
Wet Setting	10

Back Combing	10
<b>Total Shampoo &amp; Styling Hours</b>	<b>245</b>

### Chemical Services Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	65
Waving	50
Relaxing	40
Ammonium Thioglycolate	20
Sodium Hydroxide	20
Keratin Hair Straightening	45
Hair Coloring	140
Hair Lightening	140
<b>Total Chemical Services Hours</b>	<b>520</b>

### Haircutting Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	30
Shears	55
Razor	55
Clippers	55
Thinning Shears	35
<b>Total Haircutting Hours</b>	<b>230</b>

### Salon Management Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	15
Facility Management	10
Business Practices	30
Customer Service	20
Appointment Book	10
Professional Ethics	10
State Board Laws & Regulations	25
<b>Total Salon Management Hours</b>	<b>120</b>

### Science Hours

<b>Concept</b>	<b>Estimated Hours</b>
Theory	34
Electricity	12
Chemistry	12
Bacteriology	5

Sanitization	10
Sterilization	10
Safety	10
Anatomy & Physiology	20
Blood Spill Procedure	5
Diseases and Disorders of the Hair	4
Diseases and Disorders of the Skin	4
Diseases and Disorders of the Scalp	4
Diseases and Disorders of the Nails	4
<b>Total Science Hours</b>	<b>134</b>

### Total Hours

<b>Concept</b>	<b>Estimated Hours</b>
Manicuring	115
Esthetics	125
Shampoo & Styling	245
Chemical Services	505
Haircutting	230
Salon Management	115
Science	134
<b>Total Cosmetology Curriculum Hours</b>	<b>1500</b>

**375** hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum. The 375 hours are dispersed throughout the curriculum above.

### Manicuring Objectives

#### MANICURING

- 115 Total Hours of Training
- 95 Hours Required by Montana State Board of Barbers and Cosmetologists

#### BROAD SUBJECT: MANICURING

**OBJECTIVE:** To teach the student the theory of manicuring and how to successfully perform a manicure.

#### TOPICS TO BE COVERED:

1. Cleaning/disinfecting
2. Safety
3. Scope of practice
4. Define tools required for services

5. Multiuse and single use
6. 3 Part service and procedure
7. Client Consultation
8. 5 Basic shapes of nails
9. Massage of arms and hands

#### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Know cosmetologist's scope of practice
- Safely use 4 types of manicuring implements
- Know the difference between multiuse and single use implements
- Name and perform the three parts of a manicure service
- Know how to perform a client consultation
- Know the 5 basic nail shapes and be able to create the shapes on clients
- Safely perform a massage on the arms and hands
- Know the difference between a regular manicure and a spa manicure
- Know how to use aromatherapy
- Know how to use paraffin wax

Students will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

#### BROAD SUBJECT: PEDICURING

OBJECTIVE: To teach the student the theory of pedicuring and how to perform a pedicure.

#### TOPICS TO BE COVERED:

1. Cleaning/disinfecting
2. Safety
3. Equipment and tools



4. Product knowledge
5. Types of Pedicures
6. Reflexology
7. Massage
8. Scope of practice

#### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Describe the equipment and tools needed
- Understand what product to use and why
- Know the different between a basic pedicure and a spa pedicure
- Be able to perform all types of pedicures
- Understand reflexology and to successfully use it on a client
- Be able to safely perform a massage of the leg and foot
- Be able to clean and sanitize all equipment and tools
- Understand when and when not to perform a pedicure

Student will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

**BROAD SUBJECT: MONOMER AND POWDER APPLICATION WITH AND WITHOUT TIPS and UV GELS**

**OBJECTIVE:** To teach students when and how to apply monomer and powder to the natural nail, a nail tip, and UV gels.

#### TOPICS TO BE COVERED:

1. Cleaning/disinfecting
2. Safety

3. Chemistry
4. Tools and equipment
5. Primers
6. Storage
7. One- color maintenance
8. Crack repairs
9. Removal
10. Nail Art
11. Electric File
12. Application of monomer liquid and polymer powders and UV gels

