

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Advanced Cosmetology		
<b>REQUIRED HOURS:</b>	1800 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	26,200.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>	\$	26,550.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$250.00                      Monthly: \$1,092.00 (24 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### STATE REQUIREMENTS:

To obtain an Advanced Cosmetologist license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Cosmetology and Barber Board, as well as a written test in Advanced Skills. Applicants for this examination must have completed the Advanced Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Advanced Cosmetologist License

### COURSE DESCRIPTION:

Advanced Cosmetology is the full practice of Cosmetology, and deals with both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Cosmetology salon.

### LENGTH OF COURSE / SCHEDULES:

The Advanced Cosmetology course is 1800 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 11 weeks

Junior Evening Schedule: 14 hours per week for 14 weeks (Available only at 5050 N High Street, Columbus location)

Senior Full Time I Schedule: 30 hours per week for 54 weeks

Senior Full Time II Schedule: 28 hours per week for 58 weeks

Senior Full Time III Schedule: 26 hours per week for 62 weeks

Senior Full Time IV Schedule: 26 hours per week for 62 weeks

Senior Full Time V Schedule: 24 hours per week for 67 weeks

Senior Modular Schedule: 20 hours per week for 81 weeks

Senior Evening Schedule\*: 18 hours per week for 104 weeks (Senior Class; Wednesday 4-hour senior class block between 9-6 pm (Required))

\*Available only at 5050 N High Street, Columbus location

### COURSE GOALS:

The goals of the Advanced Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Cosmetologist License, and secure entry level employment as a Cosmetologist, Hair Dresser, Hair Stylist, Makeup Artist, Theatrical and Performance Artists, Manicurist, Pedicurist, Esthetician, or Skincare Specialist.

### COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

Continued - Advanced Cosmetology Course Outline

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Non-Clinic</u>	<u>Clinic</u>	<u>Flex-Time</u>	<u>Total</u>
Orientation	6	0	0	6
Infection Control	23	30	20	73
Scalp Care	30	60	35	125
Hair Services	235	470	235	940
Manicuring / Pedicuring / Massage	18	35	20	73
Skin Care	22	44	22	88
Facial Makeup / Brow Tinting	5.5	11	5.5	22
Artificial Lashes / Extensions	2.5	5	2.5	10
Salon Operations; Career and Communications Skills	18	65	27	110
Specialized Equipment	12	25	5	42
Cosmetology Laws and Rules	2	5	3	10
Advanced Procedures and Rules	75	150	75	300
Human Trafficking	1	0	0	1
<b>TOTALS:</b>	<b>450</b>	<b>900</b>	<b>450</b>	<b>1800</b>

**Orientation**

Introduction into classroom setting  
 Review of first day forms; information regarding the program; school policies and procedures; student support services  
 Emergency Procedures

**Infection Control**

Sanitation/Disinfection Practices and Procedures  
 Dispensary Requirements & Operations  
 Bacteriology/Contagious and Communicable Disease Control  
 Salon Operations & Procedures  
 Consumer and Product Safety  
 Public Health and Safety

**Scalp Care**

Anatomy Head  
 Structure Hair  
 Shampoos, Rinses, Conditioners, Scalp Treatments  
 Scalp Massage  
 Disorders/Diseases/Conditions  
 Chemistry/pH/Ingredients

**Hair Services**

Wet Styling; Fingerwaves, Pin Curls, Rollers, Wraps  
 Thermal Styling; Blow drying, Curling/Flat Irons  
 Haircutting, Hair Trimming  
 Updos/Braids  
 Care of Wigs, Postiches, Pressing  
 Advanced Anatomy of Hair and Scalp  
 Advanced Haircutting and Styling  
 Permanent Wave  
 Chemical Relaxing  
 Tinting, Bleaching, Foiling  
 Advanced Chemical Services

Continued - Advanced Cosmetology Course Outline

**Manicuring / Pedicuring / Massage**

Anatomy of Nails, Bones, Skin, Muscles  
Natural Nail Theory  
Artificial Nail Theory  
Hand, Arm, Leg and Foot Massage  
Basic Water, Oil Manicure Techniques  
Artificial Nail Applications

