

# COSMETOLOGY COURSE OUTLINE

## OBJECTIVE & GOALS

Cadillac Institute of Cosmetology provides complete and professional training to students in the skills and techniques required for the State of Michigan licensing of Cosmetologists. Instructors strive to help the students develop a sense of professionalism while working with guests along with building professional business ethics and practices.

The goal for each student is to educate them in both theory and practical experience to obtain gainful employment in a professional salon as an entry-level licensed Cosmetologist, and to develop effective employer/employee relationships and communication skills.

## COURSE DESCRIPTION - CIP 12.0401

Cosmetology means 1 of the following services or a combination of the following services:

**HAIR CARE SERVICES:** means arranging, cutting, dressing, curling, waving, cleansing, singeing, bleaching, coloring, tinting, trimming, styling, relaxing, perming, straightening, or similar work upon the hair of the head or a wig that an individual is wearing.

**SKIN CARE SERVICES:** includes the following services or a combination of services:

Beautifying the skin of the body of an individual by the use of cosmetic preparations, antiseptics, tonics, lotions, or creams, including body wrapping. Cleansing or stimulating the skin of the body by the use of the hands, devices, apparatus, or appliances with or without the use of cosmetic preparations, antiseptics, tonics, lotions, or creams. The temporary removal of hair from the body of an individual by the use depilatories, waxes, razors, scissors, clippers or tweezers. Giving facials, applying removable makeup, applying eyelashes, or any other application of a preparation or beauty enhancement to the body of an individual but does not include applying permanent makeup or the use of tanning equipment.

**MANICURING SERVICES:** means the cleansing, filing, shaping, buffing, polishing, or beautifying of the nails or the hands or feet, and the cleansing, massaging, stimulating, exercising, or beautifying of the skin of the hands, arms, and feet, manually or with the use of tools, appliances, or cosmetics preparations, including the repair of nails, or the creation or decoration of artificial nails. Manicuring services do not include the practice of podiatric medicine and surgery as defined in section 18001 of the public health code, 1978 PA 368, MCL 331.18001.

For those students who wish to expand their makeup techniques, we are pleased to offer, at a student's option, an eyelash extension class. There is no additional tuition charge for participation.

## COURSE LENGTH

The Cosmetology course is 1600 clock-hours in length. Our philosophy behind exceeding the State of Michigan's minimum requirement of 1500 clock-hours is that we have found that students benefit greatly from the portfolio they are required to complete before taking their final exams. This portfolio has proven to be a useful and unique employment tool.

This 100 additional hours is also used to help prepare our students for their state board exam. We assist in packing their kit for both their final practical exam as well as their state practical exam and allow them 5 days to study and complete very extensive final theory exams.

### Attendance Schedules

Full time students are expected to attend for a total of 30 hours/week per week, for a total of 53 weeks (12 months), 57 weeks including 7% grace time (13 months).

#### **FULL TIME SCHEDULE EXAMPLE:**

Jr. Status: Monday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) = 30 hours/week  
Sr. Status: Tuesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**  
\* Every Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = 30 hours/week

$\frac{3}{4}$  time students are expected to attend 18 hours/week as a Junior student and as a Senior student, a weekly average of 21 hours.  $\frac{3}{4}$  time students attend for a combined total of 80 weeks (20 months), 85 weeks including 7% grace time (21 months).

#### **$\frac{3}{4}$ TIME SCHEDULE EXAMPLE:**

Jr. Status: 3 days during the week 8:30 am - 3:30 pm w/ 1-hour total break(s) = 18 hours/week Sr.  
Status: 3 days during the week 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**  
\*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 21 hours/week

$\frac{1}{2}$  time students are expected to attend 12 hours/week as a Junior student and as a Senior student, a weekly average of 15 hours/ week for a combined total of 112 weeks (28 months), 121 weeks including 7% grace time (30 months).

