English

# Barbering and Cosmetology

## Student Class Guide and Outline

🕓 **Class Time:** 3:00 p.m. – 8:00 p.m. (5 hours)

📍 **Format:** In-Person Class

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## 🎯 Class Objective

The purpose of this class is to support students in developing strong theoretical knowledge through guided study and evaluation.

This structure is designed to reinforce key topics required for success on the State Board examination and to prepare students for professional practice in the beauty industry.

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## 📃 General Rules

### 📌 RECOVERY CLASSES – IMPORTANT NOTE (STUDENTS)

Recovery classes are offered on designated Tuesdays for students who need to recover missed hours.

These classes are bilingual (Spanish & English) and combined for Barbering and Cosmetology students.
Students must follow the specific class structure outlined below.

### 👔 Dress Code Policy

Students must always follow the professional dress code.

Required Attire

- Professional black smock
- Solid black pants (no leggings or tights)
- Solid black closed-toe shoes
- Solid black sweater (if worn)

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## 🚫 Not Permitted

- Sleeveless shirts
- High-heeled shoes
- Shorts
- Excessively tight or loose clothing
- Hats, caps, beanies, or sunglasses
- Logos, colors, or patterns
- Dirty, wrinkled, torn, or stained clothing

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## 🧼 Personal Grooming & Professional Appearance

Students are required to maintain:

- Clean and professional appearance
- Neat hair (head and facial hair)
- Clean hands and appropriate manicure
- Proper personal hygiene

Professional appearance reflects responsibility and respect for the profession.

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## 💻 Thinkific Platform

All course-related information will be available on the Thinkific platform.
There you will find:

- 📅 The class calendar
- 📢 Important announcements
- 📝 Access to online exams (which must be completed during class)

⚠️ It is the student's responsibility to check Thinkific regularly for updates or official notices.

📎 https://cosmetica-apprenticeship.thinkific.com/users/sign_in

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## ✏️ Sign-In Requirement

- Students can complete their online Check-In up to 15 minutes before class begins using their smartphone.
- Once inside the classroom, students must sign the attendance sheet provided by the instructor.
- Both the online Check-In and the attendance sheet signature are required for attendance hours to be recorded correctly.
- At the end of class, students must complete their Check-Out when the instructor provides the code.
- Students who fail to complete the Check-In or Check-Out process will not receive hours for that class.

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## 📚 Materials to Bring

- 📗 Reading textbook (Milady or assigned)
- 📘 Completed workbook
- ✏️ Pencil and notebook for notes
- 📱 Personal phone or tablet with internet access

**It is mandatory to bring the assigned textbook to enter and remain in class. Students who do not have their textbook will not be allowed to stay in class and must return to the next class with their required materials.**

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## 🏫 Course Format

- All classes are held in person.
- Exams are taken online using the Thinkific platform on a personal phone or tablet.

Cosmetica
Cosmetology & Barbering Unilateral Apprenticeship Committee

# ⏱️ Class Breakdown

**3:00 p.m. – 3:15 p.m. (15 min)**

## 🗣️ Introduction

Welcome, announcements, and overview of the day:

- Students may complete digital Check-In between 2:45 p.m. and 3:15 p.m.
- Students arriving after 3:15 p.m. will only receive credit for the actual time attended.
- Signing the physical attendance sheet is mandatory.
- Attendance records are used to verify arrival time and validate attendance hours.

**3:15 p.m. – 4:30 p.m. (1 hour 15 min)**

## 🧠 Theory– First Language

Required Theory Materials:
• Milady Textbook (physical book)
• Reading and Discussion Using Milady Textbook
📝 *While one language group receives theory, the other group works independently in the workbook.*

**4:30 p.m. – 5:00 p.m. (30 min)**

## 🧪 Health & Safety Course

• Health & Safety Course (In-Class Instruction)
This instruction is provided in class and reinforced with approved online materials.🔗
https://www.barbercosmo.ca.gov/schools/healthsafety_course.shtml

📝 *Health & Safety is taught in the student's registered language.*

**5:00 p.m. – 5:15 p.m. (15 min)**

## ☕ Break

Short break to rest and refresh

**5:15 p.m. – 6:30 p.m. (1 hour 15 min)**

## 🧠 Theory – Second Language

- Milady chapter theory
- Instructor-led explanation
- Review and clarification

📝 *The opposite language group works in the workbook during this time.*

**6:30 p.m. – 7:00 p.m. (30 min)**

## 🧪 Health & Safety Course

Health & Safety Course (In-Class Instruction)
This instruction is provided in class and reinforced with approved online materials.📎
https://www.barbercosmo.ca.gov/schools/healthsafety_course.shtml

📝 *Health & Safety is taught in the student's registered language.*

**7:00 p.m. – 8:00 p.m. (1 hour)**

## 📝 Online Exam, Check-Out & Closing

The chapter exam, based on the revised theory, will be taken online through the Thinkific platform.
Important Instructions:

1. You must use your personal cell phone or tablet to complete the exam.
2. Ensure your device is charged and has a stable internet connection.
3. Exams must be taken during scheduled class time only.
   📎 **https://cosmetica-apprenticeship.thinkific.com/users/sign_in**

## 📃 Grading

- The exam will be graded out of 100 points.
- A passing grade is considered 75%.
- If your workbook is complete, you can earn 5 or 10 extra points.
- Final grade will not exceed 100 points.

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# 📝 Homework

⚠️ **Student work plan:** At the end of each class, tasks will be assigned to read the next chapter and complete the corresponding activities from the workbook at home. It is important to bring and turn in the workbook in the next class to receive the grade for that chapter.

- 📖 Read assigned chapter
- 🖊 Complete workbook exercises
- 📌 Prepare for next class
- 📗📘 Stay organized and ready!

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# ⏱ Timesheet

⚠️ Student Responsibility

- Students must submit their completed Daily Timesheet by the 15th of each month.

## 📧 Email Submission

- Send to: timesheets@cosmeticaedu.com

## 📪 In-Person Option

- Timesheets may also be submitted in person.

## 💻 Website Tutorial

- Access the download and tutorial section at the bottom of this page:

📎 https://www.ccbuac.org/training

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## 🤝 Student Responsibility

Students are responsible for following all policies outlined in this guide, including attendance, exams, dress code, grooming, and classroom rules.