

# Luna Community College

## Cosmetology Program Profile

**2012-2015**

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**Program Goals :**

To provide a service oriented career curriculum to enrich the lives of the students, faculty and the community

**Graduates of the Program will:**

Have completed the course scheduled for completion and met the minimum attendance standard of the established course of study and all other academic and evaluation factors established by the school. Therefore, in addition to completion of the required hours the student must have satisfactorily completed the practical and theoretical curriculum requirements set forth by the school. Those requirements must include documentation that the student has satisfactorily completed each unit of study prescribed by the board in the applicable course of study. The graduate will have knowledge to prepare and understand the process and procedures of applying for licensure and scheduling for their test in their completed course. A candidate who wishes to obtain a license must pass 3 examinations: Practical, Theory and State Law Theory.

Passing Candidates who have passed both the theory and the practical will be provided with a Licensure Fee Notice with their score. Once all licensure requirements have been met graduates can work in any licensed Salon of their choice within their State.

# Cosmetology

## Certificate

Cosmetology is a personal service occupation. The Cosmetology program is designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. Upon successful completion of 1600 clock hours as required by the State Board of Cosmetology, students are eligible to take the State Board examination for licensure as a cosmetologist. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in New Mexico. Additionally, graduates can apply for licensing by reciprocity in other states.

The cosmetology curriculum covers theory and lab in the following State Board requirements: sterilization, sanitization, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, perms and relaxers, hairstyling, hair coloring, bleaching, highlighting, hair cutting, facials, manicuring, pedicuring, salon management, and retail sales. After successful completion of fifteen percent of the program, the student will be able to practice skills for the public in the college's salon lab.

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

### Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG095, MATH075 and READ095 that are outlined on page 77 of the LCC 2012-2015 Catalog to meet all graduation requirements.

Certificate Requirements -

Minimum of 62 Credit Hours

### Program Requirements

**(62 hours)**

CSMT109 Cosmetology Theory I	4 credits
CSMT118 Shampoo, Rinses, and Scalp Treatments	4 credits
CSMT123 Sterilization, Sanitation, and Bacteriology	4 credits
CSMT126 Hair Cutting	5 credits
CSMT139 Cosmetology Theory II	4 credits
CSMT143 Facials	4 credits
CSMT148 Manicuring and Pedicuring	4 credits
CSMT152 Chemical Rearranging	5 credits
CSMT209 Cosmetology Theory III	4 credits
CSMT217 Hair Coloring and Bleaching	4 credits
CSMT222 Hairstyling	5 credits
CSMT229 Cosmetology Externship	4 credits
CSMT239 Cosmetology Theory IV	4 credits
CSMT243 Salon Business and Retail Sales	2 credits

CSMT254 Personal and Community Health 2 credits  
CSMT260 Cosmetology Clinic Practice 3 credits

**CSMT109: Cosmetology Theory I (4 credits)**

This course is an introduction to Cosmetology Theory in all areas of cosmetology including professional image, first aid and work ethics, State law and Regulations. Students will learn to recognize needed lifestyle changes as a full-time student. They will also know the completion, licensure, and rules of the school. Prerequisites: [ENG095](#), [MATH075](#) and [READ095](#) or equivalent COMPASS/ACT scores. Corequisites: [CSMT118](#), [CSMT123](#) and [CSMT126](#).

Learning Outcomes:

- Understand the general objectives of the course of study.
- Identify various career opportunities within the field of Cosmetology.
- Recognize needed lifestyle changes as a full-time student.
- Clock in and clock out correctly.
- Understand the various rules and policies implemented by the school.
- Know the completion, licensure and placement rules of the school.
- Understand the importance of consumer safety and general safety procedures.
- Understand OSHA requirements

**CSMT118: Shampoo, Rinses, and Scalp Treatments (4 credits)**

This course introduces the student to the preparation, procedures and practices, materials, implements, hair analysis, scalp disorders, related chemistry, client record keeping and safety. Corequisites: [CSMT109](#), [CSMT123](#) and [CSMT126](#).