#### **$\frac{1}{2}$ TIME SCHEDULE EXAMPLE:**

Jr. Status: 2 days during the week 8:30 am - 3:30 pm w/ 1-hour total break(s) = 12 hours/week  
Sr. Status: 2 days during the week: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**  
\*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 15 hours/week

\*Saturdays are mandatory for ALL students and will be color coded either Orange or Purple as indicated on the student's Enrollment Agreement. Exceptions will be made at the discretion of the Director.

### **COSMETOLOGY EQUIPMENT & BOOK(S)**

All students are responsible for obtaining the required book(s), *Salon Fundamentals - Cosmetology* (ISBN: 978-1-940593-26-5). A student, at their option, may purchase the required book(s) from the college or from an outside vendor. The college will provide, free of charge, a copy of the State of Michigan Cosmetology Rules & Regulations.

Each student will be furnished, upon request, a list of the required equipment. A student, at their option, may purchase the required equipment as a kit from the college or as individual pieces from an outside vendor (with the exception of uniform). A list of area vendors, along with their address and phone number will also be included. Supplies that are purchased by the student from an outside vendor must be of similar quality and brand as in the kits offered by the college. There are times when the college has available gently used kits which come at a discounted rate. For more information on gently used kits, contact an Admissions Representative at 231-775-3642.

Students who transfer/re-register into the Cosmetology Course may have the option to purchase only items needed to complete the required equipment at a pro rata rate. For more information regarding the purchase of a transfer/re-register kit, contact an Admissions Representative at 231-775-3642.

A student who wishes to participate in the eyelash extension class would be responsible for purchasing an eyelash extension kit thru the College or may request a vendor list to purchase the required class supplies elsewhere. The cost of the eyelash extension kit if purchased through the college is \$265.00.

Students are required to have the equipment and the required book(s) on the first day of class unless other arrangements are made in advance.

Equipment and book(s) may be purchased using federal student financial aid if the student qualifies.

## EXPENSES

Classes beginning December 1, 2022 through June 30, 2023.

Registration Fee	\$95.00
Tuition	\$9,800.00
Pivot Point LAB	\$300.00
**Equipment Fee + Tax	\$1569.86
**Book Fee + Tax	\$344.50
** Eyelash Extension Kit + Tax (Optional)	\$265.00
<b>TOTAL</b>	<b>\$12,374.36</b>

**\*\*Students may choose to purchase Non-Institutional Equipment, Books and Eyelash Extension Kit (optional) from Cadillac Institute of Cosmetology or elsewhere.**

## **ESTIMATED COST OF ATTENDANCE – THIS IS NOT THE ACTUAL COST TO THE STUDENT**

Estimated Cost of Attendance factors in how much it will cost a student to attend the course outside of just the cost of tuition, kit, book(s), and registration fees. It takes into consideration things such as whether or not a student is dependent on their parents/guardians, average cost of room and board, dependent care, transportation, and exam and licensing fees required after graduation.

For those independent students that have children/dependents, they will also be given a child care/dependent care allowance that will be added into the totals below.

<b>ESTIMATED COST OF ATTENDANCE 2022 – 2023</b> <b>Without child/dependent care allowance</b> <b>Without eyelash extension supply kit allowance</b> <b>THIS IS NOT THE ACUTAL COST TO THE STUDENT</b>			
	<i>1<sup>st</sup> Academic Year - 900 Hours</i>	<i>2<sup>nd</sup> Academic Year - 700 Hours</i>	<i>Total - 1600 Hours</i>
Independent and Dependent Students	\$24,110.86	\$16,838.50	\$40,949.36

### INSTRUCTIONAL METHODS

Students are taught Cosmetology theory and practical applications throughout their entire education. There are two levels of training: Junior level and Senior level.

During the first 350 hours of training a student is referred to as a Junior Student. This student level works in the Junior theory class and the Junior lab. Students are given lectures, have written assignments, projects, and tests. They participate in hands-on demonstrations and practice practical assignments on manikins and other students.

Once a Junior student has accumulated 350 hours and satisfactorily passed a preliminary practical exam, the student is promoted to the Senior level. At this level students are assigned a styling station in the student salon. Once there, they are taught the skills necessary for performing all aspects of cosmetology services on paying guests. Students who are performing services in the student salon are supervised by a licensed Cosmetology Instructor.