**Skin Care**

Anatomy of the Body  
Skin Theory  
Facial  
Masks and Packs  
Eyebrow Arching  
Waxing (Upper Lip, Eyebrow, Leg, Bikini, Arm, Back, Nose, Chin, Ear, and Underarm)  
Body Massage  
Health Concerns  
Skin Care/Electricity

**Facial Makeup / Brow Tinting**

Make-up  
Brow Tinting

**Artificial Lashes / Extensions**

Artificial Lashes  
Lash Extensions

**Salon Operations; Career and Communications Skills**

Human Relations  
Personality/Presentation  
Salon Operations Management  
Sales/Interpersonal Skills  
Compensation and Payroll  
Career and Employment Opportunities; Professionalism, Job search skills, Resume development, interview preparation

**Specialized Equipment**

Specialized Equipment types  
Procedures for Use  
Safety Standards

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy and Procedure  
Inspection and Enforcement Policy and Procedures

**Advanced Procedures and Rules**

Advanced Cosmetology Policies / Procedures  
Advanced Cosmetology Rules / Statutes  
Advanced Salon Operations  
Advanced Sanitation

**Human Trafficking Awareness**

Video and Written Test

**Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Cosmetology		
<b>REQUIRED HOURS:</b>	1500 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	22,900.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>	\$	23,250.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$250.00                      Monthly: \$1,145.00 (20 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### STATE REQUIREMENTS:

In order to work as a Cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Cosmetology License. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. Applicants for this examination must have completed the Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Cosmetology License

### COURSE DESCRIPTION:

Cosmetology is the full practice of Cosmetology dealing with operator skills. This course is designed to give students quality training in the basic skills of the art and science of Cosmetology.

### LENGTH OF COURSE / SCHEDULES:

The Cosmetology course is 1500 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 11 weeks

Junior Evening Schedule: 14 hours per week for 14 weeks (Available only at 5050 N High Street, Columbus location)

Senior Full Time I Schedule: 30 hours per week for 44 weeks

Senior Full Time II Schedule: 28 hours per week for 47 weeks

Senior Full Time III Schedule: 26 hours per week for 51 weeks

Senior Full Time IV Schedule: 26 hours per week for 51 weeks

Senior Full Time V Schedule: 24 hours per week for 55 weeks

Senior Modular Schedule: 20 hours per week for 66 weeks

Senior Evening Schedule: 19 hours per week for 77 weeks (Available only at 5050 N High Street, Columbus location)

### COURSE GOALS:

The goals of the Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Cosmetologist License, and secure entry level employment as a Cosmetologist, Hair Dresser, Hair Stylist, Makeup Artist, Theatrical and Performance Artists, Manicurist, Pedicurist, Esthetician, or Skincare Specialist.

### COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

Continued - Cosmetology Course Outline

**GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Non-Clinic</u>	<u>Clinic</u>	<u>Flex-Time</u>	<u>Total</u>
Orientation	6	0	0	6
Infection Control	23	30	20	73
Scalp care	30	60	35	125
Hair Services	235	470	235	940
Manicuring/Pedicuring/Massage	18	35	20	73
Skin Care	22	44	22	88
Facial Makeup / Brow Tinting	5.5	11	5.5	22
Artificial Lashes / Extensions	2.5	5	2.5	10
Salon Operations; Career and Communications Skills	18	65	27	110
Specialized Equipment	12	25	5	42
Cosmetology Laws and Rules	2	5	3	10
Human Trafficking	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
<b>TOTALS:</b>	<b>375</b>	<b>750</b>	<b>375</b>	<b>1500</b>

**Orientation**

Introduction into classroom setting  
Review of first day forms; information regarding the program; school policies and procedures; student support services  
Emergency Procedures

**Infection Control**

Sanitation/Disinfection Practices and Procedures  
Dispensary Requirements & Operations  
Bacteriology/Contagious and Communicable Disease Control  
Consumer and Product Safety  
Public Health and Safety