Learning Outcomes:

- Identify when, why, and how to brush the hair.
- Identify the various types of shampoos.
- Identify the various types of rinses.
- Demonstrate the procedure for shampoo manipulations.
- Understand the meaning of pH levels in shampoos.
- Understand the reasons for good hygiene care of the hair and scalp.

**CSMT123: Sterilization, Sanitation, and Bacteriology (4 credits)**

This course introduces the student to related theory, safety, methods of sterilization of materials and implements, preparation, procedures and practices, public sanitation and chemical agents. Corequisites: [CSMT109](#), [CSMT118](#) and [CSMT126](#).

Learning Outcomes:

- List the various types and classifications of bacteria.
- Describe how bacteria grow and reproduce.
- Describe the relationship of bacteria and the spread of disease.
- Define aids and provide a brief overview of aids.
- Trained in blood borne pathogens, MSDS and personal safety Awareness

**CSMT126: Hair Cutting (5 credits)**

This course introduces the student to related basic procedures and practices using scissors, shears, razors and clippers. The course also looks at client consultation and recommendation, safety procedures and record keeping. Corequisites: [CSMT109](#), [CSMT118](#) and [CSMT123](#).

Learning Outcomes:

- Understand why professional hair cutting is the foundation for hair Design in the salon.
- Conduct a scalp and hair analysis.
- Explain the difference between a stationary and traveling guide.
- Define low elevation, high elevation, reverse elevation and blended Elevation.
- Describe how to cut very curly hair.
- Understand and identify the elements of design.
- Understand and define the art principles in hair design.
- List and analyze the different facial types.
- Demonstrate how to minimize facial flaws with hair design.
- Know to find a natural part.

**CSMT139: Cosmetology Theory II (4 credits)**

The students will review the New Mexico Cosmetology State Laws and Regulations. It will include a study of the practices and techniques that are needed to pass the State Board exam for cosmetology. Prerequisite: [CSMT126](#). Corequisites: [CSMT143](#), [CSMT148](#) and [CSMT152](#).

Learning Outcomes:

- The Determined student 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.
- Respects the needs to deliver worthy service for value received in the Employer-employee relationship.
- Perform basic manipulative skills in the areas of hair styling, hair Shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hair style and color application for the overdue image.
- Apply learned theory, technical information and related matter to assure sound judgments, decisions, and procedures.
- Project a positive attitude and a sense of personal integrity and self-confidence.

**CSMT143: Facials (4 credits)**

This course introduces the Student the related theory, anatomy, Physiology, procedures and practical applications, products, theory of massage, various skin conditions, makeup application, removal of unwanted hair, client consultations, record keeping and safety. Prerequisite: [CSMT126](#). Corequisites: [CSMT139](#), [CSMT148](#) and [CSMT152](#).

Learning Outcomes:

- Understand the purpose of massage.
- Describe the manipulations in massage and their benefits.

- Identify the various types of massage and explain how they are applied.
- Identify the motor nerve points of the face and neck.
- List the physiological effects of massage.
- Describe the beneficial effects of a facial.
- List the materials and equipment required for facial treatments.
- Demonstrate basic procedures for a facial.
- Demonstrate the required or optional manipulations for a facial.
- Identify the various types of corrective facials given in the beauty salon.
- Describe packs and masks and list possible ingredients.
- Describe materials and procedures for various facemasks.
- Identify reasons a client might find fault with a facial treatment.
- List types of cosmetics used for facial with a facial treatment.
- Describe correct makeup application procedures.
- List makeup techniques used for multicultural clients.
- Identify the different facial types.
- Demonstrate the different procedures for basic corrective makeup.
- Explain the purpose of and demonstrate the procedures for lash and brow tinting
- Apply artificial strip eyelashes.
- Apply semi-permanent individual eyelashes(eye tabbing).
- Understand the safety precautions for facial makeup applications.
- Describe the structures and composition of the skin.
- List the functions of the skin.
- Define important terms relating to skin disorders.
- Discuss which skin disorders may be services in the salon and which should be referred to a physician.
- Demonstrate the methods of temporary hair removal.

