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ABSTRACT

Intended as a tool for cosmetology teachers in Virginia public and private schools, the document is an instructional guide which offers 12 units of study, arranged in a three year course. Materials covered help prepare students for licensure in the State of Virginia and the guide is designed to cover the 1,500 hours required to be spent in the cosmetology laboratory, learning manipulative skills of the profession. Materials are arranged alphabetically by unit, and in outline form, leaving teaching sequence and style up to the instructor. Cosmetology 1, 2, and 3 are taught in high school grades 10, 11, and 12 respectively, for three consecutive class periods per day. A summary course outline lists 12 areas of instruction, their individual percentage of total course time, and total suggested hours for each in the three individual years of study. Units cover: care of the hands and feet; care of the hair, skin and scalp; haircoloring; hair pieces; hair straightening; hair styling; image development; permanent waving; professional makeup; salon management; and, shampooing and colorless rinsing. Each unit includes a discussion of general concepts and objectives, teacher presentation, student activities, and teaching aids. (LH)

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OCT 7 1975

# Instructional Guide For Cosmetology

U S DEPARTMENT OF HEALTH  
EDUCATION & WELFARE  
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Trade and Industrial Education Service  
Division of Vocational Education  
State Department of Education  
Richmond, Virginia 23216  
in cooperation with

The Department of Education  
Virginia Polytechnic Institute and State University  
Blacksburg, Virginia 24061  
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## PREFACE

Revision of the Instructional Guide for Cosmetology in Virginia's Schools has been long overdue. Recent developments in the field of cosmetology including modern hair shaping and styling, use of hair pieces, hair straightening and the trend to include professional makeup have emphasized the need for a revised and up-dated curriculum.

Our thanks go to the cosmetology teachers who worked on the revisions of this guide and to Dr. Lester Duenk and Dr. Wiley Lewis of Virginia Polytechnic Institute and State University who coordinated their work.

The primary purpose of any course in the field of Trade and Industrial Education should be that of preparing those enrolled for employment in the trade for which the institution is offered. A good teacher and a currently up-dated curriculum guide are two very necessary ingredients to insure success in such an instructional program.

Effective November 1, 1972, the State Board of Registered Professional Hairdressers passed a new requirement that to be eligible for examination one must be a person "who shall have graduated from a school of cosmetology or beauty culture approved by the Board on the basis of 2,000 hours of training, 1,500 of which shall be in the cosmetology laboratory involving training in the manipulative skills of the profession, with an additional 500 hours in related subjects, such as anatomy, physiology, math or science, or in more advanced manipulative skills." This instructional guide is designed to cover the 1,500 hours required in the laboratory in manipulative skills.

It is expected that Virginia cosmetology instructors will use this guide in preparing their students for the State Board Examination.

George W. Swartz  
State Supervisor of  
Trade and Industrial Education

## ACKNOWLEDGMENTS

The original draft of this instructional guide was prepared by cosmetology teachers enrolled in a class, VIEd. 498--Special Study: Curriculum Development for Cosmetology Teachers. This class was conducted in 1970 on the campus of the Virginia Polytechnic Institute and State University at Blacksburg, Virginia, by Mrs. Mary E. Morris, Board of Cooperative Education Services, Nassau County, Freeport, New York, and Miss Marjorie R. Tussing who is presently employed as a cosmetology teacher at Highland Springs High School, Highland Springs, Virginia. This draft was later revised through the efforts of cosmetology teachers who used the guide for one year and then met at Roanoke during the 1971 State Trade and Industrial Education Conference.

Miss Nettie T. Yowell, Assistant Supervisor, Trade and Industrial Education, Virginia State Department of Education, made major contributions to the preparation of this document by providing materials, arranging meetings, and reviewing various sections of the outline.

Lester G. Duenk  
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## INTRODUCTION

Cosmetology refers to the scientific study and practice of beauty culture. In the public schools it is a three-year program which provides 540 hours of preparation per year and in the private schools it is a continuous program of study that ensures compliance with the licensing requirements of the Virginia State Board of Registered Professional Hairdressers. After completing a course consisting of at least 1500 hours of instruction, students are eligible to take the State Board Examination. Upon passing the examination, a student will be licensed as an operator by the State of Virginia and will be qualified for immediate employment.

As part of the instructional program, the student studies about and participates in activities related to manicuring and pedicuring, shampooing and rinsing, scalp and hair treatment, hair styling and hair pieces, hair shaping, permanent waving and straightening, hair coloring and bleaching, skin care and makeup, and salon management.

## PHILOSOPHY

A cosmetology course should provide opportunities for the individual to develop the skills necessary for entering into employment at one of the recognized levels of competency; to adjust to the working environment; to conduct the life-long learning process while pursuing a career; and to develop a sense of personal integrity and responsibility.

## OBJECTIVES

### General

To provide instruction of a preparatory type in the development of basic manipulative skills, safety, judgment, technical knowledge, and related information for the purpose of preparing a person for useful employment as a cosmetologist or in a related occupation.

### Specific

- a. To develop proficiency in the manipulative skills of cosmetology.
- b. To develop habits of doing things properly in the interest of safety and happiness of one's self and others.
- c. To develop professional ethics worthy of public confidence, acceptance, and respect.
- d. To acquire the knowledge and develop an understanding and appreciation of the application of cosmetology.
- e. To foster an appreciation of the contribution of science to progress in cosmetology.
- f. To develop the practices associated with good grooming, personal hygiene, and personality.
- g. To select wisely, care for, and use properly commercial products that are related to the application of beauty services.
- h. To develop habits of good workmanship and the orderly performance of various tasks in a beauty salon.
- i. To acquire information related to advanced training in general education as well as cosmetology.
- j. To develop the attributes of good citizenship.

### USE OF THE INSTRUCTIONAL GUIDE

This instructional guide is intended to be a useful tool to cosmetology teachers in Virginia's public schools. Included herein are all of the instructional units believed necessary to cover the phases of cosmetology required to prepare candidates for licensure in the State of Virginia, in addition to some enrichment areas. The guide has been compiled in a flexible style, hoping to encourage each instructor to individualize his presentation of each unit as may best serve his specific purpose.



The material in this guide has been arranged in alphabetical order by units rather than in any teaching sequence thereby leaving its order of use to the teacher's discretion. The outline form used throughout this guide will serve as a reminder of instructional areas to be covered without curtailing the individual teacher's manner or style of presentation.

As was noted earlier, cosmetology is a three-year course, consisting of Cosmetology I, II, and III, which are taught in high school grades 10, 11, and 12, respectively, for three consecutive class periods per day. The amount of instructional time suggested in the "Summary Course Outline" on the following page includes both theory and practical experience. A minimum number of hours are suggested in an attempt to assure that each student receives instruction related to each phase of cosmetology, thereby allowing for advancement in their chosen field. In each unit, some hours may be made available beyond the suggested minimum. Such hours may be used at the discretion of the teacher. It is suggested that private school teachers might use the guide in the same manner as public school teachers by presenting the material in three similar units of time.

SUMMARY COURSE OUTLINE

Units of Instruction	Percentage of Total Course Time*	Total Suggested Hours	Cosmetology I	Cosmetology II	Cosmetology III
I. Care of the Hands and Feet	7	105	55	30	20
II. Care of the Hair, Skin and Scalp	8	120	60	40	20
III. Haircoloring	14	210	30	80	100
IV. Hair Pieces	2	30	5	15	10
V. Hair Shaping	6	90	40	20	30 <sup>1/2</sup>
VI. Hair Straightening	6	90	30	40	20
VII. Hair Styling	20	300	75	100	125
VIII. Image Development	12	180	90	60	30
IX. Permanent Waving	10	150	25	50	75
X. Professional Makeup	4	60	15	25	20
XI. Salon Management	5	75	15	25	35
XII. Shampooing and Colorless Rinsing	6	90	60	15	15
TOTAL	100	1500	500	500	500

\*Total course time is considered to be 1500 hours as required for licensure instead of the actual 1620 hours provided in the public school. Because of this, teachers can follow the suggested time allocations and yet have ample time for providing additional instruction in selected areas.

OUTLINES FOR UNITS OF INSTRUCTION

## CARE OF THE HANDS AND FEET

### General Concept

In historic times, manicuring and pedicaring were services reserved for the very elite. Today, these services are considered a must for the well groomed woman and man.

An operator must have the ability to give a good manicure in an efficient and systematic way. A neat, well groomed operator helps to instill the patron's confidence. The operator's own hands and nails should reflect her ability and skill in manicuring. A patron who is pleased and satisfied with the work of the manicurist often becomes a regular patron for other services, including pedicaring, which is the care of the feet and toe nails and foot massaging.

This unit deals with those services necessary for improving the appearance of the hands and nails, including basic manicuring, reconditioning manicuring, massaging of the hands and nails, nail repairing, application of artificial nails and pedicaring.

### Objectives

To gain the knowledge and develop the manipulative skills required for giving a manicure.

To develop habits of doing things properly in the interest of safety and satisfaction of the operator and the patron.

To gain proper attitudes toward the occupation and operator-patron relationship.

To learn to select wisely, care for, and use commercial products that are related to manicuring and pedicaring services.

To develop the ability to organize and plan work.

To gain the knowledge and develop an appreciation of the artistic ability involved in giving a manicure.

To appreciate the value of and acquire skill in massaging the hands and arms.

To acquire knowledge and skill in giving an efficient and complete pedicare.

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Preparation of the Manicuring Table	Learning to plan and organize implements and materials for manicuring.	Sanitary rules Sterilization Sanitizing manicuring table and placing implements and materials correctly The importance of a neatly arranged table	Arrange manicuring table and evaluate each other's work Identify missing implements on illustrated table chart Identify implements, materials, and equipment used in manicuring Bring to school diagrams of the manicuring table with implements placed in proper position

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Learning to plan and organize implements and materials for manicuring.	Sanitary rules Sterilization Sanitizing manicuring table and placing implements and materials correctly The importance of a neatly arranged table	Arrange manicuring table and evaluate each other's work Identify missing implements on illustrated table chart Identify implements, materials, and equipment used in manicuring Bring to school diagram of the manicuring table with implements placed in proper position	Transparencies: "Manicures" (3M Company)

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Seating the Patron	First impressions are lasting ones.	A great potential for attracting new patrons  Greeting the patron Positioning Removal of jewelry Operator's position  Always make sure patron is comfortable  Liability of the operator	Practice seating and greeting patron  List ways you could your patron feel more comfortable and pleased during her manicure appointment

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
First impressions are lasting ones.	A great potential for attracting new patrons  Greeting the patron Positioning Removal of jewelry Operator's position  Always make sure patron is comfortable  Liability of the operator	Practice seating and greeting patron  List ways you could make your patron feel more comfortable and pleased during her manicure appointment	



CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Shaping the Nails</p>	<p>Shapes of the hands and nails reveal personality.</p>	<p>Shapes of the hands and nails</p> <p>Correct filing procedure of different nail shapes</p> <p>Determining the correct shaping for each patron</p> <p>Similarity of nails for one patron</p> <p>Safety precautions</p> <p>Use of implements</p>	<p>Diagram the hand and show the four shapes of nails telling which type of person would use each</p> <p>Practice nail shaping</p> <p>Identify the nail shape that specific individuals should use</p>

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CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Shapes of the hands and nails reveal personality.	Shapes of the hands and nails  Correct filing procedure of different nail shapes  Determining the correct shaping for each patron  Similarity of nails for one patron  Safety precautions  Use of implements	Diagram the hand and show the four shapes of nails telling which type of person would use each  Practice nail shaping .  Identify the nail shape that specific individuals should use	Transparencies: "Manicules" (3M Company)

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Application of Polish	Color to enhance the beauty of the hands and nails.	<p>Correct application of polish</p> <p>Proper strokes in applying polish</p> <p>Application of polish to form half-moons on nails</p> <p>Hairline tip</p> <p>Drying nails.</p> <p>Aerosol spray</p> <p>Machine drying</p> <p>Natural drying</p> <p>Precautions in applying polish</p> <p>Skin tones</p>	<p>Mix shades for desired color</p> <p>Apply polish</p> <p>View and check other students' work</p> <p>Perform a self-evaluation of the finished product</p> <p>Bring patron to school for manicure</p>

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CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Color to enhance the beauty of the hands and nails.</p>	<p>Correct application of polish</p> <p>Proper strokes in applying polish</p> <p>Application of polish to form half-moons on nails</p> <p>Hairline tip</p> <p>Drying nails</p> <p>Aerosol spray</p> <p>Machine drying</p> <p>Natural drying</p> <p>Precautions in applying polish</p> <p>Skin tones</p>	<p>Mix shades for desired color</p> <p>Apply polish</p> <p>View and check other students' work</p> <p>Perform a self-evaluation of the finished product</p> <p>Bring patron to school for manicure</p>	

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Application of Polish (Continued)		Costumes Sales approach Record formula	

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CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Costumes Sales approach Record formula		

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Basic Manicuring	Efficiency and proficiency in manicuring pays off and can become a good repeat business.	Procedures for a basic manicure Proper use of implements Different parts of the nail and those portions affected in manicuring  Safety precautions to be observed	Practice manicuring  Review safety precautions and table preparation

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Efficiency and proficiency in manicuring pays off and can become a good repeat business.	Procedures for a basic manicure  Proper use of implements  Different parts of the nail and those portions affected in manicuring  Safety precautions to be observed	Practice manicuring  Review safety precautions and table preparation	<u>Standard Textbook of Cosmetology (Kibbe)</u>



CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Nail Disorders	To treat or not to treat; that is the question.	<p>Identifying the nail irregularities and explaining the cause and treatment for each</p> <p>Common symptoms of nail irregularities and why they must be treated by a physician</p> <p>Special problems</p> <p>Accidental cuts in manicuring</p> <p>Infected finger</p> <p>Vocabulary</p>	<p>Review questions and answers on nail disorders</p> <p>Observe own nails for irregularities</p> <p>Study vocabulary of words on nail irregularities and correct pronunciation</p> <p>Participate in a game contest</p> <p>Write paragraph on a two of the nail irregularities and bring to class for discussion</p>

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>treat or not to eat; that is the question,</p>	<p>Identifying the nail irregularities and explaining the cause and treatment for each</p> <p>Common symptoms of nail irregularities and why they must be treated by a physician</p> <p>Special problems</p> <p>Accidental cuts in manicuring</p> <p>Infected finger</p> <p>Vocabulary</p>	<p>Review questions and answers on nail disorders</p> <p>Observe own nails for irregularities</p> <p>Study vocabulary of words on nail irregu- larities and correct pronunciation</p> <p>Participate in a game contest</p> <p>Write paragraph on any two of the nail irregu- larities and bring to class for discussion</p>	<p><u>Standard Textbook for Cosmetology (Kibbe)</u></p>

CARE OF THE HANDS AND FEET  
UNIT

Special Problems  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Nail Repair	Gain patron's respect through knowledge of procedures for correcting nail problems.	<p>Preparing materials and special problems that should be corrected by the manicurist to please the patron</p> <p>Capping, repairing and re-attaching broken nails</p> <p>Safety precautions and rules</p> <p>Preparation of materials</p> <p>Advantages of offering services</p> <p>Price</p>	<p>Repair nails</p> <p>Bring to class a report on "Why Nail Repair is Important to the Cosmetologist"</p>

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CARE OF THE HANDS AND FEET

UNIT

Special Problems

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>In patron's respect ough knowledge of cedures for correc- ng nail problems.</p>	<p>Preparing materials and special problems that should be corrected by the manicurist to please the patron</p> <p>Capping, repairing and re-attaching broken nails</p> <p>Safety precautions and rules</p> <p>Preparation of materials</p> <p>Advantages of offering services</p> <p>Price</p>	<p>Repair nails</p> <p>Bring to class a report on "Why Nail Repair Is Important to the Cosmetologist"</p>	<p>Mending tissue</p> <p>Mending liquid</p> <p>Polish remover</p> <p>Orangewood stick</p> <p>Base coat</p> <p>Polish</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Artificial Nails	Artificial nails are added to improve the appearance of the hands and nails.	<p>Need for artificial nails</p> <p>Various types</p> <p>Leading manufacturers</p> <p>Preparation of materials and cosmetics</p> <p>Method of application</p> <p>Follow manufacturer's instructions</p> <p>Liquid and powder types</p> <p>Plastic types</p> <p>Cost of service</p> <p>Cost of retouch</p> <p>Preparing and building the liquid nail</p>	<p>Discuss the different manufacturers' products</p> <p>Prepare materials and build a liquid nail</p> <p>Prepare and secure a plastic nail</p> <p>Examine trade journals and ladies' magazines for information concerning artificial nails</p>

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CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Artificial nails are used to improve the appearance of the hands and nails.</p>	<p>Need for artificial nails</p> <p>Various types</p> <p>Leading manufacturers</p> <p>Preparation of materials and cosmetics</p> <p>Method of application</p> <p>Follow manufacturer's instructions</p> <p>Liquid and powder types</p> <p>Plastic types</p> <p>Cost of service</p> <p>Cost of retouch</p> <p>Preparing and building the liquid nail</p>	<p>Discuss the different manufacturers' products</p> <p>Prepare materials and build a liquid nail</p> <p>Prepare and secure a plastic nail</p> <p>Examine trade journals and ladies' magazines for information concerning artificial nails</p>	<p>Artificial nails</p> <p>Instructions</p>

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Artificial Nails (Continued)		Preparing and securing a plastic nail  Retouch	

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Preparing and securing a plastic nail  Retouch		



CARE OF THE HANDS AND FEET

UNIT

Hand and Arm Massage

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Hand and Arm Massage	The skin you love to touch can be improved through hand and arm massage .	Principal bones, muscles, blood vessels and nerves in the hand and arm  How the functions of these structures are influenced by massage  Massage movements  Electrical equipment  Safety precautions  Preparation of cosmetics  Service charge  Suggestive sale approach	Observe and practice hand and arm massage  Bring to class a report on "Benefits of Hand and Arm Massage To the Patron and To the Sa

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CARE OF THE HANDS AND FEET

UNIT

Hand and Arm Massage

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>the skin you love to touch can be improved through hand and arm massage .</p>	<p>Principal bones, muscles, blood vessels and nerves in the hand and arm</p> <p>How the functions of these structures are influenced by massage</p> <p>Massage movements</p> <p>Electrical equipment</p> <p>Safety precautions</p> <p>Preparation of cosmetics</p> <p>Service charge</p> <p>Suggestive sale approach</p>	<p>Observe and practice hand and arm massage</p> <p>Bring to class a report on "Benefits of Hand and Arm Massage To the Patron and To the Salon"</p>	<p>Chart: <u>Anatomy of the Hand and Arm</u> (Milady)</p> <p>Trade and health magazines</p> <p>Therapeutic Lamp and Vibrator</p>

CARE OF THE HANDS AND FEET

UNIT

Cream Manicure

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Cream Manicure	Improve the appearance of hands and nails that are dry and brittle .	Heating appliance for cream  Safety precautions  Difference between a cream manicure and a basic manicure  Cleaning nail with polish remover before application of polish  Nail irregularities  Time consumption  Safety precautions  Equipment  Cosmetics  Importance of proper temperature of heater	Examine hands and determine if cream manicure is needed           Prepare cream manicure heater with proper cosmetics and materials           Review safety precautions

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CARE OF THE HANDS AND FEET

UNIT

Cream Manicure

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Improve the appearance of hands and nails that are dry and brittle.</p>	<p>Heating appliance for cream</p> <p>Safety precautions</p> <p>Difference between a cream manicure and a basic manicure</p> <p>Cleaning nail with polish remover before application of polish</p> <p>Nail irregularities</p> <p>Time consumption</p> <p>Safety precautions</p> <p>Equipment</p> <p>Cosmetics</p> <p>Importance of proper temperature of heater</p>	<p>Examine hands and determine if cream manicure is needed</p> <p>Prepare cream manicure heater with proper cosmetics and materials</p> <p>Review safety precautions</p>	<p>Cream manicure heater and cup</p> <p><u>Standard Text of Cosmetology (Kibbe)</u></p>

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Electric Manicuring	Luxury in manicuring is a profitable service when using the electric machine.	<p>Introduction of the electric manicuring machine</p> <p>Advantages</p> <p style="padding-left: 40px;">Saves time</p> <p style="padding-left: 40px;">Smooth finish</p> <p>Disadvantage--some patrons object to machines</p> <p>Preparation of table</p> <p>Use of each mechanical attachment and safety precautions for each</p> <p>Emery wheel</p> <p>Cuticle brush</p>	<p>Review manicure procedures</p> <p>Use the electric manicuring machine</p> <p>Role-playing: student skit on electric manicuring</p>

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 CARE OF THE HANDS AND FEET  
 UNIT  
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 Manicuring  
 DIVISION  
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Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>conomy in manicuring            a profitable            service when using            electric machine.</p>	<p>Introduction of the            electric manicuring            machine</p> <p>Advantages</p> <p style="padding-left: 40px;">Saves time</p> <p style="padding-left: 40px;">Smooth finish</p> <p>Disadvantage--some            patrons object to            machines</p> <p>Preparation of table</p> <p>Use of each mechanical            attachment and safety            precautions for each</p> <p>Emery wheel</p> <p>Cuticle brush</p>	<p>Review manicure pro-            cedures</p> <p>Use the electric            manicuring machine</p> <p>Role-playing: student            skit on electric            manicuring</p>	<p>Electric manicure            machine</p> <p><u>Standard Text of            Cosmetology (Kibbe)</u></p> <p>Manufacturer's            instructions for            manicure machine</p>

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Electric Manicuring (Continued)		Chamois buffer  Psychological effects  Patron's reaction  Operator's reaction  Sales approach  Representative from supply house explain and demonstrate electric manicuring machine  Follow manufacturer's instructions	

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Chamois buffer</p> <p>Psychological effects</p> <p>Patron's reaction</p> <p>Operator's reaction</p> <p>Sales approach</p> <p>Representative from supply house explain and demonstrate electric manicuring machine</p> <p>Follow manufacturer's instructions</p>		



CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Booth Manicure	Booth manicure is a specialized service in the beauty salon.	<p>This type of manicure is recommended for hospitals, barber shops, and enclosed booths</p> <p>Proper placement of cosmetic tray on chair arm</p> <p>Advantages and disadvantages</p> <p>Operator's position</p> <p>Sanitary rules</p> <p>Safety rules</p>	<p>Visit a trade show demonstrations of manicure</p> <p>Prepare cosmetic tray containing supplies attach to side of chair arm</p> <p>List advantages and disadvantages of booth manicure</p>

CARE OF THE HANDS AND FEET  
UNIT

Manicuring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Booth manicure is a specialized service in the beauty salon.	This type of manicure is recommended for hospitals, barber shops, and enclosed booths  Proper placement of cosmetic tray on chair arm  Advantages and disadvantages  Operator's position  Sanitary rules  Safety rules	Visit a trade show for demonstrations of booth manicure  Prepare cosmetic tray containing supplies and attach to side of chair arm  List advantages and disadvantages of booth manicure	Tray  Chair

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Giving a Man a Manicure</p>	<p>The well-dressed impeccable man receives a manicure.</p>	<p>Preparation for basic manicure</p> <p>Using the buffer and changing the chamois</p> <p>Use of implements</p> <p>Safety precautions</p> <p>Profitable service</p>	<p>Observe and practice using the buffer correctly</p> <p>Distinguish the difference between giving a basic manicure to a man or woman</p> <p>Discuss "pros and cons of men getting manicures"</p> <p>Bring a male patron for a manicure</p>

CARE OF THE HANDS AND FEET

UNIT

Manicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>well-dressed eccable man eives a manicure.</p>	<p>Preparation for basic manicure</p> <p>Using the buffer and changing the chamois</p> <p>Use of implements</p> <p>Safety precautions</p> <p>Profitable service</p>	<p>Observe and practice using the buffer correctly</p> <p>Distinguish the difference between giving a basic manicure to a man or woman.</p> <p>Discuss "pros and cons" of men getting mani- cures</p> <p>Bring a male patron for a manicure</p>	<p>Buffer</p> <p>Chamois</p> <p>Pumice powder</p> <p>Clear polish</p> <p>Male patron</p>

CARE OF THE HANDS AND FEET

UNIT

Pedicuring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Pedicuring	Proper pedicuring enhances the beauty of the feet	Pedicuring procedure Objects used in pedicuring Tools Correct method of handling implements Preparation of the foot Lifting with orangewood stick Trimming only the free edge Illustration of abused nails and unsightly feet. Anatomy of the foot	Practice correct method of handling implements Give pedicure Compare various methods in manicuring and pedicuring

CARE OF THE HANDS AND FEET

UNIT

Pedicuring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
per pedicuring en-ces the beauty of feet	Pedicuring procedure Objects used in pedicuring Tools Correct method of handling implements Preparation of the foot Lifting with orangewood stick Trimming only the free edge Illustration of abused nails and unsightly feet. Anatomy of the foot	Practice correct method of handling implements Give pedicure Compare various methods in manicuring and pedicuring	

CARE OF THE HANDS AND FEET

UNIT

Pedicare

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Foot Massage	Improve the appearance and feel of the feet.	Chiropodist to speak to class  Manipulations  Creams and lotions  Increase circulation	Practice manipulation on each other  Place cosmetics in order of use

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CARE OF THE HANDS AND FEET

UNIT

Pedicare

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Improve the appearance and feel of the feet.	Chiropodist to speak to class  Manipulations  Creams and lotions  Increase circulation	Practice manipulations on each other  Place cosmetics in order of use	Guest speaker  Foot cream  Lotion



## CARE OF THE HAIR, SKIN AND SCALP

### General Concept

The maintenance of healthy hair, scalp, and skin is a must for the well-groomed patron. The professional cosmetologist must be able to recognize any abnormality of the skin, scalp, or hair and be able to suggest corrective treatments. She should also be aware that treatment is often limited in a salon and the patron may need to be referred to a doctor.

Students must be made aware of the importance of a scalp and facial massage. The success of massage lies in the absolute relaxation of both patron and operator and requires, on the part of the operator, a knowledge of the nervous, circulatory, excretory and muscular systems.

This unit is concerned with the materials used in facial treatment and massage, the recognition of hair, scalp, and skin disorders, the scalp massage, and the various types of hair, scalp, and skin treatments.

### Objectives

To acquire the awareness of recognizing normal and abnormal conditions of the scalp and hair.

To gain knowledge useful in determining and recommending the necessary treatments for the hair and scalp.

To acquire manipulative skills necessary for effective scalp massage.

To gain an understanding of material concerning the scientific study of the skin as a basis for effective understanding of skin care.

To develop manipulative skills necessary to give an effective facial massage.

To understand the effects and importance of light therapy.

To gain a knowledge of the nervous, circulatory, excretory and muscular systems.

