

## **COSMETOLOGY**

<b>12.54500</b>	<b>Salon Services Core I</b>	<b>1 CU</b>
<b>12.54600</b>	<b>Salon Services Core II</b>	<b>1 CU</b>
<b>12.54700</b>	<b>Advanced Styling Principles</b>	<b>.5 CU</b>
<b>12.54800</b>	<b>Haircutting</b>	<b>.5 CU</b>
<b>12.54900</b>	<b>Chemical Hair Processing</b>	<b>.5 CU</b>
<b>12.55100</b>	<b>Cosmetology Practicum I</b>	<b>.5 CU</b>
<b>12.55200</b>	<b>Cosmetology Practicum II</b>	<b>.5 CU</b>
<b>12.55300</b>	<b>Cosmetology Practicum III</b>	<b>.5 CU</b>
<b>12.55400</b>	<b>Salon Management</b>	<b>.5 CU</b>
<b>12.55500</b>	<b>Advanced Skin &amp; Nail Care</b>	<b>.5 CU</b>
<b>12.55600</b>	<b>Cosmetology Practicum IV</b>	<b>.5 CU</b>
<b>12.55700</b>	<b>Cosmetology Practicum V</b>	<b>.5 CU</b>
<b>12.55800</b>	<b>Cosmetology Practicum VI</b>	<b>.5 CU</b>

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The following individuals provided valuable service in the development of Georgia's competency-based curriculum framework for Cosmetology:

### Business Review Panel

Mrs. Martha Harris, Chair  
Ga. State Board of Cosmetology,  
Former Teacher & Salon Owner  
Eatonton, Georgia

Mrs. Kay Kendricks, Salon Owner &  
President of Georgia Cosmetology  
Association  
Thompson, Georgia

Mrs. Peggy Moon, Director  
Rater Training, NIC National  
Testing Program, Former Chair  
Of Ga. State Board of Cosmetology  
& Salon Owner  
Lavonia, Georgia

Mrs. Ollie Pendley, Former Salon  
Owner, HS Teacher, and Member of  
Ga. State Board of Cosmetology,  
Milady Standard Textbook of  
Cosmetology Consultant & Rater  
Trainer for NIC Testing  
Lithia Springs, Georgia

### Education Review Panel

Betty Coleman, Teacher  
Hepzibah High School  
Hephzibah, Georgia

Cathy Dewberry, Teacher  
Spencer High School  
Columbus, Georgia

Brenda Herring, Teacher  
Hart County High School  
Hartwell, Georgia

Janice Lloyd, Teacher  
Maxwell HS of Technology  
Lawrenceville, Georgia

Helen Martin, Teacher  
DeKalb HS of Tech, South  
Decatur, Georgia

Gail Conaway, Teacher  
West Central Tech College  
Carrollton, Georgia

Diane Molton, Teacher  
Central Ga. Tech College  
Macon, Georgia  
Macon, Georgia

Suzi Herbert, Consultant  
Dual Enrollment  
Georgia Department of Education and  
Department of Technical & Adult Education  
Atlanta, Georgia

Larry Roberson  
Program Coordinator  
DTAE  
Atlanta, Georgia

Sylvia Sims, Teacher  
DeKalb HS of Tech, North  
Dunwoody, Georgia

Ollie Harkleroad, Teacher  
Okefenokee Tech College  
Waycross, Georgia

Sonny Cannon, Program Specialist  
Trade & Industrial Education  
Georgia Department of Education  
Atlanta, Georgia

Judy Hulsey, Technical Consultant  
Georgia Department of Education  
Atlanta, Georgia

## **CORE EMPLOYABILITY SKILLS**

### **BASIC SKILLS**

1. Locates, understands, and interprets written information in a variety of formats, including such documents as manuals, graphs, reports, and schedules.
2. Communicates thoughts, ideas, information, and messages in writing and technologically, and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.
3. Performs and applies numerical concepts and calculations, and solves problems by choosing appropriately from a variety of mathematical techniques using mental, manual, and technological methods.
4. Receives, interprets, and responds to verbal and nonverbal messages in a manner appropriate to a given situation.
5. Organizes ideas and communicates orally in a clear, concise, and courteous manner.

### **THINKING SKILLS**

6. Specifies goals, objectives, constraints, and supporting factors.
7. Identifies problems, alternative solutions, consequences of alternative solutions, and uses appropriate techniques to resolve given problems.
8. Implements a plan of action making modifications as needed to achieve stated objectives.
9. Uses effective learning techniques to acquire and apply new knowledge and skills.

