



CAREER AND TECHNICAL EDUCATION

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Cosmetology

16/17

CTE is a Division of the WSWHE BOCES

CTE COURSE SYLLABUS

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Cosmetology



Course Description:	The Cosmetology Program is dedicated to training students for successful careers in the cosmetology industry. Students will learn the hands-on fundamental skills necessary to pass their state board exam and prepare them for entry-level positions. Students will develop skills in haircutting, hairstyling, hair coloring, texture services, and skin and nail care. Students will participate in our on-campus full service salon, catering to real clients in order to gain customer service experiences. Students will develop business skills, leadership skills, and technical skills to help them become salon professionals in the field of cosmetology. Cosmetology combines crucial elements of art, science, technical skills, interpersonal skills, and entrepreneurship. Students enrolled in a cosmetology-licensing program must accumulate the required 1000 hours of classroom instruction and clinical experience, as well as successfully complete the program, in order to be recommended by BOCES to take the New York State (NYS) Licensing exam(s).
Prerequisites:	Students should have the ability to obtain an average of at least 70% (as per NYS Boards), good attendance, soft skills, interpersonal skills and must be able to work well with peers and adult supervisors
1 Year/2 Years:	2 year, 1,000-hour program
Location:	F. Donald Myers Educational Center, Southern Adirondack Education Center
Course Objective:	Students will successfully complete the cosmetology program with 1,000 hours; and the skills and knowledge to pass the New York State Appearance Enhancement written and practical exams.
Course Topic Outline:	Orientation General Science Hair Care Skin Care Nail Care Business skills
Student Course Requirements:	<ul style="list-style-type: none">• 5-inch binder with protective sheets• Students are required to wear a professional cosmetology uniform and closed-toed, closed-heel shoes. (no canvas)• New York State required Safety & Sanitation Supplies (blood contamination container, First Aid Kit/ rubber gloves, hand sanitizer, 2-gallon zip lock baggies, mini broom/dustpan, masking tape, and Sharpie marker)• For those students who qualify to take the NYS Board Exam, a "NYS State Board Kit" may be purchased through the cosmetology program and will include the required tools and supplies needed to take the NYS practical exam. To assist the students taking the board exam, these kits will be made available to seniors during the spring semester of their senior year as an optional purchase <p>For more information on required supplies and tools by NYS please see http://www.dos.ny.gov/licensing/cosmetology/practical/pdfs/CosmetologyPracticalSupplyList.pdf</p>
Textbooks/Materials Resources:	Milady Textbook, 2012 e-Books

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Assessments/Technical Assessments:	The Cosmetology Program has been certified by the New York State Education Department stating that WSWHE BOCES offers all technical course requirements, academic background, and post secondary experience to successfully prepare for the rigors of post secondary education. The Technical assessment for the Cosmetology program is the NOCTI (National Occupational Competency Testing Institute) Cosmetology Written and performance assessments. Portfolio is required.
Grading System:	Quizzes 15% Projects 40% In-Class Assignments 20% Tests 20% Homework/Journal 5%
Attendance & Class Participation:	The WSWHE BOCES has an attendance policy that requires students to miss no more than 18 days across the school year. For those times when it is necessary to be absent, a written note from the parent/guardian will be expected the next class day. During the 2-year school calendar, approximately 875 hours are offered. All students have the opportunity and are recommended to attend a 3-week (90 hour) summer school program to help them achieve the 1,000 hours required for NY State Licensing. Students in good academic standing are also eligible to earn a maximum of 125 extra hours in the 2-year period with approved projects & activities completed outside of the classroom.
Activities/Labs/	Daily work card grades for practical skills, written soft skills, Friday senior clinic
Projects/Clinics:	Business plan, professional portfolio, Friday open spa/salon public services
Student Provided Material List:	Professional foot wear, cosmetology uniform, 5" binder, State Board First Aid Kit, blood contamination container, hand sanitizer, soiled & garbage bags/containers (labeled 2-gallon zip lock baggies)
Industry Certification:	Meets Education requirements and prepares students to take the New York State Board exam. This makes students eligible for licensing in New York State.
Cosmetology License:	<p>The Cosmetology Program prepares students to pass their New York State examination to become a licensed cosmetologist. In order to obtain a cosmetology license you must complete the New York State required 1000 hours and pass the Cosmetology State board Exam. To find out about additional fees, supplies and tools needed to take your New York State exams please see http://www.dos.ny.gov/licensing/fees_terms.html#cosmet</p> <p>This endorsement by the school attests that the approved curriculum components have been delivered and the student has successfully mastered the content as well as laboratory practice hours, per the school's policies and state requirements.</p> <p>Student grades and other progression criteria and the accumulation of attendance hours are two separate programmatic components that combine to determine successful program completion and the school's endorsement to apply for a license.</p>
Articulation Agreements:	<p>Each Career and Technical Education (CTE) program is geared to ready students for the world of work and for the rigors of post-secondary coursework. To that end, each program has worked with area colleges to obtain articulation agreements that allow for advance standing or the issuance of credit to those CTE students meeting all program requirements and articulation agreement standards. The colleges WSWHE BOCES has an articulation agreement with are:</p> <ul style="list-style-type: none">› Bryant & Stratton College› Schenectady Community College