**Scalp Care**

Anatomy of the Head  
Structure of the Hair  
Shampoos, Rinses, Conditioners, Scalp Treatments  
Scalp Massage  
Disorders/Diseases/Conditions  
Chemistry/pH/Ingredients

## Continued - Cosmetology Course Outline

### **Hair Services**

Wet Styling; Fingerwaves, Pin Curls, Rollers, Wraps  
Thermal Styling; Blow drying, Curling/Flat Irons  
Haircutting, Hair Trimming  
Updos/Braids  
Care of Wigs, Postiches, Pressing  
Advanced Anatomy of Hair and Scalp  
Advanced Haircutting and Styling  
Permanent Wave  
Chemical Relaxing  
Tinting, Bleaching, Foiling  
Advanced Chemical Services

### **Manicuring/Pedicuring/Massage**

Anatomy of Nails, Bones, Skin and Muscles  
Natural Nail Theory  
Artificial Nail Theory  
Hand, Arm, Leg and Foot Massage  
Basic Water, Oil Manicure Techniques  
Artificial Nail Applications

### **Skin Care**

Anatomy of the Body  
Skin Theory  
Facial  
Masks and Packs  
Eyebrow Arching  
Waxing (Upper Lip, Eyebrow, Leg, Bikini, Arm, Back, Nose, Chin, Ear, and Underarm)  
Body Massage  
Health Concerns  
Skin Care/Electricity

### **Facial Makeup / Brow Tinting**

Make-up  
Brow Tinting

### **Artificial Lashes / Extensions**

Artificial Lashes  
Lash Extensions

### **Salon Operations; Career and Communications Skills**

Human Relations  
Personality/Presentation  
Salon Operations Management  
Sales/Interpersonal Skills  
Career and Employment Opportunities; Professionalism, Job search skills, Resume development, Interview preparation

### **Specialized Equipment**

Specialized Equipment Types  
Procedures for Use  
Safety Standards

### **Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy and Procedure  
Inspection and Enforcement Policy and Procedures

### **Human Trafficking Awareness**

Video and Written Test

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Hair Designer	
<b>REQUIRED HOURS:</b>	1200 Clock Hours	
<b>COST:</b>	Registration Fee:	\$100.00
	Tuition:	\$17,660.00
	First Day Fee:	\$250.00
	Books & Equipment:	Included
	<b>TOTAL:</b>	<b>\$18,010.00</b>

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$250.00      Monthly: \$1,472.00 (12 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### STATE REQUIREMENTS:

In order to work in a licensed cosmetology salon in the State of Ohio, an individual must possess an Ohio Hair Designer's License. In order to obtain such a license, an individual must take and pass a written and practical examination conducted by the State Board of Cosmetology. Applicants for this examination must have completed the 1200 Hour Hair Designer course, possess at least a tenth grade education or its equivalent and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Hair Designer's License

### COURSE DESCRIPTION:

The Hair Designer License is the partial practice of Cosmetology dealing with all aspects of hair services. This is an entry level course which includes hair care, haircutting, hairstyling, chemical texturizing and haircolor.

### LENGTH OF COURSE / SCHEDULES:

The Hair Designer course is 1200 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 8 weeks

Junior Evening Schedule: 14 hours per week for 11 weeks (Available only at 5050 N High Street, Columbus location)

Senior Full Time I Schedule: 30 hours per week for 36 weeks

Senior Full Time II Schedule: 28 hours per week for 38 weeks

Senior Full Time III Schedule: 26 hours per week for 41 weeks

Senior Full Time IV Schedule: 26 hours per week for 41 weeks

Senior Full Time V Schedule: 24 hours per week for 44 weeks

Senior Modular Schedule: 20 hours per week for 53 weeks

Senior Evening Schedule: 17 hours per week for 71 weeks (Available only at 5050 N High Street, Columbus location)

### COURSE GOALS:

The goals of the Ohio Hair Designer Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Hair Designer License, and secure entry level employment as a Cosmetologist, Hair Dresser or Hair Stylist.