### **PERSONAL QUALITIES**

10. Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
11. Chooses ethical courses of action.
12. Takes initiative to accomplish tasks in a timely manner.
13. Exerts a high level of effort and perseveres towards goal attainment.
14. Demonstrates adaptability, dependability, and responsibility and such social behaviors as tolerance, honesty, empathy, and courtesy.

### **INTERPERSONAL SKILLS**

15. Participates and interacts as a team member and leader.
16. Shares knowledge and skills with others.
17. Performs effectively in various environments with people of different ages, genders, cultures, socio-economic backgrounds, attitudes, and abilities.

18. Works to satisfy customer/client expectations.
19. Uses strategies appropriate to a given situation to prevent and resolve conflicts.

### **RESOURCES**

20. Selects goal-relevant activities, prioritizes them, manages time, and prepares and follows schedules.
21. Uses or prepares budgets, makes projections, keeps records, and makes adjustments to meet objectives.
22. Acquires, stores, allocates, and uses materials and space efficiently.

### **TECHNOLOGY**

23. Prevents, identifies, or solves problems with technical or electronic equipment.
24. Operates and maintains technical equipment and the work environment safely following applicable industry regulations and guidelines.
25. Utilizes a variety of technologies.

### **BUSINESS ASPECTS**

26. Demonstrates understanding of basic economic concepts and how they are applied in business functions and activities.
27. Identifies forms of business ownership.
28. Demonstrates understanding of the scope of a business, its place within an industry, and the interrelationship of its parts.
29. Demonstrates understanding of the individual's role, responsibilities, and relationships in the organizational structure of a business.
30. Maintains safety, health, and environmental standards, and addresses ergonomic concerns.

### **CAREER DEVELOPMENT**

31. Makes potential career decisions based upon interests, abilities, and values and formulates appropriate plans to reach career goals.
32. Demonstrates understanding of the relationship between educational achievement and career planning and how career choices impact family patterns and lifestyle.
33. Demonstrates effective skills for seeking and securing employment.
34. Demonstrates understanding of education and career development as a lifelong learning process which requires preparation for change

## **12.54500 SALON SERVICES CORE I**

**COURSE DESCRIPTION:** This course is designed to provide the student with an opportunity to become familiar with the cosmetology profession, Georgia State Board of Cosmetology requirements, laws, rules and regulations, and introduces the fundamental theory and practices of the cosmetology profession. Emphasis is placed on professional practices and safety. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **CAREER OPPORTUNITIES AND STATE AND LOCAL LAWS**

35. Define cosmetologist, manicurist, and esthetician.
36. List the required hours for training, in Georgia, for cosmetologist, manicurist, and esthetician.
37. Identify the state board that controls licensure in Georgia.
38. List types of registrations/licensure one may possess in Georgia.
39. Identify continuing education requirements, once licensed by the board.
40. Describe licensure reciprocity process with other states.
41. Identify type(s) of local and or state licensure one must possess for opening a salon.

### **PROFESSIONAL IMAGE**

42. Describe what is meant by the term “Professional Image”.
43. List a minimum of three ways one might project a professional image.
44. Describe what is considered “Professional Dress” when working in a salon.
45. Describe the significance of integrity, honesty, and work ethics in the cosmetology profession.
46. Demonstrate a professional image in appearance and mannerisms while in class and laboratory settings and practice good work ethics.
47. List “topics of conversation” with clients that are considered professional and those that are unprofessional in the salon.
48. Summarize and define personal and public hygiene.

### **BACTERIOLOGY**

49. Define bacteriology.
50. Describe why the study of bacteriology is important to the cosmetologist.
51. List types and classifications of bacteria.
52. Identify basic science as it applies to decontamination and infection control.
53. Differentiate between the different types of sanitizing agents.
54. Define air born and blood born pathogens and explain why this is important to the

cosmetologist.

### **SAFE, SANITARY, & EFFICIENT WORK PRACTICES**

55. List the steps in sanitizing implements and equipment.
56. Demonstrate proper sanitation and shop safety rules in all procedures.
57. Demonstrate first aid procedures for minor cuts and chemical reactions.
58. List procedures to follow in case of emergency situations involving clients.
59. Follow procedures for facility evacuation drills.
60. Demonstrate proper maintenance of electrical and mechanical equipment.
61. Demonstrate precautionary procedures in the salon and knowledge of appropriate behavior in dealing with blood spills.
62. Follow OSHA requirements set forth for cosmetologist, esthetician and nail technician and maintain an MSDS notebook while working in the dispensary.

