

COSMETOLOGY

DIPLOMA PROGRAM

People licensed to perform services that involve the care of hair, nails, skin, and scalp are cosmetologists. Cosmetology is an art, a science, and a business. The Cosmetology program uses resources from Milady and Pivot Point curriculum to prepare students for careers in cosmetology. The program emphasizes the chemistry of hair; hairstyling techniques; cutting techniques; manicuring and pedicuring; skin care; decontamination and infection control; bacteriology; professional ethics; salon management; and perming, relaxing, and coloring techniques. Students gain experience working with clients in a job-simulated laboratory. The curriculum meets state licensing requirements of the Georgia State Board of Cosmetology.

ASSOCIATE DEGREE OPTION

Individuals who are graduates of, or eligible to graduate from, this diploma program and who meet general admission requirements for associate degree-level work may pursue an associate of applied science degree in Personal/Public Services by completing an additional 50 quarter credit hours of coursework. Interested students should see their advisors to obtain assistance in completing processes associated with readmission and/or change of major.

COSMETIC ESTHETICIAN TECHNICAL CERTIFICATE

The Cosmetic Esthetician program is designed to offer esthetics training for entry-level students. Students who complete the program are prepared to sit for the Esthetics licensure examination given by the Georgia State Board of Cosmetology. Graduates will qualify to work in a variety of settings such as beauty salons, spas, health clubs, and cosmetic stores, as well as in plastic surgeons' and dermatologist' offices.

CAREER OPPORTUNITIES

Graduates qualify to become salon managers or owners; platform artists; sales representatives for cosmetic companies; or manicurists, stylists, or estheticians in salons.

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students

and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Program kits (\$600 for the Cosmetology program, \$200 for the Esthetician program, and \$100 for the Shampoo Technician program)
- Program supply fee (Varies – see course descriptions for exact costs)
- State Board Exam (\$89 for the Cosmetology and Esthetician programs)
- State Board License Application (\$30 for the Cosmetology and Esthetician programs)
- Textbooks (Approximately \$300 for the Cosmetology program, \$250 for the Esthetician program, and \$250 for the Shampooing Technician program)
- Uniforms (Approximately \$100 for the Cosmetology program and \$50 for the Esthetician and Shampooing Technician programs)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*); and
- c. Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*).

Students gain admission to Cosmetology during Winter and Summer Quarters on the Athens Campus and during Spring Quarter on the Elbert County Campus and Greene County Campus. Students attending classes at the Walton County Campus gain admission during Fall Quarter. Students who declare Cosmetology as their program of study gain admission on a first come, first served basis upon completion of their general core courses.

COSMETOLOGY CURRICULUM OUTLINE
Diploma Program (Major Code: CSO2)
Credit Required for Graduation: 82 quarter credit hours

			Credits
General Core			13
EMP	1000	Interpersonal Relations and Professional Development	3
ENG	1010	Fundamentals of English I	5
MAT	1012	Foundations of Mathematics	5
Occupational Core			22
COS	100	Introduction to Cosmetology Theory	5
COS	101	Introduction to Permanent Waving and Relaxing	4
COS	103	Introduction to Skin, Scalp, and Hair	3
COS	105	Introduction to Shampooing and Styling	4
COS	106	Introduction to Haircutting	3
SCT	100	Introduction to Microcomputers	3
Occupational Major			47
COS	107	Advanced Haircutting	2
COS	108	Permanent Waving and Relaxing	3
COS	109	Hair Color	6
COS	110	Skin, Scalp, and Hair	3
COS	111	Styling	3
COS	112	Manicuring and Pedicuring	3
COS	113	Practicum I	5
COS	114	Practicum II	8
COS	115	Practicum III	5
COS	116	Practicum IV	5
COS	117	Salon Management	4

COSMETIC ESTHETICIAN CURRICULUM OUTLINE
Technical Certificate of Credit (Major Code: CES1)
Credit Required for Completion: 48 quarter credit hours

			Credits
Technical Certificate			48
COS	117	Salon Management	4
EST	100	Introduction to Esthetics	5
EST	101	Anatomy and Physiology of Skin	5
EST	102	Skin Care Procedures	6
EST	103	Electricity and Facial Treatment	7
EST	104	Advanced Skin Care	5
EST	105	Color Theory and Makeup	4
EST	106	Esthetics Practicum I	6
EST	107	Esthetics Practicum II	6

SHAMPOO TECHNICIAN CURRICULUM OUTLINE
Technical Certificate of Credit (Major Code: SHT1)
Credit Required for Completion: 18 quarter credit hours

			Credits
Technical Certificate			18
COS	100	Introduction to Cosmetology Theory	5
COS	103	Introduction to Skin, Scalp, and Hair	3
COS	105	Introduction to Shampooing and Styling	4
COS	117	Salon Management	4
		Elective	3

COSMETOLOGY

Department Code: COS

COS 100

Introduction to Cosmetology Theory (5-0-5)

Banner Title: Intro to Cosmetology Theory

This course introduces students to the fundamental theory and practices of the cosmetology profession. Instructors emphasize professional practices and safety. Topics include state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act (HDSA) compliance; and anatomy and physiology.

