ABC Adult School
Cosmetology Instructional Plan
2025 - 2026

Revised 8/7/2025

MISSION STATEMENT:

The Mission of ABC Adult School is to provide quality education to our diverse community with meaningful opportunities for success in career, academic, and personal goals.

1. PROGRAM/COURSE IDENTIFICATION

- **Program Title:** Cosmetology
- **Program Length/Duration:** 1000 hours
- **Target Audience:** Individuals seeking to obtain a state cosmetology license and pursue entry-level positions in salons, spas, or related beauty industry careers.
- **Prerequisites:** High school diploma/HSE
- **Funding Model:** This is a fee-based course, with any other expenses funded through the general Adult School budget.
- **Class Content Breakdown:**
  - Skin Care and Services
  - Nail Care and Services
  - Hair Cutting and Styling Services
  - Chemical Hair Services
  - Business Skills

2. PROGRAM GOALS AND LEARNING OBJECTIVES

Overall Program Objective: The curriculum comprises 1,000 clock hours, divided into five modules. The program encompasses all aspects of cosmetology, adhering to guidelines established by the State Board. The cosmetology program employs a comprehensive process that combines lectures and practical demonstrations of methods and techniques to prepare students for the California State Board of Barbering and Cosmetology licensing exam. Comprehension and hands-on practical procedures as they relate to Cosmetology, these five modules include an overview of Skin, Nails, Hair Services, and Business Skills. Students acquire knowledge and skills in basic techniques and safe methods for using chemicals, as well as understanding the chemistry of products, while adhering to all safety precautions, infection control protocols, and client protection measures. Students work on mannequins and live models to develop practical experience utilizing safe practices in a salon setting. The course is designed to train students in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain their license, and explore opportunities for gainful employment in the field of cosmetology or related career fields.

Terminal Performance Objectives (TPOs): Upon successful completion of this program, students will be able to:

A. Regulatory Compliance & Professional Responsibility:
   ○ Understand and comply with all California state board licensing requirements, rules, and regulations governing the beauty industry, including knowing appropriate contacts for official inquiries.
   ○ Explain and adhere to legal, ethical, and financial responsibilities within the beauty industry, ensuring practices are within the professional scope of practice and compliant with all applicable laws.

B. Effective Communication & Client Relations:
   ● Apply various communication skills (verbal, non-verbal, listening) and soft skills, including people skills and critical thinking, essential for success in personal service career pathways within the beauty industry.
   ● Demonstrate key concepts and principles for designing, performing, and adapting client services and treatment plans with professionalism, ethical conduct, and thorough consultation.

C. Health, Safety & Infection Control:
   ● Explain and implement federal, state, and local health and safety regulations, including OSHA standards and comprehensive infection control practices, to protect both clients and professionals.

D. Industry Trends & Continuous Professional Development:
   ● Recognize the importance of continuous education and training to stay current with new trends, technologies, product developments, and services, evaluating their potential benefits and costs for professional success.

E. Advanced Client Assessment & Treatment Planning:
   ● Analyze client needs, abilities, purposes, and challenges to effectively select and recommend appropriate tools, products, and at-home protocols for achieving desired service and treatment goals.
   ● Synthesize, assess, re-evaluate, and modify client treatment protocols and service plans to ensure optimal outcomes and adapt to changing client needs or achievements.

F. Business Management & Leadership:
   ● Employ effective leadership and business management practices, including cultural proficiencies, ethical conduct, and staff training, to foster success within beauty industry careers.
   ● Differentiate various business ownership models, analyze their advantages and disadvantages, and understand key components of a sound business plan for successful operation and management.

G. Equipment, Supply & Product Evaluation:
   ● Evaluate and select appropriate equipment, supplies, and products from various distributors and manufacturers, considering quality, safety, and regulatory compliance, to enhance services and treatment plans.

H. Technology Proficiency:
   ● **Platform Access:** Students access Canvas, email accounts, and any key applications/software (e.g., Microsoft Office, Google Workspace).

3. INSTRUCTIONAL STRATEGIES AND DELIVERY METHODS

Instructional Approach: A blend of theoretical instruction, practical hands-on training in a simulated salon environment, interactive demonstrations, and guided practice.

Teaching Methods:
- **Direct Instruction:** For foundational knowledge in anatomy, chemistry, state board laws, and safety protocols.
- **Demonstrations:** Live demonstrations of hair, nail, and skin care techniques by instructors, followed by student practice.
- **Guided Practice:** Supervised practical application on mannequins and live models/clients in the school salon.
- **Problem-Based Learning:** Case studies involving client challenges, ethical dilemmas, and salon management scenarios.
- **Role-Playing:** Simulations of client consultations, sales interactions, and conflict resolution.
- **Technology Integration:** Use of online learning platforms for theory, digital client record systems, and visual aids for technique demonstration.
- **Differentiation and Support:** Instructors will provide individualized feedback during practical sessions, offer varied learning materials, and adapt instruction to meet diverse learning needs, including those of English Language Learners and students with disabilities.
- **Initial Technology Orientation:** A comprehensive initial orientation will guide students through login processes, classroom technology components, platform access (LMS, email, key applications), and basic digital citizenship, reinforced with hands-on tasks.
- **Materials/Tools Checklist for Orientation:** Student login credentials, working computers/devices, projector/screen for demonstration, internet access, access to LMS, Google Workspace, or other platforms.

4. INDUSTRY ALIGNMENT AND PROGRAM EVALUATION

Occupational Advisory Committee (OAC) Review: The program outline undergoes an annual evaluation by the Occupational Advisory Committee. This committee, comprising experienced cosmetologists, salon owners/managers, beauty industry educators, and program alumni, meets annually to:

Review program objectives and curriculum content to ensure alignment with current industry trends, techniques, and employer needs.
- Provide recommendations on instructional materials, products, equipment, and technology to reflect contemporary salon and spa practices.
- Assess the appropriateness of instructional methods and student evaluation criteria, particularly for practical skills.
- Ensure the program effectively prepares students with the essential technical skills, professional attitudes, and business acumen required for success in the cosmetology field.

Student Outcome Data Review: Annual review of student achievement data, including state board examination pass rates, completion rates, employment rates in relevant beauty industry fields, and feedback from employers. This data is critical for identifying areas for program improvement and ensuring continuous quality enhancement in alignment with COE standards.