### **CHEMISTRY FUNDAMENTALS**

63. Describe the importance of studying fundamental chemistry as it relates to cosmetology.
64. Define organic, inorganic chemistry, matter and composition of elements, compounds, and mixtures.
65. Define acids and alkalies and be able to chart cosmetic chemicals on PH scale.
66. List the three layers of hair.
67. Describe what is meant by hair textures.
68. Describe the composition of hair before, during and after chemical treatment.
69. Describe the physical and chemical classifications of cosmetics.

### **INTRODUCTION TO SHAMPOOING**

70. Describe the basic principles of chemistry applied to shampooing, including: emulsions and suspensions, pH scale and the ability to identify types of shampoos and their chemistry.
71. Demonstrate proper draping of a client, including wet, chemical and dry hair services.
72. Analyze and recognize hair and scalp condition of client.
73. Identify different type of shampooing procedures, relating to the salon services to be performed.
74. Demonstrate proper scalp massage and rinsing of client, for a basic salon service.
75. Identify safety and infection control procedures while performing shampooing services.

### **BASIC STYLING PRINCIPLES**

76. Identify styling instruments.
77. Demonstrate how to properly remove tangles from wet hair.
78. Identify supplies and equipment required for finger waving.
79. Mold hair in direction of planned pattern and distribute waving lotion.
80. Create a horizontal, vertical shadow wave and ridge wave.

81. Identify supplies and equipment needed for wet hairstyling.
82. Identify the principal parts of a pin curl, including three stem directions.
83. Demonstrate the formation of pin curls in relation to bases, both clockwise and counter-clockwise.
84. Demonstrate the proper procedure for anchoring pin curls.
85. Demonstrate skip waves and skip waving techniques.
86. Demonstrate ridge curls and ridge curl techniques.
87. Identify types and shapes of hair rollers.
88. Identify and explain the function of stem directions used in roller settings.
89. Demonstrate roller placement in relation to bases.
90. Identify implements used in a comb-out.
91. Demonstrate proper brushing, backcombing and comb out techniques.
92. Demonstrate proper procedures for blow-drying hair, including how to create lift and curl with blowdryer and brush.
93. Identify supplies and equipment required for thermal hairstyling.
94. Demonstrate how to test the heat of thermal irons and curlers.
95. Demonstrate the process for thermal curling short, medium and long hair.
96. Demonstrate braiding and intertwining techniques utilizing principles of design.
97. Perform a wet set and comb out using a minimum of three principles of design, i.e. hair molding, finger waves, skip waves, pin curls, and/or rollers.
98. Prepare and perform thermal styling using electric rollers, blow dryers, curling irons, crimping irons, thermo-press combing, and air-waving combs utilizing the principles of design.
99. Identify safety and infection control procedures for hair design services.

## **INTRODUCTION TO SKIN CARE**

100. Explain the structure and function of the human skin.
101. List the various diseases and disorders of the skin.
102. Identify normal, dry and oily skin.
103. List and identify products and supplies needed to perform plain facial services.
104. Explain the purpose of massage.
105. Demonstrate the basic facial massage movements.
106. Identify supplies needed for a professional make-up application.
107. Demonstrate how to professionally apply make-up.
108. Identify safety and infection control procedures for skin care services.

## **INTRODUCTION TO NAIL CARE**

109. Explain the structure of the nails.
110. Identify diseases of the hands and feet.
111. Identify products, supplies and implements needed for a manicure and pedicure.
112. Demonstrate proper techniques for giving a plain manicure.
113. Demonstrate proper techniques for giving a plain pedicure.
114. Demonstrate how to properly repair broken or split nails.

115. Identify safety and infection control procedures for nail care services.

## **12.54600 SALON SERVICES CORE II**

### **PREREQUISITE: 12.54500 SALON SERVICES CORE I**

**COURSE DESCRIPTION:** This course is designed to provide instruction in classroom/laboratory safety rules and procedures. It also provides an opportunity to learn introductory competencies in the fundamental theory and skills required for hair cutting, permanent waving & relaxing, basic hair and scalp treatments, and the theory related to diseases and disorders of skin and hair. After successful completion of Salon Services Core I and Salon Services Core II, the student will have acquired the 250 hours required by the Georgia State Board of Cosmetology to work on client in the salon. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **BASIC HAIR AND SCALP TREATMENTS**

35. Identify the layers of hair structure.
36. Identify technical terms for head and facial hair and their locations.
37. Analyze samples of hair and identify their textures.
38. Identify various natural hair growth patterns on live models.
39. List the physical and chemical actions that damage hair.
40. Perform hair analysis for density, porosity, and elasticity.
41. Identify different types of hair reconditioning products.
42. Demonstrate the application of basic conditioners.
43. Identify electrical implements used for hair and scalp treatments.
44. Demonstrate corrective scalp treatments.
45. Demonstrate corrective hair treatments.
46. Demonstrate safety and infection control procedures in hair and scalp treatments.