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Plain Facial	Facials lead the way to good skin care .	Benefits of facial treatments  Skin analysis  Facial manipulations  Effleurage  Petrissage  Friction  Percussion  Vibration  Muscular system  Nervous system  Skeletal system  Circulatory system	Make an analysis of own skin type and determine type of cream to be used in massage  Practice facial manipulations  List nerves of head and face that are of importance when giving facial massage  Determine types of cream to be used on model  Give facial

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Facials lead the way in good skin care.</p>	<p>Benefits of facial treatments</p> <p>Skin analysis</p> <p>Facial manipulations</p> <p>Effleurage</p> <p>Petrissage</p> <p>Friction</p> <p>Percussion</p> <p>Vibration</p> <p>Muscular system</p> <p>Nervous system</p> <p>Skeletal system</p> <p>Circulatory system</p>	<p>Make an analysis of own skin type and determine type of cream to be used in massage</p> <p>Practice facial manipulations</p> <p>List nerves of head and face that are of importance when giving facial massage</p> <p>Determine types of cream to be used on model</p> <p>Give facial</p>	<p>Overhead projector</p> <p>Transparencies: "Facials" (3-M Company)</p> <p>Model</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Towels</p> <p>Spatula</p> <p>Cleansing cream</p> <p>Facial steamer</p> <p>Emollient cream</p> <p>Astringent lotion</p> <p>Makeup</p>

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Plain Facial (Continued)	Maintain the health of the facial skin with a restful treatment.	Steps in facial procedure  Facial procedures  Prepare patron  Analyze skin  Apply cleansing cream  Remove cleansing cream  Steam face  Apply emollient cream  Review manipulations  Remove emollient cream  Apply astringent  Proceed with makeup	

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Maintain the health of the facial skin with a restful treatment.	Steps in facial procedure  Facial procedures  Prepare patron  Analyze skin  Apply cleansing cream  Remove cleansing cream  Steam face  Apply emollient cream  Review manipulations  Remove emollient cream  Apply astringent  Proceed with makeup		

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Plain Facial (Continued)		Caution:  Massage should not be used when certain conditions exist, such as a heart condition, high blood pressure, swollen joints, or glandular swellings	

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Caution:</p> <p>Massage should not be used when certain conditions exist, such as a heart condition, high blood pressure, swollen joints, or glandular swellings</p>		

CARE OF THE HAIR, SKIN, AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Facials for Dry Skin	Dry skin is a problem that can be corrected with proper skin care.	<p>How the skin is nourished</p> <p>Glands of the skin</p> <p>Functions of the skin</p> <p>Reviewing preparations for plain facial</p> <p>Procedures for dry skin</p> <p>    Apply cleansing cream</p> <p>    Remove with warm moist towel</p> <p>    Sponge face with cleansing lotion for dry skin</p> <p>    Apply emollient cream</p> <p>    Apply muscle or massage oil</p>	<p>Analyze and select student having dry skin in classroom</p> <p>List all materials and cosmetics used in dry skin facial and keep for later use</p>



CARE OF THE HAIR, SKIN, AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>dry skin is a problem that can be corrected with proper skin care.</p>	<p>How the skin is nourished</p> <p>Glands of the skin</p> <p>Functions of the skin</p> <p>Reviewing preparations for plain facial</p> <p>Procedures for dry skin</p> <p>Apply cleansing cream</p> <p>Remove with warm moist towel</p> <p>Sponge face with cleansing lotion for dry skin</p> <p>Apply emollient cream</p> <p>Apply muscle or massage oil</p>	<p>Analyze and select student having dry skin in classroom</p> <p>List all materials and cosmetics used in dry skin facial and keep for later use</p>	<p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Model</p> <p>Towels</p> <p>Spatula</p> <p>Cleansing cream</p> <p>Cleansing lotion for dry skin</p> <p>Emollient cream</p> <p>Muscle oil</p> <p>Cotton pads</p> <p>Witch hazel</p> <p>Infrared lamp</p> <p>Skin lotion for dry skin</p>

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Facials for Dry Skin (Continued)		Cover patron's eyes with cotton pads moistened with witch hazel  Expose face and neck to infrared lamp for five minutes  Review manipulations  Remove cream with moist towel  Apply skin lotion for dry skin  Make up  Caution: Protect eyes when using infrared lamp	

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CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Cover patron's eyes with cotton pads moistened with witch hazel</p> <p>Expose face and neck to infrared lamp for five minutes</p> <p>Review manipulations</p> <p>Remove cream with moist towel</p> <p>Apply skin lotion for dry skin</p> <p>Make up</p> <p>Caution: Protect eyes when using infrared lamp</p>		

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Facial for Oily Skin and Comedones	The proper diet and care of the skin can help clear up the complexion.	<p>Causes of comedones</p> <p>How diet can play an important part in complexion</p> <p>Comedone extractor and its use</p> <p>How the skin is nourished</p> <p>Glands of the skin</p> <p>Functions of the skin</p> <p>Preparations for plain facial</p> <p>Applying cleansing cream</p> <p>Applying three hot towels, one at a time, and removing cream with last towel</p>	<p>Examine comedone extractor</p> <p>Give demonstration on student model</p> <p>List all materials and cosmetics used in oily skin facial and keep for later use</p>

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CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>proper diet and care of the skin can help clear up the complexion.</p>	<p>Causes of comedones</p> <p>How diet can play an important part in complexion</p> <p>Comedone extractor and its use</p> <p>How the skin is nourished</p> <p>Glands of the skin</p> <p>Functions of the skin</p> <p>Preparations for plain facial</p> <p>Applying cleansing cream</p> <p>Applying three hot towels, one at a time, and removing cream with last towel</p>	<p>Examine comedone extractor</p> <p>Give demonstration on student model</p> <p>List all materials and cosmetics used in oily skin facial and keep for later use</p>	<p>Comedone extractor</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Model</p> <p>Cleansing cream</p> <p>Towels</p> <p>Emollient cream</p> <p>Makeup</p> <p><u>The Van Dean Manual</u> (Milady)</p>

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Facial for Oily Skin and Comedones (Continued)		Remove blackheads one at a time with comedone extractor  Plain facial and makeup	

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Remove blackheads one at a time with comedone extractor</p> <p>Plain facial and makeup</p>		

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Treatment for Acne	Only the simple forms of acne should be treated by a cosmetologist.	Sebaceous glands  Ways diet and age affect acne  Acne treatment  Prepare for plain facial  Cleanse face with medicated soap  Apply acne cream  Apply high frequency current with direct application over affected parts for five minutes  Remove acne cream with warm moist towel	Prepare proper diet  Practice handling of facial glass electri

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CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>ly the simple forms of acne should be treated by a cosme- tologist.</p>	<p>Sebaceous glands</p> <p>Ways diet and age affect acne</p> <p>Acne treatment</p> <p>Prepare for plain facial</p> <p>Cleanse face with medicated soap</p> <p>Apply acne cream</p> <p>Apply high frequency current with direct application over affected parts for five minutes</p> <p>Remove acne cream with warm moist towel</p>	<p>Prepare proper diet</p> <p>Practice handling of facial glass electrode</p>	<p>Model</p> <p>Towels</p> <p>Medicated soap</p> <p>Acne cream</p> <p>Facial glass electrode</p> <p>Cotton</p> <p>Acne lotion</p> <p>Astringent lotion</p> <p>Antiseptic lotion</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Treatment for Acne (Continued)		Apply cotton mask of acne lotion, retain ten minutes  Remove mask and blot with cool wet towel  Apply astringent in blotting movement  Apply antiseptic lotion to each pimple  Clean up  Caution: Avoid use of regular facial makeup  Do not manipulate when acne is present  Circulatory system  Disorders of the skin	

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Apply cotton mask of acne lotion, retain ten minutes</p> <p>Remove mask and blot with cool wet towel</p> <p>Apply astringent in blotting movement</p> <p>Apply antiseptic lotion to each pimple</p> <p>Clean up</p> <p>Caution: Avoid use of regular facial makeup</p> <p>Do not manipulate when acne is present</p> <p>Circulatory system</p> <p>Disorders of the skin</p>		

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Facial Masks and Packs	A popular service to cleanse, soften, smooth, stimulate, and refresh the facial skin..	Packs  Bleach pack  Milk pack  Egg pack  Clay pack  Commercial packs and their effects on the skin  Recommended for normal or oily type skin  Skin analysis using skin chart  Procedures for plain facial  Apply chosen pack	Select proper pack proceed with pack facial using the partner system and skin chart  Make list of oils that can be used in oil facials and discuss  Mix formula for oil mask and give oil mask facial using the partner system

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>popular service to cleanse, soften, soothe, stimulate, and refresh the facial skin.</p>	<p>Packs</p> <p>Bleach pack</p> <p>Milk pack</p> <p>Egg pack</p> <p>Clay pack</p> <p>Commercial packs and their effects on the skin</p> <p>Recommended for normal or oily type skin</p> <p>Skin analysis using skin chart</p> <p>Procedures for plain facial</p> <p>Apply chosen pack</p>	<p>Select proper pack and proceed with pack facial using the partner system and skin chart</p> <p>Make list of oils that can be used in oil facials and discuss</p> <p>Mix formula for oil mask and give oil mask facial using the partner system</p>	<p>Towels</p> <p>Pack</p> <p>Cotton</p> <p>Witch hazel</p> <p>Astringent</p> <p>Makeup</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Oil formula</p> <p>Gauze</p> <p>Eye pads</p> <p>Dermal lamp</p> <p>Emollient cream</p>

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Facial Masks and Packs (Continued)		<p>Keep away from nose and eyes</p> <p>Place cotton pads moistened with witch hazel over model's eyes</p> <p>Leave on until dry</p> <p>Remove with warm steam towel</p> <p>Apply astringent, and complete makeup</p> <p>Masks are usually recommended for dry skin</p> <p>Oil masks are recommended for dry skin inclined to wrinkle</p> <p>Oils that can be used for oil mask</p>	

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CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Keep away from nose and eyes</p> <p>Place cotton pads moistened with witch hazel over model's eyes</p> <p>Leave on until dry</p> <p>Remove with warm steam towel</p> <p>Apply astringent, and complete makeup</p> <p>Masks are usually recommended for dry skin</p> <p>Oil masks are recommended for dry skin inclined to wrinkle</p> <p>Oils that can be used for oil mask</p>		

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Skin Treatment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Facial Masks and Packs (Continued)		Prepare formula for oil mask  Procedures for hot oil mask  Review plain facial  Moisten gauze with warm oil and place on face  Cover eyes with eye pads  Place dermal lamp 24 inches from patron's face for 5-10 minutes  Remove gauze  Apply emollient cream  Review manipulations  Apply warm steam towel	



CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Prepare formula for oil mask</p> <p>Procedures for hot oil mask</p> <p>Review plain facial</p> <p>Moisten gauze with warm oil and place on face</p> <p>Cover eyes with eye pads</p> <p>Place dermal lamp 24 inches from patron's face for 5-10 minutes</p> <p>Remove gauze</p> <p>Apply emollient cream</p> <p>Review manipulations</p> <p>Apply warm steam towel</p>		

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Facial Masks and Packs		Apply astringent  Make up	

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CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Skin Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Apply astringent  Make up		

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Hair and Scalp Treatments  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Dandruff Treatment	Dandruff is often the result of poor hair and scalp care.	Causes of dandruff Treatment of dandruff  Shampoo  Apply antiseptic lotion  Use scalp steamer  Apply ultraviolet rays  Manipulations with vibrator  Apply dandruff ointment  Use infrared lamp for five minutes  Style hair  Sterilizing everything used in dandruff treatment	Make list of five different treatments sold commercially

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Hair and Scalp Treatments

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Dandruff is often the result of poor hair and scalp care.	Causes of dandruff Treatment of dandruff  Shampoo  Apply antiseptic lotion  Use scalp steamer  Apply ultraviolet rays  Manipulations with vibrator  Apply dandruff ointment  Use infrared lamp for five minutes  Style hair  Sterilizing everything used in dandruff treatment	Make list of five different treatments sold commercially	Model  Shampoo  Towels  Antiseptic lotion  Scalp steamer  Ultraviolet ray source  Hand vibrator  Dandruff ointment  Infrared lamp  Goggles  <u>The Van Dean Manual</u> (Milady)

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Hair and Scalp Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Dandruff Treatment (Continued)		Protecting eyes with goggles when applying ultraviolet rays	

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CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Hair and Scalp Treatment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Protecting eyes with goggles when applying ultraviolet rays		

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

HAIR AND SCALP TREATMENT  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Dry Hair and Scalp Treatment	Chronic deficiencies must be corrected as part of good scalp and hair care.	Causes of dryness  When oil treatments are to be recommended  Types of oil that can be used for oil treatments  Treatment  Hair brushing  Heating and applying oil  Give scalp manipulations  Shampoo and style hair  Cream treatment with heating cap or scalp steamer  Hair and scalp disorders	Give dry hair and scalp treatment



CARE OF THE HAIR, SKIN AND SCALP  
UNIT

HAIR AND SCALP TREATMENT  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Iron deficiencies not be corrected as part of good scalp and hair care .</p>	<p>Causes of dryness</p> <p>When oil treatments are to be recommended</p> <p>Types of oil that can be used for oil treatments</p> <p>Treatment</p> <p style="padding-left: 40px;">Hair brushing</p> <p style="padding-left: 40px;">Heating and applying oil</p> <p style="padding-left: 40px;">Give scalp manipulations</p> <p style="padding-left: 40px;">Shampoo and style hair</p> <p style="padding-left: 40px;">Cream treatment with heating cap or scalp steamer</p> <p>Hair and scalp disorders</p>	<p>Give dry hair and scalp treatment</p>	<p>Model</p> <p>Brush</p> <p>Oil</p> <p>Oil heater</p> <p>Shampoo</p> <p>Towels</p> <p>Cream treatment</p> <p>Scalp steamer</p> <p>Heating cap</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Scalp Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Oily Scalp Treatment	To preserve the health of the hair and scalp and to overcome disorders of the scalp.	Causes of oily scalp Oily scalp treatments Procedures for oily scalp treatment Use of infrared lamp Nerves of head Circulatory system	Give an oily scalp treatment using the partner system  List four causes of oily scalp

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CARE OF THE HAIR, SKIN AND SCALP

UNIT

Scalp Treatment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
preserve the health of the hair and scalp and to overcome disorders of the scalp.	Causes of oily scalp Oily scalp treatments Procedures for oily scalp treatment Use of infrared lamp Nerves of head Circulatory system	Give an oily scalp treatment using the partner system  List four causes of oily scalp	Alkaline shampoo  Medicated scalp ointment  Infrared lamp

CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Hair Treatment  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Hair Treatment	Dry damaged hair is not pleasing to see or work with. Corrective hair treatment can change this .	Various types of damaged hair  Types of conditioners  Procedures for corrective hair treatment  Composition of hair  Hair structure  Hair analysis	Examine different types of hair through microscope and chart findings  Give corrective hair treatment  Study preparation and procedures for corrective hair treatment in workbook

CARE OF THE HAIR, SKIN AND SCALP

UNIT

Hair Treatment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
damaged hair is pleasing to see work with. corrective hair treatment can change s.	Various types of damaged hair Types of conditioners Procedures for corrective hair treatment Composition of hair Hair structure Hair analysis	Examine different types of hair through microscope and chart findings  Give corrective hair treatment  Study preparation and procedures for corrective hair treatment in workbooks	Microscope Handouts from manufacturers Model <u>Standard Textbook of Cosmetology (Kibbe)</u> <u>Workbook for Beauty Culture Theory (Milady)</u>

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CARE OF THE HAIR, SKIN AND SCALP

UNIT

Hair and Scalp Treatments

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Treatment of Alopecia	The main purpose of alopecia treatment is to stimulate growth by reviving the hair papillae.	Types Causes Treatments Manipulations  Shampoo  Apply medicated ointment  Apply high frequency current with glass rake electrode  Sterilizing everything used in alopecia treatment  Nerves of head  Circulatory system	Practice manipulation  Apply high frequency current with glass electrode

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CARE OF THE HAIR, SKIN AND SCALP  
UNIT

Hair and Scalp Treatments  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>The main purpose of alopecia treatment is to stimulate growth and revive the hair papillae.</p>	<p>Types</p> <p>Causes</p> <p>Treatments</p> <p>Manipulations</p> <p>Shampoo</p> <p>Apply medicated ointment</p> <p>Apply high frequency current with glass rake electrode</p> <p>Sterilizing everything used in alopecia treatment</p> <p>Nerves of head</p> <p>Circulatory system</p>	<p>Practice manipulations</p> <p>Apply high frequency current with glass rake electrode</p>	<p>Medicated scalp ointment</p> <p>Glass rake electrode</p> <p>Model</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

## HAIRCOLORING

### General Concept

The natural look of beauty is the dream of every American and it starts with the color of the hair. Not all natural color hair has a radiant, flattering look.

Today, haircoloring and lightening services are in great demand in salons by women and men, and it can become a very profitable source of income for the haircolorist. The terms "haircoloring" and "hair lightening" mean the addition of artificial color to the natural pigment in the hair or the addition of color to lightened hair, and the removal of natural pigment from the hair, respectively.

All phases of haircoloring depend upon a thorough knowledge of the fundamental skills required for the various methods of application of haircolorings and bleaches and familiarity with the complete range of haircoloring products offered by various manufacturers. Haircoloring is a highly specialized branch of the beauty industry.

### Objectives

To understand and evaluate the basic differences in the various types of commercial haircolorings and bleaches and their effects upon the hair.

To develop the skills necessary to make the patron feel confident in the operator's work.

To develop skill in the safe and correct techniques for the application of haircolorings and bleaches.

To develop artistry in specialized blending of haircolorings.

To develop an awareness of the special problems in haircoloring and bleaching, and to develop skill in the methods for correcting such problems.

To keep abreast of the technological advancements in haircoloring and bleaching.



HAIRCOLORING  
UNIT

Temporary Hair Color  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Temporary Hair Color	Temporary color lasts from one shampoo to the next.	<p>Types and composition of temporary color</p> <p>Why some types of hair absorb a rinse more quickly than others</p> <p>Selecting a shade by using color chart</p> <p>Cost</p> <p>Labor</p> <p>Supplies</p> <p>Profit</p> <p>Various methods of application</p> <p>Mixing formulas</p> <p>Safety</p>	<p>Apply color rinse on hair samples using different shades of rinses</p> <p>Label the colors used in the student project</p> <p>Mix different formulas apply to pieces of cotton, and observe your results</p> <p>Develop different shades by mixing water colors</p>

HAIRCOLORING  
UNIT

Temporary Hair Color  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Temporary color lasts from one shampoo to the next.</p>	<p>Types and composition of temporary color</p> <p>Why some types of hair absorb a rinse more quickly than others</p> <p>Selecting a shade by using color chart</p> <p>Cost</p> <p>Labor</p> <p>Supplies</p> <p>Profit</p> <p>Various methods of application</p> <p>Mixing formulas</p> <p>Safety</p>	<p>Apply color rinse on hair samples using different shades of rinses</p> <p>Label the colors used in the student project</p> <p>Mix different formulas, apply to pieces of cotton, and observe your results</p> <p>Develop different shades by mixing water colors</p>	<p>Color rinses</p> <p>Brush</p> <p>Cotton swab</p> <p>Applicator bottle</p> <p>Measuring cup</p> <p>Commercial color charts on temporary color</p> <p>Hair strands</p>

HAIRCOLORING

UNIT

Semipermanent

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Semipermanent Hair Color	Some patrons are reluctant to change hair colors.	Patch test Federal Food and Drug and Cosmetic Act Types of semipermanent color Color ranges Variation in timing Mixing two or more colors to produce individualized shades Application techniques Following manufacturer's instructions Application of cream and mixture	Compare semipermanent colorings to temporary color Prepare a paper on "Requirements of Federal Food and Drug and Cosmetic Act" Give patch test and show results Compare colors with color chart Prepare several rinses and apply

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HAIRCOLORING

UNIT

Semipermanent

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>patrons are                      tant to change                      colors.</p>	<p>Patch test</p> <p>Federal Food and Drug                      and Cosmetic Act</p> <p>Types of semipermanent                      color</p> <p>Color ranges</p> <p>Variation in timing</p> <p>Mixing two or more colors                      to produce individualized                      shades</p> <p>Application techniques</p> <p>Following manufacturer's                      instructions</p> <p>Application of cream and                      mixture</p>	<p>Compare semipermanent                      colorings to temporary                      color</p> <p>Prepare a paper on                      "Requirements of Federal                      Food and Drug and                      Cosmetic Act"</p> <p>Give patch test and                      show results</p> <p>Compare colors with                      color chart</p> <p>Prepare several                      rinses and apply</p>	<p>Semipermanent colors</p> <p>Commercial color chart</p> <p>Time clock</p> <p>Applicator</p>

HAIRCOLORING

UNIT

Semipermanent

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Semipermanent Hair Color (Continued)		Problems that can arise when using semipermanent hair colors  Buildup of color  Change to a lighter shade  Application to newly permanent waved hair	

HAIRCOLORING

UNIT

Semipermanent

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Problems that can arise when using semipermanent hair colors</p> <p>Buildup of color</p> <p>Change to a lighter shade</p> <p>Application to newly permanent waved hair</p>		

HAIRCOLORING  
UNIT

Semipermanent

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Silver Series	Come alive gray, look rich and natural.	Application techniques Exact measures Purpose of silver Semipermanent colors Selecting shade Percentage of gray Patron's preference of color Timing Desired effect Time will vary	Using chart, compare permanent color and semipermanent silver

HAIRCOLORING  
UNIT

Semipermanent

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Come alive gray, look rich and natural.	Application techniques Exact measures Purpose of silver Semipermanent colors Selecting shade Percentage of gray Patron's preference of color Timing Desired effect Time will vary	Using chart, compare permanent color and semipermanent silver	Commercial color charts on silver series



HAIRCOLORING  
UNIT

Semipermanent  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Faded Hair	Faded hair can be made bright.	Warm and cool color shades, compared by using color chart  In-between shades: Mixing several colors to achieve the desired effect	Compare colors on chart  Distinguish cool color from the warm color  Blend and mix colors to get the desired color

HAIRCOLORING  
UNIT

Semipermanent  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
aded hair can be ade bright.	Warm and cool color shades, compared by using color chart  In-between shades: Mixing several colors to achieve the desired effect	Compare colors on the chart  Distinguish cool colors from the warm colors  Blend and mix colors to get the desired color	Commercial color chart  Small bowls  Measuring cup

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Penetrating Hair Colors	The idea of changing hair color has been in practice since the days of the ancient Egyptians.	Historical development of haircoloring according to era	Do research on the historical development of haircoloring according to era

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The idea of changing hair color has been in practice since the days of the ancient Egyptians.	Historical development of haircoloring according to era	Do research on the historical development of haircoloring according to era	Information sheets

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Reasons for Penetrating Haircoloring</p>	<p>Penetrating hair colors may be used to match, blend, or drastically change a woman's natural hair color and create a new personality.</p>	<p>Reasons for using penetrating haircoloring</p> <p>Classifications of penetrating haircolorings</p> <p>Penetrating haircolorings from different manufacturers</p> <p>Products compared according to duration, use, and contents</p> <p>Color charts for various products</p>	<p>Compare two manufacturers' products according to duration of use and contents</p> <p>Observe and compare the results of two products</p>

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>penetrating hair colors may be used to match, blend, or drastically change a woman's natural hair color and create a new personality.</p>	<p>Reasons for using penetrating haircoloring</p> <p>Classifications of penetrating haircolorings</p> <p>Penetrating haircolorings from different manufacturers</p> <p>Products compared according to duration, use, and contents</p> <p>Color charts for various products</p>	<p>Compare two manufacturers' products according to duration, use and contents</p> <p>Observe and compare the results of two products</p>	<p>Color charts</p> <p>Clairol</p> <p>L'Oreal</p> <p>Revlon</p> <p>Roux</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Aniline Derivative Tints	Penetrating hair-coloring lightens and changes the color of an individual's hair for longer durations than any other type of hair-colorings.	The basic ingredients of aniline derivative tints and why it requires the use of a developer  Effects of aniline derivative tints on the hair by mixing three different shades of tint with developer and applying on samples  Oxidation process  Effects on the hair  How to give a patch and strand test  Importance of a patch and strand test  Safety precautions	Observe the chemical change an aniline derivative tint undergoes when mixed with a developer  Mix tint with a developer, apply on hair samples, and observe effects on the hair  Evaluate results of color in natural light and artificial light

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HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>penetrating hair-coloring lightens and changes the color of an individual's hair for longer durations than any other type of hair-colorings.</p>	<p>The basic ingredients of aniline derivative tints and why it requires the use of a developer</p> <p>Effects of aniline derivative tints on the hair by mixing three different shades of tint with developer and applying on samples</p> <p>Oxidation process</p> <p>Effects on the hair</p> <p>How to give a patch and strand test</p> <p>Importance of a patch and strand test</p> <p>Safety precautions</p>	<p>Observe the chemical change an aniline derivative tint undergoes when mixed with a developer</p> <p>Mix tint with a developer, apply on hair samples, and observe effects on the hair</p> <p>Evaluate results of color in natural light and artificial light</p>	<p>Tints</p> <p>Developer</p> <p>Hair samples</p> <p>Model</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>



HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Aniline Derivative Tints (Continued)		Testing tints for freshness  Procedures  Mixing formulas  Testing for color development  Checking patch test results  Effects of atmospheric conditions on the hair  Computing development time  The art of mixing colors	

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HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Testing tints for freshness</p> <p>Procedures</p> <p style="padding-left: 40px;">Mixing formulas</p> <p style="padding-left: 40px;">Testing for color development</p> <p style="padding-left: 40px;">Checking patch test results</p> <p style="padding-left: 40px;">Effects of atmospheric conditions on the hair</p> <p>Computing development time</p> <p>The art of mixing colors</p>		

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Single Application Tint on Virgin Hair and Retouch</p>	<p>Change a woman's hair color to accentuate her natural beauty.</p> <p>A good cosmetologist advises her patron of the frequency of a retouch on the new growth of hair.</p>	<p>Advantages of using single application tints</p> <p>Selection of correct shade</p> <p>Importance of patch test</p> <p>Proper sectioning of the hair</p> <p>Procedures for giving a single application tint and retouch for virgin hair</p> <p>Safety precautions</p> <p>Testing for color development</p> <p>Effects of single process tints on the molecular structure of the hair</p>	<p>Compare the use of single application tints with other haircolorings previously used</p> <p>Make diagrams showing various ways for sectioning the hair</p> <p>Section the hair on a manikin</p> <p>Give a mock single application tint on manikin using a thick setting lotion</p>

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Change a woman's hair color to accentuate her natural beauty.</p> <p>A good cosmetologist advises her patron of the frequency of a retouch on the new growth of hair.</p>	<p>Advantages of using single application tints</p> <p>Selection of correct shade</p> <p>Importance of patch test</p> <p>Proper sectioning of the hair</p> <p>Procedures for giving a single application tint and retouch for virgin hair</p> <p>Safety precautions</p> <p>Testing for color development</p> <p>Effects of single process tints on the molecular structure of the hair</p>	<p>Compare the use of single application tints with other haircolorings previously used</p> <p>Make diagrams showing various ways for sectioning the hair</p> <p>Section the hair on a manikin</p> <p>Give a mock single application tint on a manikin using a thick setting lotion</p>	<p>Tint</p> <p>Developer</p> <p>Manikin</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Single Application Tint on Virgin Hair and Retouch (Continued)  <i>max min 1/2 in 1/2 in</i>		Computing processing time, materials, cost, and price  Selecting complimentary shades	

HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Computing processing time, materials, cost, and price</p> <p>Selecting complimentary shades</p>		

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Consultation for Haircoloring Services</p>	<p>Penetrating hair colors come in a wide range of shades to match or change natural color of hair.</p>	<p>Using various color and complexion charts for selection of color</p> <p>Chart of hair color series</p> <p>Technique for examining the hair and scalp for a hair color</p> <p>How to give a strand and patch test</p> <p>Safety precautions</p> <p>Developing color series</p> <p>Effects of color on hair structure</p> <p>Computing materials cost, service price, and labor</p> <p>Time required for service</p> <p>Mixing colors</p>	<p>Make charts suggest hair color according to age, complexion, and natural hair color</p> <p>Develop different shades by mixing water colors</p>

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HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>penetrating hair                      colors come in a                      wide range of shades                      to match or change                      the natural color of hair.</p>	<p>Using various color and                      complexion charts for                      selection of color</p> <p>Chart of hair color series</p> <p>Technique for examining                      the hair and scalp for a                      hair color</p> <p>How to give a strand and                      patch test</p> <p>Safety precautions</p> <p>Developing color series</p> <p>Effects of color on hair                      structure</p> <p>Computing materials cost,                      service price, and labor</p> <p>Time required for service</p> <p>Mixing colors</p>	<p>Make charts suggesting                      hair color according                      to age, complexion,                      and natural hair color</p> <p>Develop different                      shades by mixing                      water colors</p>	<p>Haircolorings</p> <p>Complexion chart</p> <p>Hair color charts</p> <p>Clairol</p> <p>Roux</p> <p>Revlon</p> <p><u>Standard Textbook of                      Cosmetology (Kibbe)</u></p>



HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Record Keeping	Accurate record keeping is important for protection and reference.	Completing a release card and a record card for haircoloring  Recording date of service  Recording hair conditions  Recording formula  Recording price  Computing cost of materials, percent of profit, and cost of labor  Color spectrum  Light reflection  Tone shades	Complete record card and release statement  Perform a skit when a customer becomes enraged because her regular operator is not in the salon and no record is on file of her previous hair coloring treatment which she would like to have repeated  File record cards

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HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Accurate record keeping is important for protection and reference.</p>	<p>Completing a release card and a record card for haircoloring</p> <p>Recording date of service</p> <p>Recording hair conditions</p> <p>Recording formula</p> <p>Recording price</p> <p>Computing cost of materials, percent of profit, and cost of labor</p> <p>Color spectrum</p> <p>Light reflection</p> <p>Tone shades</p>	<p>Complete record cards and release statements</p> <p>Perform a skit wherein a customer becomes enraged because her regular operator is not in the salon and no record is on file of her previous hair-coloring treatment which she would like to have repeated</p> <p>File record cards</p>	<p>Record cards</p> <p>Release statements</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Formula cards</p> <p>File box</p>

HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Record Keeping		Record card Formula card	

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HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Record card Formula card		

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Double Application Tint and Retouch</p>	<p>Subtle shades of high fashion hair color are achieved by using double application tints.</p> <p>New growth requires frequent attention.</p>	<p>Review</p> <p>Selection of colors</p> <p>Mixing colors</p> <p>Examination of hair and scalp</p> <p>Strand testing</p> <p>Patch testing</p> <p>Hair sectioning</p> <p>Purpose of double application tint</p> <p>Reasons and methods for decoloring hair in double application hair-coloring</p> <p>Products used in double application tinting</p>	<p>Review color charts</p> <p>Mix three bleach formulas for decolor three samples of hair to gold, yellow, and pale yellow stages and apply a tint of your choice</p> <p>Compare and analyze results of various tints</p>

HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Multiple shades of high fashion hair color are achieved using double application tints.</p> <p>Hair growth requires frequent attention.</p>	<p>Review</p> <p>Selection of colors</p> <p>Mixing colors</p> <p>Examination of hair and scalp</p> <p>Strand testing</p> <p>Patch testing</p> <p>Hair sectioning</p> <p>Purpose of double application tint</p> <p>Reasons and methods for decoloring hair in double application haircoloring</p> <p>Products used in double application tinting</p>	<p>Review color charts</p> <p>Mix three bleach formulas for decoloring three samples of hair to gold, yellow, and pale yellow stages and apply a tint of your choice</p> <p>Compare and analyze results of various tints</p>	<p>Color charts</p> <p>Clairol</p> <p>Roux</p> <p>L'Oreal</p> <p>Revlon</p> <p>Bleaches</p> <p>Developers</p> <p>Applicators</p> <p>Brushes</p>

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HAIRCOLORING  
UNIT  
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Penetrating Haircoloring  
DIVISION  
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Title	Concept	Teacher Presentation	Student Activities
Double Application Tint and Retouch (Continued)		Procedure for giving a double application tint and retouch  Safety precautions  Testing color development  Effects of decolorization on hair structure  Effects of double application tints on the hair  Computing cost of material, cost of labor, and service time  Changing hair color  Selecting complimentary colors	

HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Procedure for giving a double application tint and retouch</p> <p>Safety precautions</p> <p>Testing color development</p> <p>Effects of decolorization on hair structure</p> <p>Effects of double application tints on the hair</p> <p>Computing cost of material, cost of labor, and service time</p> <p>Changing hair color</p> <p>Selecting complimentary colors</p>		



HAIRCOLORING  
UNIT

Penetrating Haircoloring  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Toners	<p>Toners are used to create high fashion shades on decolorized hair .</p> <p>Personalized shades are created by skillfully mixing toners of different shades .</p>	<p>Material for review</p> <p>Decolorization of hair</p> <p>Patch and strand testing</p> <p>Examination of hair and scalp</p> <p>Sectioning the hair</p> <p>Types of toners</p> <p>Purpose of toners</p> <p>Advantages and disadvantages of using toners</p> <p>Shade selection</p> <p>Use of drabbers</p> <p>Mixing toners to create desired shades</p>	<p>Study shades on toner (color) charts, create two new formulas by mixing shades, and apply as samples on decolorized hair</p> <p>Observe hair samples for effects of toner on bleached hair</p>

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>toners are used to create high fashion shades on decolorized hair.</p> <p>Personalized shades are created by skillfully mixing toners of different shades.</p>	<p>Material for review</p> <p>Decolorization of hair</p> <p>Patch and strand testing</p> <p>Examination of hair and scalp</p> <p>Sectioning the hair</p> <p>Types of toners</p> <p>Purpose of toners</p> <p>Advantages and disadvantages of using toners</p> <p>Shade selection</p> <p>Use of drabbers</p> <p>Mixing toners to create desired shades</p>	<p>Study shades on toner (color) charts, create two new formulas by mixing shades, and apply as samples of decolorized hair</p> <p>Observe hair samples for effects of toner on bleached hair</p>	<p>Toner charts</p> <p>Bleaches</p> <p>Toners</p> <p>Applicators</p> <p>Rubber gloves</p> <p>Model</p> <p>Hair samples</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Toners (Continued)		Procedure for applying toner on bleached hair and a toner retouch  Record keeping  Duration of toners  Safety precautions  Methods of restoring faded colors  Effects of toners on hair  Effects of atmosphere on hair  Computing cost of materials, service price, and processing time  Mixing and blending complimentary colors	

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HAIRCOLORING

UNIT

Penetrating Haircoloring

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Procedure for applying toner on bleached hair and a toner retouch</p> <p>Record keeping</p> <p>Duration of toners</p> <p>Safety precautions</p>		
	<p>Methods of restoring faded colors</p> <p>Effects of toners on hair</p> <p>Effects of atmosphere on hair</p> <p>Computing cost of materials, service price, and processing time</p> <p>Mixing and blending complimentary colors</p>		

HAIRCOLORING

UNIT

Bleaching a Virgin Head

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Hair Bleaching	Do blondes have more fun?	Chemistry of the various bleaching agents  Various types of commercial bleaches  Action of various bleaches on the head  Skill in bleaching hair  Following directions	Study variety of commercial bleaches
Skills in Bleaching	Lightening is the process by which we remove some of the natural color to create a lighter, brighter color.	Bleaching  Method of mixing bleach  Method of measuring accurately  Test the strength of the bleach before applying to hair	Take a strand of hair through seven stages of lightening and chart the time of each stage  Discuss limitations of each product and the equation of time with lightening effects

