

# ARKANSAS COLLEGE OF BARBERING & HAIR DESIGN



**Barber/Hair Design Program and Teacher, Manager, Instructor Program (TMI)** are licensed and governed by the Arkansas State Board of Barber Examiners

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## **Program Title: Barber/Hair Design**

Arkansas Technical School and Arkansas College of Barbering & Hair Design students receive competency based practical instruction. This method allows individuals to progress at their own practical ability with theory on a scheduled basis

**Program Description:** The 1500-hour Barber/Hair Design program consist of training in such topics as haircutting, styling, perming, men's shaving, men's clipper cutting, straightening, coloring, and scalp treatments. The primary purpose of the program is to train students in both theory and practical skills which will prepare them for state and enhance their employment opportunities into entry level positions within the industry.

The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operations. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and encourages self-reliance, readiness to assist others, in an ethical approach to this profession, as well as business and legal aspects of salon operations.

### **COURSE CONTENT/UNITS (1500 Clock Hours):**

- Shampooing 70 Hours
- Skin 10 Hours
- Hair 10 Hours
- Facials 45 Hours
- Electricity 10 Hours
- Chemistry 10 Hours
- Scalp Treatments 35 Hours
- Hair Coloring 130 Hours
- Permanent Waving/Chemicals 265 Hours
- Hair Styling 225 Hours Sanitation
- 40 Hours Haircutting 300 Hours
- Law 20 Hours
- Salesmanship 15 Hours
- Management/Job Marketing/Career Path 10 Hours
- History of Barbering 10 Hours
- Shaving/Shaping 45 Hours
- Anatomy/Physiology 15 Hours
- Honing/Stropping 15 Hours
- Personal hygiene/professional ethics 10 Hours
- Equipment Care 10 Hours
- Hairpieces 50 Hours
- Shaving/Hair Removal 150 Hours

### **Program Goals:**

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of barbering.
2. To prepare students to successfully pass the state board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed barber.
4. To perform in barber related occupations.
5. To develop an awareness of their professional responsibilities to both the clients and employer / employee relationships and effective communication skills.

### **Program Format:** (Instructional Techniques and Methods)

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio-visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

### **Required Level of Academic Achievement for Graduation**

All students are required to maintain complete 1500 program clock hours, maintain at least a 75% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

### **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: proper draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points.) Our grading scale will then explain the letter grade.

### **GRADING SYSTEM**

Grade requirements: Students receive numerical grades in their theory and practical phases. A grade average of:

- 95 - 100 Excellent
- 85 – 94 Good
- 75 – 84 Satisfactory
- 74– Below -Failing

Those students who fall below an average of 75% in theory or practical will be placed on classroom probation (not to be confused with SAP probation) Classroom probation prohibits extracurricular activity and reward program participation until student returns to satisfactory grade standing. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

### **TEXTBOOKS**

1. Milady's Standard of Barbering
2. Theory and Practical Workbooks

## **Program Title: Teacher, Manager, Instructor Training (TMI)**

### **Program Description:**

The 600-clock hour Teacher, Manager, Instructor Training program consist of training in the following:

### **GENERAL COURSE INFORMATION**

- Course Description: Prerequisite for this course is an Arkansas Barber/Hair Design license in This course is designed as an overview of the skills and knowledge necessary for the instruction of cosmetology students.
- Course Learning outcomes: Learning outcomes/objectives are determined by local occupational needs and business/industry trends.  
Specific goals/objectives of this course are to:
- The student will develop an understanding of the rules and regulations of Arkansas Technical School and/or Arkansas College of Barbering & Hair Design and the State of Arkansas.
- The student will demonstrate on understanding of teaching methodologies.
- The student will exhibit an understanding of teaching of lesson plan development.

### **COURSE COMPETENCIES**

Upon successful completion of this course, the student will:

- Possess knowledge of the rules and regulations of Arkansas Technical School and/or Arkansas College of Barbering and Hair Design: institutional and the state.
- Demonstrate teaching methodologies.
- Identify major points in lesson plan development

### **ACADEMIC INTEGRITY**

It is the aim of the Arkansas Technical School and Arkansas College of Barbering and Hair Design to foster a spirit of complete honesty and high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the ATS/ACBHD Catalog policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in college catalog). At times, working with other students is encouraged for some assignments. If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR.

### **VERIFICATION OF WORKPLACE COMPETENCIES**

Successful completion of this course permits qualified students to enroll for specifically restricted skill courses that can lead to Arkansas Teacher Training Licensure. Students who do not meet criteria for restricted enrollment will be counseled regarding their workplace competencies and career goals/objectives.

### **SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS**

Textbooks

1. Milady's Master Educator
2. Milady' Master Educator Exam Review Book
3. Cosmetology Statues General Rules and Regulations
4. Milady's Master Educator Student Course Book
5. Guidelines for the Arkansas State Board of Barber Examiners State Licensure Exam

### **ATTENDANCE POLICY**

Punctual and regular attendance is required of all students. There are no excused absences. Unexcused tardiness and absences will not be tolerated. Instructors will monitor students' clock hours and students who have less than a 67% attendance will be placed on probation." A Student Advising form" will be executed and placed in the student's folder. (Probation is a written warning signed by the student and appropriate faculty noting that failure to maintain hours will result in the student's administrative withdrawal from the program).

### **ASSIGNMENT POLICY**

All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is **due on the class period assigned**. Late work is generally not acceptable; however special consideration is subject to instructor discretion whether or not the work is acceptable. Weekly assignment schedule will be posted on classroom bulletin board.

### **GRADING POLICY/PROCEDURE AND/OR METHODS OF EVALUATION**

Arkansas Technical School and Arkansas College of Barbering and Hair Design requires a minimum grade of 75 therefore, this course requires the same. An overall grade below 75 is considered a failing grade and failure of the course.

Grade requirements: Students receive numerical grades in their theory and practical phases. A grade average of:

- 95 - 100 Excellent
- 85 – 94 Good
- 75 – 84 Satisfactory
- 74– Below -Failing

### **SPECIAL REQUIREMENTS—SAFETY POLICY**

Students should adhere to safety standards established in the school handbook. Students enrolled in all training programs must follow all safe practices practical work areas.

### **COURSE OUTLINE**

Students will demonstrate competencies in the following tasks:

- Understanding of the rules and regulations of Arkansas Technical School and Arkansas College of Barbering & Hair Design
- Understanding of teaching methodologies
- Understanding of lesson plan development

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**HOURS/SUBJECT/UNIT**

**50 ORIENTATION:** School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; School Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment

**250 METHODS OF TEACHING AND CLINIC MANAGEMENT:** Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review

**100 STUDENT SALON/CLINIC MANAGEMENT:** Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements

**200 INSTRUCTION AND THEORY:** Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/ Measurement Instruments; Academic Advising

**600 Total Hours**