### COURSE FORMAT:

The course is taught with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

Continued – Hair Designer Course Outline

**GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory and practical examination grades are numerical with a scale of 0 - 100 points. Individual segments are weighed proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. Pass is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. Required Examinations are as follows:
  - A. Junior Final Examinations
  - B. Senior Checkout Exams (must pass 2)
  - C. Senior Final Examinations

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Non-Clinic</u>	<u>Clinic</u>	<u>Flex-Time</u>	<u>Total</u>
Orientation	6	0	0	6
Infection Control	21	30	20	71
Scalp Care	25	50	25	100
Hair Services	225	450	225	900
Salon Operations: Career and Communication Skills	20	65	28	113
Cosmetology Laws & Rules	2	5	2	9
Human Trafficking	1	0	0	1
<b>TOTALS:</b>	<b>300</b>	<b>600</b>	<b>300</b>	<b>1200</b>

**Orientation**

Introduction into classroom setting  
Review of first day forms; information regarding the program; school policies and procedures; student support services  
Emergency Procedures

**Infection Control**

Bacteriology/Contagious and Communicable Disease Control  
Sanitation/Sterilization Practices and Procedures  
Dispensary Requirements & Operations

**Scalp Care**

Anatomy of the Scalp  
Trichology  
Shampooing  
Shampoos, Conditioners and Rinses  
Scalp Massage  
Scalp Treatments  
Hair and Scalp Conditions and Disorders  
Chemistry



Continued – Hair Designer Course Outline

**Hair Services**

Marcel Curling Iron, Pressing  
Fingerwaves, Skip Waves, Pin Curls  
Basic Hair Styling Techniques  
Haircutting, Clipper Cutting  
Care of Wigs  
Permanent Wave  
Chemical Relaxing  
Tinting, Bleaching, Foiling

**Salon Operations**

Human Relations  
Personality/presentation  
Sales/Interpersonal Skills  
Career and Employment Opportunities; Professionalism, Job search skills, Resume development, Interview preparation

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy and Procedure  
Inspection and Enforcement Policy and Procedures

**Human Trafficking Awareness**

Video and Written Test

**Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Advanced Esthetics (The Spa School Only)		
<b>REQUIRED HOURS:</b>	750 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	16,915.00
	First Day Fee:	\$	400.00
	Books & Equipment:		Included
	<b>TOTAL:</b>		<b>\$17,415.00</b>

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$400.00                      Monthly: \$1,535.00 (11 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5094.00) <http://www.onetonline.org/link/summary/39-5094.00>

### STATE REQUIREMENTS:

In order to work as an Advanced Esthetician in the State of Ohio, an individual must possess a Advanced Esthetician License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board . To qualify for such examination, the individual must have completed at least 750 clock hours of training in Advanced Esthetics in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Advanced Esthetician License

### COURSE DESCRIPTION:

Esthetics is a limited practice of Cosmetology, and deals only with skin care. The Advanced Esthetics Course teaches both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own an Esthetics salon.

### LENGTH OF COURSE / SCHEDULES:

The Advanced Esthetics course is 750 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for six week

Junior Evening Schedule: 14 hours per week for 11 weeks

Senior Full Time I Schedule: 30 hours per week for 20 weeks

Senior Full Time II Schedule: 28 hours per week for 22 weeks

Senior Full Time III Schedule: 26 hours per week for 23 weeks

Senior Full Time IV Schedule: 26 hours per week for 23 weeks

Senior Full Time V Schedule: 24 hours per week for 25 weeks

Senior Modular Schedule: 20 hours per week for 30 weeks

Senior Evening Schedule: 17 hours per week for 36 weeks

### COURSE GOALS:

The goals of the Advanced Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Esthetician License, and secure entry level employment as an Esthetician, Skin Care Specialist or Makeup Artist.

### COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

Continued - Advanced Esthetics Course Outline (The Spa School Only)

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Non-Clinic</u>	<u>Clinic</u>	<u>Flex-Time</u>	<u>Total</u>
Orientation	3	0	0	3
Infection Control	15	30	15	60
Anatomy & Physiology	7.5	15	7.5	30
Massage	15	30	15	60
Chemistry	7.5	15	7.5	30
Facials	50	100	50	200
Skin Theory	13.75	27.5	13.75	55
Makeup	16.25	32.5	16.25	65
Artificial Lashes / Extensions	2.5	5	2.5	10
Salon Operations; Career and Communications Skills	10	20	10	40
Specialized Equipment	7.5	15	7.5	30
Cosmetology Laws and Rules	1	10	5	16
Human Trafficking	1	0	0	1
Advanced Procedures and Rules	<u>37.5</u>	<u>75</u>	<u>37.5</u>	<u>150</u>
<b>TOTALS:</b>	<b>187.5</b>	<b>375</b>	<b>187.5</b>	<b>750</b>

**Orientation**

Introduction into classroom setting  
 Review of first day forms; information regarding the program; school policies and procedures; student support services  
 Emergency Procedures

**Infection Control**

Sanitation/Disinfection Practices and Procedures  
 Dispensary Requirements & Operations  
 Bacteriology/Contagious and Communicable Disease Control  
 Salon Operations & Procedures  
 Consumer and Product Safety  
 Public Health and Safety

**Anatomy & Physiology**

Head  
 Bones, Muscles, Nerves, Cells, Tissues (full body)  
 Advanced Treatment of Muscles and Nerves

**Massage**

Client Health Issues and Pre-Screening  
 Preparation  
 Massage Manipulations/Relaxation

Continued - Advanced Esthetics Course Outline (The Spa School Only)

**Chemistry**

Compounds and Mixtures  
Chemistry and Effects  
Ingredients  
Cosmetics

**Facial**

Preparation  
Client Consultation  
Equipment  
Basic/Advanced Facial and Body Treatments  
Hair Removal; Waxing/Tweezing  
Brow Tinting / Waxing  
Chemical Peels  
Aromatherapy  
Safety and Effects

**Skin Theory**

Skin Types/Conditions  
Histology  
Nutrition  
Diseases and Disorders  
Advanced Anatomy of the Skin

**Make-Up**

Equipment, Implements and Products  
Airbrush Makeup  
Color Coordination and Contouring  
Corrective Make-Up  
Eye Make-Up

**Artificial Lashes / Extensions**

Artificial Lashes  
Lash Extensions

**Salon Operations; Careers; Communications Skills**

Human Relations  
Personality/Presentation  
Salon Operations Management  
Sales/Interpersonal Skills  
Compensation and Payroll  
Career and Employment Opportunities; Professionalism, Job search skills, Resume development, Interview preparation

**Specialized Equipment / Treatments**

Electricity  
Ultra-Violet and Infra-Red Ray Light Therapies  
Specialized Equipment types/Microdermabrasion  
Procedures for Use  
Safety Standards

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy and Procedure  
Inspection and Enforcement Policy and Procedures

**Human Trafficking Awareness**

Video and Written Test

**Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Advanced Manicuring		
<b>REQUIRED HOURS:</b>	300 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	4,420.00
	First Day Fee:	\$	400.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>	\$	4,920.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$400.00                      Monthly : \$2,210.00 (2 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report: (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

### STATE REQUIREMENTS:

In order to work as an Advanced Manicurist in the State of Ohio, an individual must possess a Advanced Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 300 clock hours of training in an Advanced Manicuring program in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Advanced Manicurist License

### COURSE DESCRIPTION:

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of hands and fingernails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Manicuring salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Manicuring salon.

### LENGTH OF COURSE / SCHEDULES:

The Advanced Manicuring course is 300 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for one week

Junior Evening Schedule\*: 14 hours per week for two weeks (Students who complete junior theory training on an evening schedule must attend their senior training on an evening schedule)

\* Available only at 5050 N High Street, Columbus location

Senior Full Time I Schedule: 39 hours per week for 8 weeks

Senior Full Time II Schedule: 29 hours per week for 10 weeks

Senior Full Time III Schedule: 25 hours per week for 12 weeks

Senior Full Time IV Schedule: 25 hours per week for 12 weeks

Senior Modular Schedule: 22 hours per week for 13 weeks

Senior Evening Schedule: 17 hours per week for 17 weeks (Available only at 5050 N High Street, Columbus location)

### COURSE GOALS:

The goals of the Advanced Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Advanced Manicurist License, and secure entry level employment as a Manicurist or Pedicurist.