#### STUDENT LEARNING OBJECTIVE:

The student will be able to:

- Be able to explain how monomer liquid and polymer powder chemistry works
- Name and know what tools, equipment, supplies, are needed to perform nail enhancements
- Be able to do the steps necessary to perform nail enhancements
- Know when to apply nonacid and acid-free nail primers
- Know how to safely store chemicals
- Describe the apex, stress area, and sidewall and show where they are located and why they are important to the nail enhancement structure
- Apply monomer and liquid with a one-color application as well as a two-color application
- Apply UV gel extensions and color
- Perform one-color and two-color maintenance application
- Perform crack repairs
- Be able to perform a removal of nail enhancements
- Be able to create nail art with polishes and acrylic
- Know when to use an electric nail file and be able to use it

Student will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## Esthetics Objectives

### ESTHETICS

- 136 Total Hours of Training
- 110 Hours Required by Montana State Board of Barbers and Cosmetologists

### BROAD SUBJECT: SUPERFLUOUS HAIR REMOVAL

OBJECTIVE: To teach students the different methods of hair removal with a focus on waxing and tweezing.

### TOPICS TO BE COVERED:

1. Safety and sanitation
2. Cleaning and disinfecting
3. Client intake forms
4. Contradictive conditions
5. Methods of hair removal
6. Waxing and tweezing
7. Scope of practice

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Know the significance of a client intake form and use it for clients
- Know the conditions that contraindicate hair removal
- List the methods of hair removal and be able to perform waxing and tweezing

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## BROAD SUBJECT: FACIALS AND SKIN EXFOLIATION

**OBJECTIVE:** To teach the student the art of giving a facial, to understand how to treat problem issues with skin and recommend proper treatments, to promote and maintain a good complexion, masks, hot compresses, electricity, light therapy and observe safety and cleaning/disinfecting measures, and to teach the various methods of skin exfoliation including manual, chemical, and mechanical exfoliation.

### TOPICS TO BE COVERED:

1. Client Consultation and intake form
2. Contraindications to facials
3. Skin type and skin condition
4. Categories of skin care products
5. Massage of face and neck
6. Electrical machines
7. Galvanic and high frequency treatments
8. Light therapy
9. Aromatherapy
10. Safety and sanitation
11. Skin exfoliation: manual, chemical, and mechanical
12. Scope of practice

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Know the pertinent information to gather during a client consultation and client intake form
- Identify the contraindications that prohibit facial treatments
- Determine the difference between skin types and skin conditions
- Understand the various categories of skin care products and how to use them
- Understand why massage is used in facials and how to do it
- Know the five categories of massage movements and know how to perform them
- Name and describe the two types of electrical machines and why they add value
- Explain and understand light therapy and how to use it to treat the skin
- Understand how aromatherapy can help during a facial and know how to perform a facial with aromatherapy
- Understand when to use the various forms of skin exfoliation, including manual, chemical, and mechanical and how to do it.

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## BROAD SUBJECT: FACIAL MAKEUP AND ARTIFICIAL LASHES

**OBJECTIVE:** To teach the student various types of cosmetics and their uses for facial makeup, explain color theory for makeup, understand facial types, be able to apply artificial lashes, and tips for creating special-occasion makeup.

### TOPICS TO BE COVERED:

1. Describe and apply various types of makeup
2. Explain color theory as it applies to makeup application
3. Identify facial types and apply makeup to enhance features
4. Apply different types of artificial lashes
5. Apply special-occasion makeup
6. Safety and sanitation

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Know how to apply various types of makeup
- Use and understand color theory to apply makeup
- Understand the different facial types and how to apply makeup to enhance the client's features
- Know how to apply artificial lashes and understand the differences between them

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely

1	No Exposure - no experience or knowledge in this area
---	---

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## Shampoo and Styling Objectives

### SHAMPOOING

- 245 Total Hours of Training
- 195 Hours Required by Montana State Board of Barbers and Cosmetologists

### BROAD SUBJECT: SHAMPOO

OBJECTIVE: To teach the student the reasons to shampoo, identify types of shampoo, application of shampoo, and observance of sanitation and safety measures.