Prerequisite: Permissions of department
Offered Summer and Winter terms on the Athens campus

Offered Spring term on the Elbert campus

Offered Spring term on the Greene campus

Offered Fall term on the Walton campus

COS 101

Introduction to Permanent Waving and Relaxing (3-2-4)

Banner Title: Intro to Perm Waving/Relaxing

This course introduces students to the chemistry and chemical reactions of permanent wave solutions and relaxers. Topics include permanent wave and chemical relaxer techniques, chemistry, physical and chemical change, safety procedures, permanent wave and chemical relaxer application procedures on manikins, hair analysis, and scalp analysis. Students must pay a \$15 supply fee when registering for this course.

Prerequisite/Corequisite: COS 100
Offered Summer and Winter terms on the Athens campus

Offered Spring term on the Elbert campus

Offered Spring term on the Greene campus

Offered Fall term on the Walton campus

COS 103

Introduction to Skin, Scalp, and Hair (2-2-3)

Banner Title: Intro to Skin, Scalp, and Hair

This course introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair.

Topics covered in the course include basic corrective hair and scalp treatments, plain facials, products and supplies, diseases and disorders, and safety precautions.

Prerequisite/Corequisite: COS 100

Offered Summer and Winter terms on the Athens campus

Offered Spring term on the Elbert campus and on the Greene campus

Offered Fall term on the Walton campus

COS 105

Introduction to Shampooing and Styling (2-4-4)

Banner Title: Intro to Shampooing/Styling

Instructors introduce students to the fundamental theory and skills required to shampoo and create shapings, pincurls, fingerwaves, roller placement, and comb-outs. Laboratory training includes styling training to total 20 hours on mannequins and 25 hours on live models without compensation. Topics covered in the course include braiding and intertwining hair, shampoo chemistry and procedures, styling principles, pincurls, roller placement, fingerwaves, comb-out techniques, skip-waves, ridgecurls, and safety precautions.

Prerequisite/Corequisite: COS 100

Offered Summer and Winter terms on the Athens campus

Offered Spring term on the Elbert campus and on the Greene campus

Offered Fall term on the Walton campus

COS 106

Introduction to Haircutting (2-2-3)

Banner Title: Intro to Haircutting

Students obtain the theory and skills necessary to apply haircutting techniques. Instructors stress the safe use of haircutting implements. Topics covered in the course include haircutting terminology, safety, decontamination and precautions, cutting implements, and haircutting techniques.

Prerequisite/Corequisite: COS 100

Offered Summer and Winter terms on the Athens campus

Offered Spring term on the Elbert campus and on the Greene campus

Offered Fall term on the Walton campus

COS 107

Advanced Haircutting (0-5-2)

Banner Title: Advanced Haircutting

This course continues the theory and application of haircutting techniques. Topics covered in the course include client consultation; head, hair, and body analy-

sis; style cutting; haircutting techniques; and client consultation/head/hair/body analysis.

Prerequisite: COS 106

Offered Winter and Summer terms on the Athens campus

Offered Fall term on the Elbert campus and Greene campus

Offered Spring term on the Walton campus

COS 108

Permanent Waving and Relaxing (2-2-3)

Banner Title: Permanent Waving/Relaxing

This course presents precautions and difficulties involved in applying permanent waves and relaxers. It includes the application of permanent waves and relaxers on live models. Topics include timed permanent wave and relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

Prerequisite/Corequisite: COS 106

Offered Fall and Spring terms on the Athens campus

Offered Summer term on the Elbert campus and on the Greene campus

Offered Winter term on the Walton campus

COS 109

Hair Color (4-4-6)

Banner Title: Hair Color

This course presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include basic color concepts, law of color, hair structure and color, classifications of color, safety precautions, skin and hair reactions, levels of color, consultation, communication and record and release forms, product knowledge, formulations, chemistry, application procedures, lighteners, toners, special problems in hair color and corrective coloring, terminology review, and lash and brow tints. Students must pay a \$20 supply fee when registering for this course.

Prerequisites/Corequisites: COS 100,

COS 101, COS 103, COS 105,

COS 106, COS 108

Offered Fall and Spring terms on the Athens campus

Offered Summer term on the Elbert campus and on the Greene campus

Offered Winter term on the Walton campus

COS 110
Skin, Scalp, and Hair (2-2-3)

Banner Title: Skin, Scalp, and Hair
Instruction focuses on the application of techniques and theory in the treatment of the skin, scalp, and hair. Course content places emphasis on work with live models. Topics include implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, safety precautions, treatment theory, and electricity and light therapy.

Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109

Offered Fall and Spring terms on the Athens campus

Offered Summer term on the Elbert campus and on the Greene campus

Offered Winter term on the Walton campus

COS 111
Styling (1-4-3)

Banner Title: Styling
This course continues the theory and application of hairstyling and introduces thermal techniques. Topics include blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109, COS 110

Offered Fall and Spring terms on the Athens campus

Offered Summer term on the Elbert campus and on the Greene campus

Offered Winter term on the Walton campus

COS 112
Manicuring and Pedicuring (2-2-3)

Banner Title: Manicuring and Pedicuring
Students obtain manicuring and pedicuring experience on live models. Topics include implements, products, and supplies; hand and foot anatomy; diseases and disorders; manicure techniques; pedicure techniques; nail product chemistry; safety precautions; and advanced salon nail techniques.

Prerequisites/Corequisites: COS 100, COS 101, COS 103, COS 105, COS 106, COS 108, COS 109, COS 110, COS 111

Offered Fall and Spring terms on the Athens campus

Offered Summer term on the Elbert campus and on the Greene campus

Offered Winter term on the Walton campus

COS 113
Practicum I (0-12-4)

Banner Title: Practicum I
This course provides the laboratory experience students need to develop the skill levels required to be competent cosmetologists. The Georgia State Board of Cosmetology prescribes the allocation of time to the various phases of cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure, pedicure, and advanced nail techniques; reception; safety precautions and decontamination; and Hazardous Duty Standards Act compliance.

Prerequisites/Corequisites: COS 108, COS 109, COS 110, COS 111, COS 112

Offered Summer and Winter terms on the Athens campus

Offered Fall term on the Elbert campus and on the Greene campus

Offered Spring term on the Walton campus

COS 114
Practicum II (4-12-8)

Banner Title: Practicum II
This course provides the laboratory experiences students need in order to develop the skill levels required to be competent cosmetologists. The Georgia State Board of Cosmetology prescribes the allocation of time to the various phases of cosmetology. This course includes a portion of the hours required for licensure. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure, pedicure, and advanced nail techniques; reception; manicure, pedicure, and advanced nail techniques; advanced styling and shaping; industry concepts; and surviving in the salon (transitioning from class to employment). Students must pay a \$30 supply fee when registering for this course.

Prerequisite/Corequisite: COS 107, COS 113

Offered Summer and Winter terms on the Athens campus

Offered Fall term on the Elbert campus and on the Greene campus

Offered Spring term on the Walton campus

COS 115
Practicum III (1-12-5)

Banner Title: Practicum III
This course provides experience necessary for professional development and comple-

tion of requirements for state licensure. Course content emphasizes the display of professional conduct and positive attitudes. Students enrolled in this course satisfy the appropriate number of applications needed to complete state board service credit requirements. Students practice in a laboratory setting. Topics covered in the course include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatment; haircutting; styling; dispensary; manicure, pedicure, and advanced nail techniques; reception; safety precautions and decontamination; and Hazardous Duty Standards Act compliance.

Prerequisites/Corequisites: COS 113, COS 114

Offered Fall and Spring terms on the Athens campus

Offered Winter term on the Elbert campus and on the Greene campus

Offered Summer term on the Walton campus

COS 116
Practicum IV (1-12-5)

Banner Title: Practicum IV
This practicum course provides experience necessary for professional development and completion of requirements for state licensure. Course content places emphasis on the display of professional conduct and positive attitudes. Students enrolled in this course satisfy the appropriate number of applications needed to complete state board service credit requirements. Students practice in a laboratory setting. Topics include permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure, pedicure, and advanced nail techniques; reception; safety precautions and decontamination; Hazardous Duty Standards Act compliance; and state licensure preparation. Students must pay a \$30 supply fee when registering for this course.

Prerequisites/Corequisite: COS 115
Offered Fall and Spring terms on the Athens campus

Offered Winter term on the Elbert campus and on the Greene campus

Offered Summer term on the Walton campus

COS 117
Salon Management (3-2-4)

Banner Title: Salon Management
Students study the steps involved in opening and operating a privately owned salon. Topics include planning a salon, managing a business, retailing, public relations,

sales skills, career development, and client retention.

Prerequisite: COS 100

Offered Fall and Spring terms on the Athens campus

Offered Winter term on the Elbert campus

EMPLOYABILITY SKILLS

Department Code: EMP

EMP 1000

Interpersonal Relations and Professional Development (3-0-3)

Banner Title: Interpersonal Relations

Students study human relations and professional development in today's changing world in order to prepare themselves for living and working in a complex society. Topics include human relations skills, job acquisition skills and communications, job retention skills, job advancement skills, and professional image skills.

