

Careers in Cosmetology

Level I & Level II

Program Description: The Careers in Cosmetology Program prepares individuals to care for and beautify hair, skin and nails. Students are instructed in the art and science of cosmetology as well as all aspects of the industry. Emphasis is placed on hygiene, safety and sanitation as well as the State Board of Cosmetologists' rules and regulations. Related areas of instruction include human anatomy and physiology; mathematics and measurement; analysis, diagnosis and histology of hair, skin and nails; chemistry; fundamentals of electricity; product knowledge; customer relations; and employability skills. Salon management is an integral part of the classroom and clinical experience. The **1500 hour** program includes classroom instruction, clinical experience, related mentored work-based learning and a senior capstone project. Students are required to sit for the practical and theory (written) Maryland State Board of Cosmetologists' Examination upon successful completion of the program.

Level I: Principles and Practices of Cosmetology I

Unit 1: Introduction to the field of Cosmetology

Unit Competencies:

1. Explain proper organization of competency notebook.
2. Demonstrate calculation of weekly grade and clinic.
3. Explain calculation of clinic, class and semester grades.
4. Demonstrate an understanding of the set up and maintenance procedures for student handbook.
5. Demonstrate an understanding of shop, desk, and stockroom duties.
6. Identify requirements for dressing and locker routine.
7. Explore career opportunities in the field of Cosmetology.

Unit 2: Safety

Unit Competencies:

1. Demonstrate the need for safety in the Cosmetology lab.
2. Describe and explain causes and types of accidents that occur in salons.
3. Demonstrate knowledge and application of basic first aide.
4. Demonstrate knowledge of Health and Safety for Hair Care and Beauty Professionals.
5. Demonstrate knowledge of Right to Know Law and use of Material Safety Data Sheet (MSDS).

Unit 3: Professional Image and Ethics

Unit Competencies:

1. Demonstrate knowledge of the components of a positive professional image.
2. Understand the components of a positive public professional image and its importance.
3. Demonstrate proper telephone techniques.
4. Describe good and poor ethics and the importance of ethics in business.
5. Demonstrate an understanding of ethical expectations in the classroom and lab.

Unit 4: Sanitation

Unit Competencies:

1. Demonstrate an understanding of bacteriology and its importance in the salon.
2. Define basic terminology related to bacteria.
3. Identify the various types of bacteria.
4. Describe the growth and reproduction processes in bacteria.
5. Demonstrate an understanding of the methods of infection control used in a salon.
6. Define the various governing agency requirements for appropriate sanitation and infection control.
7. Demonstrate an understanding of the types of sanitizers and the methods used for safe salon practice.
8. Define the various types of sanitizers and chemical agents approved for salon use.

Unit 5: Scalp and Hair

Unit Competencies:

1. Describe the composition of hair.
2. Identify the various types of hair, structure, shape and distribution on the scalp.
3. Explain the process of hair growth and replacement.
4. Define the various characteristics of different hair types.
5. Demonstrate the process of hair analysis.
6. Demonstrate an understanding of disorders and diseases of the hair.
7. Demonstrate proper methods and procedures for draping clients.
8. Describe the benefits and effects of shampooing hair.
9. Demonstrate knowledge of safety precautions when shampooing hair.
10. Identify the types of shampoos and appropriate uses for various hair conditions.
11. Demonstrate knowledge of scalp treatments; their purpose and benefits.
12. Demonstrate proper techniques for scalp massage manipulation.
13. Describe types of scalp treatments.
14. Identify and describe corrective hair and scalp treatments.

Unit 6: Hair Shaping

Unit Competencies:

1. Identify and describe the purpose for various implements used for hair shaping.
2. Demonstrate proper sectioning, thinning, razor shaping, scissors shaping, and shingling techniques.
3. Demonstrate an understanding of terms elevation and degree in shaping hair.
4. Demonstrate 4 and 5 hair cut sectioning techniques.
5. Demonstrate a 0 degree blunt hair cut.
6. Demonstrate a 90 degree and blended 45 degree hair shaping.

Unit 7: Finger Waving

Unit Competencies:

1. Describe the purpose and correct application of finger waving.
2. Demonstrate knowledge of products used when finger waving.
3. Describe and demonstrate a horizontal and vertical wave.

Unit 8: Hairstyling

Unit Competencies:

1. Demonstrate finger wave styling.
2. Demonstrate pin curl technique (stem, direction, base)
3. Demonstrate roller technique (cascade, barrel, roller tapered roller)
4. Demonstrate finished comb-out technique (partings, back combing, facial shapes)
5. Demonstrate braiding technique.