### TOPICS TO BE COVERED:

1. Cleaning/disinfecting
2. Safety of water temperature, water spillage, and shampoo confined to area to be cleansed
3. Product knowledge of shampoos, conditioners and treatments for the hair and scalp
4. Application and removal of shampoo, conditioner, and treatments
5. Storage of shampoo, conditioners, and treatments
6. Scalp Massage
7. Scalp Treatment
8. Appropriate Draping
9. Safety and sanitation

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Safely choose the correct temperature of water
- Identify the 2 most basic requirements for scalp care
- Be able to perform a scalp massage
- Know the differences between dry and oily dandruff and how to treat them
- Demonstrate proper draping
- Identify the three-part procedure and why it is useful
- Know what products to use to benefit the different types of scalps and hair conditions

- Know how store all products
- Perform scalp treatments to help the hair and scalp

Student will be evaluated and rated as follows:

**PRACTICAL RATING SCALE:**

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

**BROAD SUBJECT: HAIRSTYLING**

**OBJECTIVE:** To teach students how to arrange hair into styles using the appropriate tools to best flatter the clients face shape.

**TOPICS TO BE COVERED:**

1. Cleaning/disinfecting
2. Safety and sanitation
3. Finger waves
4. Pin curls
5. Hair Wrapping
6. Rollers
7. Comb-outs
8. Blow Dry Styling
9. Care of tools, materials, and equipment
10. Thermal irons and flat irons
11. Hair Pressing
12. Updo styling

**STUDENT LEARNING OBJECTIVES:**

Student will be able to:

- Execute finger waving, pin curling, roller setting and hair wrapping

- Perform blow dry styling techniques and the proper use of a blow dryer
- How to use thermal irons safely and perform thermal curling services
- How to use a flat iron and safely perform services with it
- Demonstrate the 4 basic curl patterns and explain the result
- Be able to describe and complete 3 types of hair pressing
- Understand the importance of preparation, sectioning, pinning and balance in hair design
- Create formal updo's on all hair types

Student will be evaluated and rated as follows:

**PRACTICAL RATING SCALE:**

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

**BROAD SUBJECT: BRAIDING, EXTENSIONS, WIGS, AND HAIR PIECES**

**OBJECTIVE:** For the student to understand and perform braiding with and without extensions, and different extension techniques and how to care for them.

**TOPICS TO BE COVERED:**

1. Cleaning/disinfecting
2. Safety
3. History of braiding
4. Basic braiding techniques
5. Cornrows
6. Locks and lock grooming
7. Understand the difference between human hair and synthetic hair
8. 2 categories of wigs
9. Hairpieces and their uses
10. Extensions

**STUDENT LEARNING OBJECTIVES:**



Student will be able to:

- Recognize and perform basic braiding
- Describe and perform 6 basic braiding techniques
- Be able to perform cornrow braids with and without extension hair
- Be able to start and maintain hair locks
- Explain and determine the difference in human hair pieces and synthetic
- Understand the 2 types of wigs
- Distinguish several types of hairpieces and their uses
- Be able to install several types of extension methods and hair pieces

Student will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

### Chemical Services Objectives

#### CHEMICAL

- 520 Total Hours of Training
- 395 Hours Required by Montana State Board of Barbers and Cosmetologists

#### BROAD SUBJECT: COLOR AND LIGHTENING

OBJECTIVE To teach the student the study of and application of coloring and lightening hair.