Prerequisite: Provisional admission

Offered quarterly

ENGLISH

Department Code: ENG

ENG 1010

Fundamentals of English I (5-0-5)

Banner Title: Fundamentals of English I

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

Prerequisites: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ESTHETICIAN

Department Code: EST

EST 100

Introduction to Esthetics (4-2-5)

Banner Title: Introduction to Esthetics

This course introduces the fundamental theory and practices of the esthetic profession. Topics include professional image, history of skin care and use of cosmetics, bacteriology, sterilization and sanitation, state board rules and regulations, chemistry and ingredients, product analysis, and the Hazardous Duty Standards Act.

Prerequisites: Program admission

Offered Fall term

EST 101

Anatomy and Physiology of the Skin (5-0-5)

Banner Title: Anatomy/Physiology of Skin

This course introduces anatomy and physiology, disorders of the skin, and nutrition and health of the skin. Topics include cells, tissues, organs, all systems of the body, structure of the skin, disorders of the skin, and nutrition.

Corequisites: EST 100

Offered Fall term

EST 102

Skin Care Procedures (1-6-6)

Banner Title: Skin Care Procedures

This course introduces the theory, procedures, and products used in the care of the skin. Topics include client consultation, client preparation, cleansing the skin, techniques for professional massage, mask therapy, facial treatments without the aid of machines and body treatments, aromatherapy, reflexology, safety procedures, airborne pathogens, and OSHA updates. Students must pay a \$20 supply fee when registering for this course.

Prerequisites/Corequisites: EST 100,

EST 101, EST 103

Offered Winter term

EST 103

Electricity and Facial Treatments with the Aid of Machines (2-6-7)

Banner Title: Electricity/Facial Treatments

This course provides instruction on application techniques and theory in the treatment of the skin. Topics include skin analysis equipment, basic skin care products, electricity and light therapy, facial treatments using machines, men's skin care products, mechanical versus chemical exfoliations, microdermabrasion, advanced product types, and safety procedures.

Prerequisites/Corequisites: EST 100,

EST 101, EST 102

Offered Winter term

EST 104

Advanced Skin Care (1-2-5)

Banner Title: Advanced Skin Care

This course provides knowledge of advanced topics and techniques used in salons. Topics include intrinsic aging, analysis of sensitive skin, treatment for hyperpigmentation, causes of acne, methods of holistic therapy, joining a medical team, and preoperative and postoperative care. Students must pay a \$30 supply fee when registering for this course.

Prerequisites/Corequisites: EST 100,

EST 101, EST 102, EST 103, EST 105

Offered Spring term

EST 105

Color Theory and Makeup (1-2-4)

Banner Title: Color Theory/Makeup

This course provides instruction on and application of techniques and theory in the treatment of the skin. Topics include morphology of hair, hair removal, sanitation, eyebrow shaping, waxing, ingrown hair service, color theory, face proportions and shape, choosing and using makeup products, makeup tools, basic makeup application, camouflage therapy, and medical application.

Prerequisites/Corequisites: EST 100,

EST 101, EST 102, EST 103, EST 104

Offered Spring term

EST 106

Practicum I (0-18-6)

Banner Title: Practicum I

This course provides laboratory experience necessary for the development of skill levels to be a competent esthetician. The allocation of time to the various phases of esthetics is prescribed by the Board of Cosmetology. This course includes a portion of the hours for licensure. Topics include body treatments, aromatherapy, reflexology, facials, and hair removal. Students must pay a \$30 supply fee when registering for this course.

Prerequisites/Corequisites: EST 100,

EST 101, EST 102, EST 103, EST

104, EST 105, EST 107

Offered Summer term

EST 107

Practicum II (0-18-6)

Banner Title: Practicum II

This course provides experience for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of conduct and positive attitudes. The requirements for this course will be met in a laboratory setting. Topics include body treatments, reflexology, facials, makeup, and hair removal. Students must pay a \$30 supply fee when registering for this course.

Prerequisites/Corequisites: EST 100,

EST 101, EST 102, EST 103, EST

104,

EST 105, EST 106

Offered Summer term

MATHEMATICS

Department Code: MAT

MAT 1012

Foundations of Mathematics (5-0-5)

Banner Title: Foundations of Mathematics

This course emphasizes the mathematical

skills that can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratios and proportions, measurement and conversions, formula manipulation, technical applications, and basic statistics.

Prerequisite: MAT 097 with a grade of C or better or placement by diagnostic testing*

Offered quarterly

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100

Introduction to

Microcomputers

(1-4-3)

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly