

**Tom P. Haney Technical College**

Cosmetology Program Syllabus

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**Program Instructors:** Kim Thompson and Gina Dudley

3016 Hwy 77 (Bldg 6, Rooms 602 & 604) Panama City, FL 32405

**Instructor Hours:** M-F 7:15am-2:45pm Office (850) 767-5511

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**Program Length:** 1,200 Clock Hours (per Florida Board of Cosmetology requirement)

**Curriculum Frameworks:** Florida DOE / Milady Standard Cosmetology

**Program Schedule**

Students will follow a hybrid schedule which combines online learning at home, classroom instruction. and hands-on learning/client services in the Haney Salon.

**Cosmetology Salon Schedule: (On Campus)**

Students must complete textbook/online assignments outside of the designated Salon Services times below by the assigned due dates. Attendance and assignment completion for off-campus days will count toward overall attendance and grades.

**Kim Thompson’s Salon Services Times**- Tues & Wed 7:30a -2:15p and Fri 7:30a-10:30a

**Gina Dudley’s Salon Services Times**- Mon & Thur 7:30a - 2:15p and Fri 11:15a-2:15p

# Program Overview

The Cosmetology Program at Tom P. Haney Technical College prepares students with the theoretical knowledge and practical skills needed to succeed in the beauty industry. Students will develop proficiency in hair care, skin care, nail care, and related services, while also gaining professional and business skills. The program follows the Milady Standard Cosmetology curriculum and meets the Florida Department of Business and Professional Regulation (DBPR), Board of Cosmetology requirements for licensure.

# Program Objectives

* Demonstrate competency in haircutting, hairstyling, chemical services, facials, manicuring, pedicuring, and related procedures.
* Apply infection control and sanitation practices as required by Florida law.
* Demonstrate knowledge of human anatomy, physiology, and the science of cosmetology.
* Use cosmetology tools, equipment, and products safely and effectively.
* Display professional ethics, client communication skills, and business practices for salon success.
* Prepare for and successfully pass the Florida State Board of Cosmetology Examination.

# Curriculum Outline (Milady-Based)

1. **Florida Laws & Rules (100 hours)**
* State Board regulations
* Professional ethics
* Salon safety & sanitation
1. **Hair Shaping (200 hours)**
* Principles of haircutting
* Implements, their uses, and cutting movements
* Techniques: blunt, layering, texturizing, razoring, blending
* Growth patterns, facial features, and various hair textures analytics
1. **Hair Coloring & Lightening (150 hours)**
* Theory of color
* Hair coloring terms, chemicals used, and mixing of chemicals safely
* Application techniques
* Corrective coloring, virgin tint, and retouch
1. **Chemical Services (200 hours)**
* Permanent waving
* Relaxing & soft curl perms
* Chemical safety and effects of chemical services
1. **Hairstyling (125 hours)**
* Shampooing & Client services
* Wet styling (roller sets, finger waving, pincurls)
* Thermal styling, blow dry styling, silk pressing
* Braiding, updos, and wigs
1. **Facials, Makeup, & Hair Removal (75 hours)**
* Skin analysis
* Basic facials and massage movements
* Corrective facials and light therapy
* Makeup application & hair removal
1. **Manicuring & Pedicuring (100 hours)**
* Nail shaping & polishing
* Nail disorders & diseases
* Hand & foot massage
1. **Nail Extensions (35 hours)**
* Acrylic, gel, and dip systems
* Nail tips and wraps
1. **Professional Development (65 hours)**
* Salon business practices
* Client relations
* Résumé and job readiness
* Essential Education programs
1. **Clinic Practice (150 hours)**
* Supervised hands-on experience
* Services on mannequins and live models

# Florida State Licensure Requirements

* Complete 1,200 clock hours in an approved cosmetology program.
* Be at least 16 years old or have a high school diploma (or equivalent).
* Complete an HIV/AIDS course (4 hours, state-approved).
* Submit application and fees to the Florida Department of Business & Professional Regulation (DBPR).
* Pass the Florida Cosmetology Exam, which includes:

 • Written Theory Exam (scientific concepts, hair care, skin/nails, laws & rules)

 • Written Clinical Exam (sanitation, procedures, services)

# Program Requirements

* Attendance: Students must maintain satisfactory attendance in accordance with Tom P. Haney Technical College’s policies. They must not miss more than 40 hours or will be withdrawn from the program.
* Grading: Minimum passing score of 75% on written and practical exams.
* Uniform & Kit: Students must wear the required uniform and bring their cosmetology kits and textbooks daily.
* Course includes: Milady Standards Foundations [14th ed.] textbook and workbook, Milady Standard Cosmetology [14th ed.] textbook and workbook, and Milady Standard Cosmetology CIMA Digital Course [1 year access]
* Professional Conduct: Students are expected to adhere to salon standards of professionalism, including hygiene, punctuality, and customer service.
* Clinic Hours: Students must complete all assigned services in the student salon to meet state requirements.
* Students must have access to the internet and a laptop to complete assignments off campus. If students do not have a laptop, they are allowed to sign one out from the cosmetology department.