#### TOPICS TO BE COVERED:

1. Safety
2. Cleaning/disinfecting
3. Hair porosity
4. Level system
5. The color wheel

6. Tone and intensity
7. Hair color categories
8. Hydrogen peroxide
9. Hair lighteners
10. Formulating
11. Patch Test
12. Strand Tests
13. Color processes
14. Coloring eyelashes and eyebrows

#### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Understand the reasons people color their hair
- Explain porosity and how it effects color and lightener
- Define the level system and know how to find natural levels and how they affect the outcome for formulating
- Understand the color wheel and how it is used in formulation
- Know what roles tone and intensity of color means and how it effects formulations
- List and describe the categories of hair color
- Understand the action and reaction of hair lighteners and color
- Know five key questions to ask when formulating
- Understand why a patch test is necessary and how to perform it
- Define what a preliminary strand test is and how to perform it
- List, describe and perform all color and lightening procedures
- Keep records of client services and procedures

Student will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

#### BROAD SUBJECT: CHEMICAL TEXTURE SERVICES

OBJECTIVE: Teach students the study of, and how to perform chemical texture services.

TOPICS TO BE COVERED:

1. Cleaning/disinfecting
2. Safety
3. Chemical reactions
4. Alkaline and Acid
5. Neutralization
6. Permanent waving techniques
7. Thio Relaxers
8. Hydroxide Relaxers
9. Curl re-forming

STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Understand the four chemical reactions that take place during chemical texture services
- Understand the difference between alkaline wave solution and acid wave solutions
- Understand the neutralization process
- Be able to understand the permanent wave process and be able to perform it
- Understand and perform thio relaxers
- Understand and perform sodium hydroxide relaxers
- Understand and perform curl re-forming
- Keep records of client services and procedures

Student will be evaluated and rated as follows:

PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## Haircutting Objectives

### HAIRCUTTUNG

- 230 Total Hours of Training
- 155 Hours Required by Montana State Board of Barbers and Cosmetologists

### BROAD SUBJECT: HAIRCUTTING

OBJECTIVE: [OBJ] To teach students techniques of shaping hair by cutting and using the correct tool to achieve the desired style.

### TOPICS TO BE COVERED:

1. Safety
2. Cleaning/disinfecting
3. Sectioning
4. Reference Points
5. Lines, Sections, Elevations, and Guidelines
6. Client consultation
7. Razor cutting
8. Scissor cutting
9. Clippers
10. Thinning
11. Beard and mustache trims
12. Care of tools, materials, and equipment

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Identify reference the points on the head and their roll in haircutting
- Define lines, sections, elevations, and guidelines
- Perform a client consultation
- Explain the uses of various tools for haircutting
- Demonstrate correct body posture and positioning
- Perform haircuts, bang trims, and clipper cuts
- Know how and why to perform texturizing

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
---	---

3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## Salon Management Objectives

### SALON MANAGMENT

- 120 Total Hours of Training
- 115 Hours Required by Montana State Board of Barbers and Cosmetologists

### BROAD SUBJECT: PREPARING FOR LICENSURE AND EMPLOYMENT

OBJECTIVE: To prepare students for their state licensure exams and employment.

### TOPICS TO BE COVERED:

1. What it means to be an employee
2. Habits of a team player
3. Three types of salons/business offered
4. Taxes
5. Product sales
6. How to build a clientele
7. State licensing process
8. Develop a resume and cover letter
9. Research employers

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Understand what is expected of a good employee
- Understand acceptable everyday behavior in a work environment
- Describe the three different types of salons are and how they work
- Understand the principles of selling retail products and be able to sell them
- Understand the most effective ways to build a clientele
- Understand the state licensing process and costs

- Develop a resume and cover letter to use for employment opportunities
- Given techniques to explore the job market, research potential employers
- Understand what licenses for your state and city's you need to operate legally

Student will be evaluated and rated as follows:

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## BROAD SUBJECT: WORKING IN THE INDUSTRY

OBJECTIVE: ~~OB~~To ensure that the students have good business practices.