Unit 9: Hair Pressing

Unit Competencies:

1. Demonstrate proficiency in the methods of hair pressing.
2. Demonstrate hair analysis for hair pressing.
3. Identify the safety precautions necessary for pressing hair.
4. Demonstrate hair press techniques.

Unit 10: Thermal Waving and Curling

Unit Competencies:

1. Demonstrate blow drying techniques.
2. Demonstrate curling hair with a Marcel iron.

Unit 11: Permanent Waving

Unit Competencies:

1. Demonstrate a hair and scalp analysis and correctly complete a patron record card.
2. Identify equipment necessary to complete a cold wave.
3. Demonstrate knowledge of the cold wave process.
4. Identify the solutions and neutralizers and proper use for both.
5. Demonstrate alkaline cold wave techniques
6. Discuss and identify advanced permanent waving techniques.
7. Demonstrate knowledge of safe practices and procedures necessary for successful cold waving.

Unit 12: Chemical Hair Relaxing

Unit Competencies:

1. Demonstrate straightening hair using sodium hydroxide technique.
2. Demonstrate knowledge of hair straightening using the ammonium thioglycolate technique.
3. Demonstrate knowledge of the soft curl permanent.

Unit: 13: Nails

Unit Competencies:

1. Demonstrate an understanding of the composition and structure of a nail.

Unit 14: Manicuring

Unit Competencies:

1. Demonstrate knowledge of various cosmetics used in performing manicures.
2. Demonstrate knowledge of types of nails and procedures for manicuring them.
3. Demonstrate safe and sanitized procedures when performing manicures.

Unit 15: Pedicures

Unit Competencies:

1. Demonstrate the appropriate use of implements and the procedure necessary to perform a pedicure.
2. Demonstrate an understanding the benefits of a pedicure for a client.
3. Demonstrate correct procedure for manipulations used during a pedicure.
4. Identify and perform proper safety and sanitation techniques while performing a pedicure.

Unit 16: Basic Chemistry

Unit Competencies:

1. Demonstrate knowledge of vocabulary and terms relating to chemistry in the salon.
2. Demonstrate an understanding of the properties of matter.
3. Demonstrate an understanding of chemicals and their reactions.
4. Identify pure substances and physical mixtures and describe their importance in the salon.
5. Identify and describe solutions, suspensions and emulsions.
6. Identify and describe products common for use in the cosmetology industry.
7. Demonstrate knowledge and understanding of pH and the scale used to measure acidity.
8. Demonstrate an understanding of oxidation-reduction reactions

Unit 17: Nail Disorders and Diseases

Unit Competencies:

1. Demonstrate an understanding of the vocabulary and terminology related to nail disorders and diseases.
2. Identify the various diseases, molds, and fungi that effect nails and their origins.

Unit 18: Histology of Skin

Unit Competencies:

1. Demonstrate an understanding of the terms associated with the skin.
2. Describe the structural layers of the skin and their functions.
3. Demonstrate knowledge of skin disorders and diseases.
4. Demonstrate an understanding of the effects of aging on skin.

Unit 19: Hair Removal

Unit Competencies:

1. Demonstrate the different techniques used to remove unwanted hair.
2. Demonstrate the correct use of hair removal implements.
3. Identify and perform proper safety and sanitation techniques while performing hair removal procedures.

Unit 20: Facials

Unit Competencies:

1. Describe the purpose and benefits of a facial.
2. Identify the various types of facials and describe their application.
3. Demonstrate correct use of implements when performing a facial.
4. Demonstrate the various procedures for administering facials.
5. Identify and demonstrate massage manipulations and their application during a facial.
6. Identify and discuss special considerations necessary when performing facials.
7. Demonstrate an understanding of the application of packs and masks.
8. Identify and perform proper safety and sanitation techniques while performing a facial.

Level II: Advanced Cosmetology Theory and Application

Unit 1: Safety/First Aid

Unit Competencies:

1. Demonstrate knowledge of basic first aid skills.
2. Identify and define terms related to safety in the salon.
3. Demonstrate knowledge in administering first aid for minor cuts, burns, eye injuries, electrical shock, nosebleeds, fainting, and chemical injuries.

Unit 2: Hair Coloring

Unit Competencies:

1. Demonstrate knowledge of purpose and theory of hair coloring.
2. Describe classifications and effects of color on the hair.
3. Demonstrate knowledge of The Level System.
4. Demonstrate predisposition through proper application of a strand test.
5. Demonstrate procedure for virgin and retouch hair coloring.
6. Demonstrate and discuss safety precautions necessary when coloring hair.