HAIRCOLORING

UNIT

Bleaching a Virgin Head

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>blondes have more n?</p> <p>lightening is the process by which we remove some of the natural color to create a lighter, brighter color.</p>	<p>Chemistry of the various bleaching agents</p> <p>Various types of commercial bleaches</p> <p>Action of various bleaches on the head</p> <p>Skill in bleaching hair</p> <p>Following directions</p> <p>Bleaching</p> <p>Method of mixing bleach</p> <p>Method of measuring accurately</p> <p>Test the strength of the bleach before applying to hair</p>	<p>Study variety of commercial bleaches</p> <p>Take a strand of hair through seven stages of lightening and chart the time of each stage</p> <p>Discuss limitations of each product and the equation of timing with lightening effects</p>	<p>Mixing bowls</p> <p>Peroxide boosters</p> <p>Commercial bleaches</p> <p>Hair strands</p> <p>Protective apron</p> <p>Poster paper</p> <p>Watch</p>

HAIRCOLORING

UNIT

Bleaching a Virgin Head

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Skills in Bleaching (Continued)		Percentage and volume  Proper storage of solutions  Oxidation time in relation to degree of lightening desired  Safety precautions	

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HAIRCOLORING  
UNIT

Bleaching a Virgin Head  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Percentage and volume</p> <p>Proper storage of solutions</p> <p>Oxidation time in relation to degree of lightening desired</p> <p>Safety precautions</p>		



HAIRCOLORING

UNIT

Bleaching a Virgin Head

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Mock Bleaching	Practice makes perfect.	<p>Demonstration</p> <p>Preparing the patron</p> <p>Methods of applying bleach</p> <p>Arrangement of supplies</p> <p>Strand test for degree of lightening</p> <p>Sectioning of hair</p> <p>Apply bleach to the hair shaft first</p> <p>Time application</p> <p>Time test--remove bleach</p>	<p>Conduct a mock bleach on manikin</p> <p>Do a virgin bleach within six weeks on model</p>

HAIRCOLORING

UNIT

Bleaching a Virgin Head

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Practice makes perfect	<p>Demonstration</p> <p>Preparing the patron</p> <p>Methods of applying bleach</p> <p>Arrangement of supplies</p> <p>Strand test for degree of lightening</p> <p>Sectioning of hair</p> <p>Apply bleach to the hair shaft first</p> <p>Time application</p> <p>Time test--remove bleach</p>	<p>Conduct a mock bleach on manikin</p> <p>Do a virgin bleach within six weeks on a model</p>	<p>Thick wave set</p> <p>Concentrated cream rinse</p> <p>Mixing bowls</p> <p>Towels</p> <p>Protective apron</p> <p>Manikin</p> <p>Clips</p> <p>Comb</p> <p>Applicator bottle</p> <p>Absorbent cotton</p> <p>Brush applicator</p> <p>Cotton swab</p>

HAIRCOLORING

UNIT

Bleaching a Virgin Head

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Mock Bleaching (Continued)			

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HAIRCOLORING  
UNIT

Bleaching a Virgin Head  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
			Timer Rubber gloves

HAIRCOLORING

UNIT

Highlighting Shampoo Tints

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Highlighting Shampoo Tints	Individualized creating is a special art.	Color charts for selecting colors Preparation of patron Examining hair and scalp Proper cleansing of hair and scalp Processing time Advantage of the service to salon Various tints Computing exact amount of color shampoo Blending colors	Gather supplies Examine and compare colors Give strand test Mix formula Observe processing time Complete record card

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HAIRCOLORING

UNIT

Highlighting Shampoo Tints

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Individualized coloring is a special treatment.	Color charts for selecting colors  Preparation of patron  Examining hair and scalp  Proper cleansing of hair and scalp  Processing time  Advantage of the service to salon  Various tints  Computing exact amount of color shampoo  Blending colors	Gather supplies  Examine and compare colors  Give strand test  Mix formula  Observe processing time  Complete record card	Color charts  Coloring  Liquid shampoo  Developer  Timer  Applicator

HAIRCOLORING

UNIT

Reconditioning Damaged Hair

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Removal of Penetrating Tint	It is the prerogative of every patron to change her mind.	Procedure Techniques in removing penetrating tints Importance of securing correct products Metalex Safety precautions Effects of the removal on the hair Time involved	Observe and help select the product used Observe procedures for timing and test for desired results

HAIRCOLORING  
UNIT

Reconditioning Damaged Hair  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
is the prerogative every patron to ge her mind.	Procedure  Techniques in removing penetrating tints  Importance of securing correct products  Metalex  Safety precautions  Effects of the removal on the hair  Time involved	Observe and help select the product used  Observe procedures for timing and testing for desired results	Timer  Applicator  <u>Standard Textbook of Cosmetology (Kibbe)</u>



HAIRCOLORING

UNIT

Reconditioning Damaged Hair

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Fillers	Careful analysis is needed for solving color problems.	Use of fillers Selecting the color of fillers What to expect after use Supplies Applications of fillers Processing time Effects of fillers on hair Computing processing time Recognizing desired shade	Participate in all phases of use of fillers Select color Perform the following steps Make an individual color chart Pre-bleach to 7th stage three different samples of hair Use fillers and toner to achieve the desired result

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HAIRCOLORING  
UNIT

Reconditioning Damaged Hair  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>careful analysis is needed for solving color problems.</p>	<p>Use of fillers</p> <p>Selecting the color of fillers</p> <p>What to expect after use</p> <p>Supplies</p> <p>Applications of fillers</p> <p>Processing time</p> <p>Effects of fillers on hair</p> <p>Computing processing time</p> <p>Recognizing desired shade</p>	<p>Participate in all phases of use of fillers</p> <p>Select color</p> <p>Perform the following steps</p> <p>Make an individual color chart</p> <p>Pre-bleach to 7th stage three different samples of hair</p> <p>Use fillers and toner to achieve the desired results</p>	<p>Applicator</p>

HAIRCOLORING  
UNIT

Retouching  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Bleach Retouch	The hair lives and grows .	Material for review  Safety precautions  Preparation of patron and supplies  Method of application  Section hair  Apply bleach to new growth only  Time test  Remove bleach  Applying bleach to the hair shaft first  Decreasing oxidation by cold air	Do a mock retouch, complete formula and release cards, and file cards  Compare a strand of bleached hair and a strand of virgin hair using a microscope

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HAIRCOLORING  
UNIT

Retouching  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The hair lives and grows .	Material for review  Safety precautions  Preparation of patron and supplies  Method of application  Section hair  Apply bleach to new growth only  Time test  Remove bleach  Applying bleach to the hair shaft first  Decreasing oxidation by cold air	Do a mock retouch, complete formula and release cards, and file cards  Compare a strand of bleached hair and a strand of virgin hair using a microscope	Microscope

HAIRCOLORING

UNIT

Retouching

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Bleach Retouch (Continued)		Relation of developing time to color desired  Following manufacturer's instructions for mixing and timing  Importance of careful application to avoid overlapping	

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HAIRCOLORING  
UNIT

Retouching  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Relation of developing time to color desired</p> <p>Following manufacturer's instructions for mixing and timing</p> <p>Importance of careful application to avoid overlapping</p>		

HAIRCOLORING

UNIT

Frosting

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Process of Frosting Hair	Interesting trends in various effects of frosting the hair.	<p>Procedures</p> <p>Process of frosting</p> <p>Placing the frosting cap</p> <p>Different kinds of frosting caps</p> <p>Amount of hair to be drawn through cap</p> <p>Timing</p> <p>Testing for color development</p> <p>Measuring and how it will differ from an entire bleach</p>	<p>Place frosting cap on manikin</p> <p>Draw strand of hair through cap</p> <p>Review diagram in textbook</p>
Methods of Applying Bleach for a Frosting	Frosting is very much in vogue today	<p>Procedures</p> <p>Mixing bleach</p>	Place frosting cap on model

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HAIRCOLORING  
UNIT

Frosting  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Interesting trends various effects of frosting the hair.</p> <p>Frosting is very much in vogue today</p>	<p>Procedures</p> <p>Process of frosting</p> <p>Placing the frosting cap</p> <p>Different kinds of frosting caps</p> <p>Amount of hair to be drawn through cap</p> <p>Timing</p> <p>Testing for color development</p> <p>Measuring and how it will differ from an entire bleach</p> <p>Procedures</p> <p>Mixing bleach</p>	<p>Place frosting cap on manikin</p> <p>Draw strand of hair through cap</p> <p>Review diagram in textbook</p> <p>Place frosting cap on model</p>	<p><u>Standard Textbook of Cosmetology (Kibbe)</u></p> <p>Manikin</p> <p>Frosting caps</p> <p>Crochet hook</p> <p>Model</p> <p>Frosting cap</p>



HAIRCOLORING

UNIT

Frosting

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Methods of Applying Bleach for a Frosting (Continued)		Methods of application  Applying bleach and explaining procedures  Timing  Testing for color development	Draw several strands of hair through the

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HAIRCOLORING  
UNIT

Frosting  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Methods of application</p> <p>Applying bleach and explaining procedures</p> <p>Timing</p> <p>Testing for color development</p>	<p>Draw several strands of hair through the cap</p>	<p>Crochet hook</p> <p>Bleach</p> <p>Developer</p>

HAIRCOLORING

UNIT

Streaking and/or Tipping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Streaking and/or Tipping	<p>Streaking is another fashion trend today and is done by pulling larger sections of hair to be bleached through the cap.</p> <p>Tipping is done by bleaching the ends of portions of hair.</p>	<p>Differences among frosting, tipping, and streaking</p> <p>Procedural differences</p> <p>Using aluminum foil in frosting, tipping, and bleaching</p>	<p>Use aluminum foil and heavy wave set to do streaking on a manikin</p> <p>Discuss model's hair in connection with streaking and tipping</p>

HAIRCOLORING

UNIT

Streaking and/or Tipping

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Streaking is another fashion trend today. It is done by cutting larger sections of hair to be reached through the top.</p> <p>Tipping is done by reaching the ends portions of hair.</p>	<p>Differences among frosting, tipping, and streaking</p> <p>Procedural differences</p> <p>Using aluminum foil in frosting, tipping, and bleaching</p>	<p>Use aluminum foil and heavy wave set to do streaking on a manikin</p> <p>Discuss model's hair in connection with streaking and tipping</p>	<p>Manikin</p> <p>Aluminum foil</p> <p>Heavy wave set</p>

HAIRCOLORING

UNIT

Lash and Brow Tinting

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Tinting of Lash and Brow	Lash and brow tinting is lasting and requires little time.	<p>Benefits of lash and brow tint and color selection</p> <p>Safety precautions</p> <p>Care in application</p> <p>Setting position</p> <p>Following manufacturer's directions</p> <p>Procedures and methods of applying</p> <p>Computing operators time</p> <p>Cost of supplies, and overhead price of service</p>	Give lash and brow tint on model

HAIRCOLORING

UNIT

Lash and Brow Tinting

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Lash and brow tinting lasting and requires little time.</p>	<p>Benefits of lash and brow tint and color selection</p> <p>Safety precautions</p> <p>Care in application</p> <p>Setting position</p> <p>Following manufacturer's directions</p> <p>Procedures and methods of applying</p> <p>Computing operators time</p> <p>Cost of supplies, and overhead price of service</p>	<p>Give lash and brow tint on model</p>	<p>Model</p> <p>Tint</p> <p>Stain remover</p> <p>Swabs</p> <p>Cotton</p> <p>Soapy water</p> <p>Clear water</p> <p>Towel</p>

## HAIR PIECES

### General Concept

The well-dressed woman of today is ready for all occasions when she owns an array of hair pieces or postiches. Starting as a fad, hair pieces have become a major part of the beauty industry by offering the alert cosmetologist an opportunity to expand services. Selling and servicing hair pieces are ideal for additional income in the beauty salon.

The instant change of hairstyles is an asset to the busy woman. Necessity is no longer the reason for wearing wigs or hair pieces as the colors and styles are limitless.

Hair pieces come in two groups--synthetics and human. Human hair goods are more durable and easier to service. Synthetic hair goods are made of man-made fibers. Due to the popularity of synthetic hair pieces, specialized service techniques have been developed.

This unit offers suggestions on all phases and services from the selection and styling to changing the color of the hair pieces.

### Objectives

To develop the ability to differentiate between various types of wigs and hair pieces.

To acquire knowledge and develop skill in selecting, shaping, and styling of postiches.

To fit and adjust wigs.

To develop the ability to clean and dry hair goods safely.

To develop skills in the specialized comb-out techniques in styling.

To appreciate and develop artistry in the use of hair goods.

HAIR PIECES

UNIT

Types of Hair Pieces

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Types of Hair Pieces	Know your hair goods and be able to recognize quality and types available.	<p>Sources of hair obtained for wig making</p> <p>European</p> <p>Oriental</p> <p>Indonesia</p> <p>India</p> <p>Types of hair used in wig making</p> <p>Human</p> <p>Other animal</p> <p>Synthetic</p> <p>Match test for quality</p> <p>Cap construction</p> <p>Wigs made by machine</p>	<p>Examine hair goods quality of hair and of construction</p> <p>Perform match test</p> <p>Compare and identify types of hair</p> <p>Prepare a report on the various types of wigs and quality of hair used</p>

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HAIR PIECES

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UNIT

Types of Hair Pieces

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DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Know your hair goods be able to recog- e quality and types available.</p>	<p>Sources of hair obtained for wig making</p> <ul style="list-style-type: none"> <li>European</li> <li>Oriental</li> <li>Indonesia</li> <li>India</li> </ul> <p>Types of hair used in wig making</p> <ul style="list-style-type: none"> <li>* Human</li> <li>Other animal</li> <li>Synthetic</li> </ul> <p>Match test for quality</p> <p>Cap construction</p> <p>Wigs made by machine</p>	<p>Examine hair goods for quality of hair and of construction</p> <p>Perform match test</p> <p>Compare and identify types of hair</p> <p>Prepare a report on the various types of wigs and quality of hair used</p>	<p>All types of hair goods</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p> <p>Match test material</p>

HAIR PIECES  
UNIT

Types of Hair Pieces  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Types of Hair Pieces (Continued)		Semi-handmade Hand ventilated Handmade Wig history	

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HAIR PIECES  
UNIT

Types of Hair Pieces  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Semi-handmade Hand ventilated Handmade Wig history		

HAIR PIECES

UNIT

Measuring and Fitting a Wig

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Measuring and Fitting a. Wig	Proper use of tape measure to assure fit and suitability to patron.  For a natural appearance and secure feeling, proper fitting is necessary.	How to measure head to assure fit  Around head  Hairline to nape  Ear to ear  Across nape line  Recording measurements on record card with name and hair sample of color desired  Specifying selection of color using color rings to match or blend shades  Warm  Dark  Depth of color	Measure patron for wig using the partner system  Fill out sample record card  Evaluate the effect of different color wigs on one or more individuals  Select color suitable for skin tone

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HAIR PIECES

UNIT

Measuring and Fitting a Wig

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>proper use of tape measure to assure fit and suitability to patron</p> <p>for a natural appearance and secure feeling, proper fitting is necessary,</p>	<p>How to measure head to assure fit</p> <p style="padding-left: 40px;">Around head</p> <p style="padding-left: 40px;">Hairline to nape</p> <p style="padding-left: 40px;">Ear to ear</p> <p style="padding-left: 40px;">Across nape line</p> <p>Recording measurements on record card with name and hair sample of color desired</p> <p>Specifying selection of color using color rings to match or blend shades</p> <p style="padding-left: 40px;">Warm</p> <p style="padding-left: 40px;">Dark</p> <p style="padding-left: 40px;">Depth of color</p>	<p>Measure patron for wig using the partner system</p> <p>Fill out sample record card</p> <p>Evaluate the effects of different colored wigs on one or more individuals</p> <p>Select color suitable for skin tone</p>	<p>Tape measure</p> <p>Record cards</p> <p>Wig manual</p> <p>Color rings</p>

HAIR PIECES

UNIT

Measuring and Fitting a Wig

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Measuring and Fitting a Wig (Continued)		Quality Length Type Size	

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HAIR PIECES  
UNIT

Measuring and Fitting a Wig  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Quality Length Type Size		

HAIR PIECES

UNIT

Cleaning Human Hair Pieces

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Cleaning Human Hair Pieces</p>	<p>Proper cleaning and maintenance of hair pieces will prolong their beauty and add service to your profits</p>	<p>Styling the wig</p> <p>Selection of wig block</p> <p>Pin at ear tabs, nape, and front hairline</p> <p>Dip in solvent</p> <p>Squeeze gently</p> <p>Dry naturally</p> <p>Safety precautions: solvents are flammable</p> <p>Cleaning wigs with shampoo</p> <p>Types of cleaning fluid</p> <p>Price of service</p>	<p>Fit wigs to block according to size</p> <p>Clean and dry one wig</p> <p>Shampoo and dry one wig</p> <p>Compare results of cleaning and shampooing</p> <p>Secure at least five ads from local newspapers on the servicing of hair pieces and bring them to class</p>



HAIR PIECES  
UNIT

Cleaning Human Hair Pieces  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Proper cleaning and maintenance of hair pieces will prolong their beauty and add service to your profits</p>	<p>Styling the wig</p> <p>Selection of wig block</p> <p>Pin at ear tabs, nape, and front hairline</p> <p>Dip in solvent</p> <p>Squeeze gently</p> <p>Dry naturally</p> <p>Safety precautions: solvents are flammable</p> <p>Cleaning wigs with shampoo</p> <p>Types of cleaning fluid</p> <p>Price of service</p>	<p>Fit wigs to block according to size</p> <p>Clean and dry one wig</p> <p>Shampoo and dry one wig</p> <p>Compare results of cleaning and shampooing</p> <p>Secure at least five ads from local newspapers on the servicing of hair pieces and bring them to class</p>	<p>Wig blocks of varying sizes</p> <p>Wig cleaners</p> <p>Shampoo</p>

HAIR PIECES

UNIT

Wig Styling and Cutting

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Wig Styling and Cutting	<p>Classic lines are created by proper shaping.</p> <p>Wigs must be cut and styled to complement the patron's features.</p>	<p>Styling and cutting the wig</p> <p>Place wig on patron's head to check length</p> <p>Select style</p> <p>Determine length</p> <p>Section hair</p> <p>Shape wig on block</p> <p>Remove bulk</p> <p>Style and dry</p> <p>Thinning techniques</p> <p>Importance in thinning the wig</p> <p>Range of prices for styling and cutting in local area</p>	<p>Fit and style a wig using the partner system</p> <p>Review safety precautions in wig cutting</p> <p>Participate in a field trip to a wig show</p>

HAIR PIECES

UNIT

Wig Styling and Cutting

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Classic lines are created by proper mapping.</p> <p>Wigs must be cut and styled to compliment the patron's features.</p>	<p>Styling and cutting the wig</p> <p>Place wig on patron's head to check length</p> <p>Select style</p> <p>Determine length</p> <p>Section hair</p> <p>Shape wig on block</p> <p>Remove bulk</p> <p>Style and drv</p> <p>Thinning techniques</p> <p>Importance in thinning the wig</p> <p>Range of prices for styling and cutting in local area</p>	<p>Fit and style a wig using the partner system</p> <p>Review safety precautions in wig cutting</p> <p>Participate in a field trip to a wig show</p>	<p>Wig pins</p> <p>Hair pieces</p> <p>Scissors</p> <p>Razor</p> <p>Thinning shears</p>

HAIR PIECES  
UNIT

Wig Styling with the Thermal Iron  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Thermal Wig Styling	For instant curls, use the thermal iron.	<sup>rev</sup> Proper usage of thermal iron  Care of heater  Relationship between heat of iron and texture of hair  Care must be taken not to burn the hair  Croquinoles curls  Bob curls  Comb-out techniques	Practice styling with thermal iron  Compare differences between wet styling and dry styling  Participate in wig styling contest with advisory board members serving as judges  Style a wig to suit another student

HAIR PIECES  
UNIT

Wig Styling with the Thermal Iron  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>instant curls, use thermal iron.</p>	<p>Proper usage of thermal iron</p> <p>Care of heater</p> <p>Relationship between heat of iron and texture of hair</p> <p>Care must be taken not to burn the hair</p> <p>Croquinole curls</p> <p>Bob curls</p> <p>Comb-out techniques</p>	<p>Practice styling with thermal iron</p> <p>Compare differences between wet styling and dry styling</p> <p>Participate in wig styling contest with advisory board members serving as judges</p> <p>Style a wig to suit another student</p>	<p>Thermal iron</p> <p>Rollers</p> <p>Block</p> <p>Wig pins</p> <p>Wigs</p> <p><u>Modern Beauty Shop Magazine</u></p>

HAIR PIECES  
UNIT

Wiglets  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Wiglets	A wiglet is a versatile hair fashion accessory.	Wiglet selection most suitable for model  Placement of wiglet on model  Styling  Blending with patron's hair  Cutting and rolling  Different ways to style wiglets  Various style patterns for wiglets  Setting instructions  Care of the wiglet	Change present hair style with the addition of a wiglet on a student model  Bring to class pictures showing models wearing wiglets  Style wiglets for various occasions--daytime and evening wear

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HAIR PIECES  
UNIT

Wiglets  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Wiglet is a versatile hair fashion accessory.</p>	<p>Wiglet selection most suitable for model</p> <p>Placement of wiglet on model</p> <p>Styling</p> <p>Blending with patron's hair</p> <p>Cutting and rolling</p> <p>Different ways to style wiglets</p> <p>Various style patterns for wiglets</p> <p>Setting instructions</p> <p>Care of the wiglet</p>	<p>Change present hair style with the addition of a wiglet on a student model</p> <p>Bring to class pictures showing models wearing wiglets</p> <p>Style wiglets for various occasions--daytime and evening wear</p>	<p>Wiglets</p> <p>Block</p> <p>Accessories</p> <p>Model</p>

HAIR PIECES

UNIT

Synthetic Hair Pieces

DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Care of Synthetic Hair Pieces</p>	<p>Synthetic hair pieces require special care for longer life.</p>	<p>Cleaning synthetic hair pieces</p> <p>Reviving a synthetic hair piece</p> <p>Roll on permanent-wave rods</p> <p>Dip in 140° water for five minutes</p> <p>Cool, then dip in ice cold water for five minutes</p> <p>Dry</p> <p>Style</p> <p>Cleaning methods</p> <p>Cold water</p> <p>Mild soaps or detergents</p>	<p>Discuss the cleaning of synthetic hair pieces</p> <p>Describe procedure for reviving a synthetic hair piece</p> <p>Practice cleaning, rolling, and styling and reviving curl on a hair piece</p> <p>Bring pictures of different types and styles of hair pieces to class</p>



HAIR PIECES

UNIT

Synthetic Hair Pieces

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Synthetic hair pieces require special care for longer life.</p>	<p>Cleaning synthetic hair pieces</p> <p>Reviving a synthetic hair piece</p> <p>Roll on permanent-wave rods</p> <p>Dip in 140° water for five minutes</p> <p>Cool, then dip in ice cold water for five minutes</p> <p>Dry</p> <p>Style</p> <p>Cleaning methods</p> <p>Cold water</p> <p>Mild soaps or detergents</p>	<p>Discuss the cleaning of synthetic hair pieces</p> <p>Describe procedure for reviving a synthetic hair piece</p> <p>Practice cleaning, rolling, and styling and reviving curl on a hair piece</p> <p>Bring pictures of different types and styles of hair pieces to class</p>	<p>Synthetic hair pieces</p> <p>Plastic or glass bowl</p> <p>Cleansing agents</p> <p>Shampoo</p> <p>Cold water</p> <p>Soap</p> <p>Special cleaners</p>

HAIR PIECES

UNIT

Coloring (Temporary)

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Temporary Color for Hair Pieces	To add color, highlight or tone, use a temporary color.	Protecting the wig block  Applying color rinse  Using applicator bottle  Applying from base to hair ends  Blotting and placing hair piece under dryer for ten minutes to increase penetration  Shades of temporary color  Highlight  Toner  Color chart	Determine shade desired for model  Select and apply color and dry  Evaluate results

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HAIR PIECES  
UNIT

Coloring (Temporary)  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>add color, high- light or tone, use a temporary color.</p>	<p>Protecting the wig block</p> <p>Applying color rinse</p> <p>Using applicator bottle</p> <p>Applying from base to hair ends</p> <p>Blotting and placing hair piece under dryer for ten minutes to increase penetration</p> <p>Shades of temporary color</p> <p>Highlight</p> <p>Toner</p> <p>Color chart</p>	<p>Determine shade desired for model</p> <p>Select and apply color and dry</p> <p>Evaluate results</p>	<p>Color rinse</p> <p>Color charts</p>

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HAIR PIECES

UNIT

Coloring (Permanent)

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Permanent Coloring	Coloring hair pieces requires ingenuity and talent.	Color selection, using color ring  Types of coloring European - textile Asian - commercial Synthetic - textile  Coloring hair pieces  Covering wig block  Applying color  Testing  Shampooing  Conditioning  Safety factors  Charges for service	Match classmates' hair color with color ring  Mix textile dyes

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HAIR PIECES

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UNIT

Coloring (Permanent)

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DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Coloring hair pieces Requires ingenuity talent	Color selection, using color ring  Types of coloring  European - textile  Asian - commercial  Synthetic - textile  Coloring hair pieces  Covering wig block  Applying color  Testing  Shampooing  Conditioning  Safety factors  Charges for service	Match classmates' hair color with color ring  Mix textile dyes	Wig block  Color ring  Manufacturer's instructions  Textile dyes  Commercial colors

## HAIR SHAPING

### General Concept

Trends in coiffures or hair shapes change constantly. The most important element in styling is the correct shaping of the hair. A well designed haircut serves to shape the hair to the contour of the head, making the hair easier to style and the style more lasting. Shaping of the hair requires good judgment, imagination, and knowledge of texture, quality and quantity of hair. Good judgment combined with the necessary skills will instill in the patron a feeling of confidence in the operator's ability to plan and carry out a style designed just for her.

This unit encompasses all of the manipulative skills needed to develop a knowledgeable operator.

### Objectives

To develop an awareness of the quality and types of professional hair shaping implements and judgment in the selection and use of each.

To develop skill in the correct use of each implement.

To appreciate the value of good hair shaping in relation to hairstyling and permanent waving.

To understand the safety and sanitary precautions necessary to protect the patron, the operator, and the salon owner.

HAIR SHAPING  
UNIT

Preparation of Patron  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Preparing the Patron	Proper patron protection insures patron comfort and operator convenience.	Preparation of patron Removal of jewelry Placement of neck strip Adjust cape Adjust chair to proper height Protection of patron's clothing Advantages of patron handling own jewelry Operator image created by proper preparation	Prepare model and adjust chair

HAIR SHAPING  
UNIT

Preparation of Patron  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Proper patron protection insures patron comfort and operator convenience.	Preparation of patron Removal of jewelry Placement of neck strip Adjust cape Adjust chair to proper height Protection of patron's clothing Advantages of patron handling own jewelry Operator image created by proper preparation	Prepare model and adjust chair	Capes Neck strips



HAIR SHAPING  
UNIT

Implements  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Types of Hair Shaping Implements	The professional uses professional tools.	<p>Various types of cutting implements and their component parts</p> <p>Scissors</p> <p>Thinning shears</p> <p>Clippers</p> <p>Hair vacuum</p> <p>Razors</p> <p>Use of each implement</p> <p>Safety in handling</p> <p>Variety in sizes and uses of each category of cutting implement</p> <p>Evolution of hair shaping implements</p>	Identify and label the component parts of each hair shaping implement

HAIR SHAPING  
UNIT

Implements  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Professional uses Professional tools.</p>	<p>Various types of cutting implements and their component parts</p> <p>Scissors</p> <p>Thinning shears</p> <p>Clippers</p> <p>Hair vacuum</p> <p>Razors</p> <p>Use of each implement</p> <p>Safety in handling</p> <p>Variety in sizes and uses of each category of cutting implement</p> <p>Evolution of hair shaping implements</p>	<p>Identify and label the component parts of each hair shaping implement</p>	<p>Poster paper</p> <p>Felt pen</p> <p>Tape</p> <p>Hair cutting implements</p> <p>Pictures of obsolete instruments</p>

HAIR SHAPING  
UNIT

Implements  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
<p>Care and Maintenance of Hair Shaping Implements</p>	<p>Tender, loving care insures good performance and a long life span.</p>	<p>Sterilization of implements</p> <p>Tightening or loosening of center screw on scissors</p> <p>Testing for dull blades</p> <p>Oiling for ease of movement</p> <p>Changing blades</p> <p>When, where and cost of sharpenings</p> <p>Cost of blades</p> <p>Handling of pointed and/or sharp instruments</p> <p>Imperfect instruments</p>	<p>Check instruments for imperfections</p> <p>Repair instruments</p> <p>Sterilize instruments</p> <p>Remove guard and blades on razor</p>

HAIR SHAPING  
UNIT

Implements  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>er, loving care res good perfor- ce and a long life</p>	<p>Sterilization of imple- ments</p> <p>Tightening or loosening of center screw on scissors</p> <p>Testing for dull blades</p> <p>Oiling for ease of movement</p> <p>Changing blades</p> <p>When, where and cost of sharpenings</p> <p>Cost of blades</p> <p>Handling of pointed and/ or sharp instruments</p> <p>Imperfect instruments</p>	<p>Check instruments for imperfections</p> <p>Repair instruments</p> <p>Sterilize instruments</p> <p>Remove guard and blade on razor</p>	<p>Imperfect instruments</p> <p>Scissors</p> <p>Thinning shears</p> <p>Razor and blades</p> <p>Clippers</p> <p>Hand</p> <p>Electric</p> <p>Alcohol (70%)</p> <p>Cotton</p> <p>Screwdriver</p> <p>Oil</p>

HAIR SHAPING

UNIT

Hand Exercises

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Hand Exercises	The power is in your hands.	Positioning of implements Hand exercises to develop control Using a record to develop rhythm Safety Handling of tools Muscular development Muscles of the hand and arm	Practice hand exercises, positioning of implements, and movement of blades Practice hand exercises daily for one month; ten minutes each session with music

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HAIR SHAPING

UNIT

Hand Exercises

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Power is in your	Positioning of implements Hand exercises to develop control Using a record to develop rhythm Safety Handling of tools Muscular development Muscles of the hand and arm	Practice hand exercises, positioning of implements, and movement of blades Practice hand exercises daily for one month; ten minutes each session with music	Record (suitable rhythm) Record player

HAIR SHAPING

UNIT

Sectioning

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Sectioning for Basic Hair Shaping	Correct sectioning is an invaluable aid to the beginner.	<p>Basic sectioning pattern</p> <p>Section from top of ear to nape</p> <p>Advantages of this procedure</p> <p>Terminology for each section</p> <p>Outlines of the head-- front, side, and back view</p>	<p>Identify each section on chart</p> <p>Practice basic sectioning on manikin and basic sectioning on partner</p> <p>Compare variations in size of sections</p> <p>Draw basic sectioning pattern on assignment sheet and label each section</p>

HAIR SHAPING

UNIT

Sectioning

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>rect sectioning is invaluable aid to beginner.</p>	<p>Basic sectioning pattern</p> <p>Section from top of ear to nape</p> <p>Advantages of this procedure</p> <p>Terminology for each section</p> <p>Outlines of the head-- front, side, and back view</p>	<p>Identify each section on chart</p> <p>Practice basic sectioning on manikin and basic sectioning on partner</p> <p>Compare variations in size of sections</p> <p>Draw basic sectioning pattern on assignment sheet and label each section</p>	<p>Wall chart on basic sectioning</p> <p>Assignment sheets</p> <p>Long clips</p> <p>Comb</p> <p>Outlines</p>



