



Cosmetology Program

COSMETOLOGY

The Cosmetology program provides an opportunity to earn an Associate of Applied Science degree, a Certificate of Completion in Cosmetology, plus Nail Technician, and Esthetician training. The program is certified by the New Mexico State Board of Barbers and Cosmetologists (the Board). The program is designed to provide basic skills and knowledge that can lead to a career in Cosmetology. A Cosmetology career may offer opportunities in the areas of Nail Technician, Esthetician, Cosmetic Consultant, Salon Owner, or Sales Representative for major companies.

Certification Requirements

Students must meet both CCC credit hour requirements and the New Mexico State Board of Barbers and Cosmetologist requirements. Once students have met course credit hour requirements with a grade of 80% or better and contact hour requirements for the Board, certification will be sent to the Board in preparation for NM licensure exams.

Recommended Sequence

To provide for better retention of material and continuous training for state board testing, it is recommended that a student enroll in consecutive semesters.

Admission Process for Cosmetology Applicants

1. Applicants must complete an admission packet for admission to the Cosmetology Program. This application packet may be obtained in Room 403 and must be on file in that office to be considered for admission to the Cosmetology Program for the following spring or fall semester. Students interested in a career opportunity as an Esthetician or Nail Technician must first be accepted into the Cosmetology program. The applicant's file must contain the following information:
 - a. A completed Cosmetology Application form.
 - b. A completed CCC Application for Admission form if not currently enrolled.
2. High school transcript or GED scores and all college transcripts and CLEP scores must be forwarded to the Office of Admissions and Records. Official transcripts must be sent directly to the Office of Admissions and Records. CCC cannot accept copies of transcripts in the student's possession.
3. Students must meet the minimum levels required on the Accuplacer before they can be enrolled. More detailed information regarding the Accuplacer can be found in the CCC catalog.
4. The following State Board of Barbers and Cosmetologists requirements must be met by the first day of instruction:
 - a. At least 17 years old
 - b. Two copies (2) of your High School Diploma or GED
 - c. Two copies of your Birth Certificate or Picture ID (driver's license or state-issued identification card).
 - d. Application to State Board. (Completed by first class meeting. **NOTE: A Social Security Number is required in order to register with the State Board**)
 - e. Twenty-five dollar (\$25) Board fee - must be either money order or cashier's check made payable to: New Mexico State Board of Barbers and Cosmetologists
 - f. Two (2) passport-size pictures

The selection process is based on the dates the following information is completed and is on file in the Office of Admissions and Records:

- Date the Cosmetology Program Application was submitted
- Date the Accuplacer was passed at the required levels
- Date all high school/GED and college transcripts were received

Cosmetology Program

Degree Plan

AAS IN COSMETOLOGY

General Education Requirements (13 credits)

CIS 120 Introduction to Applications Software	3
COMM 101 Interpersonal Communication	3
ENG 102* English Composition or	
HPE Physical Education Activity.....	1
MATH 108* Contemporary Mathematics	3
PSY 101 Introductory Psychology	3
SOC 101 Introductory Sociology	3

Related Requirements (10 credits)

BAD 151 Introduction to Business	3
BIOL 115 Human Biology and Lab	4
BOFT 115 Employment Strategies	3

Program Requirements (52 credits)

COS 112 Cosmetology Theory I	3
COS 113 Facials	2
COS 114 Chemical Rearranging/Perms I.....	5
COS 117 Cosmetology Manicuring/Pedicuring	2
COS 122* Cosmetology Theory II.....	2
COS 126 Women's Hair Cutting and Hair Styling.....	3
COS 132* Cosmetology Sterilization and Sanitation	2
COS 136* Men's Hair Cutting and Hair Styling.....	3
COS 142 Shampoo, Rinses, and Scalp Treatment	1
COS 212* Cosmetology Theory III	2
COS 214* Chemical Rearranging/Perms II	2
COS 216* Cosmetology Clinic Practice I.....	6
COS 217* Nail Enhancements	3
COS 222* Hair Coloring.....	3
COS 223* Practical Cosmetology.....	3
COS 226* Advanced Hair Styling	2
COS 227* Cosmetology Clinic Practice II.....	6
COS 232* Cosmetology Salon Business and Retail Sales.....	2

Total credits required for Associate of Applied Science in Cosmetology..... 78

*Courses require prerequisites.

Certificate of Completion in Cosmetology Theory (16 Credits)

COS 112 Cosmetology Theory I	3
COS 113 Facials	2
COS 114 Chemical Rearranging/Perms I.....	4
COS 117 Cosmetology Manicuring/Pedicuring	3
COS 126 Women's Hair Cutting and Hair Styling.....	3
COS 142 Shampoo, Rinses, and Scalp Treatment	1

*Courses require prerequisites.