### **DISEASES AND DISORDERS OF SKIN & HAIR**

47. List the most common diseases of the skin and explain their causes.
48. List the most common disorders of the scalp and hair, and explain their causes.
49. Identify corrective treatments for conditions that may be treated in a salon.
50. Identify the diseases or disorders that must be referred to a medical doctor.
51. List the steps to be taken to “sterilize” the salon after exposure to a case of pediculosis.

### **INTRODUCTION TO HAIRCUTTING**

52. Identify and describe terminology that applies to haircutting.
53. Demonstrate safety and sanitation procedures used in haircutting, for the safety of the cosmetologist and the client.

54. Identify haircutting implements and the proper handling of each.
55. Demonstrate proper maintenance and sanitary procedures for hair cutting tools.
56. Demonstrate sectioning of hair for haircutting.
57. Describe the differences caused by various elevations and guidelines.
58. Demonstrate the ability to remove bulk (thinning) without disturbing the length.
59. Demonstrate proper procedures for a basic haircut.
60. Demonstrate procedures for shingling and slithering in a haircut.
61. Demonstrate proper technique used in razor haircutting.
62. Demonstrate the proper way to check a basic haircut.
63. Demonstrate safety and infection control procedures in haircutting.

### **INTRODUCTION TO CHEMICAL WAVING AND RELAXING**

64. Identify and describe terminology that applies to chemical processing of the hair.
65. Explain the differences and/or similarities in the chemistry of processing hair with perms and relaxers and how it relates to the fundamentals of hair chemistry.
66. Explain and demonstrate safety procedures for permanent waving and chemical hair relaxing.
67. Explain the importance of keeping client records for chemical services and list type of information to be recorded.
68. Demonstrate procedure for analyzing the scalp and hair for a chemical process.
69. Demonstrate proper techniques in sectioning, blocking, and wrapping of a permanent wave.
70. Demonstrate proper techniques in sectioning for and applying a chemical relaxer.
71. Demonstrate safety and infection control procedures for permanent waving and relaxing services.

### **INTRODUCTION TO LIGHTENING AND HAIR COLORING**

72. Describe the basic concepts/laws of color, to include primary, secondary, and tertiary colors.
73. Explain the levels of colors.
74. Identify how the chemical process of coloring/lightening changes the hair.
75. Identify and describe the various classifications of color.
76. Demonstrate how to perform a predisposition or patch test.
77. Demonstrate how to perform a strand test.
78. Explain importance of keeping client records for coloring services and list type of information to be kept, including a liability release form.
79. Demonstrate how to give a shampoo, color rinse, and semi-permanent tint.
80. Demonstrate how to block/section for a virgin tint or touch-up application.
81. Demonstrate how to “mix” an aniline derivative tint.
82. Demonstrate process of giving a one-step virgin tint and a one-step tint retouch.
  
83. Explain the differences and/or similarities in giving a frosting, tipping, streaking, and blonde-on-blonde treatment.
84. Demonstrate introductory techniques and procedures for giving a frosting, tipping,

streaking and blonde-on-blonde treatment.

85. Demonstrate safety and infection control procedures for lightening and hair coloring services.

## **INTERMEDIATE STYLING PRINCIPLES**

86. Explain the relationship of facial types to styling principles.
87. List the various facial types.
88. Identify instruments used in blow drying and thermal techniques.
89. Demonstrate the proper use and handling of thermal curling irons.
90. Demonstrate proper maintenance and sanitary procedures for styling tools.
91. Describe thermal heaters and pressing instruments.
92. Demonstrate hair pressing techniques.
93. Demonstrate thermal waving techniques.
94. Demonstrate procedures for fitting, cleaning, shaping and styling human hair and synthetic wigs and hairpieces.
95. Demonstrate safety and infection control procedures for styling services.