Students at the senior level are taught more advanced practical techniques and theory concepts. Their education continues with lectures, demonstrations, and practical assignments on manikins and other students as well as paying guests of the student salon.

### CONTENT OF UNITS OF INSTRUCTION – COSMETOLOGY

CURRICULUM REQUIREMENTS	STATE OF MICHIGAN BOARD OF COSMETOLOGY				CADILLAC INSTITUTE OF COSMETOLOGY			
	Theory Hours	Practical Hours	Total Hours	MPAs	Theory Hours	Practical Hours	Total Hours	MPAs
<b>Health and safety related to hair care services, manicuring services, skin care services, and natural hair cultivation that include all of the following topics:</b> (i) Anatomy and Physiology (ii) Chemical Safety (iii) Diseases and Disorders (iv) Laws and Rules (v) Occupational Safety	100	100	200	Health and safety must be included in all practical applications	100	100	200	Health and safety must be included in all practical applications

(vi) Personal Hygiene (vii) Sanitation (viii) Equipment, supply, and tool safety								
<b>Hair care services and natural hair cultivation that include all of the following topics:</b> (i) Arranging (ii) Artificial Hair (iii) Bleaching (iv) Cleansing (v) Curling (v) Cutting (vii) Coloring and Bleaching (viii) Dressing (ix) Perming (x) Relaxing (xi) Singeing (xii) Straightening (xiii) Tinting (xiv) Waving (xv) Natural Hair Cultivation	250	800	1050	425	250	800	1050	897
<b>Esthetic services that include all of the following topics:</b> (i) Beautifying the skin using cosmetic preparations, chemicals, and liquids, including body wrapping. (ii) Cleansing the skin with hands and equipment. (iii) Temporary Hair Removal (iv) Facials, Makeup, and Eyelashes	50	75	125	25	50	75	125	175
<b>Manicuring services that include all of the following:</b> (i) Artificial Nails, Extensions, and Repairs (ii) Manicuring (iii) Pedicuring	50	75	125	25	50	75	125	75
<b>Unassigned Hours</b>	0	0	0	0	0	0	100	0
<b>TOTAL</b>	<b>450</b>	<b>1050</b>	<b>1500</b>	<b>475</b>	<b>450</b>	<b>1050</b>	<b>1600</b>	<b>1147</b>

## SEQUENCE OF CURRICULUM

Students will be taken through an Orientation on their first scheduled day of class.

### THEORY

There may be other tests, quizzes, and/or projects that are not included on this chart. The topics listed are in no particular order. Test will be graded according to the Satisfactory Academic Progress Policy.

#### JUNIOR THEORY 0-350 Hours

<u>Lesson</u>	<u>Modules</u>
101 Life Skills	1-6
102 Microbiology	1-3
102 Chemistry	11-13
102 Trichology	14-19
103 Business	7, 10
105 Sculpture/Cut	2, 3, 6, 9, 12, 15, 19, 20
106 Men's Sculpture	1
107 Hair Design	2, 3
108 Long Hair	2, 3
110 Color	1, 3, 6, 7
111 Perm/Relaxer	3, 4, 13,14
112 Skin/Bioelements	3, 6, 11
113 Nails	2,3
MI Basic Rules & Regs	
Junior Practical	

#### SENIOR THEORY 351-1600 Hours

<u>Lesson</u>	<u>Modules</u>
102 Anatomy & Physiology	4-8
102 Electricity	9, 10
103 Business	1-4, 5, 6, 8, 9
104 Client Centered Design	1-6
105 Sculpture/Cut	1, 4, 5
107 Hair Design	1, 4-6, 8, 15
108 Long Hair	1, 4, 5
109 Wigs & Additions	1-4
110 Color	2, 4, 5, 8, 9
111 Perming	1, 2, 5, 6
111 Relaxing	12, 15, 16, 20
112 Skin/Lashes	1, 2, 4, 7, 10, 12
113 Nails	1, 4, 5, 8, 9
Textured Hair	
Mi Senior Rules & Regs	
Metrics	
Portfolio	
State Board Prep Class	
Final Exams & Practical	

## MINIMUM PRACTICAL APPLICATIONS - BREAKDOWN BY SERVICE

Amounts listed in this chart designated the minimum requirements of the course. Students should expect to perform well above these numbers. Formal practical evaluations will be graded according to the Satisfactory Academic Progress Policy.