Total credits for a Certificate of Completion in Cosmetology Theory..... 16

**Degree
Plan
(cont.)**

Certificate of Completion in Hair Fundamentals (21 Credits)

COS 122* Cosmetology Theory II	2
COS 136* Advanced Hair Cutting	3
COS 214* Chemical Rearranging/Perms II	2
COS 216* Cosmetology Salon Practice I.....	6
COS 217* Nail Enhancements	3
COS 222* Hair Coloring.....	3
COS 226* Advanced Hair Styling	2
Total credits for Certificate of Completion in Hair Fundamentals	21

*Courses require prerequisites.

Certificate of Completion in Salon Success

COS 132 Sterilization and Sanitation.....	2
COS 212* Cosmetology Theory III	2
COS 223* Practical Cosmetology	3
COS 227* Cosmetology Clinic Practice II.....	6
COS 232 Cosmetology Salon Business and Retail Sales.....	2
Total credits required for a Certificate of Completion in Salon Success.....	15

*Courses require prerequisites.

Certificate of Achievement in Nail Technician (13 Credits)

COS 102 Nail Tech Theory I, <i>or</i>	
COS 112 Cosmetology Theory I	3
COS 117 Manicuring / Pedicuring	3
COS 132 Sterilization & Sanitation	2
COS 223* Practical Cosmetology.....	3
COS 232 Salon Business / Retail	2
Total credits for Certificate of Achievement in Nail Technician	13

*Courses require prerequisites.

Cosmetology Program

Course Descriptions

COS 112

Cosmetology Theory 1 - 3 Credits

Introduction to cosmetology theory in the areas of orientation, professional images, safety, and ethics. This course helps students understand the demands of the profession and prepares them for the self-discipline needed to be successful in their career and personal lives.

COS 113

Facials - 2 Credits

This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, theory of massage, facial treatments, and makeup application. Use of electrical appliances and currents, use of specialized machines for treatments, removal of unwanted hair, light therapy, client consultation and recommendations, client record keeping, and safety are also covered.

COS 114

Chemical Rearranging/Perms I - 4 Credits

This course covers preparation, procedures, practice and related theory in product knowledge, anatomy, physiology, materials, implements, hair analysis, client consultation, related chemistry, record keeping, and safety.

COS 117

Cosmetology Manicuring/Pedicuring - 3 Credits

Course covers manicuring and pedicuring theory, anatomy, physiology, preparation, procedures, practice, products, materials, implements, and theory of massage.

COS 122

Cosmetology Theory II - 2 Credits

Prerequisite: COS 112

This course covers the areas of state laws and regulations, chemistry, electricity, and professional standards.

COS 126

Women's Hair Cutting and Hair Styling - 3 Credits

Pivot Point training and theory of women's hair cutting and styling, preparation, procedure, practice, products, materials, client record keeping, and implements including use of shears, razor, clippers, and safety.

COS 132

Cosmetology Sterilization and Sanitation - 2 Credits

Basic concepts of safety, preparation, procedure and practice, products, materials, and implements, related theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections.

COS 136

Men's Hair Cutting and Hair Styling - 3 Credits

Prerequisite: COS 126

Pivot Point training and theory in men's hair cutting and styling, preparation, practice, products, materials, client record keeping, and implements including the use of shears, scissors, razor, clippers, and safety.

Course Descriptions (cont.)

COS 142

Shampoo, Rinses, and Scalp Treatments - 1 Credit

Techniques relating to preparation, procedure and practice, products, materials, and implements, related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client record keeping, and safety.

COS 212

Cosmetology Theory III - 2 Credits

Prerequisites: COS 112 and COS 122

Reinforcing areas of communication, final reviewing of state laws and regulations, and preparing for the state board written exam.

COS 214

Chemical Rearranging/Perms II - 2 Credits

Prerequisite: COS 114

This course covers advanced preparation, procedures, practice and related theory in chemical relaxing and perming. Products, physiology, materials, implements, hair analysis, client consultation, record keeping, related chemistry and safety are taught.

COS 216

Cosmetology Salon Practice I - 6 Credits

Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 122, COS 126, COS 132, COS 136, COS 142, COS 214, COS 217, and COS 222

Beginning course for students to develop their understanding and knowledge learned in related courses through limited student salon experiences.

COS 217

Nail Enhancements - 3 Credits

Prerequisite: COS 117

Course covers theory, preparation, procedures, practice, products, materials, and implements as related to advanced nail techniques.

COS 222

Hair Coloring - 3 Credits

Prerequisites: COS 112, COS 113, COS 114, COS 117, COS 126, and COS 142

Basic concepts of hair analysis and related chemistry, temporary, semi-permanent and permanent application, bleaching, tinting, toning, highlighting, special effects and corrective hair color, client consultation, and recommendations, client record keeping and safety.

COS 223

Practical Cosmetology - 3 Credits

Prerequisite: COS 216

Developed for independent clinical practice and training with minimal supervision.

COS 226

Advanced Hair Styling - 2 Credits

Prerequisite: COS 126

Continuation of Pivot Point training and theory for long hair styling, preparation, procedures, practice, materials, and implements.

**Course
Descriptions
(cont.)**

COS 227

Cosmetology Clinic Practice II – 6 Credits

Prerequisite: COS 216

Designed for students to develop their skills and knowledge learned in related courses through extensive clinic experiences.

