



REGINA BENTON SCHOOL OF COSMETOLOGY

COSMETOLOGY PROGRAM OUTLINE

Program Name: COSMETOLOGY

Language of the Program: ENGLISH

Objectives of the Program: The Cosmetology course is designed to provide the necessary practical skills and theoretical knowledge to obtain licensure from the South Carolina State Board of Cosmetology. Upon completion of the program requirements, the graduate will be:

- Prepared to pass the Theory and Practical South Carolina State Board of Cosmetology Licensure Exams.
- Able to perform skills in areas of hair cutting, hair styling, hair coloring, skin care, make-up application, manicuring and pedicuring.
- Able to perform entry level skills in the cosmetology industry.
- Able to apply business skills – communication and develop business skills and knowledge.
- Able to analyze client hair, skin, or nail issues and provide a solution through use of problem solving skills learned.
- Able to project professionalism.

Description of Cosmetology Program: The COSMETOLOGY PROGRAM at Regina Benton School of Cosmetology consists of instructional material relevant to the Cosmetology Industry. Successful completion will prepare the program student with the skills necessary to pass and procure licensure from the South Carolina State Board of Cosmetology and employment within the Cosmetology Industry.

The Cosmetology Program is a Clock-Hour Based Program. The Program consists of 1500 Clock Hours of instruction as required by the SC State Board of Cosmetology. Those hours are divided between Theoretical and Practical instruction.

The Theoretical portion consists of instruction in Anatomy, Biology, Physiology, Chemistry, Electricity, Safety and Infection Control. You will learn various aspects of the human body relevant to the Cosmetology Industry. These include Skin, Hair, Scalp, Nails, etc. Along with this, you will learn business related skills such as; business training, business building, professionalism, resume writing, and job interviewing skills.

The Cosmetology Program is based on the Milady Curriculum. The Course Labs and Links used are:

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| -Milady Textbook of Cosmetology, 13 th Edition | -Milady Mindtap Website |
| -South Carolina Laws and Rules book | -Utilize PSI Website for Practice Testing |
| - SC State Board of Cosmetology Website | -Studio Luma |

The Cosmetology Program is comprised of two levels of Classes of training. They are:

- Foundations Class
- Performance Class

Foundations Class

When a new student begins their Cosmetology Education, they will begin in the Foundations Class. They will be in this Foundations Class for 360 Hours learning all of the pertinent skills and knowledge that will allow them to progress to the Performance Level. In the Foundations Class they will learn all of the basic skills utilizing mannequins as the instructional model to develop skills necessary to perform practicals on live human clients. As they progress in

the Foundations Class, the student will be allowed to schedule family and friends for practical services that the student has learned and developed adequate skills in during their Foundations progression.

Topics covered during the Foundations Class are:

Foundations Class Topics	
Infection Control	Scalp Care, Shampooing, and Conditioning
Hairstyling	Haircutting
Hair Coloring – Lightening	Chemical Texturing Services
Facials	Makeup
Manicuring, Pedicuring	Salon Business, Retail, Sales

The requirements for a student to progress to the Performance Class are successfully complete all required practical skill requirements, including rubrics and theory exams of the Foundations Class. All Theory and Practical evaluations must be passed with a cumulative grade of 80%. Once the student has successfully completed these requirements and have achieved 360 Clocked Hours of instruction, they will progress to the Performance Class.

During the Foundations Class (0-360 Clocked Hours), Students will complete the following assigned requirements:

- 11 Chapter Tests
- Week 1-11 –Rubrics
- Week 12 – Final Rubric
- Chapter Work
- Procedure Cards
- Practical Requirements

Performance Class

After completion of the Foundations Class, the Student will progress to the Performance Class. Here they will complete the remaining 1,140 Clocked Hours of their Cosmetology Program. They will continuously enhance their cosmetology skills and gain additional knowledge and skills towards their ultimate graduation.

The Performance Class may be divided up into several sub-classes due to Student-Instructor ratio as prescribed by SC State Board Regulations. When the school exceeds 20 students per instructor, we will implement a class rotation scheduling. For example the Performance Class will be divided up into two groups consisting of less than 20 students per instructor. One class will be out on the Performance Floor, while the other will be in the Classroom. They will alternate between the classroom and Performance Floor to enhance their skills.