## **12.54700 ADVANCED STYLING PRINCIPLES**

**PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** This course provides the student the opportunity to enhance the basics from previous courses in the fundamental theory and skills required for hairstyling design, including: hair shaping, pin curls, finger waves, roller placement, blow-drying techniques, thermal cutting, braiding and hair extensions. It also provides instruction in the theoretical study of anatomy & physiology, as it relates to the study of cosmetology. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **ADVANCED STYLING PRINCIPLES**

35. Demonstrate the proper use of pin curls, skip waves, and roller placement by creating hair designs using all three of these techniques.
36. Demonstrate proper brushing and combing procedures for advanced hair design.
37. Demonstrate creative designs through the use of a blow dryer, brush, and curling iron, taking into consideration facial shape and other styling principles.
38. Demonstrate the proper use of thermal instruments by creating hair designs utilizing pressing, curling and waving techniques, utilizing principles of design.
39. Demonstrate proper procedures for braiding and intertwining in creating hair designs.
40. Demonstrate safety and infection control procedures for styling services.

### **ANATOMY AND PHYSIOLOGY**

41. Explain scientific principles related to the study of organs and tissues relevant to cosmetology.
42. Describe the composition of the skeletal system as it relates to cosmetology.
43. Describe the functions and identify the principle parts of the muscular system as it relates to cosmetology.
44. Describe the functions and identify the principle parts of the nervous system as it relates to cosmetology.
45. Describe the functions and identify the principle parts of the circulatory system as it relates to cosmetology.
46. Contrast the functions of the excretory, endocrine, respiratory, and digestive systems.

## **12.54800      HAIRCUTTING**

**PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** This course is designed to provide an opportunity to further enhance competencies in haircutting techniques. Safety will be stressed, along with instruction in the selection of proper hair cutting implements and proper style selection. Also, instruction will be provided on the theory of electricity and the use of electrical appliances in the salon. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **HAIRCUTTING**

35. Demonstrate how to conduct a head and body analysis for haircutting.
36. Describe and demonstrate the geometric lines used in haircutting.
37. Demonstrate proper hair sectioning and the use of various guidelines.
38. Demonstrate the effects of “head positioning” in hair cutting.
39. Demonstrate the proper use of electrical hair clippers, utilizing various guards and edgers.
40. Explain the role of hair texture when selecting the proper hair cut for a client.
41. Demonstrate correct procedures for checking a haircut.
42. Demonstrate safety and infection control procedures for haircutting.

### **ELECTRICITY**

43. Define electricity and why the study is important to the cosmetologist.
44. Name two forms of electricity.
45. List safety precautions that must be followed when using electricity.
46. Explain the benefits derived from four types of current.
47. List electrical equipment used in the salon.
48. Explain light therapy and demonstrate the proper uses.

## **12.54900 CHEMICAL HAIR PROCESSING**

### **PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** This course provides more in-depth competencies in the use of chemical procedures on the hair, specifically in permanent waving, chemical relaxing and hair coloring techniques. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **CHEMICAL WAVING**

35. Explain the differences in giving a perm to virgin hair and that has been previously treated with color or lightening products.
36. Demonstrate proper blocking, wrapping and processing of perms for clients with short, medium and long hair.
37. Explain how to select proper rod size for desired results.
38. Explain what happens during the neutralizing process of a permanent wave.
39. Identify a minimum of three problems that can occur when giving a permanent wave that would result in an unhappy client and may cause damage to the client's scalp and/or hair.
40. Demonstrate safety and infection control procedures for permanent waving services.

### **CHEMICAL RELAXING**

41. Differentiate between sodium hydroxide relaxers and ammonium thioglycolate relaxers.
42. Demonstrate procedures used for a sodium hydroxide hair relaxing process.
43. Demonstrate procedures used for an ammonium thioglycolate hair relaxing process.
44. Demonstrate procedures used for a soft curl permanent.
45. Explain the differences of giving a chemical relaxing treatment to virgin hair and that has been chemically treated with color.
46. Identify a minimum of three problems that can occur when giving a chemical relaxer that would result in an unhappy client and may cause damage to the client's scalp and/or hair.
47. Follow all safety precautions and procedures while performing this service.

### **HAIR LIGHTENING & COLORING TECHNIQUES**

48. Demonstrate applying hair color with a bottle and with a bowl and brush.
49. Demonstrate the mixing of more than one color in a single step application process.
50. Demonstrate a single and a double-process tint application.
51. List a minimum of three reasons for needing corrective hair coloring treatments.
52. List preventive steps to avoid hair coloring problems.