Related Careers/ Post-Secondary Training:	The cosmetology license is an umbrella license affording the graduating students the opportunity to practice nail care, esthetics and natural hairstyling without obtaining the individual licenses. All licensed Cosmetologist stay current and up-dated by attending hair shows and taking additional educational courses.						
ELA/Math Credit Integrated Academic Overview:	Each Career and Technical Education (CTE) program offered at the WSWHE BOCES has five (5) major curriculum elements that students are to acquire over a one or two year period. Two (2) of the five (5) include English Language Arts and Mathematics. These program elements are team taught by CTE subject experts and certified English and Math instructors. Topics in English and Math are tied to specific business and industry course content making it clear to students how academic material and business knowledge and skill relate to one another. Each English and Math element taught in CTE programs are taught at the commencement level and meet NYS Standards for students to obtain one (1) credit for each over a two-year period.						
Career & Financial Management Credit Overview	Each Career and Technical Education (CTE) program offered at the WSWHE BOCES offers a Career & Financial Management credit to all students who successfully complete a CTE program. This curriculum element is comprised of two major parts; (A) Introduction to Occupations and (B) Nature of Industry. Part A is delivered through integrated class assignments, while Part B is automatically delivered due to the nature of CTE.						
NTHS Nominations Requirements:	<ol style="list-style-type: none"> 1. Maintain a cumulative CTE average of 92% or higher based upon 1st & 2nd quarter grades. 2. Maintain a record of excellent attendance in CTE (9 days per year). 3. Plan to pursue a career in their field of training. 4. Maintain an outstanding record of employability skills as judged by the CTE instructor. 5. Nomination by the CTE instructor with no reservations. 6. Instructor nomination must include a yes answer to the following characteristics established by the national office: follows instructions, safety conscious, works well with others, is dependable, trustworthy, responsible, honest, takes pride in work, exhibits a good attitude, exhibits leadership, exhibits good citizenship. 						
Student Affiliated Organizations:	SkillsUSA						
WBL Experiences/ Requirements:	<p>Each Career and Technical Education (CTE) program has a Work-Based Learning activity more commonly referred to as an internship. This means that all students prior to the end of the second year will be sent to a local business to be exposed to the operation of the business and specific job duties related to careers in that business. This internship experience is designed to connect the skills and knowledge learned in the CTE classroom with the “real-time” requirements of a business.</p> <p>More specifically,</p> <table> <tr> <td>› Good Attendance</td><td>› Good Attitude</td></tr> <tr> <td>› Good Work Ethics</td><td>› Respect for others</td></tr> <tr> <td>› Respect for property</td><td>› Keep good internship record</td></tr> </table>	› Good Attendance	› Good Attitude	› Good Work Ethics	› Respect for others	› Respect for property	› Keep good internship record
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The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov.