

# **EDUCATORS** *of* **BEAUTY**

**COLLEGE OF COSMETOLOGY**

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## **VOCATIONAL COSMETOLOGY PROGRAM COURSE OUTLINE**

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# VOCATIONAL COSMETOLOGY PROGRAM

## COURSE OUTLINE

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## **DESCRIPTION OF COURSE:**

Teaching the skills and the knowledge of products for the purpose of the beautification of the hair, skin and nails. Also developing a business sense, people communication skills as well as customer service for this career so one can be financially successful.

## **COURSE GOALS:**

1. To develop skills of beautification of hair, skin and nails and develop the speed in doing these skills.
2. To develop knowledge in all chemicals and in all hair, skin and nail care products used in this trade.
3. To develop people skills for better communication, sales techniques and clientel building.
4. To teach the knowledge of operating a small business successfully through marketing and sales skills as well as general bookkeeping and business law knowledge.
5. To develop an attitude of success by emphasizing responsibility, personal appearance, personality development, critical thinking and self-esteem.

## **COURSE FORMAT: (Instructional techniques and methods)**

1. Lecture / Guest Speakers and Artists
2. Practical demonstrations
3. Audio-visual materials
4. Practical and theory worksheets
5. Illustrations
6. Written and practical evaluations
7. Final examination

## **EVALUATION PROCEDURES:**

1. Testing in both theory and practical skills
2. Examinations after each unit of the course
3. Final examination

## **GRADING SCALE:**

80% - 100%    Passing  
0 - 79%        Failing

## **REQUIRED LEVEL OF ACHIEVEMENT:**

All students are required to maintain at least an 80% grade point average in theory and practical work.

## **REFERENCES:**

1. Pivot Point Cosmetology Fundamentals Text / Study Guide (Sterling & LaSalle) and Exam Prep (LaSalle)
2. Pivot Point Sculpture, Design, Long Hair, Perm and Color Books
3. Trade Magazines
4. Redken, Matrix, Nioxin, Repechage, Pureology, Hempz, Grund, Rusk and Fantasea material

V. Beauty Care:

A. Draping

1. How to protect the client and his/her clothing
2. The various methods of draping
3. How to drape the client more intensely for a chemical service
4. The fire hazard to be aware of
5. The different capes
  - a. Plastic cape
  - b. Comb-out cape
  - c. Nylon hair sculpting capes

B. Shampooing & Rinsing & Conditioning/Treatments

1. Reasons for good hygienic care
2. Correct shampooing techniques
3. Variety of shampoos, their uses (general) and applications
4. Variety of rinses and conditioners with their uses and application
5. Shampooing being the first impression of you to your client

C. Product Knowledge/Hair

1. To teach future graduates the names, uses and benefits of these great professional products
2. To give them confidence in prescribing the CORRECT home care maintenance program

D. Skin and its Disorders:

1. The structure and composition of the skin
  - a. Characteristics of healthy skin
  - b. The epidermis (outer most layer)
  - c. The dermis (inner most layer)
2. The skin is nourished by
  - a. Blood
  - b. Lymph
3. Factors involved with skin colors
  - a. Skin types
    1. Fair
    2. Medium
    3. Dark
  - b. Blood supply to the skin
  - c. Melanin deposits
    1. In stratum layer
    2. In papillary layer
4. Factors involved with skin elasticity and texture
  - a. Pliability of skin
  - b. Aging process
  - c. Amount of adipose tissue found in dermis
5. Nerves found in the skin
  - a. Motor nerves
  - b. Sensory nerves
  - c. Secretory nerves
6. Glands contained in the skin
  - a. Sweat gland
  - B. Oil gland

## I. Beauty Care Cont.:

7. Functions of the skin
  - a. Protection
  - b. Sensation
  - c. Heat regulation
  - d. Excretion
  - e. Secretion
  - f. Absorption
8. Definitions of terms relating to skin disorders
  - a. Dermatology
  - b. Dermatologist
  - c. Pathology
  - d. Trichology
  - e. Etiology
  - f. Diagnosis
  - h. Prognosis
9. Types of lesions encountered in the salon
  - a. Primary lesions
  - b. Secondary lesions
10. Disorders of sebaceous glands
  - a. Comedones
  - b. Milia
  - c. Acne
  - d. Seborrhea
  - e. Asteatosis
  - f. Acne Rosacea
  - g. Steatoma
11. Disorders of Sudoriferous glands
  - a. Bromidrosis
  - b. Anhidrosis
  - c. Hyperhidrosis
  - d. Miliaria rubra
12. Skin disorders we can treat
  - a. Comedones (through cleansing)
  - b. Milia (through cleansing)
13. Skin disorders to recommend to physicians
  - a. Acne
  - b. Seborrhea/asteatosis
  - c. Bromidrosis/hyperhidrosis/anhidrosis
  - d. Dermatitis
  - e. Eczema
  - f. Psoriasis
  - g. Herpes Simplex
14. Skin pigmentations which aren't contagious
  - a. Tan
  - b. Lentigines
  - c. Stains
  - d. Chloasma
  - e. Naevus
  - f. Leucoderma
  - h. Vitiligo
  - i. Albinism

