Bella Capelli Academy

COSMETOLOGY COURSE INFORMATION

COSMETOLOGY DESCRIPTION

Standard Occupational Classification (SOC) 39-5012.00
Classification of Instructional Programs (CIP) Code 12.0401

The curriculum involves 1250 hours to satisfy Pennsylvania state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, nails, skin, makeup, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

***The cosmetology program is approved as a brick & mortar program and a hybrid distance education*

**Graduates are prepared to be entry level cosmetologist.*

This program is taught in English. Textbooks and Course Materials are only offered in the English Language.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1250 clock hours

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

- **Pre-clinical Classroom Instruction:** The first 280 hours are devoted to preclinical classroom instruction where Future Professionals develop foundational knowledge and practical skills through classroom workshops, demonstrations, theory instruction, and guided practice. Instruction emphasizes design principles, technical procedures, safety and sanitation, professional conduct, and readiness for supervised services.
- **Clinic Classroom Learning Experience:** Future Professionals apply classroom learning through supervised practical instruction and guest services. With coaching and guidance from Learning Leaders, they refine technical skills, consultation and communication, guest experience, product recommendations, and professional work habits. Learning continues through mini-classes, feedback, and structured practice.
- **Distance Education Learning Experience:** A student enrolled in a program with distance education may earn up to 20% of the program's total clock hours through distance education.

COSMETOLOGY COURSE OUTLINE

- **Core Curriculum:** The Core Curriculum introduces the foundational principles and skills of the program through theory instruction, demonstrations, and hands-on practice. Future Professionals build essential technical knowledge, safety and sanitation practices, client care, and professional habits. Learning Leaders monitor progress, and learning is evaluated through written, oral, and practical methods, as applicable. Completing Core successfully prepares students for the next phase of their education, including supervised clinic classroom experiences.
- **Protégé Learning Experience:** The Protégé Learning Experience supports the transition from Core into the Adaptive Curriculum and clinic classroom learning.
  Future Professionals continue guided practice, strengthen service readiness, and prepare to apply their skills in supervised guest experiences.

- **Clinic Classroom Learning Experience:** In the clinic classroom, Future Professionals provide services to guests under Learning Leader supervision. They keep learning and reinforce classroom instruction through coaching, mini-classes, practical worksheets, and progress evaluations. They practice consultations, service planning, technical proficiency, guest communication, sanitation and safety, and professional service habits.
- **Classroom Learning Experience:** Classroom education throughout the program includes cutting, coloring, texture, makeup, skin, and nails. Instruction combines theory, demonstrations, and practical application. Additional learning opportunities may address retailing and product knowledge, communication, professional development, motivation, and career readiness, facilitated by appropriate school team members or guest artists.
- **Adaptive Curriculum:** During the Adaptive phase, Future Professionals expand their knowledge through specialty classroom instruction and progressively challenging practical work. They continue developing technical consistency, problem-solving, guest service, confidence, and professionalism, with feedback and assessments supporting their progress.
- **Creative Phase:** The Creative phase focuses on refining technical and professional abilities as Future Professionals prepare to enter the industry. They apply artistic judgment, strengthen independence and accountability, and practice the standards of guest experience, teamwork, and professional conduct expected in a salon environment, with continued Learning Leader guidance.

COSMETOLOGY COURSE SUBJECTS

The instructional program of Bella Capelli Academy cosmetology meets or exceeds the state requirements: The following subjects are taught within the brick & mortar program and the hybrid program:

Subject	Minimum Technical Instruction	Minimum Practical Instruction
Professional Practices 1. Bacteriology, Sterilization, Sanitation a. Clean-Up b. Decontamination c. Infection Control d. Salon Safety e. First Aid 2. Professional Attitude a. Ethics, Business and Salesmanship b. Personal Improvement 3. Business Practices a. Personal and Public Hygiene b. Resumes	50	
Sciences 1. Histology 2. Trichology 3. Chemistry a. Pharmacology 4. Physiology a. Anatomy b. Properties of the Hair and Scalp 5. Cosmetic Dermatology 6. Electricity a. Electrical Appliances b. Light Therapy	200	

