San Francisco Institute of Esthetics & Cosmetology

COSMETOLOGY 1000 HOUR COURSE INFORMATION

COSMETOLOGY 1000 HOUR COURSE DESCRIPTION

Cosmetology: *Standard Occupational Classification (SOC 39-5012.00): Classification of Instructional Program (CIP 12.0401)*

The curriculum involves 1000 hours to satisfy California state requirements. The course includes extensive instruction and practical experience in hair cutting, color, texture, long hair, makeup, skin, nails, customer service, personal appearance and hygiene, personal motivation and development, retail (Take Home) skills, guest record-keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

Graduates are prepared to be entry-level cosmetologists.

This course it taught in English. Textbooks and course materials are only offered in the English Language.

COSMETOLOGY 1000 HOUR COURSE OVERVIEW

Course Hours: 1000 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- **Pre-clinical Classroom Instruction:** The first 300 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.
- **Clinic Classroom Learning Experience:** The remaining 700 hours are spent in the clinic floor area where practical experience is gained.
- **Distance Education Learning Experience:** A student enrolled in a program with distance education may earn up to 48.25% of the program's total clock hours through distance education.

The 1000 hour Cosmetology course at San Francisco Institute of Esthetics & Cosmetology is designed to train the student in basic cosmetology skills, impeccable health and safety judgments, proper sanitation habits, business skill, communication skills, and professionalism necessary to obtain a California license and secure a job in Cosmetology or a related field. For specific subjects that are included in the Cosmetology program, refer to the Course Requirements below.

COSMETOLOGY 1000 HOUR COURSE OUTLINE

For all San Francisco Institute of Esthetics & Cosmetology curriculums, the following terminology applies:

- **Technical instruction** denotes instruction by demonstration, lecture, classroom participation, or examination.
- **Practical operation** denotes the actual performance by a student of a complete service on another person or on a mannequin.
- **Core Curriculum:** A 300-hour orientation, known as the Core program, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Core curriculum prior to attending regularly scheduled daily classes in cutting, color, permanent waving, and chemical texture services.
- **Clinic Classroom Learning Experience:** Your clinic floor time from 300 to 1000 hours will be guided with individual attention and group learning experiences using workshops, worksheets, and periodic exams developed specifically for monitoring progress. This is when you begin working on paying service guests in the clinic classroom.

- **Classroom Learning Experience:** Your classroom time from 300 to 1000 hours is divided into five (5) areas: cutting, color, texture, makeup, skin and nails. Each area has a Skill Specialist in the field who conducts the different specialty classes once a week; these may include guest artists, retail (Take Home), motivation, self-improvement, nail artistry, makeup, etc.
- **Adaptive Curriculum:** From 301 to 500 hours, you will enter a new phase of specialty classroom workshops coupled with challenging practical services designed to continue building your skills as an industry professional.
- **Creative Curriculum:** You will spend your last 500 hours in San Francisco Institute of Esthetics & Cosmetology in "high gear" by dressing, acting, and working like an industry professional. You will use your own artistic and creative abilities, coupled with the assistance of the Learning Leaders, to prepare yourself for your future industry career.

EDUCATIONAL OBJECTIVES

Upon completion of the course requirements, the graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
- Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Class Size
Limit 20 students per class.

COSMETOLOGY 1000 HOUR COURSE SUBJECTS

The instructional program of San Francisco Institute of Esthetics & Cosmetology meets or exceeds California State Board requirements:

Subject	State Minimum Requirements
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services: This includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. Instruction must include services for individuals with all hair types and textures.	200
Hairstyling Services: This includes arranging, blow-drying, cleansing, curling, dressing, hair analysis, shampooing, waving, non-chemical straightening, and hair cutting. Instruction must include services for individuals with all hair types and textures.	200
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50

Subject	State Minimum Requirements
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100
Additional Training	100
TOTAL HOURS OF TECHNICAL INSTRUCTION	**1000**

*ALL PRACTICAL INSTRUCTION REQUIRES DISINFECTION AND SANITATION

Recommendations

The California Board of Barbering and Cosmetology recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

Goal

The goal of the Cosmetology curriculum is to prepare each student to become a licensed professional. Upon completion of the program, including exams, payments and the entire graduation checklist, graduates receive a Certificate of Completion.

Syllabus

The curriculum for students enrolled in a Cosmetology course shall consist of one thousand (1000) hours of technical instruction and practical training covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

Teaching Aids and Learning Methods

All of San Francisco Institute of Esthetics & Cosmetology's programs will be taught in a sequential format that starts with basic skills and evolves into more advanced concepts as the program advances. The programs incorporate the basic skills needed for state board preparation, graduation and a job. Each student will be exposed to services and implements that reflect the current industry standards. Instruction will be a fun, interactive environment where students are able to explore their creative side as well as learn traditional techniques. Information will be delivered via discussion, question and answer, cooperative learning, problem solving, interactive lecture, and clinic activities. Additional learning methods will include, but are not limited to, guest speakers, power point presentations, field trips, projects and homework.

Grading Procedure

Approximately 1 business day will elapse between the school's receipt of student lessons and the institution's response or evaluation. Students are evaluated in practical (hands on) procedures as well as academic theory knowledge. Academic or theory learning is evaluated at the end of each topic or unit of study through written exam. Practical skills are assessed through the use of skill checks where a Learning Leader observes and evaluates the retention, accuracy, and level of skill using a standardized evaluation form. After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained.