## **I. Beauty Care Cont.:**

15. Growth of the skin
  - a. Keratoma
  - b. Moles
  - c. Verruca
- E. Dispensary Training (Sterling & Rockford)
  1. Supply knowledge
  2. Sanitary practice
  3. Preparing chemicals
- F. Retailing
  1. Getting future graduates to realize that successful salon retailing is the other half of their profession
  2. Getting future graduates to realize that successful salon retailing is professional recommending
  3. Giving future graduates knowledge of displays and promotional ideas
- G. Facials/Massage / Product Knowledge of Skin
  1. The purpose of massage
  2. The manipulations and their benefits
  3. The physiological effects of massage
  4. Facial products and their use
- H. Make-up
  1. To teach future graduates the purpose of make-up
  2. To teach the concept of contour/highlighting
    - a. Recede
    - b. Stand out
  3. To teach professional make-up application
- I. Manicures/Pedicures/Artificial Nails
  1. To teach future graduates knowledge of manicuring and pedicuring
  2. To teach the structures of the nail
  3. To teach supplies, pre-service, application, post-service maintenance, removal, and repair of gel nails
- J. Nail Disorders
  1. The Nail Structure
  2. Nail disorders
  3. Nail diseases
- K. Long Hair Design (Sterling)
  1. The basic braiding techniques
  2. The range of creative braiding
  3. Long Hair Design such as Loops, Rolls, Knots, Twists & Overlaps
- L. Removing Unwanted Hair
  1. Sanitary rules
  2. Arching of eyebrows
  3. Application of wax
  4. Removal of wax
  5. Sanitation
- M. Scalp Massage: Scalp manipulations done on the scalp with a client before shampooing or chemical applications
- N. Professional Development (Sterling)

## **I. Beauty Care Cont.:**

### **O. Salon Ecology (Sterling)**

#### **A. Microbiology**

1. List various types and classifications of bacteria
2. Describe how bacteria grow and reproduce
3. Describe the relationship of bacteria to the spread of disease

#### **B. Infection Control**

1. Describe efforts to prevent the spread of disease and kill certain or all microbes
  - a. Sanitation
  - b. Disinfection
  - c. Sterilization
2. Infection control guidelines

#### **C. First Aid**

1. Safety Precaution

### **P. Trichology / Disorders of the Skin and Scalp**

- A. Explain purpose of hair
- B. Define what hair is
- C. Define the chief composition of hair
- D. Define the divisions of hair
- E. Discuss hair structure, growth & distribution
- F. Describe theories pertaining to life & replacement of the hair
- G. List causes of any changes in hair color
- H. Know how to analyze hair
- I. Define disorders of hair
- J. Define basic scalp care
- K. Know how to perform a scalp massage & when you can & cannot perform a scalp massage.
- L. Recognize scalp & hair disorders commonly seen & what you can & cannot treat

### **Q. Sanitations in the Classroom**

### **R. Building a Skin & Nail Clientel**

**CLOCK HOURS: 100 hours**

## **II. Texture**

### **A. Perming**

1. To teach the future graduate the way permanent waving was
2. The importance of scalp and hair evaluation
3. The chemical used and their reactions
  - a. Waving solution
  - b. Neutralizer
4. The proper size rods to use
5. The proper sectioning and blocking
6. How to take test curls
7. Safety rules and reminders
8. The importance of client profile cards
9. The correct perm procedures

## II. Texture Cont.:

10. The basic and modern wraps
    - a. 5 sections / 4 sections
    - b. 9 sections
    - c. Piggyback
    - d. Soft Rods
    - e. Spiral
    - f. Woven Bases
    - g. Rectangular Wrap
    - h. Contour
    - i. Alternating oblongs
    - j. Bricklay
  11. Product Knowledge of perms
- B. Chemical Relaxing
1. To teach the future graduate the precautions of a relaxer
  2. To teach how to apply a protective base
  3. To have knowledge of when to use thio, sodium or curl reforming
  4. To teach speed, knowledge and care
  5. To teach proper straightening techniques with a chemical
- C. Hair Pressing (Sterling)
1. The purpose served by pressing hair
  2. The products and equipment required
    - a. Pressing combs
    - b. Pressing oils
  3. The procedures involved
  4. The safety precautions that must be observed
  5. How to handle special problems that may occur
- D. Professional Development (LaSalle)
- E. Dispensary Training
1. Supply knowledge / Inventory Control
  2. Sanitary practice
  3. Preparing chemicals
- F. Sanitations in the Classroom
- G. Building a Texture Clientel
- H. Retailing a Perm/Relaxer care products
- CLOCK HOURS: 100 hours**