### TOPICS TO BE COVERED:

1. Business model
2. Opening your own salon
3. Types of ownership
4. Business plan
5. Record keeping
6. Booth renters
7. Successful salon operations
8. Retail and service sales

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Identify two options when going into business
- Understand the basic factors to be considered when opening a salon
- Understand and compare the types of ownership
- Recognize the information that should be included on a business plan
- Understand the importance of record keeping
- Understand the responsibilities of a booth renter
- Distinguish the elements of a successful salon and operations
- Understand why selling services and products is a vital aspect of salon ownership
- Be able to book appointments and check out clients using a computer software program

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## Science Objectives

### SCIENCE

- 134 Total Hours of Training
- 60 Hours Required by Montana State Board of Barbers and Cosmetologists

### BROAD SUBJECT: CHEMISTRY

OBJECTIVE: To teach the student the chemistry of cosmetology.

### TOPICS TO BE COVERED: [OBJ]

1. Organic and inorganic chemistry
2. Solids, Liquid and Gas
3. Oxidation-reduction
4. Pure Substances and Physical mixtures
5. pH and pH scale

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Understand the difference between organic and inorganic chemistry
- Categorized and give examples of the different states of matter
- Understand oxidation-reduction
- Understand pure substances and physical mixture
- Evaluate the differences among solutions, suspensions, and emulsions
- Explain what pH is and how the scale works

Student will be evaluated and rated as follows:

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

**BROAD SUBJECT: ELECTRICITY**

**OBJECTIVE:** To teach the student safe electricity usage.

**TOPICS TO BE COVERED:**

1. Identify two types of currents
2. Electrical measurements
3. Principles of electric equipment safety
4. Electric modalities
5. Electrical equipment
6. Electromagnetic spectrum
7. Visible light and invisible light
8. Types of light therapy

**STUDENT LEARNING OBJECTIVES:**

The student will be able to:

- Identify the nature of electricity and the two types of currents
- List electrical measurements
- Understand the principles of electrical equipment and safety
- Understand the main modalities used
- Understand electrical equipment and how to use them
- Explain the electromagnetic spectrum, visible spectrum of light and invisible light
- Understand light therapy and its benefits.

Student will be evaluated and rated as follows:

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

**BROAD SUBJECT: ANATOMY AND PHYSIOLOGY**

**OBJECTIVE:** To understand Anatomy and Physiology and how it is important to a cosmetologist.



#### TOPICS TO BE COVERED:

1. Define the importance of Anatomy and physiology
2. Describe cells, structure, and reproduction
3. 11 body systems

#### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Will be able to define and explain the importance of anatomy and physiology
- Describe cells, their structure, and their reproduction
- Define tissue and identify the four types of tissues of the body
- Name the 11 main body systems and explain their basic functions.

Student will be evaluated and rated as follows:

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

#### BROAD SUBJECT: BACTERIOLOGY AND INFECTION CONTROL

OBJECTIVE: To teach the student infection control practices.

#### TOPICS TO BE COVERED:

1. Safety Data Sheets
2. Understand rules and laws
3. Classifications of bacteria
4. Bloodborne Pathogens
5. Cleaning, Disinfecting, and Sterilizing
6. Standard Precautions

#### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- List the 16 categories of the information required on safety data sheets

- Understand laws and rules and the differences between them
- List the types of classifications of bacteria.
- Define bloodborne pathogens and explain how they are transmitted
- Explain the differences between cleaning, disinfecting, and sterilizing
- List the types of disinfectants and the steps to using them properly
- Define standard precautions
- Be able to clean, disinfect, and sterilize their stations and implements

Student will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

#### BROAD SUBJECT: SANITATION, STERILIZATION, AND SAFETY

OBJECTIVE: To teach students the correct sanitation, disinfection, sterilization, and safety for all services and procedures.

#### TOPICS TO BE COVERED:

1. Safety
2. Cleaning/disinfecting
3. Sanitation procedures
4. OSHA

#### STUDENT LEARNING OBJECTIVES:

1. Demonstrate correct safety procedures for all services, procedures, and salon management
2. Demonstrate correct cleaning procedures for all services, procedures, and salon management

3. Demonstrate correct disinfection procedures for all services, procedures, and salon management
4. Demonstrate correct sanitation procedures for all services, procedures, and salon management
5. Demonstrate an understanding of OSHA regulation and compliance

#### BROAD SUBJECT: HAIR STRUCTURE, DISEASES, AND DISORDERS

**OBJECTIVE:** To teach students the hair structure to understand the reactions of hair to chemicals and any other service they may perform.

#### TOPICS TO BE COVERED:

1. Safety
2. Cleaning/disinfecting
3. Composition of hair
4. Structure, growth, and distribution of hair
5. Hair and scalp diseases and disorders
6. Texture, porosity, and elasticity
7. Chemical reactions
8. Hair analysis
9. Texture, porosity, and elasticity

#### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Identify and distinguish the different structures of the hair root
- Point out the differences among the three layers of the hair shaft
- Identify and explain the three types of side bonds in the cortex
- Name and compare the differences among the three cycles of hair growth
- Give examples of the common types of hair loss and what can cause hair loss
- Be able to identify the most common hair and scalp disorders seen in the salon what is in our scope of practice and what needs to be referred to a doctor
- Be able to perform a scalp analysis

Student will be evaluated and rated as follows:

#### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely

1	No Exposure - no experience or knowledge in this area
---	---

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## BROAD SUBJECT: FIRST AID AND BLOOD SPILL PROCEEDURE

OBJECTIVE: To teach students first aid and how to handle blood spill incidents within the salon

### TOPICS TO BE COVERED:

1. Safety
2. Accidents
3. Fainting
4. Burns
5. Abrasions
6. Chemical contact
7. Blood Spill

### STUDENT LEARNING OBJECTIVES:

Upon completion of this course, the student will be able:

- Perform the proper first aid procedures in case of emergencies in the salon
- Perform the proper procedure for a blood spill incident.

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%

B	89%-80%
C	79%-75%
F	74%-0%

## BROAD SUBJECT: NAIL DISEASES AND DISORDERS

OBJECTIVE: To teach the student to recognize diseases and disorders of the nail.

### TOPICS TO BE COVERED:

1. Cleaning/disinfecting
2. Safety
3. Nail structure
4. Diseases/disorders
5. Clientele communication

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- List and identify the various disorders and irregularities of nails
- Recognize diseases of the nail and what should and should not be treated in the salon
- Understand what is in a cosmetologist's scope of practice to work on and how to improve the nail condition
- Perform a hand and nail analysis on a client

Student rated as follows:

### PRACTICAL RATING SCALES

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## BROAD SUBJECT: SKIN DISEASES AND DISORDERS

OBJECTIVE: To teach the student the importance of recognizing skin diseases and disorders.

### TOPICS TO BE COVERED:

1. Safety
2. Structure
3. Diseases/disorders
4. Communication with client

### STUDENT LEARNING OBJECTIVES:

The student will be able to:

- Identify and describe common skin lesions
- List and identify common disorders of the sebaceous glands
- List and identify common changes in skin pigmentation
- Identify forms of skin cancer including symptoms and mortality rates
- Identify and describe the major causes of acne and current treatments
- List the factors that contribute to the aging of the skin.
- Explain the effects of exposure to the sun on the skin
- Describe contact dermatitis and prevention measures

Student will be evaluated and rated as follows:

### PRACTICAL RATING SCALE

4	Job Ready - can completely perform the job safely and independently
3	Moderately Competent - can perform the job completely and safely with limited supervision
2	Limited Competency - requires instruction and close supervision to perform safely
1	No Exposure - no experience or knowledge in this area

GRADING SCALE	
A	100%-90%
B	89%-80%
C	79%-75%
F	74%-0%

## Hour Breakdown by Semester

These hours do not include the hours students complete for theory homework and study. All lecture and practical hours are completed at the college.