Grading Scale

SFIEC uses the below grading scale for written exams:

Percentage	Grade
90% - 100%	A
Below 90%	Failing

SFIEC uses the below grading scale for practical exams:

Percentage	Grade
90% - 100%	A
Below 90%	Failing

COSMETOLOGY 1000 HOUR HYBRID EDUCATION COURSE SUBJECTS

Course Outline – Cosmetology Hybrid

CURRICULUM OUTLINE

ON-CAMPUS HOURS DISTANCE EDUCATION HOURS TOTAL HOURS 1000 CLOCK HOURS

Course Clock Hours: On-Campus Hours 520 (52%) Distance Education Hours 480 (48%)

This course is divided into:

- **On-Campus Learning**: This will include the majority of practical hands-on training and final theory testing and practical evaluations that make up a student's GPA.
- **Online Distance Learning**: This will include the majority of theory instruction and certain basic nonchemical practical training.

The curriculum will be broken down as follows:

Subject	Technical Instruction Total Hours	Online Distance Learning Hours (Theory & Basic Practical)	On-Campus Learning Hours (Clinical Practical & Testing)	Online Practical Applications	On-Campus Practical Applications **	Total Practical Applications
Hairdressing (1100 Hours) **						
Hairstyling	425	125	300	60	240	300
Permanent Waving & Chemical Straightening	210	85	125	0	105	105
Hair Coloring & Bleaching	200	100	100	0	50	50
Haircutting	200	100	100	20	80	100
Paul Mitchell Hairdressing Specialty Classes	65	65	0	20	0	20
Health & Safety (200 Hours) **						
Laws & Regulations	40	37	3	0	0	0
Health & Safety Consideration	55	52	3	0	0	0

Subject	Technical Instruction Total Hours	Online Distance Learning Hours (Theory & Basic Practical)	On-Campus Learning Hours (Clinical Practical & Testing)	Online Practical Applications	On-Campus Practical Applications **	Total Practical Applications
Disinfection & Sanitation	40	20	20	10	20	30
Anatomy & Physiology	25	22	3	0	0	0
Professional Development	40	40	0	0	0	0
Esthetics (200 hours)						
Manual, Electrical & Chemical Facials	120	50	70	20	40	60
Eyebrow Beautification & Makeup	80	35	45	15	30	45
Manicuring & Pedicuring (100 hours)**						
Manicuring & Pedicuring	40	15	25	5	25	30
Artificial Nails & Wraps	60	26	34	3 (30 Nails)	12 (120 Nails)	15 (150 Nails)
TOTAL HOURS	**1000****	**772**	**828**			

**** Minimum California State Requirements**

COURSE OVERVIEW

Our Cosmetology Program is structured into the following phases:

CORE PHASE (1 TO 300 HOURS)

The first 300 hours is dedicated to providing the basic fundamentals in all the main areas of theoretical and practical instruction. The Core phase includes a combination of theory on school culture, hairstyling, hair texture, haircutting, hair color, spa knowledge, and product knowledge, as well as an introduction to basic practical skills in these areas. During the Core phase, full-time students will on average spend three days (21 clock hours) each week engaged in online distance learning and the remaining two days (14 clock hours) each week engaged in practical hands-on training and theory testing on campus.

The 2nd Phase of Core consists of 70 hours of training focused on reinforcing what was learned in the Core Phase and learning the clinical procedures in preparation for beginning to work on service guests in the Adaptive Phase.

During this Phase, the students will learn online two days (14 hours) a week, and the other three days (21 hours) will be spent on campus enhancing hands-on techniques, learning the clinic classroom systems, and completing theory tests and practical evaluations.

ADAPTIVE PHASE (301 TO 500 HOURS)

The Adaptive Phase consists of 199 hours of additional theory training, specialty classes, and practical services including on live guests, all designed to build knowledge and confidence in all aspects of the cosmetology curriculum. Once in the Adaptive Phase, students will spend three days (21 hours) in online education and two days

(14 days) on campus. Online learning will focus on theory lessons, professional development, soft skills, product knowledge as well as enhancing previously acquired skills. The two days spent on campus will be focused on theory testing, practical evaluations, servicing guests, and mastering practical skills.

Creative Phase (501 to 1000 hours):

The Creative Phase consists of 499 hours of additional theory training, advanced specialty classes, salon readiness classes and advanced practical services, including on live guests. During the Creative Phase, students will spend two days (14 hours) in online education and three days (21 hours) on campus, except for the last week of the program, which will be completely taught on campus. Online learning will focus on theory lessons, professional development, soft skills, product knowledge, preparation for the California State Board examination, as well as enhancement and repetition of previously acquired skills. The three days spent on campus will focus on theory testing, practical evaluations, servicing guests, mastering practical skills, salon readiness, and practicing for the State Board Examination.

COSMETOLOGY 1000 HOUR PROGRAM TESTING AND GRADING PROCEDURE

In order to be considered passing, a Cosmetology student must meet the following passing scores:

SFIEC uses the below grading scale for Cosmetology written exams:

Percentage	Grade
90% - 100%	A
Below 90%	Failing

SFIEC uses the below grading scale for Cosmetology practical exams:

Percentage	Grade
90% - 100%	A
Below 90%	Failing