HAIR SHAPING

UNIT

Basic Hair Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Hair Shaping	The artist shapes with the brush, the hair-stylist shapes with the scissors.	Determining hair lengths Use of the nape section as a guideline Effilating movement Checking procedure Safety Patron Operator Shaping dry hair Shaping wet hair Price range Vocabulary Hair shaping Blunt cutting	Determine desired lengths of hair--section by section Shape partner's hair and check for accuracy "Sell" a haircut to one friend or one family member Analyze present length of partner's hair section by section

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HAIR SHAPING  
UNIT

Basic Hair Shaping  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>artist shapes with brush, the hair- list shapes with scissors.</p>	<p>Determining hair lengths</p> <p>Use of the nape section as a guideline</p> <p>Effilating movement</p> <p>Checking procedure</p> <p>Safety</p> <p>    Patron</p> <p>    Operator</p> <p>Shaping dry hair</p> <p>Shaping wet hair</p> <p>Price range</p> <p>Vocabulary</p> <p>    Hair shaping</p> <p>    Blunt cutting</p>	<p>Determine desired lengths of hair-- section by section</p> <p>Shape partner's hair and check for accuracy</p> <p>"Sell" a haircut to one friend or one family member</p> <p>Analyze present length of partner's hair section by section</p>	<p>Pictures of hair styles utilizing a basic haircut</p> <p>Scissors.</p> <p>Tapering shears</p> <p>Comb</p> <p>Clips</p> <p>Hair cutting cape</p> <p>Sanek strip</p> <p>Manikin or model</p> <p>Flash cards on new terminology</p> <p>Felt pen</p>

HAIR SHAPING  
UNIT

Razor Shaping  
DIVISION

Title	Concept	Teacher Presentation	Student Activities
Razor Hair Shaping	To encourage the natural bounce and swing to the hair, the hairdresser artist uses a razor.	Sectioning Razor hair cutting Positioning of razor and comb Vertical and angular sectioning Angle of blade on hair shaft Cutting motion Cutting into the natural wave or bend of the hair Elasticity of hair Why razor shaping is done on moist hair Cost of service	Demonstrate Positioning of razor and comb Vertical and angular sectioning Angle of blade on hair shaft Cutting motion Cutting into the natural wave or bend of the hair Perform Razor cut followed with an air-comb set Razor cut with a placed set (lamp)

HAIR SHAPING  
UNIT

Razor Shaping  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>To encourage the natural bounce and swing to the hair, the hairdresser or artist uses a razor.</p>	<p>Sectioning</p> <p>Razor hair cutting</p> <p>Positioning of razor and comb</p> <p>Vertical and angular sectioning</p> <p>Angle of blade on hair shaft</p> <p>Cutting motion</p> <p>Cutting into the natural wave or bend of the hair</p> <p>Elasticity of hair</p> <p>Why razor shaping is done on moist hair</p> <p>Cost of service</p>	<p>Demonstrate</p> <p>Positioning of razor and comb</p> <p>Vertical and angular sectioning</p> <p>Angle of blade on hair shaft</p> <p>Cutting motion</p> <p>Cutting into the natural wave or bend of the hair</p> <p>Perform</p> <p>Razor cut followed with an air-comb set</p> <p>Razor cut with a placed set (lamp cut)</p>	<p>Comb</p> <p>Razor</p> <p>Manikin</p> <p>Air-comb</p> <p>Lamp</p>

HAIR SHAPING  
UNIT

Razor Shaping  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Razor Hair Shaping (Continued)		Caution: Danger of misjudging lengths	

HAIR SHAPING  
UNIT

Razor Shaping  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Caution: Danger of misjudging lengths		

HAIR SHAPING

UNIT

Razor Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activities
Removal of Bulk with Razor	Excessive bulk can be removed swiftly and efficiently with the razor.	<p>Bulk</p> <p>Locating areas of excess bulk</p> <p>Relationship to current style trend or specific style</p> <p>Pattern</p> <p>Removal of bulk</p> <p>Techniques of thinning with a razor</p> <p>Techniques of thinning for styling effects</p> <p>Highly tapered bangs</p> <p>Comparing thinning and tapering effects with a razor, thinning shears, and scissors</p>	<p>Locate areas of excess bulk</p> <p>Perform thinning techniques on partner</p> <p>Evaluate finished style</p>

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HAIR SHAPING

UNIT

Razor Shaping

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Excessive bulk can be removed swiftly and efficiently with the razor.</p>	<p>Bulk</p> <p>Locating areas of excess bulk</p> <p>Relationship to current style trend or specific style</p> <p>Pattern</p> <p>Removal of bulk</p> <p>Techniques of thinning with a razor</p> <p>Techniques of thinning for styling effects</p> <p>Highly tapered bangs</p> <p>Comparing thinning and tapering effects with a razor, thinning shears, and scissors</p>	<p>Locate areas of excess bulk</p> <p>Perform thinning techniques on partner</p> <p>Evaluate finished shape</p>	<p>Razor</p> <p>Style pictures</p> <p>Thinning shears</p> <p>Scissors</p>



HAIR SHAPING

UNIT

Removal of Bulk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
The Tapered Hair Cut	Tapering removes length and bulk simultaneously.	<p>Current hair styles and the sectioning pattern for each</p> <p>Tapered hair cut</p> <p>Tapering hair with scissors</p> <p>Tapering one half of head and evaluating each side for bulk, flow and shape</p> <p>Caution</p> <p>Do not thin or taper at ends</p> <p>Do not taper within an inch of hairline</p>	<p>Compare the difference in the flow of a properly tapered hair cut and that of a non-tapered hair cut</p> <p>Practice tapering hair with thinning shears, scissors, and razor</p>



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HAIR SHAPING  
UNIT

Removal of Bulk  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Tapering removes length and bulk simultaneously.</p>	<p>Current hair styles and the sectioning pattern for each</p> <p>Tapered hair cut</p> <p>Tapering hair with scissors</p> <p>Tapering one half of head and evaluating each side for bulk, flow and shape</p> <p>Caution</p> <p>Do not thin or taper at ends</p> <p>Do not taper within an inch of hairline</p>	<p>Compare the difference in the flow of a properly tapered hair cut and that of a non-tapered hair cut</p> <p>Practice tapering hair with thinning shears, scissors, and razor</p>	<p>Pictures of current hair styles</p> <p>Haircutting cloth</p> <p>Sanek strips</p> <p>Comb</p> <p>Clips</p> <p>Scissors</p> <p>Thinning shears</p> <p>Razor</p>

HAIR SHAPING

UNIT

Removal of Bulk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Removing Hair Bulk with Thinning Shears</p>	<p>The decision to thin or not to thin requires expert judgment.</p>	<p>Removing hair bulk</p> <p>Locating areas of bulk</p> <p>Sectioning</p> <p>Thinning techniques</p> <p>Combing a flowing line</p> <p>Thinning in relation to texture of hair</p> <p>Purpose of thinning hair</p> <p>Correlation of thinning and styling effects</p> <p>Caution:</p> <p>Areas not to be thinned</p> <p>Prevention of excess ends .</p>	<p>Locate the areas of bulk and remove excess bulk</p> <p>Bring to class four pictures: two pictures of long unshaped hair; and two pictures of shaped hair styles</p> <p>Choose three friends and analyze their hair for excess bulk and texture</p>

HAIR SHAPING  
UNIT

Removal of Bulk  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>decision to thin not to thin requires ert judgment.</p>	<p>Removing hair bulk</p> <p>Locating areas of bulk</p> <p>Sectioning</p> <p>Thinning techniques</p> <p>Combing a flowing line</p> <p>Thinning in relation to texture of hair</p> <p>Purpose of thinning hair</p> <p>Correlation of thinning and styling effects</p> <p>Caution:</p> <p>Areas not to be thinned</p> <p>Prevention of excess ends</p>	<p>Locate the areas of bulk and remove excess bulk</p> <p>Bring to class four pictures: two pictures of long unshaped hair; and two pictures of shaped hair styles</p> <p>Choose three friends and analyze their hair for excess bulk and texture</p>	<p>Clips</p> <p>Thinning shears</p> <p>Comb</p> <p>Picture</p> <p>Hair cloth</p>

HAIR SHAPING  
UNIT

The Blunt Cut  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Giving a Blunt Cut	A blunt cut is given to achieve smooth effects, less curl and more bulk.	Advantages of blunt cutting for various styling effects and according to texture of hair  Relationship between positioning of the scissor and safety  Styles achieved via the blunt cut	Practice a blunt cut on student model or on welf  Bring to class four different pictures obtained from magazines showing a blunt cut  Analyze hair texture and styles of classmate and list students who can benefit from this type of cut

HAIR SHAPING  
UNIT

The Blunt Cut  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Blunt cut is given to achieve smooth effects, less curl and more bulk.</p>	<p>Advantages of blunt cutting for various styling effects and according to texture of hair</p> <p>Relationship between positioning of the scissor and safety</p> <p>Styles achieved via the blunt cut</p>	<p>Practice a blunt cut on student model or on weft</p> <p>Bring to class four different pictures obtained from magazines showing a blunt cut</p> <p>Analyze hair texture and styles of classmates and list students who can benefit from this type of cut</p>	<p>Scissors</p> <p>Comb</p> <p>Cape</p> <p>Sanek strip</p> <p>Weft</p> <p>Clips</p> <p>Pictures of hair styles</p>

HAIR SHAPING

UNIT

Individualized Hair Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Individualized Hair Shaping	Correct shaping for optical illusions can flatter good features and minimize irregularity.	Importance of correct shaping to:  Body proportions  Facial structure  Size and shape of head  Texture of hair  Current style trends  Size of neck  Hair lengths necessary for proper balance and chosen hair style	Select three different facial types among class members and give oral report concerning hair shape which should be used  Bring fruit to class to illustrate facial shape

HAIR SHAPING

UNIT

Individualized Hair Shaping

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Correct shaping for facial illusions can better good features minimize irregularity.</p>	<p>Importance of correct shaping to:</p> <ul style="list-style-type: none"> <li>Body proportions</li> <li>Facial structure</li> <li>Size and shape of head</li> <li>Texture of hair</li> <li>Current style trends</li> <li>Size of neck</li> </ul> <p>Hair lengths necessary for proper balance and chosen hair style</p>	<p>Select three different facial types among class members and give oral report concerning hair shape which should be used</p> <p>Bring fruit to class to illustrate facial shapes</p>	<p>Charts: <u>The New Faces</u> (Meek)</p>



HAIR SHAPING

UNIT

Individualized Hair Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shaping is Important When Giving a Cold Permanent Wave	The question is "should the hair be shaped before the permanent, after the permanent, or before and after the permanent wave?"	Hair should be shaped and cut according to an individual's:  Hair texture  Length of hair  Bulk and thickness of hair  Over-tapered ends may result in over-curl	Discuss and compare different textures of hair, weights of hair, and amounts of curl  Practice shaping for cold wave on model

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HAIR SHAPING

UNIT

Individualized Hair Shaping

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>question is "should hair be shaped before the permanent, after the permanent, or before and after the permanent wave?"</p>	<p>Hair should be shaped and cut according to an individual's:</p> <ul style="list-style-type: none"> <li>Hair texture</li> <li>Length of hair</li> <li>Bulk and thickness of hair</li> </ul> <p>Over-tapered ends may result in over-curl</p>	<p>Discuss and compare different textures of hair, weights of hair, and amounts of curl</p> <p>Practice shaping for cold wave on model</p>	<p>Scissors</p> <p>Razor</p> <p>Comb</p> <p>Cape</p> <p>Clips</p> <p>Model</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

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HAIR SHAPING

UNIT

Specialized Techniques

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shaping Children's Hair	The children of today become the patrons of tomorrow.	Shaping Blunt cutting Cutting into the wave Measuring techniques Checking techniques Correct shaping of children's hair How to obtain a child's confidence How to alleviate a child's fear Considerations Shape of head Texture of hair	Compile booklet of pictures illustrating various hair styles for different age groups

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HAIR SHAPING

UNIT

Specialized Techniques

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
children of today the patrons of BROW,	Shaping  Blunt cutting  Cutting into the wave  Measuring techniques  Checking techniques  Correct shaping of children's hair  How to obtain a child's confidence  How to alleviate a child's fear  Considerations  Shape of head  Texture of hair	Compile booklet of pictures illustrating various hair styles for different age groups	

HAIR SHAPING

UNIT

Specialized Techniques

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shaping Children's Hair (Continued)		Growth patterns Cowlicks Natural  Results must not depend on mechanical setting  Safety precautions	

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HAIR SHAPING

UNIT

Specialized Techniques

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	<p>Growth patterns Cowlicks Natural</p> <p>Results must not depend on mechanical setting</p> <p>Safety precautions</p>		

HAIR SHAPING

UNIT

State Board Examination

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Cut for State Board Examination	The hair shaping required by the State Board is a very functional one.	<p>Sectioning for basic hair shaping</p> <p>State Board haircut</p> <p>Hair shaping and State Board requirements - 30 minute limit</p> <p>Points for which examiners look</p> <p>Areas of emphasis</p> <p>Fan shape</p> <p>Silhouette from ear to ear and from front to back</p> <p>Proper length</p> <p>Blending the nape-ear guideline so there will be no gaps around the ear</p> <p>Sectioning pattern</p> <p>Proper tapering and bulk removal</p>	<p>Section manikin for hair shaping</p> <p>Give a basic hair cut keeping in mind the State Board requirements</p> <p>Design a hair style, using State Board haircut as a basis, on model</p>

HAIR SHAPING

UNIT

State Board Examination

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>hair shaping required by the State Board is a very functional one.</p>	<p>Sectioning for basic hair shaping</p> <p>State Board haircut</p> <p>Hair shaping and State Board requirements - 30 minute limit</p> <p>Points for which examiners look</p> <p>Areas of emphasis</p> <p>Fan shape</p> <p>Silhouette from ear to ear and from front to back</p> <p>Proper length</p> <p>Blending the nape-ear guideline so there will be no gaps around the ear</p> <p>Sectioning pattern</p> <p>Proper tapering and bulk removal</p>	<p>Section manikin for hair shaping</p> <p>Give a basic hair cut keeping in mind the State Board requirements</p> <p>Design a hair style, using State Board haircut as a basis, on model</p>	<p>State Board guide sheet</p> <p>Transparency on State Board haircut</p> <p>Clothes pin</p> <p>Brown bag</p> <p>Manikin</p> <p>Scissors</p> <p>Thinning shears</p> <p>Razor</p> <p>Comb</p> <p>Model</p> <p>Neck strip or towel</p> <p>Cape</p> <p>Instruction sheets</p> <p>Timer clock</p>



HAIR SHAPING  
UNIT

Neckline Shapes and Finishes  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Neckline Shapes	An attractive hairline adds interest to the style and compliments the neckline.	Shapes  For different growth patterns  For a desired effect  For current trends  Shaping techniques  Shingling techniques	Discuss the different neckline shapes: w- shingled, tapered, v- shaped, rounded, squared  Label each hairline on assignment sheet  Practice cleaning with razor, scissors, and clippers on model
Neckline Finishes	The end product has a finished look.	Hand exercises  Necklines can be cleaned with  Scissors Razor Clippers  Advantages and/or disadvantages of each technique  Caution: Watch for abrasions and moles	

HAIR SHAPING  
UNIT

Neckline Shapes and Finishes  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>an attractive hairline adds interest to the style and compliments the neckline.</p> <p>The end product has a finished look.</p>	<p>Shapes</p> <p>For different growth patterns</p> <p>For a desired effect</p> <p>For current trends</p> <p>Shaping techniques</p> <p>Shingling techniques</p> <p>Hand exercises</p> <p>Necklines can be cleaned with</p> <p>Scissors</p> <p>Razor</p> <p>Clippers</p> <p>Advantages and/or disadvantages of each technique</p> <p>Caution: Watch for abrasions and moles</p>	<p>Discuss the different neckline shapes: w-shingled, tapered, v-shaped, rounded, squared</p> <p>Label each hairline on assignment sheet</p> <p>Practice cleaning with razor, scissors, and clippers on model</p>	<p>Pictures</p> <p>Assignment sheets</p> <p>Model</p> <p>Razor</p> <p>Scissors</p> <p>Clippers</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

## HAIR STRAIGHTENING

### General Concept

Every woman wants to look her best at all times. Coiffures follow fashion and for most women this image is easily achieved.

Present fashion trends accentuate slightly curled tresses, thereby creating a need for methods of reducing the amount of curl in excessively curly hair. Such hair can be made more manageable by either temporary (physical) or permanent (chemical) hair relaxing.

This unit deals with accepted procedures in straightening hair, the methods available, the composition of the chemical relaxers, as well as techniques for suggesting these services.

### Objectives

To develop technical and manipulative skills for the use of chemical hair relaxers.

To develop the skills for follow-up procedures necessary after giving a chemical hair relaxing treatment.

To develop the skills required for temporary hair straightening, commonly known as hair pressing.

To appreciate the difference in the advantages of hair pressing and chemical hair relaxing.

HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Hair Pressing	Hair pressing is one of today's popular and profitable services given in the beauty salon.	Basic methods of pressing hair  Hair structure and analysis  Texture  Porosity  Length  <u>Elasticity</u>  Condition of hair  Scalp conditions	Make a chart consisting of samples of various textures of hair-- virgin and pressed; then identify and label each sample

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HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>er pressing is one today's popular and fitable services en in the beauty on.</p>	<p>Basic methods of pressing hair</p> <p>Hair structure and analysis</p> <p>Texture</p> <p>Porosity</p> <p>Length</p> <p>Elasticity</p> <p>Condition of hair</p> <p>Scalp conditions</p>	<p>Make a chart consisting of samples of various textures of hair-- virgin and pressed; then identify and label each sample</p>	<p>Hair samples</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pressing Combs	Proper care, cleaning, and storage is very important in the pressing results.	<p>Various types and sizes of pressing combs</p> <p>Proper way of testing heated combs and cleaning and storing them</p> <p>Care of the pressing iron heater or stove</p> <p>Avoid excessive heat or pressure on hair and scalp</p> <p>Avoid using too much pressing oil or cream</p> <p>Avoid over-heated pressing combs</p> <p>Hard-rubber combs cause less nicking to scalp or scalp irritations</p>	<p>Practice pressing on weft with cold comb</p> <p>Practice cleaning the pressing comb</p>

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HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Proper care, cleaning, and storage is very important in the pressing results.</p>	<p>Various types and sizes of pressing combs</p> <p>Proper way of testing heated combs and cleaning and storing them</p> <p>Care of the pressing iron heater or stove</p> <p>Avoid excessive heat or pressure on hair and scalp</p> <p>Avoid using too much pressing oil or cream</p> <p>Avoid over-heated pressing combs</p> <p>Hard-rubber combs cause less nicking to scalp or scalp irritations</p>	<p>Practice pressing on weft with cold comb</p> <p>Practice cleaning the pressing comb</p>	<p>Pressing combs</p> <p>Hard-rubber comb</p> <p>Pressing cream or oil</p> <p>Wefts</p> <p>Stove</p>

HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pressing Hair	Temporary straightening of curly or wavy hair prepares it for styling.	Comb pressing curly hair  Importance of the proper way in which one applies cream or oil for satisfying results  Cream for silky, fine texture  Oil or cream for medium or coarse texture	Practice pressing on wefts  Practice applying oil or cream on two three student models with varied hair texture

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HAIR STRAIGHTENING

UNIT

Temporary Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Temporary straightening of curly or wavy hair prepares it for styling.</p>	<p>Comb pressing curly hair</p> <p>Importance of the proper way in which one applies cream or oil for satisfying results</p> <p>Cream for silky, fine texture</p> <p>Oil or cream for medium or coarse texture</p>	<p>Practice pressing on wefts</p> <p>Practice applying oil or cream on two or three student models with varied hair texture</p>	<p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Pressing comb</p> <p>Stove</p> <p>Hard-rubber comb</p> <p>Pressing creams and oils</p> <p>Weft</p>

HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Chemical Hair Straightening	Change the structure of the hair from curly or wavy to a straight state.	Chemical relaxers Relaxer cream Neutralizer Setting lotion  Chemical hair straighteners  Two general classifications of hair relaxers Sodium hydroxide Ammonium thioglycolate  Two basic products used in chemical hair straightening Chemical hair straightening cream Neutralizer or fixative Strand test Safety precautions	Examine straightening products and compare differences in procedures recommended by manufacturer

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HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Change the structure of hair from curly or wavy to a straight texture.</p>	<p>Chemical relaxers                      Relaxer cream                      Neutralizer                      Setting lotion</p> <p>Chemical hair straighteners</p> <p>Two general classifications of hair relaxers                      Sodium hydroxide                      Ammonium thioglycolate</p> <p>Two basic products used in chemical hair straightening                      Chemical hair straightening cream                      Neutralizer or fixative                      Strand test                      Safety precautions</p>	<p>Examine straightening products and compare differences in procedures recommended by manufacturer</p>	<p>Information sheet                      Relaxer cream                      Neutralizer                      Setting lotion</p>

HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Giving a Strand Test</p>	<p>A strand test before giving a hair relaxer assures satisfactory results.</p>	<p>A strand test must be given prior to a chemical relaxer to determine the porosity of the hair</p> <p>Strand test</p> <p>Finger test--determines the degree of porosity in the hair</p> <p>Pull test--determines the degree of elasticity in the hair</p> <p>Relaxer test--indicates the ultimate results of the complete treatment</p>	<p>Make a strand test on different sections of the hair on model</p>

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HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>strand test before giving a hair relaxer assures satisfactory results.</p>	<p>A strand test must be given prior to a chemical relaxer to determine the porosity of the hair</p> <p>Strand test</p> <p>Finger test--determines the degree of porosity in the hair</p> <p>Pull test--determines the degree of elasticity in the hair</p> <p>Relaxer test--indicates the ultimate results of the complete treatment</p>	<p>Make a strand test on different sections of the hair on model</p>	<p>Models</p> <p>Large rubber comb</p> <p>Sodium hydroxide relaxer</p> <p>Neutralizer</p> <p>Conditioner</p> <p>Thio-relaxers</p>

HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Chemical Hair Straightening	Technical knowledge combined with manipulative skill is a must in giving a chemical hair straightening treatment.	The three basic steps involved in chemical hair straightening  Processing  Neutralizing  Conditioning  Hair analysis of patron  Texture  Porosity  Elasticity  Any possible hair damage  Chemical straightening products	Give a mock hair straightening treatment with styling gel and lotion or water on a manikin

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HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Technical knowledge combined with manipulative skill is a must giving a chemical hair straightening treatment.</p>	<p>The three basic steps involved in chemical hair straightening</p> <ul style="list-style-type: none"><li>Processing</li><li>Neutralizing</li><li>Conditioning</li></ul> <p>Hair analysis of patron</p> <ul style="list-style-type: none"><li>Texture</li><li>Porosity</li><li>Elasticity</li></ul> <p>Any possible hair damage</p> <p>Chemical straightening products</p>	<p>Give a mock hair straightening treatment with styling gel and lotion or water on a manikin</p>	<p>Manikin</p> <p>Styling gel</p> <p>Setting lotion</p>

HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Analysis and History of Patron's Hair</p>	<p>Determine whether a patron can or cannot receive a chemical hair straightening treatment.</p>	<p>Completing mock record card and patron's release statement</p> <p>Record card gives the cosmetologist a working knowledge of the patron's hair texture, porosity, elasticity, or any damage to the hair</p> <p>Release statement is used to protect the cosmetologist, to some extent, of responsibility in case of an accident or damage</p>	<p>Practice completing a mock patron record card and release statement</p>



HAIR STRAIGHTENING

UNIT

Chemical Hair Straightening

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>determine whether a patron can or cannot receive a chemical hair straightening treatment.</p>	<p>Completing mock record card and patron's release statement</p> <p>Record card gives the cosmetologist a working knowledge of the patron's hair texture, porosity, elasticity, or any damage to the hair</p> <p>Release statement is used to protect the cosmetologist, to some extent, of responsibility in case of an accident or damage</p>	<p>Practice completing a mock patron record card and release statement</p>	<p>Record card Release statement</p>

## HAIRSTYLING

### General Concept

For hairstyling, operators must possess a basic knowledge of the procedures involved plus manipulative skill and artistic ability. Success in hairstyling and hairdressing can be achieved through the acquisition of creative ability.

This unit deals with the manipulative skills from the simple to the most complex in the formation of curls and waves. Trade shows and magazines are stressed in order to keep abreast of changing trends in hairstyling. A proficient hairstylist should be prepared as a result of the activities and topics identified in this unit.

## Objectives

To gain knowledge and develop skill in the formation of basic curls and roller techniques.

To acquire an appreciation for the importance of bases and the effectiveness of directions in hairstyling.

To gain knowledge in the judgement of coiffures that are appropriate and suitable to facial shape and body structure, and to be able to interpret the latest trends in hairstyling.

To develop skill in shaping hair into waves and to appreciate the value of fingerwaving in relation to hairstyling.

To gain knowledge in the proper use of thermal irons and develop skills in the techniques of creating hairstyles with heat.

To acquire an appreciation of the time saved and the added increase in income by using thermal curling.

To develop comb-out techniques and acquire the skills necessary for balance and artistic beauty in hairstyling.

To realize the importance of the proper selection and use of commercial hair products in order to produce hairstyles of higher quality.

To observe safe and sanitary practices and develop good work habits.

HAIRSTYLING

UNIT

Hair Parting

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Hair Parting	A good clean part is essential to hair-styling.	Partings Side part Diagonal part Center part Basic principles of diagonal, vertical and horizontal lines Direction of natural hair growth Style effects Bones of the head Safety precautions	Make a side, center, and diagonal part on manikin Make the same three partings on a model Draw various partings on sketch sheet Define facial shapes applicable to each part Practice five side parts on relatives at home and note and report direction of natural hair growth of each

HAIRSTYLING

UNIT

Hair Parting

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Good clean part is essential to hair-styling.</p>	<p>Partings</p> <p>Side part</p> <p>Diagonal part</p> <p>Center part</p> <p>Basic principles of diagonal, vertical and horizontal lines</p> <p>Direction of natural hair growth</p> <p>Style effects</p> <p>Bones of the head</p> <p>Safety precautions</p>	<p>Make a side, center, and diagonal part on manikin</p> <p>Make the same three partings on a model</p> <p>Draw various partings on sketch sheet</p> <p>Define facial shapes applicable to each part</p> <p>Practice five side parts on relatives at home and note and report direction of natural hair growth of each</p>	<p>Manikin</p> <p>Model</p> <p>Comb</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Charts: <u>The New Faces</u> (Meek)</p>

HAIRSTYLING

UNIT

"C" Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
"C" Shaping	Movement of hair forms foundation for styling.	Application of setting lotion  "C" Shaping  Waves of varying depths and angles	Apply setting lotion to manikin  Make "C" shaping of left side and right side of manikin  Bring in five pictures showing styles with waves for comparison of age groups (These will be retained for the start of a file of hairstyles)

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HAIRSTYLING

UNIT

"C" Shaping

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Development of hair forms Foundation for styling.</p>	<p>Application of setting lotion</p> <p>"C" Shaping</p> <p>Waves of varying depths and angles</p>	<p>Apply setting lotion to manikin</p> <p>Make "C" shaping of left side and right side of manikin</p> <p>Bring in five pictures showing styles with waves for comparison of age groups (These will be retained for the start of a file of hairstyles)</p>	<p>Setting lotion</p> <p>Comb</p> <p>Styling magazines</p> <p><u>American Hairdresser</u></p> <p><u>Modern Beauty Shop Magazine</u></p> <p><u>Hairdo and Beauty</u></p>

HAIRSTYLING

UNIT

"S" Shaping

DIVISION

Title	Concept	Teacher Presentation	Student Activity
"S" Shaping	Gives direction to styling.	<p>"S" Shaping</p> <p>How shapings form bases for hairstyling</p> <p>Advantages of molding "S" shaping</p>	<p>Practice "S" shape on right and left sides of manikin</p> <p>Draw "S" shaping on sketch sheet</p> <p>List three advantages of "S" shaping</p>

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HAIRSTYLING

UNIT

"S" Shaping  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>ives direction to tyling.</p>	<p>"S" Shaping</p> <p>How shapings form bases for hairstyling</p> <p>Advantages of molding "S" shaping</p>	<p>Practice "S" shape on right and left sides of manikin</p> <p>Draw "S" shaping on sketch sheet</p> <p>List three advantages of "S" shaping</p>	<p>Manikin</p> <p>Model</p> <p>Setting lotion</p> <p>Comb</p> <p>Sketch sheet</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRSTYLING  
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 UNIT  
 Pin-curl Formation

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 DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pin-curl Formation	The tension applied to a pin curl during ribboning gives a smoother flow to the curl.	Pin Curls  Slicing  Ribboning  Finger placement  Open end curl  Closed end curl  Secure ends  Curl mobility  Parts of a curl  How to secure ends of pin curls correctly  Setting lotion and its uses  How to use wave crepe and end papers on wiry and very short hair	Form pin curls on left side in "S" shape formation  Practice making pin-curls by using six selected style pattern  Start hair styling reference book  Illustrate two pin-curls with open center and two pin curls with closed center

HAIRSTYLING

UNIT  
Pin-curl Formation

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>The tension applied to a pin curl during ribboning gives a smoother flow to the curl.</p>	<p>Pin Curls</p> <p>Slicing</p> <p>Ribboning</p> <p>Finger placement</p> <p>Open end curl</p> <p>Closed end curl</p> <p>Secure ends</p> <p>Curl mobility</p> <p>Parts of a curl</p> <p>How to secure ends of pin curls correctly</p> <p>Setting lotion and its uses</p> <p>How to use wave crepe and end papers on wiry and very short hair</p>	<p>Form pin curls on left side in "S" shape formation</p> <p>Practice making pin-curls by using six selected style patterns</p> <p>Start hair styling reference book</p> <p>Illustrate two pin-curls with open center and two pin curls with closed center</p>	<p>Setting lotion</p> <p>Comb</p> <p>Pictures from magazines</p> <p>Model</p> <p>Clips</p> <p>Wave crepe</p> <p>End papers</p>

HAIRSTYLING

UNIT

Pin-curl Bases

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Pin-curl Bases	The type of foundation or base used for each curl is important in the comb-out.	Bases Square base Oblong base Triangular base Arc base Curl foundations and results obtained	Form three bases of each type on another student Using sketch sheet, block the whole head shapes of pin-curl bases for a selected style Practice pin-curl bases at home using three each of the various bases

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HAIRSTYLING

UNIT

Pin-curl Bases

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>the type of foundation                      base used for each                      curl is important in                      the comb-out.</p>	<p>Bases</p> <p>Square base</p> <p>Oblong base</p> <p>Triangular base</p> <p>Arc base</p> <p>Curl foundations                      and results obtained</p>	<p>Form three bases of                      each type on another                      student</p> <p>Using sketch sheet,                      block the whole head into                      shapes of pin-curl                      bases for a selected                      style</p> <p>Practice pin-curl                      bases at home using                      three each of the                      various bases</p>	<p>Comb</p> <p>Clips</p> <p>Sketch sheets</p>