### COURSE FORMAT:

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing .

### GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

Continued - Advanced Manicuring Course Outline

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Final Examination
  - C. Advanced Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Non-Clinic</u>	<u>Clinic</u>	<u>Flex Time</u>	<u>Total</u>
Orientation	3	0	0	3
Infection Control	7.5	15	7.5	30
Anatomy & Physiology	2.5	5	3	10.5
Hand, Arm & Leg Massage	2.5	5	2	9.5
Artificial Nails	8	15	8	31
Manicuring Procedures	17	35	17	69
Salon Operations; Career and Communications Skills	5	10	5	20
Specialized Equipment	2.5	5	2.5	10
Cosmetology Laws and Rules	1	10	5	16
Human Trafficking	1	0	0	1
Advanced Procedures and Rules	<u>25</u>	<u>50</u>	<u>25</u>	<u>100</u>
<b>TOTALS:</b>	<b>75</b>	<b>150</b>	<b>75</b>	<b>300</b>

**Orientation**

Introduction into classroom setting  
 Review of first day forms; information regarding the program; school policies and procedures; student support services  
 Emergency Procedures

**Infection Control**

Sanitation/Disinfection Practices and Procedures  
 Dispensary Requirements & Operations  
 Bacteriology/Contagious and Communicable Disease Control  
 Salon Operations & Procedures  
 Consumer and Product Safety  
 Public Health and Safety

**Anatomy & Physiology**

Bones, Muscles, Joints, Cartilage, Ligaments of Hand,  
 Leg, Arm & Foot  
 Circulatory System  
 Nervous System  
 Structure of the Nail  
 Disorders and Diseases of the Skin and Nail

Continued - Advanced Manicuring Course Outline

**Hand, Arm, & Leg Massage**

Client Consultation  
Massage Manipulations  
Preparation, Procedure, Techniques

**Artificial Nails**

Types and Styles  
Artificial Nail Anatomy  
Artificial Nail Composition  
Preparation, Application, Removal  
Nail Repair

**Manicuring Procedures**

Safety Precautions  
Basics of Chemistry  
Nail Products  
Nail Cosmetics and Ingredients  
Basic and Hot Oil Manicure Procedures  
Men's Manicuring  
Pedicuring  
Application of Polish  
Nail Bleach Applications  
Special Problems  
Nail Cosmetics  
Nail Wrap  
Nail Tip  
Nail Repair  
Product and Service Sales Training

**Advanced Techniques**

Advanced Anatomy of Nail and Skin  
Advanced Muscles and Massage techniques  
Advanced Pedicure Care and Service  
Salon Supervision and Management  
Product and Service Sales Training

**Salon Operations; Career and Communications Skills**

Human Relations  
Personality/Presentation  
Salon Operations Management  
Sales/Interpersonal Skills  
Compensation and Payroll  
Career and Employment Opportunities; Professionalism, Job search skills, Resume development, Interview preparation

**Specialized Equipment**

Specialized Equipment  
Electric Filing System  
Procedures for Use  
Safety Standards

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy and Procedure  
Inspection and Enforcement Policy and Procedures

**Human Trafficking Awareness**

Video and Written Test

**Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Manicuring (The Spa School Only; Limited to Graduates of the Advanced Esthetics Program)
<b>REQUIRED HOURS:</b>	200 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$3,635.00
	First Day Fee: \$ 400.00
	Books & Equipment Included
<b>TOTAL:</b>	\$4,135.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: First Day Fee: \$400.00                      Monthly : \$1,818.00 (2 months)

Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

### STATE REQUIREMENTS:

In order to work as a Manicurist in the State of Ohio, an individual must possess a Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 200 clock hours of training in a manicuring program in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Manicurist License

### COURSE DESCRIPTION:

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of hands and fingernails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level and trains the student in the basic skills needed for gainful employment in a Cosmetology or Manicuring salon.

