

CURRICULUM: PROGRAM/COURSE OUTLINE GUIDELINES

A student is entitled to sufficient information regarding an intended program/course; therefore, an institution is obligated to provide a detailed program/course outline at the beginning of each program/course to ensure that a student clearly understands his or her obligations for successful completion of the program/course.

A program/course outline shall include a description of the program's theory instruction and development of related skills. The content of each unit of study or course shall be kept current with changing occupational requirements and shall contain the required information to prepare a student to function in the field of cosmetology, electrology, or massage. A program/course shall be designed to develop abilities in: desirable work habits and attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills.

This checklist has been prepared to assist schools in interpreting the NACCAS *Standards and Criteria* and to serve as a guide in preparing program/course outlines. Each program/course outline shall include the following items as a minimum:

1. Name of Program/Course
2. Description of Program/Course – A brief overview of the program/course content. Identify whether the program/course is measured in credits, clock hours, or competencies.
3. Instructional methods used to teach the program/course.
4. Program/Course Goals/Objectives – An outline of what the program/course hopes to accomplish.
5. Grading Procedures – Methods used to determine grades.
6. For Clock Hour or Competency-Based Programs: Content of Units of Instruction – A unit outline for the entire program that includes:
 - a. The units of instruction to be covered;
 - b. The number of hours devoted to each unit of instruction; and
 - c. The integration of theory and practical experience throughout the course.

Curriculum: Program/Course Outline Guidelines

For Credit Hour Programs:

- a. Brief description of the subject matter content of each course;
 - b. Number of credits for each course;
 - c. Any prerequisites for enrollment into a specific course.
7. Other pertinent characteristics such as, instructor names, text(s), reference materials and required levels of achievement.