### **CSMT148: Manicuring and Pedicuring (4 credits)**

This course focuses on basic Manicures/Pedicures, advanced nail techniques, including nail enhancements, related theory, application of nail tips, overlays, acrylic nails; also it includes the study of nail disorders. Prerequisite: [CSMT126](#). Corequisites: [CSMT139](#), [CSMT143](#) and [CSMT152](#).

#### **Learning Outcomes:**

- List the abilities of a good manicurist/pedicurist.
- Identify the four natural nail shapes.
- Demonstrate the proper use of implements, cosmetics, and materials used in manicures.
- Demonstrate the proper procedures and sanitary and safety precautions of a manicure.
- Demonstrate massage techniques and procedures for different types of manicures.
- Explain and demonstrate nail wrapping.
- Explain and demonstrate sculpture nail applications
- Explain and demonstrate the procedures for removing sculpture nails.
- Explain and demonstrate the procedure for repairs and sculpture nail fill-ins.
- Explain and demonstrate miscellaneous other advanced nail techniques.
- Describe the structure and composition of the nail.

- Describe the structures adjoining and affecting the nail.
- Know and discuss how the nail grows.
- Pronounce and list the various disorders and irregularity.
- Know the difference between a disease and an irregularity.
- Recognize disease of the nail that should not be treated in the salon.

### **CSMT152: Chemical Rearranging (5 credits)**

This course is chemical restructuring, covers hair analysis, client consultation and recommendations, preparation, basic procedures, product knowledge, materials, implements, related chemistry, related theory in anatomy and physiology, record keeping and safety procedures. Prerequisite: [CSMT126](#). Corequisites: [CSMT139](#), [CSMT143](#) and [CSMT148](#).

#### Learning Outcomes:

- Have a general knowledge of the history of permanent waving.
- Understand the basic actions in modern perm chemistry.
- Know the primary ingredients in modern perm chemistry.
- Define permanent waving.
- Understand the relationship between hair structure, perm chemistry, and perming techniques.
- Demonstrate a client consultation and hair analysis.
- Demonstrate proper rod selection and sectioning.
- Gather the needed supplies for providing a perm service.
- Apply waving lotion, process, rinse and neutralize a perm.
- Take effective test curls during processing.
- Understand the pointers for a perfect perm.
- Identify special situations with regard to perms.

### **CSMT209: Cosmetology Theory III (4 credits)**

This course is advance theory applying to sterilization, sanitation, bacteriology, shampoo, rinses, scalp treatments, chemical rearranging, hair cutting, coloring, bleaching, hairstyling, facial, manicures, and pedicures, community health issues, salon safety, problem solving and special projects. Prerequisites: All 100 level CSMT courses. Corequisites: [CSMT217](#) and [CSMT222](#).

#### Learning Outcomes:

- Understand the importance of consumer safety and general procedures.
- Identify various career opportunities within the field of cosmetology.
- Understand the general objectives of the course of study.
- Know the completion, licensure required by the state and the school.
- Understand and be able to problem solve.

### **CSMT217: Hair Coloring and Bleaching (4 credits)**

This course is designed to give the student more detailed information on hair coloring, offering a review of tinting procedures, related theory, gives more advanced procedures a practice, and safety. Prerequisites: All 100 level CSMT courses. Corequisites: [CSMT209](#) and [CSMT222](#).