COS 232

Cosmetology Salon Business and Retail - 2 Credits

Emphasis is on related theory, opening a salon and business plan, written agreements, regulations, laws, salon operations, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance, safety, and salon retailing.





Cosmetology Program Requirements

All students must have been admitted to Clovis Community College AND to the Cosmetology Program.

Program Descriptions

The Cosmetology Program, either degree or certificate, is designed to meet the standards established by the New Mexico State Board of Barbers and Cosmetologists. The degree requires 52 credit hours in cosmetology, which is equal to 1600 clock hours, and 23 credit hours in General Education and related requirements, which totals 75 credit hours.

The Program is considered a full-time occupational technology program and meets Monday-Wednesday from 8:00 AM - 4:30 PM and Thursday from 8:00 AM - 5:00 PM.

The Cosmetology curriculum covers the following areas: Theory, Sterilization, Bacteriology, Shampoo, Rinses, Scalp Treatments, Chemical Rearranging-Perms and Relaxers, Hairstyling, Hair Coloring-Bleaching, Hair Cutting, Facials, Manicuring/Pedicuring, Salon Business, and Retail Sales.

Program Objectives

At the completion of this program the student will:

1. Have mastered the basic cosmetology skills to take and pass the written and practical exam given by CCC with a score of a 80% (C) or better.
2. Be eligible to take the New Mexico Board of Cosmetology written and practical exams.
3. Be eligible for entry-level positions in the cosmetology field, after passing the State Board Exam.

State Board Requirements

(Required AFTER being admitted to the Cosmetology Program)

- High School Diploma or GED
- Copy of Birth Certificate or
- Picture ID (Driver's License or State Issued Identification Card with birth date clearly visible)
- Seventeen (17) years old
- Application to Board - to be completed the first day of class (A Social Security Number is required in order to register with the State Board)
- Twenty-five (\$25) Board fee
- Two (2) Passport Size Pictures

State Required Curriculum

1600 clock hours and credits required from the following:

<u>Subjects</u>	<u>Hours</u>
Theory	75
Sterilization, Sanitation, Bacteriology.....	75
Shampoo, Rinses, Scalp Treatments	75
Chemical Rearranging-Perms and Relaxers.....	200
Hairstyling.....	150
Hair Coloring-Bleaching.....	125
Hair Cutting.....	200
Facials.....	175
Manicuring/Pedicuring.....	175
Salon Business, Retail Sales.....	50
Miscellaneous.....	300
Total	1600



Cosmetology Program

Evaluation

Students will be evaluated in practical work on a daily basis. Assignments are completed on mannequins or clients and will be judged on quality, accuracy, and professional approach.

Grade Requirements

Students must successfully complete ALL curriculum requirements, which include, but are not limited to the following:

- (a) 1600 clock hours
- (b) 52 credit hours
- (c) Attendance of 80% of possible hours for the class you are enrolled in
- (d) Passed all tests in Theory and Practical with 80% or higher

Required Texts and Kits

Salon Fundamentals Textbook

Salon Fundamentals Study Guide

Pivot Point Books (all books are included in kit)

Cosmetology Kits (course fees on a course each semester)

Instructional Methods

Lecture

Demonstration

Videos

Visual Aids

Special Projects

Discussion

It is recommended that all students admitted to the Cosmetology Program be able to meet the following:

- (a) Be able to reach with their arms extended a height of 54 inches;**
- (b) Not be highly allergic to hair solution chemicals;**
- (c) Have sight corrected to a vision of no less than 20/40;**
- (d) Have hearing corrected so can hear a client at a distance of 3 feet;**
- (e) Be aware that there will be exposure to a variety of chemicals. The effects of such chemicals and/or their fumes upon the human embryo and fetus are often unknown, and may be harmful. Students who are pregnant should consult with a physician before enrolling program;**
- (f) Be able to lift 30-35 pounds.**

Applicants are responsible for reviewing all information in the current Clovis Community College Catalog. The policies and regulations contained in the catalog apply to all students.

For questions contact the Division Chair of Occupational Technology at (575) 769-4945.

Student Kit Prices

Cosmetology Program



TUITION

See the CCC catalog for tuition rates.

LAB FEES

Work Kit - First semester \$2050.00
(Includes seven Pivot Point stylebooks, Salon Fundamentals
textbook, or study guide.)

Work Kit - Second semester \$750.00

Work Kit - Third semester \$350.00

Total Lab Fees for Program \$3150.00

UNIFORMS

1-2 smocks/aprons (appropriate to the cosmetology profession) 36.50
Shoes (low heel, closed toe) \$40.00-60.00
2 pair of pants Included in kit
2 T-shirts Included in kit
(Uniforms available at Mickey's)

Note: All prices are subject to change - tuition is charged separate.

Your kit must be purchased from CCC at time of enrollment. The kit will be issued the first week of class. The student kit consists of good quality equipment that will last you through the cosmetology program and will be appropriate for working in a salon. Upon purchase of the kit, it becomes the personal property of the student, but must be kept complete at all times and brought to class/clinic floor with you every day.



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