53. List steps in performing corrective hair coloring procedures.
54. Demonstrate the use of special effects using foil techniques.
55. Demonstrate the use of special effects using cap & hook techniques.
56. Identify a minimum of three problems that can occur when giving a color treatment that result in an unhappy client and may cause damage to the client's scalp and hair.
57. Demonstrate effective consulting and communication skills while discussing hair color services with the client.
58. Demonstrate safety and infection control procedures in lightening and hair coloring services.

## **12.55100 COSMETOLOGY PRACTICUM I**

**PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** This 75 hour in-school laboratory practicum provides the student opportunities to practice and enhance cosmetology skills learned in previous courses, while earning the 1500 credit hours required by the Georgia State Board of Cosmetology for licensure examination. Key areas include: Shampooing, Hair & Scalp Treatments, Styling, Hair Cutting, Permanent Waving and Relaxing, Hair Coloring, Facials and Nails, and Salon Management. It is recommended that Practicum I be taken simultaneously with one of the following courses: Styling Principles, Haircutting or Chemical Hair Processing. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **PRACTICUM**

35. Use proper procedures in shampooing.
36. Perform proper procedures in hair and scalp treatments.
37. Use principles of design in completing hairstyling projects.
38. Give basic haircuts.
39. Demonstrate proper procedures in permanent waving and relaxing.
40. Perform lightening and hair coloring procedures.
41. Demonstrate procedures and techniques in facial and nail care services.
42. Demonstrate skills in operating a dispensary.
43. Demonstrate skills in operating a receptionist desk.
44. Demonstrate skills in salon management.
45. Follow all safety and infection control procedures.
46. Exercise good personal hygiene habits while working in the salon.
47. Demonstrate good communication skills when determining client's request for services.

## **12.55200 COSMETOLOGY PRACTICUM II**

**PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** This 75 hour in-school laboratory practicum is designed to offer opportunities for the student to earn credit hours toward the completion of 1500 credit hours required by the Georgia State Board of Cosmetology in order to take the licensure examination. Laboratory experiences on manikins and/or clients will provide students an opportunity to enhance skills in shampooing, styling, haircutting, hair and scalp treatments, permanent waving and chemical relaxing, lightening and hair coloring, facial and nail care, and salon management. It is recommended that Practicum II be taken simultaneously with one of the following courses: Styling Principles, Haircutting, or Chemical Hair Processing. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **PRACTICUM**

35. Demonstrate proper procedures in performing shampoos on clients.
36. Perform hair and scalp treatments according to the need of the client.
37. Give basic haircuts.
38. Give permanent wave to clients.
39. Give chemical relaxer to clients.
40. Demonstrate soft curl perm.
41. Lighten a client's hair.
42. Perform hair coloring services according to client's need.
43. Give facials to clients, based on client's need.
44. Perform eyebrow and lash services.
45. Give basic manicures.
46. Give basic pedicures.
47. Follow all safety and infection control procedures.
48. Follow good person hygiene habits in the salon.
49. Demonstrate good communication skills while discussing client's request for services.

## **12.55300 COSMETOLOGY PRACTICUM III**

### **PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** This 75 hour in-school laboratory practicum is designed to provide cliental opportunities for the student to earn credit toward the 1500 hours required by the Georgia State Board of Cosmetology to take the licensure examination. Performing services on manikins and/or clients will enhance learned skills. Areas required by the board include: reception duties; dispensary duties; hairdressing, shampoo and comb out; permanent waving; chemical relaxing; hair coloring and lightening; scalp and hair treatment; facial treatment, make-up and arching; and, manicuring and pedicuring. It is recommended that Practicum III be taken simultaneously with one of the following courses: Styling Principles, Haircutting, or Chemical Hair Processing. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **PRACTICUM**

35. Perform receptionist duties.
36. Perform dispensary duties.
37. Demonstrate shampooing, hairdressing and comb-out skills.
38. Give permanent waves.
39. Give chemical relaxer treatments.
40. Perform hair coloring and lightening services according to clients needs.
41. Perform scalp and hair treatments according to clients needs.
42. Demonstrate facial, make-up, and arching procedures according to clients needs.
43. Give manicures according to clients requests and needs.
44. Give pedicures according to client requests and needs.
45. Follow all safety and infection control procedures.
46. Follow good personal hygiene habits.
47. Demonstrate good communication skills when discussing clients request for services.