HAIRSTYLING

UNIT

Stem Direction

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Stem Direction	The stem determines the movement and direction of the curl.	Stem direction Forward Reverse Up-stem Down-stem Relationship of setting patterns A comparison of pin curl and stem directions	Practice procedures on manikin Form six pin curls in clockwise direction and six in counter-clockwise direction on manikin Sketch five styles for the purpose of showing stem direction

HAIRSTYLING

UNIT

Stem Direction

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Stem determines movement and direction of the curl.</p>	<p>Stem direction</p> <p>Forward</p> <p>Reverse</p> <p>Up-stem</p> <p>Down-stem</p> <p>Relationship of setting patterns</p> <p>A comparison of pin curl and stem directions</p>	<p>Practice procedures on manikin</p> <p>Form six pin curls in clockwise direction and six in counter-clockwise direction on manikin</p> <p>Sketch five styles for the purpose of showing stem direction</p>	<p>Manikin</p> <p>Comb</p> <p>Clips</p> <p>Setting lotion</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Transparencies: "Basic Hairstyling I and II" (3M Company)</p>

HAIRSTYLING

UNIT

Cascade Pin Curls

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Cascade Pin Curls</p>	<p>Cascade curls replace the roller in some hair styles.</p>	<p>Cascade pin curls Semi-cascade pin curls  Uses for each type of curl</p>	<p>Form nine cascade curls in forward direction on top section of man  Make three cascade and three semi-cascade curls three different models and report results as to type of curl obtain</p>

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HAIRSTYLING

UNIT

Cascade Pin Curls

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Cascade curls replace the roller in some hairstyles.</p>	<p>Cascade pin curls</p> <p>Semi-cascade pin curls</p> <p>Uses for each type of curl</p>	<p>Form nine cascade curls in forward direction on top section of manikin</p> <p>Make three cascade and three semi-cascade curls on three different models and report results as to type of curl obtained</p>	<p>Comb</p> <p>Clips</p> <p>Manikin</p> <p>Setting lotion</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

HAIRSTYLING

UNIT

Barrel Pin Curls

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Barrel Pin Curls	Barrel curls serve many purposes.	Barrel curls  When and why different types of pin curls are used  Barrel curls in relation to cascade curls	Bring to class five pictures of various types of pin curls for comparison  On sketch sheet, illustrate how a barrel curl is used as a fill-in curl with rollers

HAIRSTYLING

UNIT

Barrel Pin Curls

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Barrel curls serve many purposes.	Barrel curls  When and why different types of pin curls are used  Barrel curls in relation to cascade curls	Bring to class five pictures of various types of pin curls for comparison  On sketch sheet, illustrate how a barrel curl is used as a fill-in curl with rollers	Setting lotion  Comb  Clips  Sketch sheet  <u>Standard Textbook of Cosmetology</u> (Kibbe)

HAIRSTYLING

UNIT

Roller Bases

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Roller Bases	An intriguing coiffure can be obtained from the proper use of rollers.	Bases  No base  Half base  Full base  Types, kinds and sizes of rollers in relationship to hair lengths	Make three of each kind of base on manikin  Using sketch book, draw four of each kind of roller bases with a different size roller on each  Collect five pictures of hair styles clipped from magazines and newspaper depicting the use of rollers to add to reference file

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HAIRSTYLING

UNIT

Roller Bases

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Intriguing coiffure be obtained from proper use of rollers.</p>	<p>Bases</p> <p>No base</p> <p>Half base</p> <p>Full base</p> <p>Types, kinds and sizes of rollers in relationship to hair lengths</p>	<p>Make three of each kind of base on manikin</p> <p>Using sketch book, draw four of each kind of roller bases with a dif- ferent size roller on each</p> <p>Collect five pictures of hair styles clipped from magazines and newspapers depicting the use of rollers to add to refer- ence file</p>	<p>Manikin</p> <p>Comb</p> <p>Setting lotion</p> <p>Clips</p> <p>Rollers</p> <p>Transparencies: "Basic Hairstyling II" (3M Company)</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRSTYLING

UNIT

Roller Direction

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Roller Direction	The importance of the roller direction cannot be overstressed.	Roller direction Vertical Horizontal Forward Reverse Neutral Angled Clip placement Acquiring skills in roller technique	Design and execute a style on a manikin using rollers and pin curls Design style with vertical and horizontal roller direction Sketch all five roller directions in sketch book

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HAIRSTYLING

UNIT

Roller Direction

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>The importance of the roller direction cannot be overstressed.</p>	<p>Roller direction</p> <p>Vertical</p> <p>Horizontal</p> <p>Forward</p> <p>Reverse</p> <p>Neutral</p> <p>Angled</p> <p>Clip placement</p> <p>Acquiring skills in roller technique</p>	<p>Design and execute a style on a manikin using rollers and pin curls</p> <p>Design style with vertical and horizontal roller direction</p> <p>Sketch all five roller directions in sketch book</p>	<p>Comb</p> <p>Rollers</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

HAIRSTYLING

UNIT

Center-part and Side-part Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Center-part and Side-part Wave	Practice makes perfect	Waves Side-part wave Center-part wave Lengths and texture of hair Finger waving Setting lotion in relation to finger waving	Practice center-and side-part waves on manikin  Locate pictures on finger waving and choose an attractive style to practice next day

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HAIRSTYLING

UNIT

Center-part and Side-part Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Practice makes perfect	Waves  Side-part wave  Center-part wave  Lengths and texture of hair  Finger waving  Setting lotion in relation to finger waving	Practice center-and side-part waves on manikin  Locate pictures on finger waving and choose an attractive style to practice next day	Manikin  Comb  Setting lotion

HAIRSTYLING

UNIT

Finger Waving

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Angular Finger Waving	Waving is a basic and essential technique to hair styling.	Finger waving  Horseshoe wave  Swirl-back wave  Comparing the various finger wave patterns to be used for State Board Pattern  Setting lotion and its use	Practice all phases of finger waving on manik  Bring pictures showing five finger wave patterns depicting different hair styles which use finger waves with direction

HAIRSTYLING

UNIT

Finger Waving

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
ing is a basic and ential technique air styling.	Finger waving  Horseshoe wave  Swirl-back wave  Comparing the various finger wave patterns to be used for State Board Pattern  Setting lotion and its use	Practice all phases of finger waving on manikin  Bring pictures showing five finger wave patterns depicting different hair styles which use finger waves with direction	Manikin  Setting lotion  Comb  <u>Standard Textbook of Cosmetology (Kibbe)</u>

HAIRSTYLING

UNIT

Thermal or Marcel Iron

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Thermal or Marcel Iron	Manipulative skills are essential to thermal or marcel waving.	Holding and rolling Curl formation Temperature of irons Controlling temperature of irons Sizes Origin of name Effects of heat on hair Reconditioning Safety precautions	Practice techniques on wefts without heat Practice hot curls on wefts Practice skills at home Use rolling and clicking irons

HAIRSTYLING

UNIT

Thermal or Marcel Iron

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Manipulative skills essential to thermal or marcel styling.</p>	<p>Holding and rolling Curl formation Temperature of irons Controlling temperature of irons Sizes Origin of name Effects of heat on hair Reconditioning Safety precautions</p>	<p>Practice techniques on wefts without heat Practice hot curls on wefts Practice skills at home Use rolling and clicking irons</p>	<p>Wefts Irons Blocks Comb Tissue paper Thermal heater Wig pins <u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Croquignole Curl	"S" is the formation of the croquignole curl.	Croquignole curl Hair analysis Effect of heat on grey hair Safety precautions	Make twelve croquignole curls by using both hot and cold irons Make plans for Hair Style Show using pictures from previous assignment

HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>"S" is the formation of the croquignole curl.</p>	<p>Croquignole curl</p> <p>Hair analysis</p> <p>Effect of heat on grey hair</p> <p>Safety precautions</p>	<p>Make twelve croquignole curls by using both hot and cold irons</p> <p>Make plans for Hair Style Show using pictures from previous assignment</p>	<p>Weft</p> <p>Block</p> <p>Comb</p> <p>Heater</p> <p>White paper</p> <p>Wig pins</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Bop Bouffant Iron	With the use of the Bop Bouffant Iron, styles are created just for you.	Using the Bop Bouffant Iron  End curl  Round curl  Corrective hair treatments  Care of irons	Use Bop Bouffant Iron to make twelve of each of the following weft curls  End curl  Round curl  Sketch favorite style to be used next day



HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>the use of the Bouffant Iron, curls are created for you.</p>	<p>Using the Bop Bouffant Iron</p> <p>End curl</p> <p>Round curl</p> <p>Corrective hair treatments</p> <p>Care of irons</p>	<p>Use Bop Bouffant Iron to make twelve of each of the following weft curls</p> <p>End curl</p> <p>Round curl</p> <p>Sketch favorite style to be used next day</p>	<p>Bop iron</p> <p>Weft</p> <p>Heater</p> <p>White tissue</p> <p>Hard rubber comb</p> <p>Block</p> <p>Wig pins</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

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HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Marcel Iron	Poker curl will swirl into a long curl.	Poker curl Safety practices	Make twelve poker curls on manikin and weft  Practice poker curls on sister or young friend

HAIRSTYLING

UNIT

Thermal Curling

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>er curl will l into a long l.</p>	<p>Poker curl Safety practices</p>	<p>Make twelve poker curls on manikin and weft  Practice poker curls on sister or young friend</p>	<p>Block Manikin Weft Wig pins White tissue Iron Hard rubber comb  <u>Standard Textbook of Cosmetology (Kibbe)</u></p>

HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Thermal Waving	The closest thing to the natural wave	Waves Left-going wave Right-going wave Matching waves Importance of matching waves Life and density of hair Safety precautions	Make left-going and right-going waves with cold iron on weft Make left-going and right-going waves with hot irons on weft Locate six pictures of waves from magazines to add to reference file

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HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>closest thing to natural wave</p>	<p>Waves</p> <p>Left-going wave</p> <p>Right-going wave</p> <p>Matching waves</p> <p>Importance of matching waves</p> <p>Life and density of hair</p> <p>Safety precautions</p>	<p>Make left-going and right-going waves with cold iron on weft</p> <p>Make left-going and right-going waves with hot irons on weft</p> <p>Locate six pictures of waves from magazines to add to reference file</p>	<p>Marcel iron</p> <p>Wig block</p> <p>Hard rubber comb</p> <p>Heater</p> <p>White paper</p> <p>Wig pins</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Thermal Waving (continued)	Utilizing all waving methods.	Layer methods  Shadow waving  Hair texture and sectioning  Hair growth and replace- ment	Execute all phases of waving on another student and evaluate  Collect twelve pictures of hairstyles depicting the 1930's for hair - styling book

HAIRSTYLING

UNIT

Thermal Waving

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Utilizing all waving methods.</p>	<p>Layer methods</p> <p>Shadow waving</p> <p>Hair texture and sectioning</p> <p>Hair growth and replacement</p>	<p>Execute all phases of waving on another student and evaluate</p> <p>Collect twelve pictures of hairstyles depicting the 1930's for hair styling book</p>	<p>Wig block</p> <p>Curling iron</p> <p>Wet comb</p> <p>White paper</p> <p>Wig pins</p> <p>Model</p>

HAIRSTYLING

UNIT

Comb-out

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Comb-out Technique	When properly used, manipulative skills can produce a beautiful comb-out.	Brushing Sectioning to tease Teasing Molding Smoothing Spraying the hair Facial shapes Style suitability	Set hair of model and practice comb-out and evaluate results  Sketch four styles in student sketch book



HAIRSTYLING

UNIT

Comb-out

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>properly used, manipulative skills produce a beautiful comb-out.</p>	<p>Brushing</p> <p>Sectioning to tease</p> <p>Teasing</p> <p>Molding</p> <p>Smoothing</p> <p>Spraying the hair</p> <p>Facial shapes</p> <p>Style suitability</p>	<p>Set hair of model and practice comb-out and evaluate results</p> <p>Sketch four styles in student sketch book</p>	<p>Model</p> <p>Comb</p> <p>Brush</p> <p>Spray</p> <p>Rollers</p> <p>Clips</p> <p>Charts: <u>The New Faces</u> (Meek)</p> <p>Transparencies: "Basic Hairstyling I and II" (3M Company)</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

## IMAGE DEVELOPMENT

### General Concept

This unit was developed to encourage individuals to create for themselves and for the public a better self-image. The scope of the unit includes charm and poise; hygiene and personality; wardrobe planning and voice cultivation; and guidelines for employment.

As a unit, image development is intended to help in improving one's self-concept and acquiring public confidence. In order to do this, the whole person must be considered--inward and outward. One must feel poised and comfortable before acquiring the ability to portray the image of efficiency and confidence.

Charm and poise, a congenial personality, appropriate dress, a well cultivated voice, and knowledge of job requirements can make the difference between success and failure for the cosmetologist or any other professional.

Personal and public image may be developed by habits of cleanliness, good posture, personal appearance, speech and conduct. It is hoped that this unit will serve as a basis for preparing students to accomplish the goal of creating a better personal and public image.

## Objectives

To develop self-motivation for a better image and to acquire an appreciation for a congenial personality.

To understand and be able to apply the principles of visual poise and personality.

To develop and maintain good health and physical fitness by applying the principles of personal hygiene.

To develop a useful basic wardrobe for various occasions which will result in a neat appearance.

To develop a satisfactory speaking voice which will stimulate one to continue improvement of personal development.

To develop the good work habits of honesty, punctuality, dependability and cooperation.

To acquire knowledge of working conditions and wages of the trade.

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Stance	Correct standing posture gives the body balance and eliminates fatigue.	Body balance Eliminating fatigue Types of shoes Arch supports Leg fatigue Aching back Types of shoes which cause Poor posture Malformed feet Leg fatigue Aching back	Discuss the health aspects of personal appearance Practice basic stance position

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Correct standing posture gives the body poise and eliminates fatigue.</p>	<p>Body balance</p> <p>Eliminating fatigue</p> <p>Types of shoes</p> <p>Arch supports</p> <p>Leg fatigue</p> <p>Aching back</p> <p>Types of shoes which cause</p> <ul style="list-style-type: none"> <li>Poor posture</li> <li>Malformed feet</li> <li>Leg fatigue</li> <li>Aching back</li> </ul>	<p>Discuss the health aspects of personal appearance</p> <p>Practice basic stance position</p>	<p>Illustrative pictures</p> <p>Full length mirror</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p><u>Beautician's Guide to Beauty, Charm and Poise</u> (Milady)</p> <p>Slides: "Visual Poise for Business and Social Success," Series 2 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Stance	Graceful stance projects self-confidence and poise.	<p>Graceful standing poise</p> <p>Self-confidence derived</p> <p>Practicing the corrective stance position</p> <p>Comparison of stances as they relate to economic groups</p>	<p>Discuss leg types</p> <p>Thin legs</p> <p>Heavy legs</p> <p>Bowed legs</p> <p>Knock-kneed legs</p> <p>Normal legs</p> <p>Practice corrective stance positions</p> <p>Observe complete body alignment with corrective stance in full length mirror</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>ful stance pro- self-confidence poise.</p>	<p>Graceful standing poise</p> <p>Self-confidence derived</p> <p>Practicing the corrective stance position</p> <p>Comparison of stances as they relate to economic groups</p>	<p>Discuss leg types</p> <p>Thin legs</p> <p>Heavy legs</p> <p>Bowed legs</p> <p>Knock-kneed legs</p> <p>Normal legs</p> <p>Practice corrective stance positions</p> <p>Observe complete body alignment with corrective stance in full length mirror</p>	<p>Full-length mirror</p> <p><u>Beautician's Guide to Beauty, Charm and Poise</u> (Milady)</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Slides: "Visual Poise for Business and Social Success," Series 2 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Hand Positions	"What shall I do with my hands when I stand?"	Basic hand position Relaxation of the hands Good posture from head to toe How correct hand position adds grace to poise Body alignment with basic hand position	Discuss the business benefits derived from personal appearance Practice basic hand position Observe basic hand position Observe body alignment with basic hand position

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>What shall I do with my hands when stand?"</p>	<p>Basic hand position</p> <p>Relaxation of the hands</p> <p>Good posture from head to toe</p> <p>How correct hand position adds grace to poise</p> <p>Body alignment with basic hand position</p>	<p>Discuss the business benefits derived from personal appearance</p> <p>Practice basic hand position</p> <p>Observe basic hand position</p> <p>Observe body alignment with basic hand position</p>	<p>Illustrative pictures</p> <p>Full-length mirror</p> <p><u>Beautician's Guide to Beauty, Charm and Poise</u> (Milady)</p> <p>Slides: "Visual Poise for Business and Social Success," Series 3 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Expressive, Graceful Hand Positions	Hands and their use make emotions come through.	<p>Moods and emotions</p> <p>Hand positions with expression</p> <p>Careers that demand a constant display of the hands</p> <p>Well-groomed hands and neglected hands</p>	<p>Discuss moods and hand positions that express</p> <p>Fear</p> <p>Anxiety</p> <p>Tenseness</p> <p>Relaxation</p> <p>Joy</p> <p>Practice expressive and graceful hand positions</p> <p>Explain what each position expresses</p> <p>Develop a chart showing at least three different hand positions and report on what each represents</p>

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>hands and their use in the emotions come through.</p>	<p>Moods and emotions</p> <p>Hand positions with expression</p> <p>Careers that demand a constant display of the hands</p> <p>Well-groomed hands and neglected hands</p>	<p>Discuss moods and hand positions that express</p> <p>Fear</p> <p>Anxiety</p> <p>Tenseness</p> <p>Relaxation</p> <p>Joy</p> <p>Practice expressive and graceful hand positions</p> <p>Explain what each position expresses</p> <p>Develop a chart showing at least three different hand positions and report on what each represents</p>	<p>Flip chart</p> <p>Mirror</p> <p>Magazines</p> <p>Newspapers</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Slides: "Visual Poise for Business and Social Success," Series 3 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Walking Correctly	Walk with smooth and elegant grace, any time and any place-- learn to walk like a Princess.	Five step practice lines One line walk Two line walk Smooth, graceful walking Hand position for the practice walk Basic stance Basic hand positions Correct body alignment	Discuss methods of walking gracefully, and body balance Practice walk and hand positions Practice walking on one line Practice walking on two lines Practice walking correctly an hour each day in 15 minute intervals for five days

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>walk with smooth and elegant grace, any time and any place-- learn to walk like a Princess.</p>	<p>Five step practice lines</p> <p>One line walk</p> <p>Two line walk</p> <p>Smooth, graceful walking</p> <p>Hand position for the practice walk</p> <p>Basic stance</p> <p>Basic hand positions</p> <p>Correct body alignment</p>	<p>Discuss methods of walking gracefully, and body balance</p> <p>Practice walk and hand positions</p> <p>Practice walking on one line</p> <p>Practice walking on two lines</p> <p>Practice walking correctly an hour each day in 15 minute intervals for five days</p>	<p>Mirror</p> <p>Walking lines</p> <p>Slides: "Visual Poise for Business and Social Success," Series 4 (Milady)</p>

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
The Walking Pivot	Turn with balance, charm, and grace as you learn to walk at the proper pace.	<p>The walking pivot</p> <p>Foot and hand coordination</p> <p>Body balance with turns</p>	<p>Discuss the following:</p> <p>Walking pivot</p> <p>Turning with balance</p> <p>Foot and hand coordination</p> <p>Practice the walking pivot and coordinating the feet and hands</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>with balance, m, and grace as learn to walk at proper pace.</p>	<p>The walking pivot Foot and hand coordination Body balance with turns</p>	<p>Discuss the following: Walking pivot Turning with balance Foot and hand coordination Practice the walking pivot and coordinating the feet and hands</p>	<p>Mirror <u>Standard Textbook of Cosmetology</u> (Kibbe) Slides: "Visual Poise for Business and Social Success," Series 4 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sit Correctly	Correct sitting position preserves energy and eliminates general fatigue, and back strain.	<p>Good sitting posture-- energy preserving</p> <p>Poor sitting posture-- fatigue and back strain</p> <p>Clothes arrangement when sitting</p>	<p>Discuss the following:</p> <p>Good and poor sitting postures</p> <p>Appearance and comfort</p> <p>Fatigue and body strain - health</p> <p>Arrangement of different types of skirts when sitting</p> <p>Practice sitting correctly</p> <p>Arrange clothes properly</p>

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Correct sitting position preserves energy and eliminates general fatigue, and back strain.</p>	<p>Good sitting posture-- energy preserving</p> <p>Poor sitting posture-- fatigue and back strain</p> <p>Clothes arrangement when sitting</p>	<p>Discuss the following:</p> <ul style="list-style-type: none"> <li>- Good and poor sitting postures</li> <li>Appearance and comfort</li> <li>Fatigue and body strain - health</li> <li>Arrangement of different types of skirts when sitting</li> <li>Practice sitting correctly</li> <li>Arrange clothes properly</li> </ul>	<p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Slides: "Visual Poise for Business and Social Success," Series 5 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Different Sitting Positions</p>	<p>Sitting correctly improves one's appearance. Learn to sit like a lady-- don't imitate a frog.</p>	<p>The "T" and "S" sitting positions</p> <p>Approaching the chair</p> <p>Skit--role play</p> <p>Standing</p> <p>Walking to chair</p> <p>Arranging clothes</p> <p>Sitting--changing leg positions after being seated</p>	<p>Discuss the approach to the chair and the different sitting positions</p> <p>Practice standing and approaching the chair and sitting correctly in different positions</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>sitting correctly improves one's appearance. Learn to sit like a lady-- don't imitate a frog.</p>	<p>The "T" and "S" sitting positions</p> <p>Approaching the chair</p> <p>Skit--role play</p> <p>    Standing</p> <p>    Walking to chair</p> <p>    Arranging clothes</p> <p>    Sitting--changing leg     positions after being     seated</p>	<p>Discuss the approach to the chair and the different sitting positions</p> <p>Practice standing and approaching the chair and sitting correctly in different positions</p>	<p>Instruction sheets for skit</p> <p>Mirror</p> <p>Slides: "Visual Poise for Business and Social Success," Series 5 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Correct Stooping Positions	Don't bend over to pick up objects from the floor.	<p>Correct stooping</p> <p>Incorrect habit of bending over</p> <p>Comparing correct stooping method with bending</p>	<p>Discuss the following:</p> <p>Appearance when stooping</p> <p>Appearance when bending over</p> <p>Advantages of daily practice</p> <p>Practice stooping correctly</p> <p>Observe other students and evaluate stooping procedures</p>

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Don't bend over to pick up objects from the floor.</p>	<p>Correct stooping</p> <p>Incorrect habit of bending over</p> <p>Comparing correct stooping method with bending</p>	<p>Discuss the following:</p> <p>Appearance when stooping</p> <p>Appearance when bending over</p> <p>Advantages of daily practice</p> <p>Practice stooping correctly</p> <p>Observe other students and evaluate stooping procedures</p>	<p>Illustrations</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Sitting on a Low Stool or Bench</p>	<p>Develop a technique to take you down, when your seat is low and near the ground.</p>	<p>Low seats</p> <p>Method of "landing" gracefully and safely</p> <p>Necessity of learning to sit low</p>	<p>Discuss the following</p> <p>Types of low seats</p> <p>Strength of seats</p> <p>Methods of sitting low</p> <p>Practice the following</p> <p>Sitting on low seat</p> <p>Approaching the seat</p> <p>Executing the pivot before sitting</p>

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IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Develop a technique to sit you down, when your seat is low and near the ground.</p>	<p>Low seats</p> <p>Method of "landing" gracefully and safely</p> <p>Necessity of learning to sit low</p>	<p>Discuss the following:</p> <p>Types of low seats</p> <p>Strength of seats</p> <p>Methods of sitting low</p> <p>Practice the following:</p> <p>Sitting on low seats</p> <p>Approaching the seat</p> <p>Executing the pivot before sitting</p>	<p>Pictures</p> <p>Low seats</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

IMAGE DEVELOPMENT  
UNIT

Visual Poise  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Getting In and Out of Cars	How nice and graceful looking we are when we know how to get in and out of a car.	Individual experiences in getting in and out of cars  Suggested methods of getting out of two-door cars, four-door cars, and compact cars	Observe others getting in and out of cars  Describe methods that may be employed  Practice getting into and out of available cars



IMAGE DEVELOPMENT

UNIT

Visual Poise

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
nice and graceful ing we are when we w how to get in and of a car.	Individual experiences in getting in and out of cars  Suggested methods of get- ting out of two-door cars, four-door cars, and com- pact cars	Observe others getting in and out of cars  Describe methods that may be employed  Practice getting into and out of available cars	Illustrations  Slides: "Visual Poise for Business and Social Success," Series 6 (Milady)

IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introductions	Meeting and greeting people is an important social grace.	Introducing people Hand shaking Voice pitch Strength and weaknesses of introductions Types of introductions	Discuss the following: Development of ease and confidence in making introductions Types of introductions Shaking hands Practice introducing two people of the same sex, two people of the opposite sex, and an individual to a group

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IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>ing and greeting e is an important l grace.</p>	<p>Introducing people Hand shaking Voice pitch Strength and weaknesses of introductions Types of introductions</p>	<p>Discuss the following:  Development of ease and confidence in making introductions  Types of introductions  Shaking hands  Practice introducing two people of the same sex, two people of the opposite sex, and an individual to a group</p>	<p>Pictures Instruction sheets Audio tape Tape recorder</p>

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IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Party and Dinner Manners	Proper etiquette opens the doorway to confidence and poise.	Rules of good etiquette Pros, cons, rights, and wrongs Information for future reference Skit depicting party	Discuss the following Party and dinner manners Meeting new people Introducing friends Practice by role play Improper dress Proper dress Introducing friends Meeting new friends

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IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Proper etiquette opens the doorway to confidence and poise.</p>	<p>Rules of good etiquette</p> <p>Pros, cons, rights, and wrongs</p> <p>Information for future reference</p> <p>Skit depicting party</p>	<p>Discuss the following:</p> <p>Party and dinner manners</p> <p>Meeting new people</p> <p>Introducing friends</p> <p>Practice by role playing</p> <p>Improper dress</p> <p>Proper dress</p> <p>Introducing friends</p> <p>Meeting new friends</p>	<p>Instruction sheets</p> <p>Party attire</p>

Title

Entering an Open  
Doorway

When a person enters an open doorway, the person's body is partially obscured by the doorway. This is a common occurrence in many situations, such as when a person enters a room or a vehicle. The person's head and shoulders are visible, but their torso and lower body are hidden behind the doorway. This can be a safety hazard, especially in situations where the person is not visible to others who are entering or leaving the area.

Leaving Through an  
Open Doorway

When a person leaves through an open doorway, the person's body is partially obscured by the doorway. This is a common occurrence in many situations, such as when a person leaves a room or a vehicle. The person's head and shoulders are visible, but their torso and lower body are hidden behind the doorway. This can be a safety hazard, especially in situations where the person is not visible to others who are entering or leaving the area.

IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>When a charming woman enters an open doorway, it is nice to know the "Picture Pose."</p>	<p>Methods of entering an open doorway</p>	<p>Discuss maintaining good posture and entering with confidence</p> <p>Practice making an entrance to a room, selecting a seat, and sitting down</p>	<p>Pictures</p> <p>Slides: "Visual Poise for Business and Social Success, Series 7 (Milady)"</p>
<p>As a charming lady you must know how to leave through an open doorway.</p>	<p>Departing</p> <p>Body balance</p> <p>Standing posture</p> <p>Pivot execution</p> <p>Leaving a room</p>	<p>Observe individuals body alignment when leaving room</p> <p>Discuss when and how to leave a room and body balance and grace</p> <p>Practice standing, turning, and leaving</p>	<p>Pictures</p> <p>Mirror</p> <p>Slides: "Visual Poise for Business and Social Success, Series 7 (Milady)"</p>

IMAGE DEVELOPMENT

UNIT

Handling Personal Belongings

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Coats and Stoles	Coats and stoles may be handled with skill and grace.	Methods of handling wraps	<p>Discuss getting in and out of wraps</p> <p>Practice the following</p> <p>Putting on and taking off a coat</p> <p>Putting on and taking off a stole</p> <p>Stole arrangements</p>
Gloves and Handbags	Handbags and gloves can be carried gracefully.	<p>Types of gloves and handbags</p> <p>Methods of handling</p>	<p>Practice the following</p> <p>Putting on and taking off gloves</p> <p>Walking -- carrying small handbags</p> <p>Walking -- carrying large handbags</p>



IMAGE DEVELOPMENT

UNIT

Handling Personal Belongings

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Coats and stoles may be handled with skill and grace.</p>	<p>Methods of handling wraps</p>	<p>Discuss getting in and out of wraps</p> <p>Practice the following:                      Putting on and taking off a coat                      Putting on and taking off a stole</p> <p>Stole arrangements</p>	<p>Coats and stoles</p> <p>Slides: "Visual Poise for Business and Social Success," Series 10 and 11 (Milady)</p>
<p>Handbags and gloves can be carried gracefully.</p>	<p>Types of gloves and handbags</p> <p>Methods of handling</p>	<p>Practice the following:                      Putting on and taking off gloves</p> <p>Walking -- carrying small handbags</p> <p>Walking -- carrying large handbags</p>	<p>Gloves and handbags</p> <p>Slides: "Visual Poise for Business and Social Success," Series 13 and 14 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Stair Techniques	Learn to negotiate steps with grace and confidence.	Techniques for ascending and descending stairs  Flexibility of knees  Foot placement on narrow stairs	Discuss the following:  Stair rules  Things to do  Things to avoid  Practice walking up and down steps
Cigarette Etiquette	Smokers should respect the rights and feelings of others.	Cigarette techniques  When and where to smoke  Health aspects	Discuss the following:  Smoking etiquette  Smoking privileges  Smoking restrictions  Rules to remember

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IMAGE DEVELOPMENT

UNIT

Social Posture

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Learn to negotiate steps with grace and confidence.	<p>Techniques for ascending and descending stairs</p> <p>Flexibility of knees</p> <p>Foot placement on narrow stairs</p>	<p>Discuss the following:</p> <p>Stair rules</p> <p>Things to do</p> <p>Things to avoid</p> <p>Practice walking up and down steps</p>	<p>Available steps</p> <p>Slides: "Visual Poise for Business and Social Success," Series 9 (Milady)</p>
Smokers should respect the rights and feelings of others.	<p>Cigarette techniques</p> <p>When and where to smoke</p> <p>Health aspects</p>	<p>Discuss the following:</p> <p>Smoking etiquette</p> <p>Smoking privileges</p> <p>Smoking restrictions</p> <p>Rules to remember</p>	<p>Slides: "Visual Poise for Business and Social Success," Series 12 (Milady)</p>

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Developing the Proper Health Habits	Beauty, attitudes, and spirit are the results of good health habits.	Good health habits Sleeping Eating Exercise Cleanliness Pleasant thoughts Recreation Relaxation Thoughts and emotion influence body activities	List good health habits and check the ones individuals need to improve Make health posters

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IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Beauty, attitudes, and spirit are the results of good health habits.</p>	<p>Good health habits</p> <p>Sleeping</p> <p>Eating</p> <p>Exercise</p> <p>Cleanliness</p> <p>Pleasant thoughts</p> <p>Recreation</p> <p>Relaxation</p> <p>Thoughts and emotion influence body activities</p>	<p>List good health habits and check the ones individuals need to improve</p> <p>Make health posters</p>	<p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Personal Body Clean- liness	Cleanliness is next to godliness.	Personal hygiene  Charts for keeping daily cleanliness records	Make personal chart of such things as:  Brushing teeth  Using mouth wash  Bathing daily  Using deodorant  Shaving  Changing under- clothes

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IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Cleanliness is next to godliness.	Personal hygiene  Charts for keeping daily cleanliness records	Make personal chart on such things as:  Brushing teeth  Using mouth wash  Bathing daily  Using deodorant  Shaving  Changing under-clothes	Sheets for health charts  <u>Standard Textbook of Cosmetology</u> (Kibbe)

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Diets for Good Health, Beautiful Skin, and a Good Figure	You are what you eat.	Talk by representative from dairy council or teacher on nutrition and diets  Diets for good health	Plan menus from the five food groups  Discuss the following:  Menus  Why we eat unbalanced diets  Causes of overweight and underweight  Causes of poor complexion

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IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
You are what you eat.	Talk by representative from dairy council or teacher on nutrition and diets  Diets for good health	Plan menus from the five food groups  Discuss the following:  Menus  Why we eat unbalanced diets  Causes of overweight and underweight  Causes of poor complexion	Pamphlets on diet and nutrition

IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Good Grooming Habits	Appearance is the best advertisement.	What a well groomed person would wear and do in public	Demonstrate poor grooming and good grooming  Observe good grooming as shown in:  Store windows  Catalogues  Magazines  Bring pictures to class of well-groomed model

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IMAGE DEVELOPMENT

UNIT

Hygiene and Good Grooming

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Appearance is the best advertisement.	What a well groomed person would wear and do in public	Demonstrate poor grooming and good grooming  Observe good grooming as shown in:  Store windows  Catalogues  Magazines  Bring pictures to class of well-groomed model	Pictures  <u>Standard Textbook of Cosmetology</u> (Kibbe)

IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Making Friends Quickly and Easily	Always make the other person feel important.	Ways to make friends Advantages of making friends Disadvantages of not having friends Understanding the cultural patterns of various ethnic groups	Write down eight little phrases that will work in making friends
Getting Out of a Mental Rut	Increase your income by learning to speak effectively and preparing for leadership.	How to get out of a mental rut How to acquire new visions and new ambitions Always strive to improve our standards, education and motives in life	Review introduction and preface in the book <u>How To Win Friends And Influence People</u> Make a list of five things you can do to get out of a mental rut List three things not to do

IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Always make the other person feel important.</p> <p>Increase your income by learning to speak effectively and preparing for leadership.</p>	<p>Ways to make friends</p> <p>Advantages of making friends</p> <p>Disadvantages of not having friends</p> <p>Understanding the cultural patterns of various ethnic groups</p> <p>How to get out of a mental rut</p> <p>How to acquire new visions and new ambitions</p> <p>Always strive to improve our standards, education and motives in life</p>	<p>Write down eight little phrases that will work in making friends</p> <p>Review introduction and preface in the book <u>How To Win Friends And Influence People</u></p> <p>Make a list of five things you can do to get out of a mental rut</p> <p>List three things not to do</p>	<p><u>How To Win Friends And Influence People</u> (Carnegie)</p> <p><u>How To Win Friends And Influence People</u> (Carnegie)</p>

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Responsibilities to Shop Owner and Co-worker	Any fool can criticize and complain--and most fools do.	Ethical guide for relationship with management and co-workers  Dependability  Loyalty  Honesty  Punctuality  Ability  Present shop owner discusses problems encountered with employees and co-workers  The Cosmetologist's Code of Ethics	React to comments by the salon owner        Review Cosmetologist Code of Ethics and State Board <u>Rules and Regulations</u>

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IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Any fool can criticize and complain--and most fools do.	Ethical guide for relationship with management and co-workers  Dependability  Loyalty  Honesty  Punctuality  Ability  Present shop owner discusses problems encountered with employees and co-workers  The Cosmetologist's Code of Ethics	React to comments by the salon owner           Review Cosmetologist's Code of Ethics and State Board <u>Rules and Regulations</u>	Copies of Cosmetologist's Code of Ethics  Speaker (salon owner)  <u>Virginia State Board of Registered Professional Hairdressers: Rules and Regulations</u> (Department of Professional and Occupational Registration)

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Responsibility to the Patron	Make everyone feel important.	Responsibilities of the cosmetologist to the patron  Keeping current  Being familiar with new methods and new products  Considering the patron's desires	Role play  Making someone feel important  Doing the little things that make the patron happy  Create humorous or serious real-life situation on giving the patron what she desires or tactfully suggesting something more suitable

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IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Make everyone feel important.</p>	<p>Responsibilities of the cosmetologist to the patron</p> <p>Keeping current</p> <p>Being familiar with new methods and new products</p> <p>Considering the patron's desires</p>	<p>Role play</p> <p>Making someone feel important</p> <p>Doing the little things that make the patron happy</p> <p>Create humorous or serious real-life situation on giving the patron what she desires or tactfully suggesting something more suitable</p>	<p><u>Standard Textbook of Cosmetology (Kibbe)</u></p> <p><u>How to Win Friends and Influence People (Carnegie)</u></p>

IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Responsibilities to the Professional Organization	Leadership is your goal.	Importance of belonging to and being involved in the professional organization  What takes place at meetings  Advantages of being a member  Types of professional organizations	Participate in a question and answer period       Attend a meeting of the professional group suggested by the teacher   Evaluate the professional organization's meeting in class

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IMAGE DEVELOPMENT

UNIT

Responsibilities of the Cosmetologist

DIVISION


Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Leadership is your goal.</p>	<p>Importance of belonging to and being involved in the professional organization</p> <p>What takes place at meetings</p> <p>Advantages of being a member</p> <p>Types of professional organizations</p>	<p>Participate in a question and answer period</p> <p>Attend a meeting of the professional group suggested by the teacher</p> <p>Evaluate the professional organization's meeting in class</p>	<p>Pamphlets and other literature on professional organizations</p> <p>Local</p> <p>State</p> <p>National</p>

IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Handling Complaints 	If you want to gather honey, don't kick over the beehive.	Handling complaints tactfully  Avoiding arguments  Keeping human contacts smooth and pleasant  If you are wrong, admit it	Role play  Handling complaints tactfully  Avoiding arguments  Keeping human contacts smooth and pleasant  Write what to do and say to patron who is being difficult and complaining

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IMAGE DEVELOPMENT

UNIT

How To Get Along With People

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>If you want to gather honey, don't kick over the beehive.</p>	<p>Handling complaints tactfully</p> <p>Avoiding arguments</p> <p>Keeping human contacts smooth and pleasant</p> <p>If you are wrong, admit it</p>	<p>Role play</p> <p>Handling complaints tactfully</p> <p>Avoiding arguments</p> <p>Keeping human contacts smooth and pleasant</p> <p>Write what to do and say to patron who is being difficult and complaining</p>	<p><u>How To Win Friends And Influence People</u> (Carnegie)</p>

IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Care of Clothes	<p>Keep clothes in wear- able condition.</p> <p>A stitch in time saves nine.</p> <p>"All God's Chillin Got Shoes" -- but what shape are they in?</p>	<p>Proper detergents</p> <p>Correct water temperature</p> <p>Pressing procedures for clothes</p> <p>Mending damaged articles</p> <p>Polishing shoes</p>	<p>Practice the following</p> <p>Washing uniforms</p> <p>Ironing uniforms</p> <p>Mending damaged arti</p> <p>Polishing shoes</p> <p>Role play a well groom and sloopy dressed per</p>
Planning for Neatness and Flattering Lines	<p>Clothing frames the person; this re- flects your person- ality.</p>	<p>Basic wardrobe</p> <p>Comparison of sloppiness and neatness</p> <p>Local clothes buyer to give presentation on flattering lines</p>	<p>Plan basic wardrobe</p> <p>Observe current cata- log for personal choic of style and flattering lines</p> <p>Compare individuals in group to check for correct lines</p>

IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Keep clothes in wear-able condition.</p> <p>A stitch in time saves nine.</p> <p>"All God's Chillin Got Shoes" -- but what shape are they in?</p> <p>Clothing frames the person; this reflects your personality.</p>	<p>Proper detergents</p> <p>Correct water temperature</p> <p>Pressing procedures for clothes</p> <p>Mending damaged articles</p> <p>Polishing shoes</p> <p>Basic wardrobe</p> <p>Comparison of sloppiness and neatness</p> <p>Local clothes buyer to give presentation on flattering lines</p>	<p>Practice the following:</p> <p>Washing uniforms</p> <p>Ironing uniforms</p> <p>Mending damaged articles</p> <p>Polishing shoes</p> <p>Role play a well groomed and sloopy dressed person</p> <p>Plan basic wardrobe</p> <p>Observe current catalog for personal choice of style and flattering lines</p> <p>Compare individuals in group to check for correct lines</p>	<p>Detergents</p> <p>Washing machine</p> <p>Clothes dryer</p> <p>Iron</p> <p>Ironing board</p> <p>Needle</p> <p>Thread</p> <p>Shoe Polish</p> <p>Current catalog</p> <p><u>Beautician's Guide to Beauty, Charm and Poise (Milady)</u></p>

IMAGE DEVELOPMENT

UNIT

Wardrobe Development

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Clothing Inventory	Beauty is as beauty does.	<p>Twelve basic personality types in clothing</p> <p>Selecting wardrobe for particular individual</p>	<p>Observe and decide for individual</p> <p>Best color</p> <p>Flattering lines</p> <p>Style</p> <p>Most serviceable</p> <p>Accessories needed</p> <p>Fragrance needed</p> <p>Display an ensemble considering best qualities for individual</p>

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IMAGE DEVELOPMENT

UNIT

Wardrobe Development

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Beauty is as beauty does.	Twelve basic personality types in clothing  Selecting wardrobe for particular individual	Observe and decide for individual  Best color  Flattering lines  Style  Most serviceable  Accessories needed  Fragrance needed  Display an ensemble considering best qualities for individuals	Catalog  <u>Beautician's Guide to Beauty, Charm and Poise (Milady)</u>

IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Clothing Budget and Shopping Habits	Quality is the only bargain.	Good shopping habits Buying fashion-wise but avoiding fads	List good shopping habits Give examples of money wasted on fads Develop wardrobe from current catalog using \$100 budget
Accessories	Dress up or dress down your ensemble.	Dressing up Accessories	Dress model for various occasions

IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Quality is the only bargain.          Dress up or dress down your ensemble.	Good shopping habits  Buying fashion-wise but avoiding fads     Dressing up  Accessories	List good shopping habits  Give examples of money wasted on fads  Develop wardrobe from current catalog using \$100 budget   Dress model for various occasions	Catalog     Model  Clothes  <u>Beautician's Guide to Beauty, Charm and Poise (Milady)</u>

IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Fragrances	A fragrance is the perfect final touch.	Use of proper deodorant Proper application of fragrance Proper choice of fragrance Personality Occasion	Practice the following Using deodorant Applying fragrances Choosing fragrance Discuss why personalities and different occasions play a part in choosing a fragrance Compare fragrances listed by students having different personalities

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IMAGE DEVELOPMENT

UNIT

Wardrobe Planning

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>fragrance is the perfect final touch.</p>	<p>Use of proper deodorant</p> <p>Proper application of fragrance</p> <p>Proper choice of fragrance</p> <p>Personality</p> <p>Occasion</p>	<p>Practice the following:</p> <p>Using deodorant</p> <p>Applying fragrances</p> <p>Choosing fragrance</p> <p>Discuss why personality and different occasions play a part in choosing a fragrance</p> <p>Compare fragrances listed by students having different personalities</p>	<p>Perfume (samples from beauty supply salesman)</p> <p><u>Beautician's Guide to Beauty, Charm and Poise (Milady)</u></p>

IMAGE DEVELOPMENT

UNIT

Speaking

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Conversational Charm	Conversational charm builds business and makes friends.	Characteristics of charming conversationalist Topics of conversation Topics to avoid Manners When to speak When to listen Need for training even a normal voice	Play act by using an argumentative, slang conversation--reverting to pleasant soft spoken conversation Practice skits using good and poor manners List positive and negative qualities of voice
Voice Cultivation	The voice is an index of your personality.	Enunciation and pronunciation Using tape recorder Goals for improving voice	Practice enunciation and pronunciation Make two-minute jingle on tape recorder

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IMAGE DEVELOPMENT

UNIT

Speaking

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Conversational charm builds business and makes friends.</p> <p>Clear voice is an index of your personality.</p>	<p>Characteristics of charming conversationalist</p> <p>Topics of conversation</p> <p>Topics to avoid</p> <p>Manners</p> <p>    When to speak</p> <p>    When to listen</p> <p>Need for training even a normal voice</p> <p>Enunciation and pronunciation</p> <p>Using tape recorder</p> <p>Goals for improving voice</p>	<p>Play act by using an argumentative, slang conversation--reverting to pleasant soft spoken conversation</p> <p>Practice skits using good and poor manners</p> <p>List positive and negative qualities of voice</p> <p>Practice enunciation and pronunciation</p> <p>Make two-minute jingle on tape recorder</p>	<p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p><u>Beautician's Guide to Beauty, Charm and Poise</u> (Milady)</p> <p>Tape recorder</p> <p><u>Beautician's Guide to Beauty, Charm and Poise</u> (Milady)</p>

IMAGE DEVELOPMENT  
UNIT

Speaking  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Voice Cultivation (continued)</p> <p>Necessary components in a successful ad- dress to groups</p>	<p>Your voice conveys the real you.</p> <p>"Word power motivates."</p>	<p>Music scale</p> <p>What the voice conveys to your audience</p> <p>Intelligence</p> <p>Sincerity</p> <p>Friendliness</p> <p>Expressiveness</p> <p>Conviction</p> <p>Components of a speech</p> <p>Value of speech</p> <p>Gestures used to</p> <p>Clarify</p> <p>Emphasize</p> <p>Reveal attitudes</p>	<p>Compare different tones, itches, and strengths</p> <p>Prepare and present a three-minute speech</p> <p>Critique other students' speeches to understand your faults</p> <p>Practice gestures used to clarify, emphasize, and reveal attitudes</p>



IMAGE DEVELOPMENT  
UNIT

Speaking  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>voice conveys the you.</p> <p>power motivates."</p>	<p>Music scale</p> <p>What the voice conveys to your audience</p> <p>Intelligence</p> <p>Sincerity</p> <p>Friendliness</p> <p>Expressiveness</p> <p>Conviction</p> <p>Components of a speech</p> <p>Value of speech</p> <p>Gestures used to</p> <p>Clarify</p> <p>Emphasize</p> <p>Reveal attitudes</p>	<p>Compare different tones, itches, and strengths</p> <p>Prepare and present a three-minute speech</p> <p>Critique other students' speeches to understand your faults</p> <p>Practice gestures used to clarify, emphasize, and reveal attitudes</p>	<p><u>Standard Textbook of Cosmetology (Kibbe)</u></p> <p><u>Beautician's Guide to Beauty, Charm and Poise (Milady)</u></p>

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Preparing For a Job Interview	Put your best foot forward.	Job interview Correct dress Well-groomed look Correct make-up Conservative clothing Attitude and behavior toward prospective employer Voice and poise	Role play for proper approach to employer      Evaluate voice tone and vocabulary
Preparing a Resume'	A resume' should be a word picture.  No one can make you over.	Acknowledging the interview Preparing a resume Vital statistics Educational background Work experience Occupational goals	Write report of self-evaluation, including ambitions and long-range plans

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Put your best foot forward.</p> <p>'Resume' should be word picture.</p> <p>How can you make your resume better.</p>	<p>Job interview</p> <p>Correct dress</p> <p>Well-groomed look</p> <p>Correct make-up</p> <p>Conservative clothing</p> <p>Attitude and behavior toward prospective employer</p> <p>Voice and poise</p> <p>Acknowledging the interview</p> <p>Preparing a resume</p> <p>Vital statistics</p> <p>Educational background</p> <p>Work experience</p> <p>Occupational goals</p>	<p>Role play for proper approach to employer</p> <p>Evaluate voice tone and vocabulary</p> <p>Write report of self-evaluation, including ambitions and long-range plans</p>	<p>Tape recorder</p> <p>Speaker from employment office</p>

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Preparing a Resume' (Continued)</p> <p>Applying Sales Principles</p>	<p>The "grab-what-you-can" operator is just another failure.</p>	<p>Format for a resume'</p> <p>Need for brevity</p> <p>Greeting patron</p> <p>Professional attitude</p> <p>Why patrons buy</p> <p>Selling "asked" for services</p> <p>Applying sales principles</p> <p>Selling additional services and products</p>	<p>Prepare a resume' for a prospective employer</p> <p>Make a sales pitch for an added service</p> <p>Prepare a list of sma things to do for patr</p>
<p>Selecting a Job</p>	<p>Before accepting a position consider all factors.</p>	<p>Types of jobs available in the cosmetology field</p> <p>General operator</p> <p>Specialist</p> <p>Jobs which require a license</p> <p>Jobs which do not require a license</p>	<p>List various types of jobs available and lo</p> <p>Write a short summary of a favorite phase o work in cosmetology</p>

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IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>the "grab-what-you-can" operator is just another failure.</p> <p>Before accepting a position consider all factors.</p>	<p>Format for a resume'</p> <p>Need for brevity</p> <p>Greeting patron</p> <p>Professional attitude</p> <p>Why patrons buy</p> <p>Selling "asked" for services</p> <p>Applying sales principles</p> <p>Selling additional services and products</p> <p>Types of jobs available in the cosmetology field</p> <p>General operator</p> <p>Specialist</p> <p>Jobs which require a license</p> <p>Jobs which do not require a license</p>	<p>Prepare a resume' for a prospective employer</p> <p>Make a sales pitch for an added service</p> <p>Prepare a list of small things to do for patrons</p> <p>List various types of jobs available and locales</p> <p>Write a short summary of a favorite phase of work in cosmetology</p>	<p>Trade journals</p> <p><u>Beautician's Guide to Beauty, Charm and Poise (Milady)</u></p> <p>Local newspapers</p> <p>Trade journals</p>

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Selecting a Job (Continued)</p> <p>Approaching the Employer</p>	<p>Fruitful endeavor and ethical behavior are foundations for a happy life.</p>	<p>Employment opportunities in local areas, in department stores, and in large city salons</p> <p>Approach to:</p> <ul style="list-style-type: none"> <li>Receptionist</li> <li>Shop owner</li> <li>Employment office</li> <li>Personnel</li> <li>Private employment offices</li> </ul> <p>Attitude and behavior toward prospective employer</p> <ul style="list-style-type: none"> <li>Voice and poise</li> <li>Show of confidence in ability</li> <li>Dress</li> <li>Chewing gum</li> <li>Smoking</li> </ul>	<p>Role play for proper approach to employer</p>

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IMAGE DEVELOPMENT  
UNIT

Guide for Employment  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Bitful endeavor and ical behavior are ndations for a py life.</p>	<p>Employment opportunities in local areas, in depart- ment stores, and in large city salons</p> <p>Approach to:</p> <ul style="list-style-type: none"><li>Receptionist</li><li>Shop owner</li><li>Employment office</li><li>Personnel</li><li>Private employment offices</li></ul> <p>Attitude and behavior toward prospective em- ployer</p> <ul style="list-style-type: none"><li>Voice and poise</li><li>Show of confidence in ability</li><li>Dress</li><li>Chewing gum</li><li>Smoking</li></ul>	<p>Role play for proper ap- proach to employer</p>	

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Completing Forms	Completing forms and applications is very important.	Proper way to complete forms :  Job application  Social Security  Income tax  Business laws	Practice completing forms

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IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Completing forms and applications is very important.	Proper way to complete forms :  Job application  Social Security  Income tax  Business laws	Practice completing forms	Types of forms  Appropriate references  Forms from:  Internal Revenue Service  Social Security Office  Employment Office

IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Working Conditions	Know where the jobs are and how to get them	Obligation of employee Efficient work Punctuality Loyalty Integrity Obligation of employer Observe Laws Wages Hours Compensation Licensing	Discuss obligations of employees and employer  Report on minimum wage and hour law in your locality

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IMAGE DEVELOPMENT

UNIT

Guide for Employment

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
know where the jobs are and how to get them	Obligation of employee  Efficient work  Punctuality  Loyalty  Integrity  Obligation of employer  Observe Laws  Wages  Hours  Compensation  Licensing	Discuss obligations of employees and employers        Report on minimum wage and hour law in your locality	Pamphlets from local industries

## PERMANENT WAVING

### General Concept

From the beginning of time the woman who wanted to be admired would go to any length to make herself beautiful. The women of ancient Egypt got their permanent waves with the use of orangewood sticks, mud from the Nile, and heat from the desert sun. Now, years of research, experimentation, and practical experience have produced quality products and perfected techniques with unparalleled progress.

This unit contains activities which will provide the student with an opportunity to develop the techniques necessary for individualized permanent waving, from a slight bend or body wave to one of luxuriant curliness.

### Objectives

To develop the skills necessary for giving a cold wave.

To understand the basic theory involved in permanent waving.

To acquire judgement in the selection of permanent waving solutions and rods most suitable for the type and texture of hair to be waved.

To develop the ability to correct hair problems resulting from a faulty permanent.

To learn to select, care for, and use the commercial products used in permanent waving.

To acquire knowledge about and develop ability in applying the techniques of salesmanship.

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Introduction to Cold Waving	Cold waving lotion permanently causes a change in the molecular structure of the hair shaft.	History of the development of the cold wave  Molecular structure of the hair  Structural change in the hair  Comparison of curl wound with water and curl wound with cold wave lotion   Evaluating the results	Practice rolling manikin with permanent wave rods  Review change in the structure of the hair shaft

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PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Cold waving lotion permanently causes a change in the molecular structure of the hair shaft.</p>	<p>History of the development of the cold wave</p> <p>Molecular structure of the hair</p> <p>Structural change in the hair</p> <p>Comparison of curl wound with water and curl wound with cold wave lotion</p> <p>Evaluating the results</p>	<p>Practice rolling manikin with permanent wave rods</p> <p>Review change in the structure of the hair shaft</p>	<p><u>Lectures in Hair Structures and Chemistry</u> (Powitt)</p> <p>Cold wave lotion</p> <p>Cold wave rods</p> <p>Applicator bottle</p> <p>Comb</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Sectioning	Uniform wave patterns are characteristics of good hair sectioning which saves time and permits ease of winding.	Basic sectioning Uniform partings Advantages of sectioning	Section manikin for a basic permanent wave  Draw pattern of basic sectioning on sketch sheet
Stylized Sectioning Patterns	Each style requires its own sectioning pattern.	Choice of sectioning is dependent on:  Hair texture  Density  Length  Contour of the head  Wave pattern desired	Draw pattern of basic sectioning for a particular style

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PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Uniform wave patterns are characteristics of good hair sectioning which saves time and permits ease of winding.</p> <p>Each style requires its own sectioning pattern.</p>	<p>Basic sectioning</p> <p>Uniform partings</p> <p>Advantages of sectioning</p> <p>Choice of sectioning is dependent on:</p> <p>Hair texture</p> <p>Density</p> <p>Length</p> <p>Contour of the head</p> <p>Wave pattern desired</p>	<p>Section manikin for a basic permanent wave</p> <p>Draw pattern of basic sectioning on sketch sheet</p> <p>Draw pattern of basic sectioning for a particular style</p>	<p>Manikin</p> <p>Sketch sheets</p> <p>Comb</p> <p>Clips</p> <p>Pictures for style</p>



PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Winding	The perfect ending is a good beginning as the hair is wrapped.	Basic sectioning Horizontal sectioning Position of rods Winding on manikin Reaction of curl to size of rod Chemical reaction of permanent wave on structure of hair shaft Chemical base of permanent wave lotion	Wind entire head of hair on manikin Wind partner's hair for a pre-selected style Select proper rods for the model's hair texture, porosity, length, and density

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PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>perfect ending good beginning the hair is ped.</p>	<p>Basic sectioning Horizontal sectioning Position of rods Winding on manikin Reaction of curl to size of rod Chemical reaction of permanent wave on structure of hair shaft Chemical base of permanent wave lotion</p>	<p>Wind entire head of hair on manikin Wind partner's hair for a pre-selected style Select proper rods for the model's hair texture, porosity, length, and density</p>	<p>Manikin Rods Clips Comb End papers Instruction sheet</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Application of the Wave Lotion	Correct application of wave lotion to the hair assures an even curl.	Winding a manikin and protecting hairline  Application of lotion Rewetting  Protecting the skin and scalp from cold wave solution	Conduct mock procedure:  Wind entire head  Prepare hairline  Apply lotion

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PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Correct application of wave lotion to the hair assures an even curl.	Winding a manikin and protecting hairline Application of lotion Rewetting Protecting the skin and scalp from cold wave solution	Conduct mock procedure: Wind entire head Prepare hairline Apply lotion	Applicator bottle Lotion Gloves Cream Manikin Head band

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Application of the Neutralizer</p>	<p>Proper neutralization is the final step.</p>	<p>Preparing neutralizer (if necessary)</p> <p>Rinsing hair</p> <p>Blotting</p> <p>Applying neutralizer</p> <p>Timing</p> <p>Rinsing</p> <p>Removing rods and rinsing if required</p> <p>Chemical changes in the molecular structure of the hair</p> <p>Ability of the hair to absorb moisture</p> <p>Saturation point</p> <p>Type of neutralizer on the market</p> <p>Safety precautions</p>	<p>Conduct mock procedure:</p> <p>Rinse</p> <p>Blot</p> <p>Apply neutralizer</p> <p>Time</p> <p>Remove rods</p> <p>Final rinse</p>
	349		350

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PERMANENT WAVING  
UNIT

Cold Wave  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>proper neutralization the final step.</p>	<p>Preparing neutralizer (if necessary)</p> <p>Rinsing hair</p> <p>Blotting</p> <p>Applying neutralizer</p> <p>Timing</p> <p>Rinsing</p> <p>Removing rods and rinsing if required</p> <p>Chemical changes in the molecular structure of the hair</p> <p>Ability of the hair to absorb moisture</p> <p>Saturation point</p> <p>Type of neutralizer on the market</p> <p>Safety precautions</p>	<p>Conduct mock procedure:</p> <p>Rinse</p> <p>Blot</p> <p>Apply neutralizer</p> <p>Time</p> <p>Remove rods</p> <p>Final rinse</p>	<p>Neutralizer</p> <p>Manikin</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Test Curl	The depth of the ridge reflects the strength of the curl.	<p>Using two medium size rods and two regular size rods, discuss applying lotion, timing, rinsing, neutralizing, and rinsing</p> <p>How to read a test curl correctly and incorrectly</p> <p>Porosity</p> <p>Texture</p> <p>Density</p> <p>Elasticity</p> <p>Effects of the neutralizer on the "S" and "H" bonds of the hair shaft</p>	<p>Make two test curls on the manikin and vary timing</p> <p>Note difference of processing time and amount of curl strength</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>depth of the ridge ffects the strength the curl.</p>	<p>Using two medium size rods and two regular size rods, discuss applying lotion, timing, rinsing, neutralizing, and rinsing</p> <p>How to read a test curl correctly and incorrectly</p> <p>Porosity</p> <p>Texture</p> <p>Density</p> <p>Elasticity</p> <p>Effects of the neutralizer on the "S" and "H" bonds of the hair shaft</p>	<p>Make two test curls on the manikin and vary timing</p> <p>Note difference of processing time and amount of curl strength</p>	<p>Manikin</p> <p>Comb</p> <p>Rods</p> <p>End papers</p> <p>Wave lotion</p>



PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Selecting the Permanent Wave</p>	<p>Consulting with the patron as to amount of curl desired and cost of service eliminates guess work and misunderstanding.</p>	<p>Available permanent wave products</p> <p>Different lotions</p> <p>Resistant</p> <p>Normal</p> <p>Mild</p> <p>Extra mild</p> <p>Natural curl tendencies</p> <p>Porosity of hair</p> <p>Texture of hair</p> <p>Elasticity of hair</p> <p>Condition of hair</p> <p>Advantages of the available lotions and the cost of each permanent wave</p>	<p>Test the strength of lotion with litmus paper showing pH factor</p> <p>Bring to class an advertisement for permanent waves from newspaper or magazine and compare prices</p> <p>List the permanent wave products of various manufacturers the selection of lotions offered by each; the price ranges; and claims of each commercial product</p> <p>Advise partner as to type of permanent most suitable for her hair and within her price range</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Consulting with the                      person as to amount                      of curl desired and                      time of service                      eliminates guess work                      and misunderstanding.</p>	<p>Available permanent wave                      products</p> <p>Different lotions</p> <p>Resistant</p> <p>Normal</p> <p>Mild</p> <p>Extra mild</p> <p>Natural curl tendencies</p> <p>Porosity of hair</p> <p>Texture of hair</p> <p>Elasticity of hair</p> <p>Condition of hair</p> <p>Advantages of the                      available lotions and the                      cost of each permanent                      wave</p>	<p>Test the strength of                      lotion with litmus                      paper showing pH factor</p> <p>Bring to class an                      advertisement for                      permanent waves from                      newspaper or magazine                      and compare prices</p> <p>List the permanent                      wave products of                      various manufacturers;                      the selection of                      lotions offered by                      each; the price                      ranges; and claims                      of each commercial                      product</p> <p>Advise partner as to                      type of permanent                      most suitable for                      her hair and within                      her price range</p>	<p><u>Lectures in Hair                      Structure and Chemistry</u>                      (Powitt)</p> <p>Pamphlets of available                      permanent wave products                      from different                      manufacturers</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Permanent Wave Techniques	Gain respect of the patron through the use of corrective permanent waving techniques.	Three test curls One - over processed One - under processed One - excessively curly Method of relaxing tightly curled hair Corrective permanent waving Under-processed Over-processed Frizzy ends Re-waving	Compare and evaluate curls processed by instructor  List causes of over-processed hair and causes of under-processed hair

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Main respect of theatron through the use of corrective permanent waving techniques.	Three test curls One - over processed One - under processed One - excessively curly  Method of relaxing tightly curled hair  Corrective permanent waving  Under-processed  Over-processed  Frizzy ends  Re-waving	Compare and evaluate curls processed by instructor           List causes of over-processed hair and causes of under-processed hair	Wave lotion  Neutralizer  <u>Standard Textbook of Cosmetology</u> (Kibbe)

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Body Wave	To achieve that smooth look, hair must have body...and that kind of body says "perm."	<p>Advantages of the body wave</p> <p>Amount of curl desired</p> <p>Longevity of curl</p> <p>Size of rods</p> <p>Selection of rods</p> <p>Size of horizontal sections</p> <p>Winding techniques</p> <p>Selling techniques</p> <p>Suggested sales approach</p> <p>Advantages of the body wave</p> <p>Chemical reaction on the hair and relation to size of rod</p>	Prepare test curls using three different size rods and evaluate results

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PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>achieve that smooth hair must have ...and that kind body says "perm."</p>	<p>Advantages of the body wave</p> <p>Amount of curl desired</p> <p>Longevity of curl</p> <p>Size of rods</p> <p>Selection of rods</p> <p>Size of horizontal sections</p> <p>Winding techniques</p> <p>Selling techniques</p> <p>Suggested sales approach</p> <p>Advantages of the body wave</p> <p>Chemical reaction on the hair and relation to size of rod.</p>	<p>Prepare test curls using three different size rods and evaluate results</p>	<p>Wave lotion</p> <p>Rods</p> <p>End papers</p>

PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Records	Maintain satisfied customers by referring to the record card.	Record card and customers release form Information required  Uses of record card  School policies	Complete mock record card Date Name Address Telephone Texture of hair Type of lotion Price of wave Health problems (if any) Curl desired Results
Mock Cold Wave Procedure	Judgment for proper rod selection can be developed and speed in winding is acquired through practice.	Rod selection  Procedure  Record card	Complete mock school release card





PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Mock Cold Wave Procedure (Continued)			Determine style, then section and select rods according to finished style desired  Evaluate on the followi  Rod selection  Application of lotion  Application of neutralizer  Smoothness of wrappin  Fishhook ends  Time allotment

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PERMANENT WAVING

UNIT

Cold Wave

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
		<p>Determine style, then section and select rods according to finished style desired</p> <p>Evaluate on the following:</p> <p>Rod selection</p> <p>Application of lotion</p> <p>Application of neutralizer</p> <p>Smoothness of wrapping</p> <p>Fishhook ends</p> <p>Time allotment</p>	<p>Manikin</p> <p>End papers</p> <p>Rods</p> <p>Applicator bottle</p> <p>Job sheets</p>

PERMANENT WAVING  
UNIT

Cold Wave  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Machineless Waving	Heat waving for the woman who is allergic or still has confidence in machineless waving.	History of heat waving Sectioning Adjusting scalp projectors and spacers Making two test curls Applying waving lotion Winding or wrapping hair Preparing and adjusting heating chemical pads Steaming curls Cooling hair Unwinding hair and rinsing Setting and drying hair Effects of heat and alkaline solutions on the hair shaft Pull burns Chemical burns Safety precautions	Discuss heat waving Practice giving a mock demonstration on manikin Make survey of shops in local area to see if any of these waves are being given and report findings to class

PERMANENT WAVING  
UNIT

Cold Wave  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>at waving for the man who is allergic still has confidence machineless waving.</p>	<p>History of heat waving</p> <p>Sectioning</p> <p>Adjusting scalp projectors and spacers</p> <p>Making two test curls</p> <p>Applying waving lotion</p> <p>Winding or wrapping hair</p> <p>Preparing and adjusting heating chemical pads</p> <p>Steaming curls</p> <p>Cooling hair</p> <p>Unwinding hair and rinsing</p> <p>Setting and drying hair</p> <p>Effects of heat and alkaline solutions on the hair shaft</p> <p>Pull burns</p> <p>Chemical burns</p> <p>Safety precautions</p>	<p>Discuss heat waving</p> <p>Practice giving a mock demonstration on manikin</p> <p>Make survey of shops in local area to see if any of these waves are being given and report findings to class</p>	<p>Manikin</p> <p>Protectors</p> <p>Spacers</p> <p>Rods</p> <p>Smoothing pin</p> <p>Lotion</p> <p>Pads</p> <p>Hand blower</p>

## PROFESSIONAL MAKEUP

### General Concept

Professional makeup is a very specialized branch for the professional cosmetologist. The number of beauty salons offering makeup service has increased with the shop owners' realization that this can be an additional source of income as well as an extra service for patrons. The emphasis on professional makeup is extending from the exclusive beauty salon and television, photography and movie studio to the smaller local salon.