During the Performance Class (360-1500 Clocked Hours), Students will complete the following assigned requirements:

- 450 Clocked Hour Exam
- 900 Clocked Hour Exam and Rubrics
- 1200 Hour Exam and Rubrics
- 1500 Hour Final Exam
- 3 State Board Licensure Exams with 80% or Higher Grade
- 23 Chapter Exams
- Any other assignments required by Instructor for class purposes

Curriculum

Our Curriculum requirements and hours per topic, as approved by the South Carolina State Board of Cosmetology are:

Instructional Topic	Hours
Sanitation and Sterilization	45
Personal Hygiene and Grooming	30
Professionalism and Professional Ethics	35
Public Relations, Sales, Psychology	50
Anatomy	45
Dermatology	25
Trichology	25
Nail Structure	15
Chemistry	100
Safety Precautions	30

Shampoos and Rinses	45
Scalp Care and Hair Treatments	30
Hair Shaping	200
Hair Styling Thermal Pressing Thermal Curling Wigs Roller Sets Molding Pin Curls	185
Manicuring/Pedicuring	115
Chemical Texturing Perming Relaxing Straighteners	235
Hair Coloring and Lightening	130
Facials/Makeup	115
State Laws, Rules, Regulations, Codes	15
Threading	10
Unassigned	20
TOTAL HOURS	1500

Clinic Practical Requirements

During the course of the student's Cosmetology Program, they are required to perform numerous practical assignments. These are required for the student to develop and build their skill set. The number of Practical assignments required by the student to complete for each topic area:

#	PRACTICAL REQUIREMENT	#	PRACTICAL REQUIREMENT
75	Haircutting – Elective	30	Hairstyling – Scalp/Hair Treatments
200	Hairstyling – Elective	30	Haircoloring –Elective
15	Hairstyling –Rollersets	10	Haircoloring –Retouch
15	Hairstyling – Fingerwaves	10	Haircoloring – Hair lightening
15	Hairstyling – Pincurls	30	Haircoloring – Foiling – Full Head
15	Hairstyling – Blowdry/Brush	10	Balayage/Ombre
20	Chemical Texturizing – Elective	10	Eye Wax
20	Chemical Texturizing – Relaxer	10	Lip Wax
15	Chemical Texturizing – Permanent Wave	25	Manicure/Pedicure
30	Artificial Nail Tips	10	Facials

Grading

All Theory and Practical Evaluations must be passed with a minimum accumulative grade of 80% in areas of instruction. The Evaluations are weekly Theory Exams and Rubrics with an accumulative grade of 80%.

The following is the grading criteria used during the program.

Theory (Written Evaluations)

NUMERIC GRADE	ALPHABET GRADE	DESCRIPTION
95-100	A	EXCELLENT
88-94	B	GOOD
80-87	C	SATISFACTORY
BELOW 80	D	UNSATISFACTORY

Practical (Practical Exercises)

PRACTICAL COMPLETED PROPERLY	PRACTICAL OUTCOME
YES	SATISFACTORY (PASS)
NO	UNSATISFACTORY (FAIL)

For Practical Exercises, each student has to pass a simple “YES” or “NO” check off system to ensure the student is able to perform the required practical skills.

Cosmetology Course Content

1. Orientation
 - a. Welcome, Introduction to School Policies and Curriculum
 - b. History & Career Opportunities – Brief History of Cosmetology, Career Paths for a Cosmetologists, A Bright Future
 - c. Life Skills – Psychology of Success, Managing you Career, Goal Setting, Time Management, Study Skills, Ethics, Personal Development and Attitude
 - d. Your Professional Image – Beauty & Wellness, Looking Good, You Physical Image
 - e. Communicating for Success – Human Relations, Communication Basics, Client Consultation, Special Issues in Communication, In-Salon Communication
2. General Sciences
 - a. Infection Control: Principles and Practices – Regulation, Principles of Infection, Principles of Prevention, Disinfection Procedures, Universal Precautions, Professional Salon Image
 - b. General Anatomy and Physiology – Cells, Tissues, Organs & Body Systems, Skeletal System, Muscular System, Nervous System, Circulatory System, Endocrine System, Digestive System, Excretory System, Respiratory System, Integumentary System
 - c. Skin Structure, Growth, & Nutrients – Anatomy of Skin, Maintaining Skin Health
 - d. Skin Disorders and Diseases – Aging of the Skin, Disorders of the Skin, Avoiding Skin Problems
 - e. Nail Structure & Growth – The Natural Nail, Nail Anatomy, Nail Growth, Know your Nails
 - f. Nail Disorders & Diseases --
 - g. Properties of the Hair & Scalp – Structure of Hair, Chemical Composition of Hair, Hair Analysis, Hair Growth, Hair Loss, Disorders of the Hair, Disorders of the Scalp
 - h. Basics of Chemistry – Chemistry, Matter, Potential Hydrogen (pH)
 - i. Basics of Electricity – Electricity, Electrical Equipment Safety, Electrotherapy, Other Electrical Equipment, Light Therapy
3. Hair Care
 - a. Principles of Hair Design – Philosophy of Design, Elements of Hair Design, Principles of Hair Design, Influence of Hair Type on Hairstyle, Creating Harmony between Hairstyle and Facial Structure, Designing for Men
 - b. Scalp Care, Shampooing, & Conditioning – Understanding Shampoo, Conditioners, Brushing the Hair, Scalp Massage, Shampoo Procedures
 - c. Haircutting – Principles of Haircutting, Tools/Body Position/Safety, Haircuts, Cutting Techniques, Clippers & Trimmers
 - d. Haircutting: The Blunt & Graduated Haircut
 - e. Haircutting: Layers & Men’s Clipper Cut
 - f. Hairstyling – Wet Hairstyling, Finger Waving, Pin Curls, Roller Curls, Comb-Out Techniques, Hair Wrapping, Blow-Dry Styling, Thermal Hairstyling, Thermal Hair Straightening, Styling Long Hair
 - g. Braiding & Braid Extensions – Basics, Braiding the Hair
 - h. Wigs & Hair Additions – Wigs, Hairpieces, Hair Extensions
 - i. Chemical Texture Services – Structure of Hair, Consultation, Permanent Waving, Chemical Hair Relaxers, Curl Re-Forming (Soft Curl Permanents)