Unit 3: Hair Lightening

Unit Competencies:

1. Demonstrate an understanding of the effects of hair lightening.
2. Explain the stages and types of hair lightening.
3. Demonstrate knowledge of the procedures for pre-lightening and softening.
4. Demonstrate the procedure for hair lightening both virgin and retouch.
5. Identify toners and their effect on lightening.

6. Demonstrate an understanding of special effects and how they are achieved.
7. Identify various problems that may occur during lightening and how to remedy them.
8. Demonstrate and discuss safety precautions necessary when lightening hair.

Unit 4: Principles of Hair Design

Unit Competencies:

1. Demonstrate an understanding of the principles and elements of hair design.
2. Describe the importance of harmony between hairstyle and facial structure.

Unit 5: Wigs and Hair Enhancements

Unit Competencies:

1. Demonstrate knowledge of the history of wigs and their uses.
2. Identify the various types of wigs and their uses.
3. Demonstrate an understanding of how to measure a client for a wig.
4. Demonstrate knowledge of styling/coloring/ perming wigs.
5. Discuss hairpieces and their uses.

Unit 6: Braiding and Extensions

Unit Competencies:

1. Demonstrate an understanding of basic braiding and hair extensions.
2. Demonstrate an understanding of how to conduct a client consultation.
3. Demonstrate appropriate techniques for braiding and applying hair extensions.

Unit 7: Facial Make-up

Unit Competencies:

1. Describe the purpose(s) for facial makeup.
2. Identify cosmetics used in facial makeup.
3. Demonstrate proper procedures and techniques for applying various types of facial makeup.
4. Identify and perform proper safety and sanitation techniques while applying facial makeup.

Unit 8: Advanced Nail Techniques

Unit Competencies:

1. Demonstrate performing nail services from pre-service to post-service.
2. Demonstrate the ability to correctly perform services related to acrylic nails, nail tips, nail wraps, gels and dipped nails.
3. Demonstrate an understanding of nail art and its application.

Unit 9: Cells

Unit Competencies:

1. Demonstrate a basic understanding of the structure and function of cells in the body.
2. Demonstrate an understanding of how cells are important to tissues, organs and systems of the body.

Unit 10: Anatomy and Physiology

Unit Competencies:

1. Demonstrate an understanding of the skeletal system and its function.
2. Identify the bones of the skull, cranium, face, neck, chest, shoulder, arm and hand and their importance in providing various services in a salon.
3. Demonstrate an understanding of the function, benefits and types of muscles in the human body.
4. Identify and explain origin and insertion as it relates to muscles.
5. Identify the muscles of the scalp, face, neck, shoulder, arm and hand and their importance in providing massage.
6. Identify and explain the physical and emotional effects of massage.
7. Demonstrate an understanding of the nervous system and its purpose in the human body.
8. Identify the components of the nervous system and their functions.
9. Identify the nerves of the head, face, neck, arm and hand.
10. Demonstrate an understanding of the function and effects of the brain and spinal cord.
11. Demonstrate an understanding of the circulatory system and its purpose in the human body.
12. Identify the components of the circulatory system.
13. Demonstrate an understanding of the lymph system its relationship to other body systems.
14. Identify significant veins and arteries in the head, face and neck.
15. Demonstrate an understanding of blood composition and function.
16. Demonstrate an understanding of the endocrine, excretory, respiratory and digestive systems and their relationship to the other systems of the human body to maintain wellness.

Unit 11: Electricity

Unit Competencies:

1. Types of current
2. Electrical Measurements
3. Safety Devices
4. Electrotherapy
5. Light Energy and Light Therapy

Unit 12: Salon Business

Unit Competencies:

1. Opening a Salon
2. Business Plan
3. Use of telephone in the Salon
4. Building Your Business

Unit 13: Employment

Unit Competencies:

1. Seeking Employment
2. On the Job

Unit 14: SkillsUSA**Unit Competencies:**

1. Establish your Career Goals
2. Develop Personal Financial Skills
3. Develop Interviewing Skills
4. Participate in a Job Interview
5. Understanding the Cost of a Service
6. Demonstrate Evaluation Skills
7. Examine Workplace Ethics
8. Develop a Resume and Portfolio
9. Prepare for Cosmetology Competitions

Unit 15:Senior Salon Management Project**Unit Competencies:**

1. Set up a model salon
2. Demonstrate the business of a salon

Unit 16: Preparing for State Board Exam**Unit Competencies:**

1. Review Theory Tests and Vocabulary
2. Review State Board Procedures
3. Pass a Mock Exam with Senior Cosmetologist

Certifications Offered:

Maryland State Board of Cosmetologists' License