## **12.55400 SALON MANAGEMENT**

**PREREQUISITE: None**

**COURSE DESCRIPTION:** This course is designed to provide the student an opportunity to develop the competencies needed to own and/or manage a salon. Also, completion of this course allows the student to fulfill the hours required by the Georgia State Board of Cosmetology for the licensure examination. Key competency areas include: State & Local Laws, Human Resources, Planning, Management, Retailing, Marketing, Receptionist Duties, and Client Retention. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **STATE AND LOCAL LAWS**

35. List State agencies governing the opening of a beauty salon business in Georgia.
36. List requirements for obtaining a license as a cosmetologist, esthetician, and nail technician in Georgia.
37. List local agencies and their requirements that govern the opening of a salon in Georgia.

### **HUMAN RESOURCES**

38. Describe various pay structures for personnel working in a salon, specifically the “commission” structure and “booth rental” structure for the cosmetologist.
39. Describe advantages and disadvantages of various pay structures for the salon owner.
40. Identify key types of people to call for potential employee reference checks.
41. Demonstrate how to develop a proper resume’ and job application for a cosmetologist.
42. Identify key times and days that are most productive for personnel in a salon.
43. Identify fringe benefit packages that normally are offered to employees.

### **SALON OWNERSHIP & PLANNING**

44. List areas in which a person must be knowledgeable to plan a salon.
45. List items to be considered when selecting the location for a salon.
46. Illustrate a layout for an open and a closed operator salon.
47. Identify characteristics of a proper ventilation system for a salon.
48. List advantages and disadvantages of owning versus leasing of a facility.
49. Identify various types of ownership

## **MANAGEMENT**

50. Explain salon operations for a normal week of work.
51. Identify sources of income and expenditures.
52. Describe salon supplies and retail supplies inventory systems.
53. Maintain necessary records for tax compliance.

## **RETAILING**

54. Explain the benefits of retailing.
55. List areas in which a person must be knowledgeable to retail successfully.
56. Organize a retail area for the salon.
57. Demonstrate educating a client on services and products.

## **MARKETING**

58. Identify a minimum of three ways to market a salon.
59. Describe a marketing plan for the opening of a salon.
60. Prepare an advertisement for a salon.
61. Identify ways to evaluate marketing of the salon.

## **RECEPTIONIST DUTIES**

62. Demonstrate appropriate welcome for clients entering salon.
63. Demonstrate proper procedures for answering the telephone.
64. Demonstrate proper operations of a receptionist desk.
65. Resolve customer complaints.
66. Demonstrate use of a manual and computerized system for operating a receptionist desk.
  
67. Demonstrate proper procedures for financial transactions.

## **CLIENT RETENTION**

68. List three reasons why a client might stop utilizing the services of a salon.
69. Identify types of information to be kept on a client card or computer file.
70. Demonstrate effective communication between client and cosmetologist while performing salon services.

## **12.55500 ADVANCED SKIN & NAIL CARE**

### **PREREQUISITE: 12.54600 SALON SERVICES CORE II**

**COURSE DESCRIPTION:** The course is designed to provide instruction in the area of advanced skin care. Specifically, the student will have the opportunity to learn competencies in hair removal, corrective make-up applications, lash & brow tinting, cosmetic surgery, facials, manicures, and artificial nails. Safety and sanitation procedures will be stressed throughout the course in all procedures. Sufficient practice is included in order for the student to acquire the required number of procedures by the Georgia State Board of Cosmetology. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

#### **HAIR REMOVAL**

35. Identify ways to remove unwanted facial hair.
36. Identify three methods of temporary hair removal.
37. Identify methods for permanently removing hair.
38. Demonstrate safety and infection control for hair removal services.

#### **CORRECTIVE MAKE-UP APPLICATIONS**

40. Identify situations where corrective make-up applications may be desired.
41. List various products and supplies needed for corrective make-up applications.
42. Demonstrate how to minimize facial flaws with make-up.

#### **LASH & BROW PROCEDURES**

43. Demonstrate proper procedures for tinting the lash & brow.
44. Demonstrate the application and removal of artificial eyelashes.
45. Demonstrate procedure for tweezing eyebrows.
46. Demonstrate procedures for waxing eyebrows, using hot and cold method of waxing.
47. Demonstrate safety and infection control procedures for lash & brow procedures.

#### **COSMETIC SURGERY**

48. Identify various types of cosmetic surgery.
49. List a minimum of three reasons why a client may elect to have cosmetic surgery.