### LENGTH OF COURSE / SCHEDULES:

The Manicuring course is 200 Clock Hours (Limited to Graduates of Spa School Esthetics Program) with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for one week

Junior Evening Schedule: 14 hours per week for two weeks (Students who complete junior theory training on an evening schedule must attend their senior training on an evening schedule)

Senior Full Time I Schedule: 39 hours per week for 5 weeks

Senior Full Time II Schedule: 29 hours per week for 7 weeks

Senior Full Time III Schedule: 25 hours per week for 8 weeks

Senior Full Time IV Schedule: 25 hours per week for 8 weeks

Senior Modular Schedule: 22 hours per week for 8 weeks

Senior Evening Schedule: 17 hours per week for 11 weeks

### COURSE GOALS:

The goals of the Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Manicurist License, and secure entry level employment as a Manicurist or Pedicurist.

### COURSE FORMAT:

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

### GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:



Continued - Manicuring Course Outline (The Spa School Only; Limited to Graduates of the Advanced Esthetics Program)

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Final Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>Non-Clinic</u>	<u>Clinic</u>	<u>Flex Time</u>	<u>Total</u>
Orientation	3	0	0	3
Infection Control	7.5	15	7.5	30
Anatomy & Physiology	2.5	5	3	10.5
Hand, Arm & Leg Massage	2.5	5	2	9.5
Artificial Nails	8	15	8	31
Manicuring Procedures	17	35	17	69
Salon Operations; Career and Communications Skills	5	10	5	20
Specialized Equipment	2.5	5	2.5	10
Cosmetology Laws and Rules	1	10	5	16
Human Trafficking	1	0	0	1
<b>Totals</b>	<b>50</b>	<b>100</b>	<b>50</b>	<b>200</b>

**Orientation**

Introduction into classroom setting  
 Review of first day forms; information regarding the program; school policies and procedures; student support services  
 Emergency Procedures

**Infection Control**

Sanitation/Disinfection Practices and Procedures  
 Dispensary Requirements & Operations  
 Bacteriology/Contagious and Communicable Disease Control  
 Salon Operations & Procedures  
 Consumer and Product Safety  
 Public Health and Safety

**Anatomy & Physiology**

Bones, Muscles, Joints, Cartilage, Ligaments of Hand, Leg, Arm & Foot  
 Circulatory System  
 Nervous System  
 Structure of the Nail  
 Disorders and Diseases of the Skin and Nail

**Hand, Arm, & Leg Massage**

Client Consultation  
 Massage Manipulations  
 Preparation, Procedure, Techniques

Continued - Manicuring Course Outline (The Spa School Only; Limited to Graduates of the Advanced Esthetics Program)

**Artificial Nails**

Types and Styles  
Artificial Nail Anatomy  
Artificial Nail Composition  
Preparation, Application, Removal  
Nail Repair

**Manicuring Procedures**

Safety Precautions  
Basics of Chemistry  
Nail Products  
Nail Cosmetics and Ingredients  
Basic and Hot Oil Manicure Procedures  
Men's Manicuring  
Pedicuring  
Application of Polish  
Nail Bleach Applications  
Special Problems  
Nail Cosmetics  
Nail Wrap  
Nail Tip  
Nail Repair  
Product and Service Sales Training

**Salon Operations; Career and Communications Skills**

Human Relations  
Personality/Presentation  
Salon Operations Management  
Sales/Interpersonal Skills  
Compensation and Payroll  
Career and Employment Opportunities; Professionalism, Job search skills, Resume development, Interview preparation

**Specialized Equipment**

Specialized Equipment  
Electric Filing System  
Procedures for Use  
Safety Standards

**Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License and Permit Policy & Procedures  
Continuing Education Policy and Procedure  
Inspection and Enforcement Policy and Procedures

**Human Trafficking Awareness**

Video and Written Test

**Review and Testing**

Practical and Written Testing (Included in all Units)