- j. Haircoloring – Hair Facts, Identifying Natural Hair Color and Tone, Types of Haircolor, Consultation, Selecting Haircolor, Haircolor Applications, Using Lighteners, Using Toners, Special Effects Haircoloring, Special Challenges in Haircolor/Corrective Solutions, Safety Precautions
- 4. Skin Care
 - a. Hair Removal – Client Consultation, Permanent Hair Removal, Methods of Temporary Hair Removal
 - b. Facials – Skin Analysis, Determining Skin Type, Skin Care Products, Facial Massage, Electro/Light Therapy, Facial Treatments, Aromatherapy
 - c. Facial Makeup
- 5. Nail Care
 - a. Manicuring – Supplies, Nail Shape, Basic Manicure, French/American Manicures, Conditioning Oil Manicure, Men’s Manicure, Paraffin Wax Treatment, Hand/Arm Massage, Spa Manicure, Aromatherapy
 - b. Pedicuring – Tools, Performing Pedicures, Massage, Beyond the Basic
 - c. Nail Tips & Wraps
 - d. Monomer Liquid & Polymer Nail Enhancements
 - e. Light Cured Gels
- 6. Business Skills
 - a. Preparing for Licensure and Employment – Preparing for Licensure, Preparing for Employment, Laws and Regulations, Doing it Right
 - b. On the Job – Moving from School to Work, Out in the Real World, Managing Money, Discover the Selling You, On Your Way
 - c. The Salon Business – In Business for Yourself, Operating a Successful Salon, Selling in the Salon

Student Evaluation

Students are evaluated throughout their cosmetology program. Along with the written exams and practical exercises required throughout the program, students will receive a Satisfactory Academic Progress (SAP) Evaluation at three clocked hour milestones. When they reach 450, 900, and 1200 clocked hours, they will be evaluated on their attendance accumulated percentage (minimum 70%) and academic accumulated grade (minimum 80%).

Curriculum Instructional Techniques

The Cosmetology Program is taught using numerous instructional techniques which include, but not limited to combinations of lectures, demonstrations, visual aids, printed illustrations, guest presentations, external classes (hair shows, salon visits, etc.), cooperative learning, online training videos, hands-on instruction, with written and practical evaluations.

Graduation Requirements (as outlined in the Student Catalog):

- Completion of State Board required 1500 Hours of instruction; and
- Fulfill all practical graduation requirements of the school and State Board; and
- Pass all three State Board Licensure Exams with an 80% accumulative grade; and
- Complied with all school policies; and
- Completed all required exams and course requirements; and
- Satisfied financial obligations requirements up to graduation date; and
- Made arrangements to pay all tuition, fees, and overtime charges (if applicable); and
- Returned any, and all, Regina Benton School of Cosmetology property (if applicable, and
- Pay all outstanding fees owed from Student Services, extra supplies, etc. must be paid prior to Receiving your Cosmetology Diploma

Maximum Time to Complete Program

Maximum time to complete the Cosmetology is calculated using 150% of the program required hours (1500 Clocked Hours). This equates to an overall attendance greater than 67%. This is not to be confused with the required Satisfactory Academic Progress (SAP) Evaluations period requirements of 70% attendance.

Distance Education

Regina Benton School of Cosmetology doesn't offer a Distance Education (DE), or Virtual Education in its normal curriculum. We have had to utilize Distance Education on very limited basis (i.e. Covid-19 Pandemic related issues) in the past as authorized by state agencies and the accrediting agency (NACCAS). Therefore, Distance Education will only be utilized as a means of instruction in rare instances such as previously mentioned. For additional information related to our Distance Education, please refer to our Distance Education (DE) Policy and Procedure Document.