### Semester 1 Hours

Concept:	COSM 101	COSM 102	Semester
	Lecture Hours	Practical Hours	Total
Infection Control	10	45	55
Scalp Care, Shampooing, Conditioning	9	9	18
Hair Design	6	6	12
Haircutting	15	21	36
Hair Styling	9	12	21
Chemical Texture	9	18	27
Haircoloring	12	18	30
Manicuring	9	12	21
Pedicuring	9	12	21
Hair Removal	6	9	15
Facials	9	9	18
Montana Safety and Sanitation	9	12	21
Braiding and Extensions	3	6	9
Wigs and Hair Additions	3	3	6
Skin Diseases and Growth	6	0	6
Color Formulation and Application	6	12	18
Properties of the Hair and Scalp	6	3	9
Nail Tips and Wraps	3	9	12
Light Cured Gels	3	9	12
Monomers and Liquids	3	0	3
Haircutting	15	20	35
Nail Structure and Growth	6	0	6
Nail Diseases and Disorders	6	0	6
Basics of Chemistry	9	0	9
Basics of Electricity	9	0	9
Anatomy and Physiology	9	0	9
Salon Management/ Business Practices	6	0	6
Total Hours	205	245	450

### Semester 2 Hours

Concept	Lecture Hours	Practical Hours	Total Hours
Haircutting	8	50	58

Nail Structure and Growth	10	0	10
Nail Diseases and Disorders	6	0	6
Manicuring	6	40	46
Pedicuring	6	40	46
Facials	6	55	61
Basics of Chemistry	12	0	12
Basics of Electricity	11	0	11
Continued Work on the Salon Floor—All Services	0	100	100
<b>Total Hours</b>	<b>65</b>	<b>285</b>	<b>350</b>

### Semester 3 Hours

Concept	Lecture Hours	Practical Hours	Total Hours
Haircutting	15	50	65
Nail Structure and Growth	12	0	12
Nail Diseases and Disorders	15	0	15
Manicuring	6	30	36
Pedicuring	6	30	36
Facials	12	50	62
Basics of Chemistry	12	0	12
Basics of Electricity	12	0	12
Continued Work on the Salon Floor—All Services	0	100	100
<b>Total Hours</b>	<b>90</b>	<b>260</b>	<b>350</b>

### Semester 4 Hours

Concept	Lecture Hours	Practical Hours	Total Hours
Anatomy and Physiology	20	0	20
Formal Styling/Hair Styling	7	30	37
Chemical Texture	15	50	65
Salon Management/Business Practices	20	10	30
Montana State Board Test Preparation	28	35	63
Continued Work on the Salon Floor—All Services	0	135	135
<b>Total Hours</b>	<b>90</b>	<b>260</b>	<b>350</b>



*This page intentionally blank*

## ACKNOWLEDGEMENT OF RECEIPT

I confirm that I have received a copy of the 25-26 Helena College Cosmetology Catalog and understand that I am responsible for following all program requirements.

I also agree that being admitted to the Cosmetology Program, I will need to be able to do the following:

- Stand for extended periods of time, up to 7 hours per day, 5 days per week.
- Speak clearly and distinctly (all courses are taught in English.)
- Respond appropriately in stressful situations, including the ability to perform activities in the presence of distractions.
- Communicate effectively with clients, other professionals, instructors, and community members
- Listen to clients to understand their wants and needs.
- Work with chemicals including ammonia, bleach, peroxide, sodium hydroxide, monomer, and others.
- Demonstrate the ability to utilize equipment needed to carry out client services.
- Demonstrate the ability to adapt to a changing environment.
- Wear the Cosmetology student uniform and follow dress code requirements.

In addition, I understand that I am responsible for following all Helena College policies and the expectations of the Student Code of Conduct. This document can be found on the Helena College website – [Student Code of Conduct - Helena College](#)

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and date and return this page to your instructor.