**Clinic Practice/Service Requirements**

Students must complete a total of 620 salon services to be considered a completer of the program. They are as follows:

* 61G5-22.006, F.A.C. Ten (10) facials including skin care and hair removal
* 61G5-22.0125, F.A.C. Twenty (20) manicuring/pedicuring/nail extension services
* 61G5-22.007, F.A.C. Seventy-five (75) hair shaping services
* 61G5-22.008, F.A.C. Forty-five (45) scalp treatments and hair care rinses
* 61G5-22.009, F.A.C. Fifty (50) shampoos and rinses
* 61G5-22.010, F.A.C. Three hundred (300) hair arranging/styling services
* 61G5-22.011, F.A.C. Forty-five (45) hair coloring services
* 61G5-22.012, F.A.C. Sixty-five (65) chemical waving and relaxing/straightening services

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# Evaluation & Assessment

* Written Exams: Based on Milady textbook and Florida law.
* Practical Demonstrations: Graded on technique, safety, and finished result.
* Portfolio: Documentation of completed services.
* Mock State Board Exam: Final assessment prior to graduation.
* Minimum passing score of 75% on written and practical exams.

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# Rules - Cosmetology Classroom and Lab Rules

1.All Students will wear their school identification badge and uniform while on campus.

2.The students will follow the Attendance Policy as outlined in the Cosmetology Handbook. If a student is dropped, reentrance into the program is based on administrative approval.

3.No student is allowed to miss more than 40 hours. There are NO make-up hours or “excused” absences. Attendance is calculated to the EXACT MINUTE!

4.Students are required to be in class ON TIME\*\*. Once the classroom door has been closed for instruction, no student will be allowed to clock in and enter the classroom until it is re-opened BY YOUR INSTRUCTOR. Students will remain with their class and are not allowed to mix with the other class(es)

5.Students are allowed to leave the Cosmetology premises with the permission of the instructor, during lunch, or other specified break times.

6.Lunch is 45 minutes. You MUST remember to clock in and out from lunch. Time will be docked if you are late.

7.All students will be dressed in the required Cosmetology uniform while on campus. Students are to come to class looking their best and dressed professionally\*\*. You will be sent home if you are out of uniform (Refer to Dress Code).

8.Students are not allowed to make or receive any personal phone calls during class/lab hours. Students may possess Wireless Communication Devices (WCD) on school property but they must be stored in purses, backpacks, lockers, or vehicles during the day, class instruction/lecture, and other times directed by the instructor.

9.Students are not allowed in the instructor’s office unless in the presence of the instructor or with an instructor’s permission.

10.Students must complete a total of 620 salon services in order to complete the program. Each service must be turned in and APPROVED by the instructor to receive credit. Services will be logged on each student’s service sheet. Once all services are fully completed, students WILL CONTINUE to work during lab time, per usual.

11.Students may perform services on another classmate for credit with instructor’s approval. NO STUDENT WILL BE IDLE ON THE SALON FLOOR. Unless a student is receiving a service, all students will be actively working during lab time or will be asked to CLOCK OUT.

12.Students will be required to take clients (upon approval) from the public, as well as family and friends.

13.Professionalism WILL be maintained while on the salon floor at all times. \*\* No Exceptions. Misconduct (language, conflict, content of conversation, etc.) will not be tolerated and you will be asked to clock out.

14.There are no discounts given to family, friends, or school board employees. All clients will be charged according to the price list.

15.Students are not allowed to accept any form of compensation (including tips) from clients. Any students in violation of this police may be subject to immediate withdrawal from school.

16.Students will have a daily duty sheet that is prepared weekly AND checked by the instructor daily. Duties start 20 minutes before lab time ends and will rotate so that each student contributes to the upkeep of the salon, as well as the classroom.

17.Students will bring their kits to the lab. Kits will NOT be allowed to be kept in the classrooms and will need to be taken home each day.

18.There will be lectures and course/bookwork each week. Students must maintain a 75 average for coursework EACH SEMESTER. If the student does not maintain that average, the student will be dropped from the program. Grading is calculated by percentages. The percentages are as follows:

Exams- 35%

Quizzes/Projects- 25%

Homework/Classwork- 20%

Employability- 20%

19.If a student exceeds the number of hours required by the state for attendance or cannot demonstrate successfully the competencies for an occupational completion point of this program, the student will not be eligible for completion of the program.