Learning Outcomes:

- Describe the correct procedures for a client consultation.
- Explain the principles of color theory.
- Relate the importance of color theory principles to hair coloring services.
- Describe the correct procedures for consultation of a client.
- Explain how the principles of color theory are important to hair coloring.
- List the classifications of hair color, explain the activity on the hair, and give examples of their use.
- Explain the activity of hydrogen peroxide in hair coloring.
- Define single process and double process applications.
- Perform a strand test.
- Perform single process color applications.
- Define the use of hair lighteners.
- Define double-process applications of hair coloring.
- Explain the use of hair lighteners.
- Perform double- process hair color application.
- List preventative and corrective steps to avoid or solve hair coloring problems.
- Identify procedures for creating special effects highlighting.
- Perform corrective or special effect hair coloring procedures.

**CSMT222: Hairstyling (5 credits)**

This course increases the student knowledge in advanced styling including related theory, advanced procedures and practices, long hair techniques, braiding, hair extensions, hair weaving, corn rowing and hairpieces. Prerequisites: All 100 level CSMT courses. Corequisites: [CSMT209](#) and [CSMT217](#).

Learning Outcomes:

- Understand why professional hair styling is the foundation for hair design in the salon.
- Conduct a scalp and hair analysis.
- Understand and identify the elements of design.
- Understand and define the art principles in hair design.
- Demonstrate how to minimize facial flaws with hair design.
- Know to find a natural part.
- Demonstrate various comb-out techniques.
- Define the purpose of thermal waving and curling.
- Demonstrate proper thermal wave techniques and implements.
- List safety measures used in thermal waving.
- Define blow-dry styling.
- Demonstrate the use of implements, techniques, and cosmetics in blow-dry styling.

**CSMT229: Cosmetology Externship (4 credits)**

This course is a continuation of the practice of all skills and knowledge learned in related courses. Students are supervised by licensed instructors, in cooperation with an LCC approved employer. The student is exposed to salon business and retail sales concepts as outlined in the State Board standards



upon completion of 50% (800 hours) of the course of study. The externship may not exceed 8 hours per day on one day per week. Prerequisite: Instructor approval.

Learning Outcomes:

- The students will learn new and current information related to skills, Trends, and methods for career development in cosmetology and related fields

### **CSMT239: Cosmetology Theory IV (4 credits)**

This course covers areas of communication, state laws, regulations reviews, job seeking and retention. It is a continuation of all skills and knowledge learned in related courses. Prerequisite: [CSMT222](#).

Corequisites: [CSMT243](#), [CSMT254](#) and [CSMT260](#).

Learning Outcomes:

- Understand the general objectives of the course of study.
- Identify various career opportunities within the field of cosmetology.
- Know the completion, licensure of state and school requirements.

### **CSMT243: Salon Business and Retail Sales (2 credits)**

This course includes topics in opening a salon its business plan, written agreements, regulations, laws, and salon operation. Including salon policies, practices, personnel, compensation, payroll deductions, the use of telephone, retail sales, client communications, public relations, insurance and salon safety.

Prerequisite: [CSMT222](#). Corequisites: [CSMT239](#), [CSMT254](#) and [CSMT260](#).

Learning Outcomes:

- Know the completion, licensure, salon business plan, written agreements regulations, laws, and salon policies, practices, personal compensation,
- Payroll deductions.
- The use of the telephone, (greeting clients, scheduling and giving direction of location)
- Retail sales
- Client communications.
- Public relations, insurance and salon safety.

### **CSMT254: Personal and Community Health (2 credits)**

This course is designed to focus on various public health issues and personal safety concerning the cosmetology profession. It includes training in blood borne pathogens, MSDS and personal safety awareness. Prerequisite: [CSMT222](#). Corequisites: [CSMT239](#), [CSMT243](#) and [CSMT260](#).

Learning Outcomes:

- Know the completion, licensure and general safety procedures of the cosmetology profession.

### **CSMT260: Cosmetology Clinic Practice (3 credits)**

This course is a continuation of the practice of all skills and knowledge learned in related courses.

Prerequisites: [CSMT209](#), [CSMT217](#) and [CSMT222](#).

Learning Outcomes:

- The student will continue to learn information related to skills, trends, and methods for career development in cosmetology and related fields.

