



CSME 2441 Preparation for State Licensing Examination

Course Syllabus: Spring 2025

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
Hours	2:00 – 3:00pm	2:00 – 3:00pm	2:00 – 3:00pm	2:00 – 3:00pm		

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: Preparation for the state licensing examination.

Prerequisite(s): CSME 1401, 1405, 1410, 1453

Student Learning Outcomes: Review for the written state licensing exam; prepare for the practical state licensing exam; and practice safety and sanitation according to the laws and rules of the state.

Evaluation/Grading Policy:

Weighted Grade Categories:	%
Weekly Assignment Sheets (Attendance/Participation)	40%
CIMA Assignments, Chapter Tests (in BB), Practical Rubrics	50%
Final Exams	10%
Current Class Average	100%

Required Instructional Materials:

Publisher: Milady

ISBN Number: 978-0-357-99381-1

Milady Standard Cosmetology Text, Exam Prep w/ CIMA Access

Marianna Cosmetology Kit – purchased from NTCC Bookstore

Uniform: Black Uniform Jacket (purchased from NTCC bookstore)

TDLR Law & Rule Book (Sent to students from TDLR)

PSI Candidate Information Bulletin (available in blackboard)

Northeast Texas Community College Student Handbook (available on NTCC’s website, www.ntcc.edu)

Optional Instructional Materials:

Students must purchase a ‘tool kit’ which has been reserved for purchase in the NTCC Bookstore. This kit contains necessary tools and items which will be used in the course of training for all semesters. Some items will need to be replaced as they become broken or depleted. There is also a school ‘supply’ list of miscellaneous items which is

distributed to students by the first class week.

Usual school supplies such as binder, filler paper, pens, pencils, highlighters, permanent markers, and a small inexpensive calendar will necessary purchases for the student. A complete list of school supplies is in the student handbook.

Minimum Technology Requirements:

Must be able to navigate/have access to a computer and internet, student may utilize the college computers and internet during college hours but outside of class time.

Required Computer Literacy Skills:

Must be able to log-in to their student email for communication, understand and use CIMA for hours and grades, and use blackboard for testing and submitting reviews weekly. Student may be required to save materials to their OneDrive account or a flash drive for use during classes.

NTCC Course Information:

- **Face-to-face** classes will have limited numbers of students allowed in each classroom to maintain social distancing.
- **Fully online classes** will be delivered using NTCC's traditional online format through the Blackboard Learning Management System.
- **Live Remote classes** will connect the instructor and the student in a virtual classroom where the student will
- Receive live instruction and be able to interact directly with the faculty member during the course's class time.
- **Hybrid classes** will have a combination of an on-campus face-to-face component with additional material being delivered online.

Institutional/Course Policy:

Missed worksheet assignments cannot be made up, missed test(s) may be made up with instructor approval. It is up to the student to contact the instructor if they miss a test to request a makeup exam. Students must login to CIMA, do all required assignments, and accrue required hours of log in participation time (8 hours per week). All students will receive a Cosmetology Student Handbook, and must abide by the contents in order to remain in the class.

Other Course Policies:

The cosmetology course is designed to train individuals to be able to enter the field of hairdressing upon receiving their cosmetology license. For a student to be completely ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

If a student wishes to drop courses, it is the student's responsibility to drop themselves from the cosmetology program courses through the admissions office.

The cosmetology course is designed to train individuals to be able to enter the field of hair dressing upon receiving their cosmetology license, for a student to be completely ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

For this reason, a Student Stylist Handbook of Professional Integrity is issued to every student. The guidelines within require students to dress in a professional manner and behave in a professional manner.

Cell phones have become a part of our lives; *however*, we cannot let them take over our day. Vital information will not be heard if a student is using a cellphone during class. Cell phones should only be used during break, and are to be put away during class.

- Students must wear professional uniform as described in Career Information Day or in personal interview.
- Students must be professionally groomed when clocking in each day.
- Students must come to class with all the necessary materials, tools, and supplies as needed daily.
- Fighting between students, and/or inappropriate interaction between students/instructor is not allowed-students will be immediately dropped from this course if a student initiates or takes any part in a violent episode or behavior. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.
- A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world and is required during training in this course.