<b>MINIMUM PRACTICAL APPLICATION (MPA)</b>	<b>MINIMUM AMOUNT REQUIRED</b>
Health and Safety	Health and safety must be included in all practical applications
Arranging	150
Artificial Hair	50
Bleaching	40
Cleansing Hair	100
Curling	40
Cutting	150
Coloring and Bleaching	30
Dressing	150
Perming	50
Relaxing	15
Singeing	2
Straightening	20
Tinting	30
Waving	20
Natural Hair Cultivation	50
Use of Cosmetic Preparations	25
Skin Cleansing	50
Temporary Hair Removal	50
Facials, Male-up, Eyelashes	50
Artificial Nails, Extensions, Repairs	20
Manicuring	40
Pedicuring	15

## **GRADING PROCEDURES (SATISFACTORY ACADEMIC PROGRESS EXCERPT)**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical applications or experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to the book and the Michigan State Board Exam procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

91% - 100%	Excellent
81% - 90%	Very Good
75% - 80%	Satisfactory
Below 75%	Unsatisfactory

## **GRADUATION REQUIREMENTS**

The College will grant a Diploma and Official Transcript for the applicable course when the student has successfully completed all graduation requirements including: required course hours, all phases of study, required tests, practical assignments and portfolio; passed a final comprehensive written and practical examination; completed all exit paperwork; attended an exit interview and the student's account is paid in full.

## **LICENSING REQUIREMENTS**

Upon graduation, it is the graduate's responsibility to register with the State of Michigan Department of Licensing and Regulatory Affairs (LARA). This can be done online at <https://mylicense.mdch.state.mi.us/MyLicenseEnterpriseDleg/Login.aspx>. The student is also responsible for the **\$63.00** fee required for a one (1) year license. The State of Michigan, before issuing a license, requires the following to be met by the individual: 1) be not less than 17 years of age, 2) be of good moral character\*, 3) has an education equivalent to the completion of the ninth grade, 4) has completed not less than a 1,500-hour course of study in a licensed school of cosmetology whose training shall include a minimum number of practical applications, and 5) has passed an examination prescribed by the department and the board.

\*Please see Conduct – Generally Know Prerequisites for Employment for "Good Moral Character" defined.

A college official will assist the student in filling out their PSI Exams Candidate Bulletin. It is the graduate's responsibility to mail or fax this form along with the exam fee of **\$167.00**. It is also the student's responsibility to schedule their test dates.



Test takers are required to provide 2 forms of identification.

\*One I.D. must be a valid, government issued identification (driver's license, state ID, passport), which bears the test takers name exactly as it appears in the test registration, signature and photograph or a complete physical description.

\*The second ID must have the test takers signature and preprinted legal name exactly as it appears on the test takers registration form.

### **EMPLOYMENT OPPORTUNITIES IN THE COSMETOLOGY INDUSTRY**

There are a number of occupations that the Cosmetology Course trains graduates for aside from simply working in a hair salon or spa. Licensed Cosmetologists have the freedom to follow their creativity and passion down many different career paths. Some examples include: Platform Artist, Distributor/Manufacturer Sales/Educator, Salon Manager/Owner, Makeup Artist, Nail Technician, Skin Care Specialist, Colorist, Special Event Stylist, Professional Hair Competition Competitor, Mortuary Beautician, Professional Magazine Contributor and more.

Cadillac Institute of Cosmetology posts current job openings for employers of Cosmetologists in a designated area on campus. While the College Administrators may assist graduates with employment, they do not guarantee it.

The Department of Labor's Occupational Information Network (O\*Net) provides information regarding employment trends and wages at <https://www.onetonline.org/link/summary/39-5012.00>.