Subject	Minimum Technical Instruction	Minimum Practical Instruction
Cosmetology Skills		
1. Shampooing a. Rinsing b. Conditioning	25	25
2. Hair Styling a. Wigs and Hairpieces b. Thermal Hair Styling	75	75
3. Hair Shaping a. Finger Waving i. Ridge Making b. Skip Waves c. Pin Curling i. Placement d. Ridge Curls	35	80
4. Permanent Waving a. Product Knowledge i. Ammonium Thioglycolate ii. Acid iii. Alkaline b. Wrapping Techniques i. Spiral ii. Double Rod iii. Single Halo iv. Double Halo v. Mohawk vi. Loop Rod c. End Paper Wraps i. Double Flat Wrap ii. Bookend Wrap iii. Single Flat Wrap	75	75
5. Hair Coloring a. Product Knowledge i. Tint ii. H2o2 iii. Bleach b. Techniques i. Weave ii. Tint Retouch iii. Virgin Tint Going Darker iv. Virgin Bleach v. Bleach Retouch vi. Slight Color Change vii. Cap Highlight viii. Virgin Tint Going Lighter c. Classifications i. Temporary ii. Semi-Permanent iii. Demi-Permanent iv. Permanent	75	75
6. Hair Straightening a. Chemical Straightening b. Product Knowledge i. Sodium Hydroxide ii. Ammonium Thioglycolate	20	30
7. Skin Care a. Skin and Its Disorders b. Makeup c. Massage	25	25

Subject	Minimum Technical Instruction	Minimum Practical Instruction
d. Packs And Masks e. Skin Analysis		
8. Manicuring a. Hand and Arm Massage b. Implements c. Nails and Their Disorders	15	25
9. Temporary Hair Removal a. A. Brow Arching i. Waxing ii. Tweezing	10	15
10. Scalp Treatment a. Draping	5	
11. Care of All Hair Types and Textures a. Analyze the Scalp and Hair b. Client History	20	45
12. Haircutting a. History of Barbering b. Holding the Shears/Razor c. Techniques i. Scissor Over Comb ii. Clipper Over Comb iii. Layers iv. Texturize v. Razor d. Elevations e. Implements, Tools, Equipment f. Shaving i. Mustache and Beard Design	75	75
TOTAL HOURS		**1250**

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

Distance Education hours and assignments are graded and recorded daily. Theory chapter exams, final exams and final practical evaluations must completed in the school facility.

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 1250-hour course.

1. **Academic weekly theory exams:** Students must receive 70% or higher on each weekly assigned theory exam. Students must receive a 70% or higher grade on all tests given.
2. **Core written and practical skill exams:** Students must receive a grade of 70% or higher on each written exam and each practical skill exam in order to complete the Core program. The exams are an overview of instruction taught during the Core schedule. All Core written and practical skill exams must be passed with a 70% in order to transition to the Clinic Classroom. If students are unable to pass each exam after two attempts, the student may be asked to withdraw from the program and re-enroll in the next available Core class start date. The Core practical skills evaluation must be completed within the school facility and cannot be taken through distance education.
3. **Final Exam 1:** This test is an overview of all related cosmetology subjects, i.e., anatomy, chemistry, etc. Final Exam 1 must be completed within the school facility and cannot be taken through distance education.
4. **Final Exam 2:** The written test covers an overview of all theory instruction, Pennsylvania State Law, and other items covered on the State Cosmetology exam. Final Exam 2 must be completed within the school facility and cannot be taken through distance education.

5. **Hourly practical worksheets:** Seven (7) practical hourly worksheets, students must receive 100% to meet practical graduation requirements. Practical Skills Tests must be completed within the school facility and cannot be taken through distance education.
6. **Adaptive and Creative Practical Exam** - Hands on evaluation.
7. **Clinic Practical Skill Assessments:** Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.
8. **Distance Education Assessments:** Students must complete a distance education written assessment and practical skill assessment. These are based on performance and must be completed on-campus each month. The distance education assessment will focus on the distance education subjects covered during that time period. Students must receive a grade of 70% or higher on each distance education written assessment and each practical assessment. Only students enrolled in the distance education program are required to complete these assessments.

INSTRUCTIONAL TECHNIQUES AND METHODS

Students in the 1250 hour cosmetology program are provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, distance education, and other related learning methods are used in the course.

In order to enroll in the hybrid program of study, the student must have the following hardware, software, and network requirements.

- Apple iPad (included in the student kit)
- Minimum 1.5 Mbps but 2 Mbps / To determine your Internet speed you can use a variety of Internet speed tests such as http://www.speedtest.net
- Milady Mind Tap and Notability (included in student books and supplies)
- Goggle Chrome
- Zoom and Goggle Classroom