## **Assessment**

Luna Community College defines assessment as a process that will lead to the improvement of student learning. The process must follow four steps as illustrated below.

### **LCC Assessment Plan**

All course offerings, including degree and certificate programs, at Luna Community College are required to follow the four-step assessment process. They include:

1. A list of expected learning outcomes
2. Assessment tools that directly measure those learning outcomes
3. The results of the data, and
4. How the data will be used to improve student learning

Academic Departments at Luna Community College are required to participate in semester “Improving Student Learning” assessment reporting and Student Learning Outcomes Assessment (SLOA) Committee presentations. Every semester, academic departments focus on specific learning outcomes with a targeted student population. Faculty are selected to participate in SLOA; selected faculty participate in developing assessment methods and procedures for their particular course or courses. The faculty give oral presentations at the end of the semester and information gathered is disseminated among SLOA members, faculty and staff. The purpose is to provide a baseline for future improvements.

Visit our web site at [www.luna.edu](http://www.luna.edu) to review LCC’s Improving Student Learning (ISL) reports. LCC also abides by the New Mexico state competencies for general education. 22



**LUNA COMMUNITY COLLEGE**  
**Standard “Minimal” Requirements for Course Syllabus**

<b>Course</b>	course title and other course information including meeting times, dates, room number, credits, semester, prerequisites and/or co-requisites
<b>Faculty</b>	information about the instructor and his or her contact information (e.g., phone number and email). List time and day of office hours for full time faculty
<b>Course Description</b>	use catalog description
<b>Expectations of Students</b>	What do you expect from your students? For example, description of students’ responsibilities in the learning process; how you hope the students will approach the course subject/content; take responsibility for their learning; the amount of study time expected in the course, and suggestions on how to succeed in the course.
<b>Course Learning Outcomes (Competencies)</b>	this section will include a list of skills or techniques students will develop from the course. This list will consist of a <u>minimum of four to six quantifiable statements</u> about what students will be able to do after completing the course.
<b>New Mexico CORE Competencies</b>	If teaching a CORE course, the State HED competencies must be stated (e.g., Communications, Mathematics, Laboratory Science, Social & Behavioral Sciences, Humanities & Fine Arts).
<b>Methods of Measuring Learning Outcomes (Competencies)</b>	What tools are used to measure student success based on the learning outcomes?
<b>Evaluation</b>	Indicate how the student will earn a particular grade, such as information about assignments including types of assignments, nature of exams (e.g., take home, open book,

	in-class) due dates, grading criteria and so forth.
<b>Course Schedule</b>	Add a tentative schedule indicating the course content that will be covered throughout the course (e.g., eight week or sixteen week schedule).
<b>Policies</b>	<p>Include policies such as attendance, academic responsibilities, late assignments, missed exams, cell phones, etc.</p> <p>Add a statement that indicates: for additional student information, refer to the 2009-2011 Student Handbook</p>
<b>Grading Standard</b>	Refer to page 37 of the LCC 2012-2015 Catalog
<b>Textbook(s)</b>	Name of required textbooks(s) and any recommended materials. Include ISBN number(s)
<b>Important Dates</b>	List important dates such as last day to withdraw from the course, holidays, add/drop, midterm, final exam week, spring break and other important dates.
<b>ADA Statement</b>	Add a statement regarding accommodations for students with disabilities
<b>Syllabus Revisions or Changes</b>	Add a statement that indicates the syllabus is subject to change
<b>Internet Courses (non-proctored)</b>	<p>Use the following statement: LCC will ensure firm student identification for examinations through the use of username and password for non proctored exams. As an on-line student, you are responsible for keeping your username and password secure. Your username and password should not be given out as you are responsible for all assessment, assignments, and on-line communications. Any academic dishonesty/plagiarism will not be tolerated and is grounds for disciplinary actions. [Please refer to page 6 of the LCC 2012-2015 Catalog]</p>