## **FACIALS**

50. Demonstrate the basic procedures in a plain facial.
51. Demonstrate procedures for applying a mask
52. Demonstrate advanced fundamentals of facial treatments, including facial steamers, gauze masks, packs, and toners.
53. Identify skin disorders which may be handled in the salon and which should be referred to a physician.
54. Demonstrate safety and infection control procedures for facial services.

## **MANICURES AND ARTIFICIAL NAILS**

55. Demonstrate procedures for a plain and oil manicure.
56. Demonstrate proper hand and arm massage techniques.
57. Explain the importance of good ventilation when working with artificial nails.
58. Demonstrate procedures for applying acrylic nails, wraps and tips.
59. Demonstrate professional techniques for nail polish applications.
60. Demonstrate safety and infection control procedures for manicures and artificial nails.

## **12.55600 COSMETOLOGY PRACTICUM IV**

**PREREQUISITE: 12.55300 COSMETOLOGY PRACTICUM III**

**COURSE DESCRIPTION:** This minimum 75-hour block of in-school laboratory instruction is for the purpose of students earning hours toward the completion of 1500 credit hours required by the Georgia State Board of Cosmetology to take the licensure examination. Performing services in the salon will enhance basic skills previously learned in other courses. Key areas to be included are: Shampooing and Styling, Hair and Scalp Treatments, Hair Cutting, Chemical Waving and Relaxing, Lightening and Hair Coloring, Skin and Nail Care, and Salon Management Duties. Courses in Salon Management, Advanced Skin & Nail Care and Cosmetology Practicum IV, V or VI may be taken simultaneously. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **PRACTICUM**

35. Perform shampooing and styling services.
36. Give hair and scalp treatments.
37. Demonstrate hair cutting techniques and procedures.
38. Perform chemical waving and relaxing services.
39. Perform lightening and hair coloring services.
40. Demonstrate skin care services.
41. Demonstrate nail care services.
42. Perform receptionist duties.
43. Perform dispensary duties.
44. Follow safety and infection control procedures.
45. Follow good personal hygiene habits.
46. Demonstrate effective communication skills with clients and co-workers.
47. Practice good work ethics.

## **12.55700 COSMETOLOGY PRACTICUM V**

**PREREQUISITE: 12.55300 COSMETOLOGY PRACTICUM III**

**COURSE DESCRIPTION:** This minimum 75-hour block of in-school laboratory instruction is to provide students an opportunity to earn credit hours toward the completion of 1500 hours required by the Georgia State Board of Cosmetology to take the licensure examination. Services performed in a salon setting will include: shampooing and styling; hair and scalp treatments; hair cutting; chemical waving and relaxing; lightening and hair coloring; skin and nail care services; and salon management. Courses in Salon Management, Advanced Skin and Nail Care and Cosmetology Practicum IV, V or VI may be taken simultaneously. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **PRACTICUM**

35. Perform shampooing and styling services.
36. Give haircuts.
37. Demonstrate chemical waving procedures.
38. Demonstrate chemical relaxing procedures.
39. Perform lightening and hair coloring services.
40. Demonstrate skin care services.
41. Demonstrate nail care services.
42. Perform salon management duties.
43. Follow safety and infection control procedures.
44. Follow good personal hygiene habits.
45. Demonstrate effective communication skills between clients and co-workers.

## **12.55800 COSMETOLOGY PRACTICUM VI**

**PREREQUISITE: 12.55300 COSMETOLOGY PRACTICUM III**

**COURSE DESCRIPTION:** This minimum 75-hour in-school laboratory practicum is designed to provide students an opportunity to obtain hours toward the completion of 1500 credit hours required by the Georgia State Board of Cosmetology to take the licensure examination. Key areas include: shampooing and styling; hair and scalp treatments; hair cutting; chemical waving and relaxing; lightening and hair coloring; skin and nail care; and salon management. Courses in Salon Management, Advanced Skin & Nail Care and Cosmetology Practicum IV, V, or VI may be taken simultaneously. Competencies for the co-curricular student organization SkillsUSA-VICA are integral components of both the core employability skills standards and the technical skills standards, and SkillsUSA-VICA activities should be incorporated throughout instructional strategies developed for the course.

### **PRACTICUM**

35. Perform shampooing and styling services.
36. Perform hair and scalp treatments.
37. Give haircuts.
38. Demonstrate chemical waving procedures.
39. Demonstrate chemical relaxing procedures.
40. Perform lightening and hair color services.
41. Demonstrate skin care services.
42. Demonstrate nail care services.
43. Practice salon management techniques.
44. Practice good personal hygiene.
45. Follow safety and infection control procedures.