Failure to adhere to the course guidelines/Cosmetology Student Handbook will be just cause for discipline action such as: a verbal or written warning, a write up signed by instructors and the student(s) involved, or suspension from class for 3 days. After 3 write ups, a student can be removed from the program if necessary.

NTCC Cosmetology Attendance Guideline Chart

Percentage of Semester Missed	Absences (Number of Days Missed)	Resulting Action
10%	1 to 7 Days Missed	Allowable (In each semester)
20%	8 to 13 Days Missed	Write Up(s) and Plan of improvement with Instructors
30%	14 to 19+ Days Missed	Dismissal from Program

Video Recording of Course Activities: Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Cosmetology Program | Spring 2025 | Assignment Due Dates

CSME 2401 | Week 1 - 4

Week # Class Date	Chapter Coverage	Assignments Due	Due Date
Week 1: Jan 21 - 23	Ch. 16 – Haircolor (2-week chapter)		
Week 2: Jan 27 - 30	Ch. 16 - Haircolor	Ch. 16 Blackboard Test Ch. 16 CIMA Activities	Due Monday 2/3 @ 11:59pm
Week 3: Feb 3 - 6	Ch. 3 - Skin Structure & Growth	Ch. 3 Blackboard Test Ch. 3 CIMA Activities	Due Monday 2/10 @ 11:59pm
Week 4: Feb 10 - 13	Ch. 4 – Skin Diseases & Disorders	Ch. 4 Blackboard Test Ch. 4 CIMA Activities	Due Monday 2/17 @ 11:59pm

CSME 2410 | Week 5 - 8

Week # Class Date	Chapter Coverage	Assignments Due	Due Date
Week 5: Feb 17 - 20	Ch. 17 - Hair Removal	Ch. 17 Blackboard Test Ch. 17 CIMA Activities	Due Monday 2/24 @ 11:59pm
Week 6: Feb 24 - 27	Ch. 18 - Facials	Ch. 18 Blackboard Test Ch. 18 CIMA Activities	Due Monday 3/3 @ 11:59pm
Week 7: March 3 – 6	Ch. 19 – Makeup	Ch. 19 Blackboard Test Ch. 19 CIMA Activities	Due Monday 3/10 @ 11:59pm
Week 8: March 10 - 13	Ch. 5 – Nail Structure & Growth	Ch. 5 Blackboard Test Ch. 5 CIMA Activities	Due Monday 3/24 @ 11:59pm

*****Spring Break: March 17-20 (between week 8 & 9)*****

CSME 2439 | Week 9 – 12

Week # Class Date	Chapter Coverage	Assignments Due	Due Date
Week 9: March 24 - 27	Ch. 6 - Nail Diseases & Disorders	Ch. 6 Blackboard Test Ch. 6 CIMA Activities	Due Monday 3/31 @ 11:59pm
Week 10: Mar 31 – April 3	Ch. 20 - Manicuring	Ch. 20 Blackboard Test Ch. 20 CIMA Activities	Due Monday 4/7 @ 11:59pm
Week 11: April 7 - 10	Ch. 21 – Pedicuring	Ch. 21 Blackboard Test Ch. 21 CIMA Activities	Due Monday 4/14 @ 11:59pm
Week 12: April 14 - 17	Ch. 22 – Nail Extensions & Resin Systems	Ch. 22 Blackboard Test Ch. 22 CIMA Activities	Due Monday 4/21 @ 11:59pm

CSME 2441 | Week 13 – 16

ALL GRADES FINAL BY THURSDAY, MAY 8TH @ 11:59 PM

Week # Class Date	Chapter Coverage	Assignments Due	Due Date
Week 13: April 21 - 24	Ch. 23 – Liquid & Powder Nail Enhancements	Ch. 23 Blackboard Test Ch. 23 CIMA Activities	Due Monday 4/28 @ 11:59pm
Week 14: April 28 – May 1	Ch. 24 – Light Cured Gels	Ch. 24 Blackboard Test Ch. 24 CIMA Activities	Due Monday 5/2 @ 11:59pm
Week 15: May 5 - 8	Review Week		
Week 16: May 12 - 15	Finals Week		Graduation Sat 5/17 11am

- Extra Credit for each chapter is the chapter review found in blackboard (optional) All Extra Credit goes in as a test grade in the given course and can be done at any time during the semester.
- Any work submitted late is 10pts off, late work submitted once a course is complete is 20pts off.