**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title** - Preparation for the State Licensing Examination  
**Course Prefix and Number** – CSME 2441  
**Department** – Cosmetology  
**Division** – Vocational Science  
**Course Type:** (check one)  
☐ Academic General Education Course (from ACGM – but not in WCJC Core)  
☐ Academic WCJC Core Course  
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y☐ or N☒)

**Semester Credit Hours # : Lecture hours # : Lab/Other Hours #**  
4:2:8

**Equated Pay Hours for Course** – 6

**Course Catalog Description** – Preparation for the state licensing examination

**Prerequisites/Co-requisites** – Director Approval

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**Prepared by** Jacqueline Kuehn  
**Date** 07/28/2013

**Reviewed by Department Head** Jacqueline Kuehn  
**Date** 07/28/2013

**Accuracy Verified by Division Chair** Terry David Lynch  
**Date** 09/11/2013

**Approved by Dean or Vice President of Instruction** Lac  
**Date** 10-23-13
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction) TDLR Exam information, uniforms, reasons for failing and TDLR Rules and Regulations. Chapter reviews for exam.

II. Course Learning Outcomes

<table>
<thead>
<tr>
<th>Course Learning Outcomes</th>
<th>Methods of Assessment</th>
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<tr>
<td>Upon success completion of this course, the student will:</td>
<td></td>
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<tr>
<td>Demonstrate the skills and knowledge required for completion of the state licensing examination.</td>
<td>Written Tests Practical assignments</td>
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</tbody>
</table>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.
Milady Standard Text book of cosmetology

IV. Suggested Course Maximum - 25

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.
Standing for several hours at a time, Use of hands and arms must not be limited. Cosmetology Lab

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course
The Cosmetology Department uses the following grading scale: A 100-93, B 92-85, C 84-75, 74 and below Failing. Attendance 40%, Written Work 20%, Exams 40%

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Checklist, including the following:
   • Basic Intellectual Competencies
   • Perspectives
   • Exemplary Educational Objectives

☒ - WECM Courses
   If needed, revise the Program SCANS Matrix & Competencies Checklist.