The professional cosmetologist must be able to advise patrons on makeup to compliment current hair styling, hair coloring, and fashion trends. This service will give each patron a new self-assurance that is only possible through a new appearance, as well as prove to be a money-maker for the cosmetologist.

The study of makeup is fascinating and provides an outlet for the creative ability of the cosmetologist. This unit covers the artifices used in creating an illusion of facial beauty.

### Objectives

To acquire a knowledge of and develop skill in the artistic application of daytime and evening makeup.

To acquire the knowledge of and develop skill in applying corrective makeup to minimize facial defects and/or to emphasize features of beauty.

To develop skill in the application of artificial eyelashes.

To acquire knowledge of the different types of makeup available for theatrical work and how to apply these with skill.

To become familiar with makeup used in photography and television.

To understand the various preparations and to develop skill in each method of temporary hair removal.

To develop skill in the proper selection of colors which compliment skin tones.

To acquire knowledge of the various commercial products available and the proper use of these products.

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PROFESSIONAL MAKEUP

UNIT

Hair Removal

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Eyebrow Tweezing (Epilation)</p> <p>Eyebrow Shaping</p>	<p>Well shaped brows add to the beauty of the face.</p> <p>Correct shaping has a marked effect on the beauty of the face.</p>	<p>Technique for removing hair of brows and implements and materials to be used</p> <p>Correct tweezing</p> <p>Wax depilatory</p> <p>Lengths of brows</p> <p>Shapes of brows</p> <p>Dramatic shapes</p> <p>Corrective shapes</p> <p>Changing fashions</p> <p>Safety precautions</p>	<p>Demonstrate procedure</p> <p>Cut from magazines pictures of changing fashions of brows and bring to class</p>

PROFESSIONAL MAKEUP

UNIT

Hair Removal

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Well shaped brows add to the beauty of the face.</p> <p>Correct shaping has a marked effect on the beauty of the face.</p>	<p>Technique for removing hair of brows and implements and materials to be used</p> <p>Correct tweezing</p> <p>Wax depilatory</p> <p>Lengths of brows</p> <p>Shapes of brows</p> <p>Dramatic shapes</p> <p>Corrective shapes</p> <p>Changing fashions</p> <p>Safety precautions</p>	<p>Demonstrate procedure</p> <p>Cut from magazines pictures of changing fashions of brows and bring to class</p>	<p>Chart</p> <p>Tissue</p> <p>Emollient cream</p> <p>Hot water</p> <p>Tweezers</p> <p>Astringent</p> <p>Eyebrow pencil</p> <p>Brush-on eyebrow cosmetics</p> <p>Wax depilatory</p>



PROFESSIONAL MAKEUP

UNIT

Hair Removal

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Temporary Removal of Superfluous Hair	Thousands of women devote much of their time and money to treatment and removal of superfluous hair.	Types of treatments for superfluous hair Hot and cold wax Depilatories Electrolysis Removing hair with a commercial depilatory Hair removal Lip area Legs Arms Manufacturer's instructions Skin allergies Suggested sales approach Safety precautions	Remove hair on lip with either hot or cold wax Remove hair on legs with depilatory and/or wax Visit electrolysis studio or invite guest artist to demonstrate procedures Role play sales approach as operator-patron Compare Use of each available product Time consumed and results

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PROFESSIONAL MAKEUP

UNIT

Hair Removal

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Thousands of women devote much of their time and money to treatment of removal of superfluous hair.</p>	<p>Types of treatments for superfluous hair</p> <p>Hot and cold wax</p> <p>Depilatories</p> <p>Electrolysis</p> <p>Removing hair with a commercial depilatory</p> <p>Hair removal</p> <p>Lip area</p> <p>Legs</p> <p>Arms</p> <p>Manufacturer's instructions</p> <p>Skin allergies</p> <p>Suggested sales approach</p> <p>Safety precautions</p>	<p>Remove hair on lip with either hot or cold wax</p> <p>Remove hair on legs with depilatory and/or wax</p> <p>Visit electrolysis studio or invite guest artist to demonstrate procedures</p> <p>Role play sales approach as operator-patron</p> <p>Compare</p> <p>Use of each available product</p> <p>Time consumed and results</p>	<p><u>Standard Textbook of Cosmetology (Kibbe)</u></p> <p>Cosmetology: The Keystone Guide to Beauty Culture (Colletti)</p>

PROFESSIONAL MAKEUP

UNIT

Daytime Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Foundation, Powder, and Cheek Color	Good facial makeup is an art requiring constant study and practical experience.	History of cosmetics Ancient trends Modern trends Purpose of cosmetics Chemistry in cosmetics Preparation of foundation, powder and cheek color	Prepare written report "Beauty Through the Ages" Participate in field trip to museum to study cosmetics and beauty supplies used through the ages Using trade journals or publications, make a booklet on proper makeup for various age groups and current trends

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PROFESSIONAL MAKEUP

UNIT

Daytime Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Good facial makeup is an art requiring constant study and practical experience.</p>	<p>History of cosmetics</p> <p>Ancient trends</p> <p>Modern trends</p> <p>Purpose of cosmetics</p> <p>Chemistry in cosmetics</p> <p>Preparation of foundation, powder and cheek color</p>	<p>Prepare written report, "Beauty Through the Ages"</p> <p>Participate in field trip to museum to study cosmetics and beauty supplies used through the ages</p> <p>Using trade journals or publications, make a booklet on proper makeup for various age groups and current trends</p>	<p>Foundations</p> <p>Powders</p> <p>Cheek colors</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Trade journals</p>

PROFESSIONAL MAKEUP

UNIT

Daytime Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Daytime Eye Makeup	Facial contours can be improved by proper eye makeup.	<p>Types of eye makeup</p> <p>Eye shadow</p> <p>Eyeliner</p> <p>Mascara</p> <p>Brush on eyebrow makeup</p> <p>Comparison of the natural look and the sophisticated look</p> <p>How eye shades can be changed by optical illusion</p> <p>Safety precautions</p>	<p>Choose eye makeup to be used for a specific individual</p> <p>Practice using a mirror that has different light settings --daytime, evening, and office</p> <p>Apply makeup on another student</p>

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PROFESSIONAL MAKEUP

UNIT

Daytime Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Facial contours can be improved by proper eye makeup.</p>	<p>Types of eye makeup</p> <p>Eye shadow</p> <p>Eyeliner</p> <p>Mascara</p> <p>Brush on eyebrow makeup</p> <p>Comparison of the natural look and the sophisticated look</p> <p>How eye shades can be changed by optical illusion</p> <p>Safety precautions</p>	<p>Choose eye makeup to be used for a specific individual</p> <p>Practice using a mirror that has different light settings --daytime, evening, and office</p> <p>Apply makeup on another student</p>	<p>Eye shadow</p> <p>Eyeliner</p> <p>Mascara</p> <p>Brush on eyebrow makeup</p> <p>Charts</p> <p>Lighted mirror</p> <p>Model</p>

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PROFESSIONAL MAKEUP

UNIT

Evening Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Evening Eye Makeup	Eyes are windows to the soul--glamorous eyes may spin enchanting doors.	Types of eye makeup Eye shadow Eyeliner Mascara Brush on eyebrow makeup Balance and proportion Ways and means of determining which cosmetics are needed for different type models Effect of artificial lights on color Lighted mirrors Safety precautions Sales promotion (extra services can be an asset)	Choose evening eye makeup for use Practice using lighted mirror Make up a model's eyes in class and have other students check the finished product Discuss estimated shop income derived from the service and the prestige value of such services to the beauty salon

PROFESSIONAL MAKEUP

UNIT

Evening Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>eyes are windows to the soul--glamorous eyes may spin enchanting doors.</p>	<p>Types of eye makeup</p> <p>Eye shadow</p> <p>Eyeliner</p> <p>Mascara</p> <p>Brush on eyebrow makeup</p> <p>Balance and proportion</p> <p>Ways and means of determining which cosmetics are needed for different type models</p> <p>Effect of artificial lights on color</p> <p>Lighted mirrors</p> <p>Safety precautions</p> <p>Sales promotion (extra services can be an asset)</p>	<p>Choose evening eye makeup for use</p> <p>Practice using lighted mirror</p> <p>Make up a model's eyes in class and have other students check the finished product</p> <p>Discuss estimated shop income derived from the service and the prestige value of such services to the beauty salon</p>	<p>Eye shadow</p> <p>Eyeliner</p> <p>Mascara</p> <p>Brush on eyebrow makeup</p> <p>Lighted mirror</p> <p>Model</p>



PROFESSIONAL MAKEUP

UNIT

Daytime and Evening Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Application of Lipstick	Lips! From this feature come words, smiles, kisses.	How to create correct lines for lips  Choosing shades  Coordinating shades with costume and skin  Outlining lips with lipbrush  Deep color to outline  Light color to fill in  Sanitation	Outline lips and blot on paper for outline and correction  Practice using lipbrush

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PROFESSIONAL MAKEUP

UNIT

Daytime and Evening Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>lips! From this nature come words, smiles, kisses.</p>	<p>How to create correct lines for lips</p> <p>Choosing shades</p> <p>Coordinating shades with costume and skin</p> <p>Outlining lips with lipbrush</p> <p>Deep color to outline</p> <p>Light color to fill in</p> <p>Sanitation</p>	<p>Outline lips and blot on paper for outline and correction</p> <p>Practice using lipbrush</p>	<p>Lipsticks</p> <p>Liquid lip rouge</p> <p>Lipbrushes</p> <p>Tissue</p> <p>Cream</p> <p><u>Cosmetology: The Keystone Guide to Beauty Culture</u> (Colletti)</p>

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PROFESSIONAL MAKEUP

UNIT

Day and Evening Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Corrective Makeup	The total effect, not the individual cosmetic, should be admired.	<p>Basic makeup steps</p> <p>Makeup shadows and highlighters are used to create optical illusions</p> <p>Measuring a face</p> <p>Overall length</p> <p>Width--jawline and cheek area</p> <p>Width--temple area and forehead</p> <p>Basic structure and shape of the face</p>	<p>Make up one half of a model's face using corrective makeup</p> <p>Trace partners face with magic marker or lipstick and measure</p>

PROFESSIONAL MAKEUP

UNIT

Day and Evening Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>The total effect, not the individual cosmetic, should be admired.</p>	<p>Basic makeup steps</p> <p>Makeup shadows and highlighters are used to create optical illusions</p> <p>Measuring a face</p> <p>Overall length</p> <p>Width--jawline and cheek area</p> <p>Width--temple area and forehead</p> <p>Basic structure and shape of the face</p>	<p>Make up one half of a model's face using corrective makeup</p> <p>Trace partners face with magic marker or lipstick and measure</p>	<p>Towels</p> <p>Draping cloth</p> <p>Cleansing cream</p> <p>Tissues</p> <p>Cotton pledgets</p> <p>Spatula</p> <p>Astringent</p> <p>Foundation bases</p> <p>Rouge</p> <p>Powder</p> <p>Eye shadow</p> <p>Pencil, liner, and mascara</p>

PROFESSIONAL MAKEUP

UNIT

Artificial Eyelashes

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Artificial Eyelashes	<p>Artificial eyelashes can accentuate the natural beauty, color, and depth of the eyes.</p> <p>For speed of application and repeat retail sales, the strip eyelashes are most advantageous.</p>	<p>Application of a single lash</p> <p>Trimming of lashes</p> <p>Single eyelash service</p> <p>Original application</p> <p>Replacement of lost lashes--every 3 to 4 weeks</p> <p>Different types of lashes</p> <p>Human hair</p> <p>Animal hair</p> <p>Plastic</p> <p>Application of strip lashes</p> <p>Advantages of single eyelash and strip eyelash</p> <p>Comparison of application time with the service charge for each type of artificial eyelash</p>	<p>Apply lashes</p> <p>Compare and discuss the effects of each method of eyelash application and the cost of each service in a beauty salon</p> <p>Bring photographs of screen stars to illustrate the various effects that can be achieved with artificial lashes</p>

PROFESSIONAL MAKEUP

UNIT

Artificial Eyelashes

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Artificial eyelashes can accentuate the natural beauty, color, and depth of the eyes.</p> <p>For speed of application and repeat retail sales, the strip eyelashes are most advantageous.</p>	<p>Application of a single lash</p> <p>Trimming of lashes</p> <p>Single eyelash service</p> <p>Original application</p> <p>Replacement of lost lashes--every 3 to 4 weeks</p> <p>Different types of lashes</p> <p>Human hair</p> <p>Animal hair</p> <p>Plastic</p> <p>Application of strip lashes</p> <p>Advantages of single eyelash and strip eyelash</p> <p>Comparison of application time with the service charge for each type of artificial eyelash</p>	<p>Apply lashes</p> <p>Compare and discuss the effects of each method of eyelash application and the cost of each service in a beauty salon</p> <p>Bring photographs of screen stars to illustrate the various effects that can be achieved with artificial lashes</p>	<p>Single lashes</p> <p>Strip lashes</p> <p>Adhesive</p>

PROFESSIONAL MAKEUP  
UNIT

Stage Makeup  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Foundation	Stage makeup helps reveal character.	<p>Application of everyday makeup</p> <p>Color groups and effects on various skin tone in skin makeup</p> <p>Characterizations</p> <p>Stage makeup is greatly exaggerated to project distance</p> <p>Stage makeup counteracts the effect of stage light and distance</p> <p>Applying stage makeup (grease paint and cake makeup)</p> <p>Mixing of colors for foundation of a characterization</p> <p>Cake makeup</p> <p>Advantages and disadvantages of greasepaint and cake makeup</p>	<p>Review "everyday" makeup application</p> <p>Give a characterization</p>

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PROFESSIONAL MAKEUP  
UNIT

Stage Makeup  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Stage makeup helps re- veal character.</p>	<p>Application of everyday makeup</p> <p>Color groups and effects on various skin tone in skin makeup</p> <p>Characterizations</p> <p>Stage makeup is greatly exaggerated to project distance</p> <p>Stage makeup counteracts the effect of stage light and distance</p> <p>Applying stage makeup (grease paint and cake makeup)</p> <p>Mixing of colors for foundation of a character- ization</p> <p>Cake makeup</p> <p>Advantages and disadvan- tages of greasepaint and cake makeup</p>	<p>Review "everyday" makeup application</p> <p>Give a characterization</p>	<p>Stage makeup</p> <p>Sponge</p> <p>Spatula</p> <p>Brush</p> <p>Greasepaint</p> <p>Cake makeup</p>



PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shadowing and Highlighting	Creating an illusion can be beneficial.	Principles of shadowing and highlighting	Collect pictures of stage stars for class illustrations
Lip and Cheek Rouge	Rouge suggests tempermental differences.	Brush-on cake rouge and when to use  Moist rouge and when to use  How to keep rouge natural looking  Applying lip and cheek rouge  Sanitation	Use crayons to blend various lip and cheek colors
Powder	Powder sets the whole face.	Types of powder available  Which colors to use and when  Application of powder	

PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Creating an illusion can be beneficial.</p> <p>Rouge suggests tempermental differences.</p>	<p>Principles of shadowing and highlighting</p> <p>Brush-on cake rouge and when to use</p> <p>Moist rouge and when to use</p> <p>How to keep rouge natural looking</p> <p>Applying lip and cheek rouge</p> <p>Sanitation</p>	<p>Collect pictures of stage stars for class illustrations</p> <p>Use crayons to blend various lip and cheek colors</p>	<p>Brush</p> <p>Shading colors</p> <p>Brush</p> <p>Wooden spatula</p> <p>Lip rouge</p> <p><u>Stage Makeup</u> (Corson)</p>
<p>Powder sets the whole face.</p>	<p>Types of powder available</p> <p>Which colors to use and when</p> <p>Application of powder</p>		<p>Powder puff</p> <p>Sponge</p> <p>Brushes</p>

PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Eye Makeup	Eye makeup beautifies and projects the eyes.	<p>How to coordinate eye makeup for character and personality</p> <p>Colors most often used</p> <p>How to create illusions</p> <p>Puffy eyes</p> <p>Bloodshot eyes</p> <p>Bright eyes</p> <p>Aged eyebrows</p> <p>Weeping effect</p> <p>Safety precaution when applying eye makeup</p> <p>Lighting effects on makeup</p>	<p>Apply makeup using buddy system</p> <p>Apply makeup to characters in school play or "little theater" group</p>

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PROFESSIONAL MAKEUP

UNIT

Stage Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Eye makeup beautifies and projects the eyes.</p>	<p>How to coordinate eye makeup for character and personality</p> <p>Colors most often used</p> <p>How to create illusions</p> <p>Puffy eyes</p> <p>Bloodshot eyes</p> <p>Bright eyes</p> <p>Aged eyebrows</p> <p>Weeping effect</p> <p>Safety precaution when applying eye makeup</p> <p>Lighting effects on makeup</p>	<p>Apply makeup using buddy system</p> <p>Apply makeup to characters in school play or "little theatre" group</p>	<p>Eye shadow</p> <p>Mascara</p> <p>Artificial eyelashes</p> <p>Pencil</p>

PROFESSIONAL MAKEUP

UNIT

Photography and Television

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Photography Makeup	Work for your mirror, not for an audience.	<p>Contrast between stage makeup and photography makeup</p> <p>Cautions</p> <p>Using too much red lip and cheek rouge</p> <p>No lipstick</p> <p>Making up for photograph</p> <p>Discussion of photograph made with Polaroid Camera before and after makeup application</p>	<p>Makeup model to be photographed</p> <p>Visit professional photography studio</p> <p>Read photography magazine</p>

PROFESSIONAL MAKEUP

UNIT

Photography and Television

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Work for your mirror, not for an audience.</p>	<p>Contrast between stage makeup and photography makeup</p> <p>Cautions</p> <p>Using too much red lip and cheek rouge</p> <p>No lipstick</p> <p>Making up for photograph</p> <p>Discussion of photograph made with Polaroid Camera before and after makeup application</p>	<p>Makeup model to be photographed</p> <p>Visit professional photography studio</p> <p>Read photography magazine</p>	<p><u>Stage Makeup</u> (Corson)</p> <p>Tools</p> <p>Supplies</p> <p>Professional photographer</p>

PROFESSIONAL MAKEUP

UNIT

Photography and Television Makeup

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Television Makeup	Care is needed with details to permit close-ups.	Television makeup artists  Differences and similarities in television and stage makeup  Making up models for color television	Participate in field trip to local television station  Read <u>T.V. Guide Magazine</u> and <u>Modern Beauty Shop Magazine</u>

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PROFESSIONAL MAKEUP

UNIT

Photography and Television Makeup

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Care is needed with details to permit close-ups.	Television makeup artists  Differences and similarities in television and stage makeup  Making up models for color television	Participate in field trip to local television station  Read <u>T.V. Guide Magazine</u> and <u>Modern Beauty Shop Magazine</u>	Television makeup artist  <u>Modern Beauty Shop Magazine</u>  <u>T.V. Guide</u>



## SALON MANAGEMENT

### General Concept

A career in cosmetology offers varied opportunities of which salon ownership or management may be included. The owner must know the State laws regulating the practice of cosmetology. This individual must, to keep abreast of changes in the field, have the ability to direct personnel, and be aware of the needs of the operator and patron.

A good manager is the nucleus of a successful salon and often serves in the capacity of operator and manager. The manager's responsibilities and duties include maintaining a clean salon, employing and supervising personnel, maintaining morale, promoting good will, inventorying supplies and equipment, decorating the premises, advertising, and keeping records. This position also requires a knowledge of State, Federal and local laws. The responsibilities and duties of a manager vary according to the size and/or type of beauty salon.

An image of the salon is formed as the receptionist greets the patron. Therefore, it is important that the receptionist be well-groomed, possess a pleasing personality, and have a pleasant voice and a good command of the English language. The receptionist not only has full control of the appointment book, but must make judgements in booking each operator. Individuals serving in this capacity can be most helpful in establishing favorable labor-management relationships.

A successful school or beauty salon must maintain a well organized functional dispensary. The duties of the dispensary clerk require a knowledge of all products and how to reduce concentrates, sterilize tools, take inventory, arrange stock, and prepare service trays for students or

operators. The dispensary clerk must be familiar with the maintenance of sanitation codes pertinent to a beauty salon and be responsible for the cleanliness of the entire salon.

Material in this unit deals with the responsibilities, duties, and importance of the dispensary clerk, receptionist, manager and/or salon owner.

### Objectives

To develop an understanding of the basic principles of successful salon operation.

To develop an awareness of the legal responsibilities of salon owners.

To develop an awareness of the responsibilities of the salon manager.

To develop an understanding of and acquire an appreciation of professional ethics.

To understand the responsibilities of a receptionist and to develop the skills required in this position.

To participate in job experiences related to salon operation.

To acquire a knowledge of the duties of the dispensary clerk and to develop skills necessary for efficient operation of the dispensary.

To understand the importance of sanitation and to acquire a knowledge of the State and local regulations pertaining to sanitation.

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Organize Dispensary	Supplies should be arranged for ease of handling and to facilitate inventory.	Layout of supplies in dispensary  Efficient arrangement  Equipment  Products  Labeling  Functions of dispensary  Importance of dispensary  Supplies and equipment necessary for a functional dispensary  Dispensary rules	List products necessary for a dispensary  List, along with primary use of each, small tools and equipment required in a dispensary  Arrange dispensary supplies according to need

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SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Supplies should be arranged for ease of handling and to facilitate inventory.</p>	<p>Layout of supplies in dispensary</p> <p>Efficient arrangement</p> <p>Equipment</p> <p>Products</p> <p>Labeling</p> <p>Functions of dispensary</p> <p>Importance of dispensary</p> <p>Supplies and equipment necessary for a functional dispensary</p> <p>Dispensary rules</p>	<p>List products necessary for a dispensary</p> <p>List, along with primary use of each, small tools and equipment required in a dispensary</p> <p>Arrange dispensary supplies according to need</p>	<p>Pamphlets on tools, products and equipment to be issued from dispensary</p> <p>Chart supplies in dispensary</p> <p>Instruction sheets</p>

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Attitude of Dispensary Clerk	The rapport of those in the salon is greatly enhanced by a pleasant dispensary clerk.	Voice control Practice Service to others Display self-control Correct manners Pleasant attitude Courtesy Tone of voice Anticipate the needs of students or operators	Dramatize role of dispensary clerk working with others in lab

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SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The rapport of those in the salon is greatly enhanced by a pleasant dispensary clerk.	Voice control Practice Service to others Display self-control Correct manners Pleasant attitude Courtesy Tone of voice Anticipate the needs of students or operators	Dramatize role of dispensary clerk working with others in lab	

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sanitation	A clean dispensary is mandatory for sanitation and for promoting good health.	<p>Good housekeeping habits</p> <p>Sanitizing of tools and equipment</p> <p>Techniques of cleaning the dispensary</p> <p>Bacteriology</p> <p>Sanitary codes</p> <p>Method of sanitizing</p> <p>How disease is spread and how a cosmetologist can aid in prevention of the spread of disease</p>	<p>Set up sanitizing equipment</p> <p>Evaluate cleanliness of school salon and duties of the dispensary clerk</p>

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SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>clean dispensary is mandatory for sanitation and for promoting good health.</p>	<p>Good housekeeping habits</p> <p>Sanitizing of tools and equipment</p> <p>Techniques of cleaning the dispensary</p> <p>Bacteriology</p> <p>Sanitary codes</p> <p>Method of sanitizing</p> <p>How disease is spread and how a cosmetologist can aid in prevention of the spread of disease</p>	<p>Set up sanitizing equipment</p> <p>Evaluate cleanliness of school salon and duties of the dispensary clerk</p>	<p>Broom</p> <p>Dust pan</p> <p>Waste basket</p> <p><u>Virginia State Board of Registered Professional Hairdressers: Rules and Regulations</u> (Department of Professional Occupational Registration)</p> <p><u>Virginia State Board of Registered Professional Hairdressers: Chapter 6.1 of Title 54, Code of Virginia</u> (Department of Professional Occupational Registration)</p> <p>Local health nurse</p>



SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sanitation (Continued)	Thoughtful arrangement of materials saves time and money.	Preparation of service tray  Correct arrangement  Needed supplies	Discuss less of income in salon due to waste of time, labor and supplies  Discuss the value of a profitable salon to both employer and employee

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Thoughtful arrangement of materials saves time and money.	Preparation of service tray  Correct arrangement  Needed supplies	Discuss loss of income in salon due to waste of time, labor and supplies  Discuss the value of a profitable salon to both employer and employee	Service tray  Measuring cups  Spatula

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Prepare Supplies	Concentrates must be correctly mixed for economic reasons and to maintain their efficiency.	Preparation of solutions Shampoos Setting lotions Rinses Sanitizing Labeling of all supplies Supplies used daily Location of bulk products Storage of chemicals Safety precautions Effects of temperature Flammable materials Weights and measures Dry measures Liquid measures Ratio and proportion	Check labels against content of containers List safety rules and regulations for dispensary Fill jars and bottles and apply labels Prepare report on basic measurements and importance of weights and measures

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Concentrates must be correctly mixed for economic reasons and to maintain their efficiency.</p>	<p>Preparation of solutions</p> <p>Shampoos</p> <p>Setting lotions</p> <p>Rinses</p> <p>Sanitizing</p> <p>Labeling of all supplies</p> <p>Supplies used daily</p> <p>Location of bulk products</p> <p>Storage of chemicals</p> <p>Safety precautions</p> <p>Effects of temperature</p> <p>Flammable materials</p> <p>Weights and measures</p> <p>Dry measures</p> <p>Liquid measures</p> <p>Ratio and proportion</p>	<p>Check labels against content of containers</p> <p>List safety rules and regulations for dispensary</p> <p>Fill jars and bottles and apply labels</p> <p>Prepare report on basic measurements and importance of weights and measures</p>	<p>Pamphlets from manufacturers</p> <p>Labels</p> <p>Containers</p> <p>Funnel</p> <p>Mixing spoon</p> <p>Variety of measuring tools</p>

SALON MANAGEMENT

UNIT

Dispensary Clerk

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Maintain Inventory	An inventory must be maintained for efficient operation.	Checking supplies Inventory record keeping system that is simple and effective Type of inventory Daily Weekly Monthly Values of inventory Filing systems Record card Release forms Inventory record Retail sales	Devise a simple method of keeping a continuous inventory Set up a mock filing system

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SALON MANAGEMENT  
UNIT

Dispensary Clerk  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Inventory must be maintained for efficient operation.</p>	<p>Checking supplies</p> <p>Inventory record keeping system that is simple and effective</p> <p>Type of inventory</p> <p style="padding-left: 40px;">Daily</p> <p style="padding-left: 40px;">Weekly</p> <p style="padding-left: 40px;">Monthly</p> <p>Values of inventory</p> <p>Filing systems</p> <p>Record card</p> <p>Release forms</p> <p>Inventory record</p> <p>Retail sales</p>	<p>Devise a simple method of keeping a continuous inventory</p> <p>Set up a mock filing system</p>	<p>Sample inventory sheets</p> <p>Teacher from business department to explain a simple operational inventory system</p> <p>File boxes</p> <p>Record cards</p> <p>Release forms</p> <p>Sales slips</p>

SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Receptionist	Your first impression is your best impression	Greeting patron Areas of emphasis Voice Attitude Poise Dress Chewing gum Smoking How to handle appointment book Correct time of appointments Good telephone habits Write all information correctly Verify patron's request	Act as receptionist to greet patrons coming into salon On pages from appointment book, practice making appointments for operator Through use of tele-trainer, class will call each other for appointments

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SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>your first impression your best impression</p>	<p>Greeting patron Areas of emphasis  Voice  Attitude  Poise  Dress  Chewing gum  Smoking  How to handle appointment book  Correct time of appointments  Good telephone habits  Write all information correctly  Verify patron's request</p>	<p>Act as receptionist to greet patrons coming into salon  On pages from appointment book, practice making appointments for operator  Through use of tele-trainer, class will call each other for appointments</p>	<p>Telephone  Appointment book  Telephone representative and tele-trainer</p>



SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Display Items	An attractive display counter is the drawing card.	<p>How to place items in attractive position</p> <p>How to develop business and sales abilities</p>	<p>Create an attractive display</p> <p>Set a good example of what you are selling (look the part)</p>
Complaints	Knowing how to handle complaints with tact is essential.	<p>Handling complaints at the desk and on the telephone</p> <p>Tactfulness</p>	Play role of receptionist and then, dissatisfied patrons

SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
attractive display counter is the drawing card.	How to place items in attractive position  How to develop business and sales abilities	Create an attractive display  Set a good example of what you are selling (look the part)	Counter top  Cosmetics  Advertisements
Howing how to handle complaints with tact essential.	Handling complaints at the desk and on the telephone  Tactfulness	Play role of reception ist and then, dissatisfied patrons	

SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sales and Services	A sales slip is your best record.	Using sales slips Recording all information Importance of selling extra services and products Rules and procedures on charge systems	Prepare sales talk on product Practice selling products to other students Practice making cash sales slips, making sales slips for charge accounts and procedures and operations involving charge plates

SALON MANAGEMENT

UNIT

Receptionist

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
A sales slip is your best record.	Using sales slips Recording all information Importance of selling extra services and products Rules and procedures on charge systems	Prepare sales talk on a product Practice selling product to other students Practice making cash sales slips, making sales slips for charge accounts and procedures and operations involving charge plates	Sales slips Charge account cards Products Guest speaker on charge system Charge plates

SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Organization</p>	<p>Organization is essential for a profitable business.</p> <p>Pleasant working conditions result from interpersonal relationships.</p>	<p>Ordering supplies</p> <p>Trade discounts</p> <p>Package deals</p> <p>Amounts to be ordered</p> <p>Appointment book</p> <p>Salon appearance and condition</p> <p>Methods of payment</p> <p>Supplies</p> <p>Personnel</p> <p>    Receptionist</p> <p>    Dispensary clerk</p> <p>    Operators</p> <p>Shop ethics</p> <p>Cooperation among co-workers, patrons and manager</p>	<p>Prepare supply order for one month, considering such items as: discounts, quantities, taxes, and shipping charges</p> <p>Role play the ideal operator-patron relationship</p>

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Organization is essential for a profitable business.</p> <p>Pleasant working conditions result from interpersonal relationships.</p>	<p>Ordering supplies</p> <p>Trade discounts</p> <p>Package deals</p> <p>Amounts to be ordered</p> <p>Appointment book</p> <p>Salon appearance and condition</p> <p>Methods of payment</p> <p>Supplies</p> <p>Personnel</p> <p>    Receptionist</p> <p>    Dispensary clerk</p> <p>    Operators</p> <p>Shop ethics</p> <p>Cooperation among co-workers, patrons and manager</p>	<p>Prepare supply order for one month, considering such items as: discounts, deals, quantities, taxes, and shipping charges</p> <p>Role play the ideal operator-patron relationship</p>	<p>Catalogues</p> <p>Order forms</p> <p>Envelopes</p> <p>Deal sheets</p> <p>Brochures</p>

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salon Retailing	Retail selling increases salon income.	Purpose Source of commission Service to patrons Added income  Location Reception room Show cases Styling areas Four basic categories Hair care products Hair sprays Conditioners Shampoos Setting lotions Sundries Hairbrushes Combs Rollers Clippers Pins	Set up different display areas

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Retail selling increases salon income.</p>	<p>Purpose                      Source of commission                      Service to patrons                      Added income                      Location                          Reception room                          Show cases                          Styling areas                      Four basic categories                          Hair care products                              Hair sprays                              Conditioners                              Shampoos                              Setting lotions                          Sundries                              Hairbrushes                              Combs                              Rollers                              Clippies                              Pins</p>	<p>Set up different display areas .</p>	<p>Hair care products                      Brushes                      Combs                      Hair pins                      Bobby pins                      Clips</p>



SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Salon Retailing (Continued)</p> <p>Window Displays</p>	<p>Visual displays should be attractive and persuasive.</p>	<p>Botique Items</p> <p>Satin pillows</p> <p>Weather caps</p> <p>Sleep caps</p> <p>Seasonal toys</p> <p>Cosmetics</p> <p>Pictures</p> <p>Signs</p> <p>Cosmetics</p> <p>Materials</p> <p>Proportion and balance</p> <p>Frequency of change</p> <p>Advantages</p> <p>Correct display arrangement</p> <p>Care of cosmetics</p>	<p>Prepare shadow box display and apply art principles discussed in class</p> <p>Practice setting up window displays</p>

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Visual displays should be attractive and persuasive.</p>	<p>Botique Items                      Satin pillows                      Weather caps                      Sleep caps                      Seasonal toys</p> <p>Cosmetics</p> <p>Pictures                      Signs                      Cosmetics                      Materials                      Proportion and balance                      Frequency of change                      Advantages                      Correct display arrangement                      Care of cosmetics</p>	<p>Prepare shadow box display and apply art principles discussed in class</p> <p>Practice setting up window displays</p>	<p>Botique items</p> <p>Variety of cosmetics</p> <p>Window display materials</p> <p>Styling pictures</p> <p>Signs</p> <p>Cosmetics</p>

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Bookkeeping	Ignorance of the law is no excuse for its violation; books must be kept in order.	Payroll Salary Commission Tax deductions Social security Sales tax Quarterly returns  Cash register operations  Placing and removing cash register tape  Collecting Making change Balancing	Prepare sample payroll and envelope showing gross pay, commissions, deductions, and net pay  Discuss highlights of speaker's main points  Make change  Record retail sales Record services

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>ignorance of the law is excuse for its violation; books must be kept in order.</p>	<p>Payroll Salary Commission Tax deductions Social security Sales tax Quarterly returns</p> <p>Cash register operations</p> <p>Placing and removing cash register tape</p> <p>Collecting Making change Balancing</p>	<p>Prepare sample payroll and envelope showing gross pay, commissions, deductions, and net pay</p> <p>Discuss highlights of speaker's main points</p> <p>Make change</p> <p>Record retail sales</p> <p>Record services</p>	<p>Bookkeeping book</p> <p>Payroll envelopes</p> <p>Quarterly returns</p> <p>Speaker from Internal Revenue Service</p>

SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Ethics	Ethical practices can increase business and build confidence.	<p>Code of Ethics</p> <p>Build and maintain good reputation</p> <p>Fulfill all obligations</p> <p>Loyalty to employees</p> <p>Courteous and fair treatment to all</p> <p>Obey all rules and regulations</p> <p>Professional organizations</p>	List and discuss ethical and unethical practices

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SALON MANAGEMENT

UNIT

Salon Manager

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>hical practices can increase business and build confidence.</p>	<p>Code of Ethics</p> <p>Build and maintain good reputation</p> <p>Fulfill all obligations</p> <p>Loyalty to employees</p> <p>Courteous and fair treatment to all</p> <p>Obey all rules and regulations</p> <p>Professional organizations</p>	<p>List and discuss ethical and unethical practices</p>	<p>Cosmetology Code of Ethics</p> <p>Speaker from local hairdressers' association</p> <p><u>Standard Textbook of Cosmetology (Kibbe)</u></p>

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Opening a Salon	Careful planning is essential when opening a salon.	Individual ownership Full responsibility Independence Partnership--shared responsibility Corporation Advantages and disadvantages of each type of ownership Capital Investment Amount available Amount required Down payment Interest payment Mortgages	Discuss advantages and disadvantages of each type of ownership, cost of opening a salon, and methods of acquiring capital

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Careful planning is essential when opening a salon.</p>	<p>Individual ownership</p> <p>Full responsibility</p> <p>Independence</p> <p>Partnership--shared responsibility</p> <p>Corporation</p> <p>Advantages and disadvantages of each type of ownership</p> <p>Capital Investment</p> <p>Amount available</p> <p>Amount required</p> <p>Down payment</p> <p>Interest payment</p> <p>Mortgages</p>	<p>Discuss advantages and disadvantages of each type of ownership, cost of opening a salon, and methods of acquiring capital</p>	<p>Salon blueprints</p>

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Interior of Salon	Owners personality should be reflected in the interior.	Shop layout and design Reception area Dispensary Drying area Manicure tables Styling area Work area Color Cold waving Facial Sinks Restrooms Efficiency of layout Pleasant atmosphere Color psychology	Check trade journals for layouts in color; then compare and evaluate Visit local salon and observe and report on Layout Color scheme Atmosphere Operating hours Personalities Personnel

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>ers personality uld be reflected the interior.</p>	<p>Shop layout and design</p> <p>Reception area</p> <p>Dispensary</p> <p>Drying area</p> <p>Manicure tables</p> <p>Styling area</p> <p>Work area</p> <p>Color</p> <p>Cold waving</p> <p>Facial</p> <p>Sinks</p> <p>Restrooms</p> <p>Efficiency of layout</p> <p>Pleasant atmosphere</p> <p>Color psychology</p>	<p>Check trade journals for layouts in color; then compare and evaluate</p> <p>Visit local salon and observe and report on</p> <p>Layout</p> <p>Color scheme</p> <p>Atmosphere</p> <p>Operating hours</p> <p>Personalities</p> <p>Personnel</p>	<p>Sample of salon layout</p> <p>Trade journals</p>

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Lighting	Lighting can create mood as well as reveal true hair color.	How lighting can affect hair color  Natural light Artificial light Need for special lighting in various areas Reception area Work area Dispensary	Observe different hair colors under different lighting
Plumbing	Good plumbing can save time, money and annoyance.	Licensed plumber to install proper plumbing for  Booths Sinks Supply rooms Rest rooms	Prepare a report on State Laws regulating plumbing and rest room requirements

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Lighting can create mood as well as reveal true hair color.</p> <p>Good plumbing can save time, money and annoyance.</p>	<p>How lighting can affect hair color</p> <p>Natural light</p> <p>Artificial light</p> <p>Need for special lighting in various areas</p> <p>Reception area</p> <p>Work area</p> <p>Dispensary</p> <p>Licensed plumber to install proper plumbing for</p> <p>Booths</p> <p>Sinks</p> <p>Supply rooms</p> <p>Rest rooms</p>	<p>Observe different hair colors under different lighting</p> <p>Prepare a report on State Laws regulating plumbing and rest room requirements</p>	<p>Natural light</p> <p>Artificial light</p>

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salon Location	A desirable location will yield more income.	Shop location Population Nearness to shopping center Parking space available Average income of community Size of space available Transportation facilities Zoning laws	Report on a desirable location and reason for selecting
Personnel	The hiring of personnel requires keen judgement.	Evaluation of Ability Experience Recommendations Appearance Personality Personal habits	Role play to show desirable qualities and undesirable qualities when applying for a job

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>desirable location will yield more income.</p> <p>The hiring of personnel requires keen judgement.</p>	<p>Shop location Population Nearness to shopping center Parking space available Average income of community Size of space available Transportation facilities Zoning laws</p> <p>Evaluation of</p> <p>Ability Experience Recommendations Appearance Personality Personal habits</p>	<p>Report on a desirable location and reason for selecting</p> <p>Role play to show desirable qualities and undesirable qualities when applying for a job</p>	<p>Map of city or county</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p> <p>Pictures</p> <p>Manicurist Stylist Colorist Receptionist</p>

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Equipment	The cheapest equipment is not always the most economical.	Equipment Purchasing price Upkeep Depreciation Overhead Licenses Cost of space Salaries Utilities Telephone Heat Electricity Water Insurance Advertising Services Supplies Linen Custodial Taxes	Discuss salaries Operators Manicurists Shampooist Visit supply house

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Cheapest equipment not always the most economical.	Equipment Purchasing price Upkeep Depreciation Overhead Licenses Cost of space Salaries Utilities Telephone Heat Electricity Water Insurance Advertising Services Supplies Linen Custodial Taxes	Discuss salaries Operators Manicurists Shampooist  Visit supply house	Catalogs of distributors and manufacturers of beauty salon equipment  Speaker from supply dealership



SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Supplies	Dissatisfied patrons and wasted money will result from inferior supplies.	Purchasing supplies Dealer Delivery Manner of payment Discounts and percentages	Compare prices and quality of supplies from different catalogs
Operating Hours	Efficiency will be increased with regular hours.	Business Hours Hours of other salons Clientele Location	Check hours in Local salons Local stores Offices Shopping centers Compare differences in hours and give reasons for differences

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Unsatisfied patrons and wasted money will result from inferior supplies.</p> <p>Efficiency will be increased with regular hours.</p>	<p>Purchasing supplies</p> <p>Dealer</p> <p>Delivery</p> <p>Manner of payment</p> <p>Discounts and percentages</p> <p>Business Hours</p> <p>Hours of other salons</p> <p>Clientele</p> <p>Location</p>	<p>Compare prices and quality of supplies from different catalogs</p> <p>Check hours in Local salons Local stores Offices Shopping centers</p> <p>Compare differences in hours and give reasons for differences</p>	<p>Newspaper ads</p> <p>Hours</p> <p>Days closed</p>

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Price of Services	Overhead and quality of services should be considered.	Determining Prices Overhead Competition Location Average income Quality and service How to prepare price lists Types Forms	Relate personal experience dealing with charges, services, and average prices

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Overhead and quality services should be considered.</p>	<p>Determining Prices</p> <p>Overhead</p> <p>Competition</p> <p>Location</p> <p>Average income</p> <p>Quality and service</p> <p>How to prepare price lists</p> <p>Types</p> <p>Forms</p>	<p>Relate personal experiences dealing with charges, services, and average prices</p>	<p>Prices</p> <p>Rural area</p> <p>City area</p>

SALON MANAGEMENT  
UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Salaries	The earning power of an operator depends upon the quality of workmanship, experience and personality.	<p>Salaries are determined by</p> <ul style="list-style-type: none"> <li>Ability to practice</li> <li>Experience of operator</li> <li>Supply and demand</li> </ul> <p>Manner of compensation</p> <ul style="list-style-type: none"> <li>Commission</li> <li>Gratuities</li> </ul> <p>How and why one operator may earn more than others</p> <ul style="list-style-type: none"> <li>Extra sales</li> <li>Quality of work</li> <li>Booking</li> </ul> <p>Local, State and Federal laws</p> <p>Licenses</p> <ul style="list-style-type: none"> <li>Operator</li> <li>Salon</li> </ul> <p>Health codes</p> <p>Zoning regulations</p>	<p>Review want-ad section of local newspapers</p> <p>Select five ads requesting the services of a beautician</p> <p>Note salary and/or commission offered</p> <p>List requirements for an operator's license</p> <p>List licenses necessary to operate a beauty salon</p> <p>List names and addresses of agencies which grant the above licenses</p>

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SALON MANAGEMENT  
UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>The earning power of an operator depends upon the quality of workmanship, experience and personality.</p>	<p>Salaries are determined by</p> <ul style="list-style-type: none"> <li>Ability to practice</li> <li>Experience of operator</li> <li>Supply and demand</li> </ul> <p>Manner of compensation</p> <ul style="list-style-type: none"> <li>Commission</li> <li>Gratuities</li> </ul> <p>How and why one operator may earn more than others</p> <ul style="list-style-type: none"> <li>Extra sales</li> <li>Quality of work</li> <li>Booking</li> </ul> <p>Local, State and Federal laws</p> <p>Licenses</p> <ul style="list-style-type: none"> <li>Operator</li> <li>Salon</li> </ul> <p>Health codes</p> <p>Zoning regulations</p>	<p>Review want-ad sections of local newspapers</p> <p>Select five ads requesting the services of a beautician</p> <p>Note salary and/or commission offered</p> <p>List requirements for an operator's license</p> <p>List licenses necessary to operate a beauty salon</p> <p>List names and addresses of agencies which grant the above licenses</p>	<p>Copies of local State and Federal laws</p> <p>Newspaper ads</p> <p>Help-wanted ads</p>

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Banking	Banking is essential to every profitable business.	Bank loans Time Interest rates Bank accounts Deposits Withdrawals Principal Interest	Discuss with bank representative Rates Mortgages Practice check writing and depositing and withdrawing funds

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Banking is essential to every profitable business.</p>	<p>Bank loans Time Interest rates Bank accounts Deposits Withdrawals Principal Interest</p>	<p>Discuss with bank representative Rates Mortgages  Practice check writing and depositing and withdrawing funds</p>	<p>Representative from local bank  Checks Deposit slips Withdrawal slips</p>



SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Insurance	There is an insurance policy to cover every need.	Liability Malpractice Insurance Fire and burglary Social Security Unemployment Insurance Workmen's Compensation Insurance Disability insurance Insurance application forms	Discuss policies available, amount of coverage, and protection  Complete application form

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>There is an insurance policy to cover every need.</p>	<p>Liability                      Malpractice                      Insurance                      Fire and burglary                      Social Security                      Unemployment Insurance                      Workmen's Compensation Insurance                      Disability insurance                      Insurance application forms</p>	<p>Discuss policies available, amount of coverage, and protection .                       Complete application form</p>	<p>Representative from local insurance company                       Handouts (insurance)</p>

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SALON MANAGEMENT  
UNIT

Salon Owner  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Advertising	Advertising is good business.	Natural advertising Personality Attitude Quality of work Atmosphere Hygienic habits Satisfied patron  Printed advertising Newspaper Signs Formal letters Post cards Hand bills Yellow pages Phone book Posters Bill boards  Other advertising Radio Telephone Television	Act as patron and show how dissatisfied patron can hurt business           Prepare list of local salon advertising from yellow pages; then compare and evaluate advertisements

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SALON MANAGEMENT  
UNIT

Salon Owner  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Advertising is good business.	Natural advertising Personality Attitude Quality of work Atmosphere Hygienic habits Satisfied patron Printed advertising Newspaper Signs Formal letters Post cards Hand bills Yellow pages Phone book Posters Bill boards Other advertising Radio Telephone Television	Act as patron and show how dissatisfied patron can hurt business  Prepare list of local salon advertising from yellow pages; then com- pare and evaluate ad- vertisements	<u>Cosmetology: The Key-            stone Guide to Beauty            Culture (Colletti)</u>  Newspaper Telephone directory

SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Advertising (Continued)		Advertisement should concentrate on big ideas but have only one main thought -- be brief and never exaggerate	Prepare advertisement for newspaper using art work (judging to be done by local salon owner)

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SALON MANAGEMENT

UNIT

Salon Owner

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
	Advertisement should concentrate on big ideas but have only one main thought -- be brief and never exaggerate	Prepare advertisement for newspaper using art work (judging to be done by local salon owner)	Poster board Felt marker Color pencils Art eraser Paints Brushes Scissors Rubber cement Letter stencils Ruler Construction paper

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SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Personal Characteristics	You never get a <u>second</u> chance to make a good <u>first</u> impression.	Style show Personality Appearance Voice Courtesy You, as an individual Hair styles in relation to clothes	Serve as Models Ushers Hostesses Style hair of show participants Make advertising posters Make announcement of style show using public address system Send invitations to selected individuals Arrange the stage

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SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>You never get a <u>second</u> chance to make a good <u>first</u> impression.</p>	<p>Style show                      Personality                      Appearance                      Voice                      Courtesy                      You, as an individual                      Hair styles in relation to clothes</p>	<p>Serve as                      Models                      Ushers                      Hostesses                      Style hair of show participants                      Make advertising posters                      Make announcement of style show using public address system                      Send invitations to selected individuals                      Arrange the stage</p>	<p>Fashion coordinator from department store                      Clothes                      Poster board                      Felt marker                      Stage props                      Furniture                      Microphone                      Podium                      Flowers                      Music</p>



SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Professionalism	One of the best ways to keep abreast of new trends is to hold membership in professional organizations.	Advantages of membership in professional organizations  Local State National  Current trends in hair-styling	Conduct mock association meeting  Evaluate meeting

SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
e of the best ways keep abreast of new trends is to hold membership in profes- sional organizations.	Advantages of membership in professional organiz- ations  Local State National  Current trends in hair- styling	Conduct mock associ- ation meeting  Evaluate meeting	Charts showing benefits of membership  Speaker--President of local professional affiliate

SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Individual Responsibilities	Fruitful endeavor and ethical behavior are foundations for a happy life.	Obligations of employees  Efficient work Punctuality Dependability Loyalty Integrity Ethics  Obligations of employer  Observing laws  Providing pleasant and adequate work facilities  Making current trends available  Providing information on new products and methods	Prepare a report on "What I Would Contribute to a Job and What I Would Expect in Return"          Participate in round table discussion on resume of speaker's talk

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SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Fruitful endeavor and ethical behavior are foundations for a happy life.</p>	<p>Obligations of employees</p> <p>Efficient work</p> <p>Punctuality</p> <p>Dependability</p> <p>Loyalty</p> <p>Integrity</p> <p>Ethics</p> <p>Obligations of employer</p> <p>Observing laws</p> <p>Providing pleasant and adequate work facilities</p> <p>Making current trends available</p> <p>Providing information on new products and methods</p>	<p>Prepare a report on "What I Would Contribute to a Job and What I Would Expect in Return"</p> <p>Participate in round table discussion on resume of speaker's talk</p>	<p>Guest speaker (owner of a progressive beauty salon)</p>

SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Title	Concept	Teacher Presentation	Student Activity
<p>Employer-employee Relations</p> <p>Satisfactory Services</p>	<p>A calm atmosphere results from good employee-employer relationships.</p> <p>Good attitudes and efficient service are mandatory for success.</p>	<p>Conversations between employer and employee</p> <p>Attitudes</p> <p>Services</p>	<p>Participate in employer and employee conversation</p>
<p>Sales Psychology</p>	<p>Individuals in salons are more productive if they practice sales psychology.</p>	<p>Greeting the patron</p> <p>Courtesy and respect</p> <p>Appreciation and concern</p>	<p>Practice greeting a patron</p>

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SALON MANAGEMENT

UNIT

Salon Management Seminars

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Calm atmosphere re- sults from good employee- employer relationships. Good attitudes and efficient service are mandatory for success.</p> <p>Individuals in salons are more productive if they practice sales psychology.</p>	<p>Conversations between employer and employee</p> <p>Attitudes</p> <p>Services</p> <p>Greeting the patron</p> <p>Courtesy and respect</p> <p>Appreciation and concern</p>	<p>Participate in employer and employee conversation</p> <p>Practice greeting a patron</p>	<p><u>The Van Dean Manual</u> (Milady)</p>

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SALON MANAGEMENT  
UNIT

Salon Management Seminars  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Licenses and Certificates	A professional cosmetologist is required to display her license.	Discussion Licenses required in Virginia Operator Clinic Permit Graduates may secure temporary licenses while waiting to take State Board Examination. All states differ as to licensing requirements	Observe and report on licenses and certificates displayed in local salons
State Laws	State laws should be observed.	Cosmetology Laws Background Purpose Virginia Laws and Regulations Entrance requirements Public and private schools Licensing	

SALON MANAGEMENT  
UNIT

Salon Management Seminars  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>professional cosmetologist is required to display her license.</p> <p>state laws should be observed.</p>	<p>Discussion</p> <p>Licenses required in Virginia</p> <p>Operator</p> <p>Clinic Permit</p> <p>Graduates may secure temporary licenses while waiting to take State Board Examination.</p> <p>All states differ as to licensing requirements</p> <p>Cosmetology Laws</p> <p>Background</p> <p>Purpose</p> <p>Virginia Laws and Regulations</p> <p>Entrance requirements</p> <p>Public and private schools</p> <p>Licensing</p>	<p>Observe and report on licenses and certificates displayed in local salons</p>	<p>Conv of Virginia licenses</p> <p><u>Virginia State Board of Registered Professional Hairdressers: Rules and Regulations</u> (Dept. of Professional Occupational Registration)</p> <p><u>Virginia State Board of Professional Hairdressers: Chapter 6.1 of Title 5.4, Code of Virginia</u> (Dept. of Professional and Occupational Registration)</p>



## SHAMPOOS AND COLORLESS RINSES

### General Concept

A good shampoo has a psychological and hygienic effect. It provides the stimulation of a massage and gives the patron a satisfied and relaxed feeling. A patron's scalp and hair should be free of dandruff and dirt to maintain a healthy and lustrous appearance. A shampoo properly given assures repeat business.

The colorless rinse is an important accessory to a professional shampoo. Soaps, tints, bleaches, and hard water deprive the hair of natural luster, and make it unmanageable and/or leave it extremely dry.

Material in this unit deals with the nature and effects of rinses and shampoos selected to fit each patron's needs.

### Objectives

To develop an understanding of the chemical differences of shampoos and the importance of these differences upon the texture and porosity of hair.

To develop professional skill in shampoo procedures.

To develop skill in the application of colorless rinses.

To gain a knowledge of the importance of colorless rinses and their uses.

To develop an awareness of work habits and the patron's needs, such as a clean scalp, relaxed feeling, and desire for further services.

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Preparation For a Shampoo	The comfort of the patron is vitally important.	Preparation of a patron Removal of jewelry Placement of neckstrip Adjustment of cape Brushing Protection of patron's clothing and jewelry Patron's preference to temperature of water Shampoo chair adjustment Benefits of brushing Safety precautions	Practice preparing patron using as a model another student Practice adjusting chair

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SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
The comfort of the patron is vitally important.	Preparation of a patron Removal of jewelry Placement of neckstrip Adjustment of cape Brushing Protection of patron's clothing and jewelry  Patron's preference to temperature of water  Shampoo chair adjustment  Benefits of brushing  Safety precautions	Practice preparing patron using as a model another student  Practice adjusting chair	Towel  Caps  Comb  Brush  Neckstrip

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Basic Shampoo	Shampooing cleans the hair and scalp.	Diluting shampoo concentrate  Testing for acidity and alkalinity  Applying shampoo  Manipulations  Rinsing methods  Proper handling of spray nozzle  Types of soap concentrates  pH scale Chemistry of shampoos  Proper stance  Maintaining the health of the hair and scalp	Check various properties of different shampoos  Arrange supplies at station  Label shampoos  Shampoo model's hair  Test for pH factor

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Shampooing cleans the hair and scalp.</p>	<p>Diluting shampoo concentrate</p> <p>Testing for acidity and alkalinity</p> <p>Applying shampoo</p> <p>Manipulations</p> <p>Rinsing methods</p> <p>Proper handling of spray nozzle</p> <p>Types of soap concentrates</p> <p>pH scale</p> <p>Chemistry of shampoos</p> <p>Proper stance</p> <p>Maintaining the health of the hair and scalp</p>	<p>Check various properties of different shampoos</p> <p>Arrange supplies at station</p> <p>Label shampoos</p> <p>Shampoo model's hair</p> <p>Test for pH factor</p>	<p>Litmus paper</p> <p>Comb</p> <p>Shampoo concentrate</p> <p>Neckstrip</p> <p>Brush</p> <p>pH Chart</p>

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Sanitation	Sanitize every day to keep the germs away.	Sanitation of shampoo bowl, comb, and brush  Procedures for mixing disinfectants  Safety rules  Different sterilization methods  Preparation of sanitizer  Public health laws	Examine unsanitized implements under microscope  Sanitize these implements and then note the difference of their appearance under the microscope  Prepare three different brands of disinfectant

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Sanitize every day to keep the germs away.	Sanitation of shampoo bowl, comb, and brush  Procedures for mixing disinfectants  Safety rules  Different sterilization methods  Preparation of sanitizer  Public health laws	Examine unsanitized implements under microscope  Sanitize these implements and then note the difference of their appearance under the microscope  Prepare three different brands of disinfectants	Disinfectant solutions  Electric sterilizer  Wet sanitizer  Microscope  Dry sanitizer  <u>Virginia State Board of Registered Professional Hairdressers: Rules and Regulations</u> (Dept. of Professional and Occupational Registration)

SHAMPOING AND COLORLESS RINSING  
UNIT

Shampoos  
DIVISION

Title	Concept	Teacher Presentation	Student Activity
Shampoos	Shampoos are preparations for cleaning the scalp and hair	Uses of Oil shampoo Cream shampoo Egg shampoo  Cost of shampoos per gallon  pH scale chemistry	Students shampoo each other  Make chart on 20 different commercial shampoos, listing company and purpose for which it is to be used.



SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Shampoos are preparations for cleaning the scalp and hair	Uses of Oil shampoo Cream shampoo Egg shampoo  Cost of shampoos per gallon  pH scale chemistry	Students shampoo each other  Make chart on 20 different commercial shampoos, listing company and purpose for which it is to be used	Shampoos  Cape  Towel  Brush  pH chart

SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Liquid Dry Shampoo	A dry shampoo is a time saver.	Application of liquid dry shampoo  Different types of commercial dry shampoo  Use  Illness Lack of time Hospital equipment Table of measures	Clean the hair and scalp of any other student with a liquid dry shampoo  Arrange student's hair with air-comb  Use table of measurement

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SHAMPOOING AND COLORLESS RINSING

UNIT

Shampoos

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>A dry shampoo is a time saver.</p>	<p>Application of liquid dry shampoo</p> <p>Different types of commercial dry shampoo</p> <p>Use</p> <p>Illness</p> <p>Lack of time</p> <p>Hospital equipment</p> <p>Table of measures</p>	<p>Clean the hair and scalp of any other student with a liquid dry shampoo</p> <p>Arrange student's hair with air-comb</p> <p>Use table of measurements</p>	<p>Liquid</p> <p>Dry shampoos</p> <p>Shampoo cape</p> <p>Commercial dry shampoo</p> <p>Brush</p> <p>Towel</p> <p>Neckstrip</p>

SHAMPOOING AND COLORLESS RINSING

UNIT

Colorless Rinses

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Acid Rinse	Soap curds dull the hair.	Preparation and application of rinses  Vinegar  Lemon  Citric acid crystals  Effects of rinses on hair  Water softening procedure  Acetic acids strengthen hair shaft	Bring to class samples of hard and soft water for mineral test  Analyze the effect of rinses on hair and make a chart

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SHAMPOOING AND COLORLESS RINSING

UNIT

Colorless Rinses

DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
Soap curds dull the hair.	Preparation and application of rinses  Vinegar  Lemon  Citric acid crystals  Effects of rinses on hair  Water softening procedure  Acetic acids strengthen hair shaft	Bring to class samples of hard and soft water for mineral test  Analyze the effects of rinses on hair and make a chart	Vinegar  Lemon  Citric acid  <u>Standard Textbook of Cosmetology (Kibbe)</u>

SHAMPOOING AND COLORLESS RINSING

UNIT

Colorless Rinses

DIVISION

Title	Concept	Teacher Presentation	Student Activity
Reconditioning Rinses	Abused hair needs care.	Application of protein rinse on model  Medicated rinses  Creme rinses on model  Effects of protein on the hair  Composition of rinses  Advantages of using rinses	Develop a sales approach for reconditioning rinses  Observe effects of rinses  Test acidity of two rinses  Collect five ads from trade journals or local newspapers on conditioning rinses for comparison

SHAMPOOING AND COLORLESS RINSING  
UNIT

Colorless Rinses  
DIVISION

Concept	Teacher Presentation	Student Activity	Teaching Aids
<p>Used hair needs care.</p>	<p>Application of protein rinse on model</p> <p>Medicated rinses</p> <p>Creme rinses on model</p> <p>Effects of protein on the hair</p> <p>Composition of rinses</p> <p>Advantages of using rinses</p>	<p>Develop a sales approach for reconditioning rinses</p> <p>Observe effects of rinses</p> <p>Test acidity of two rinses</p> <p>Collect five ads from trade journals or local newspapers on conditioning rinses for comparison</p>	<p>Protein rinses</p> <p>Trade journals</p> <p>Magazines</p> <p>Newspapers</p> <p>Model</p> <p>Litmus paper</p> <p><u>Standard Textbook of Cosmetology</u> (Kibbe)</p>

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