

**Human Services Cluster  
Applications of Cosmetology Services  
Course Number 12.41300**

**Course Description:**

This course is designed to increase knowledge and skills in cosmetology competencies including, advanced hair color techniques, haircutting, hairstyling, waxing, and nail services. Students will earn credit hours toward the completion of the 1500 training hours (250 theory + 1250 service application hours) required by the Georgia State Board of Cosmetology. In addition, this course offers the possibility of meeting articulation alignment with the technical colleges or other post-secondary options. This course includes required theory and practical applications. This course provides more in-depth competencies for the co-curricular student organization SkillsUSA and presents integral components that should be incorporated throughout instructional strategies developed for the course.

**Pre-requisite:** Introduction to Personal Care Services, Cosmetology Services II, Cosmetology Services III, Cosmetology Services IV

**Course Standard 1**

**HU-ACS-1**

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

**Standard: Demonstrate employability skills required by business and industry.**

The following elements should be integrated throughout the content of this course.

**1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.**

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter

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Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

**1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.**

<b>Teamwork and Problem Solving</b>	<b>Meeting Etiquette</b>
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

**1.3 Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations.**

<b>Problem Solving</b>	<b>Customer Service</b>	<b>The Application Process</b>	<b>Interviewing Skills</b>	<b>Finding the Right Job</b>
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

**1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.**

<b>Workplace Ethics</b>	<b>Personal Characteristics</b>	<b>Employer Expectations</b>	<b>Business Etiquette</b>	<b>Communicating at Work</b>
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss

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Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

### 1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply teamwork skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

### 1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

### Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

## Course Standard 2

### HU-ACS-2

**Create and critique 18 various haircuts incorporating technical skills, including advanced techniques, utilizing multiple cutting implements.**

- 2.1 Conduct a client consultation to determine desired style.
- 2.2 Apply concepts of haircutting to create a haircut design plan, including diagramming haircutting

skills.

- 2.3 Perform 18 various haircuts on manikin/client.
- 2.4 Critique completed haircut design with crosschecking and make any necessary adjustments.
- 2.5 Adhere to haircutting safety precautions and sanitation and disinfection procedures.

### Course Standard 3

#### HU-ACS-3

##### **Perform hair removal services as determined by client consultation.**

- 3.1 Conduct a client consultation determining if any contraindications are present.
- 3.2 Assess facial structure for appropriate design.
- 3.2 Determine method of removal needed to achieve desired results.
- 3.4 Perform 12 hair removal applications.
- 3.5 Adhere to hair removal safety precautions and sanitation and disinfection procedures.

### Course Standard 4

#### HU-ACS-4

##### **Perform the appropriate number of applications for basic manicures and advanced nail services to the satisfaction of the client, as directed by the instructor.**

- 4.1 Consult with clients to determine their needs and preferences.
- 4.2 Perform services in a safe environment and take measures to prevent the spread of infectious and contagious diseases.
- 4.3 Perform 2 manicures.
- 4.4 Demonstrate the pre-service and post-service steps for artificial nail applications.
- 4.5 Perform 2 advanced nail techniques for sculpture nails, tips with acrylic overlay, fabric wraps, or gel nails; apply different types of tips (full-well, half-well, clear, and white) for acrylic overlays, fabric wraps, and gel nails.
- 4.6 Follow all safety precautions for artificial nail removal.
- 4.7 Create wearable and competitive nail art using a variety of techniques, including use of three-stroke method for nail polish application.

### Course Standard 5

#### HU-ACS-5

##### **Perform the appropriate number of permanent wave applications on a variety of types and lengths of hair in accordance with the manufacturers' directions.**

- 5.1 Consult with clients to determine their needs and preference for the permanent wave service; record findings on a Client Record Card.
- 5.2 Evaluate the client's hair & scalp condition, including texture, density, porosity, elasticity, hair growth direction, and overall general hair condition, including client chemical history.
- 5.3 Investigate types of permanent waves; determine appropriate type of perm solutions according to findings of the client's hair analysis.
- 5.4 Evaluate the physical and chemical reactions of waving lotion and neutralizer and how the hair is altered in a permanent wave service according to Preliminary Test Curl Results.
- 5.5 Distinguish between peptide bonds, end bonds, side bonds, hydrogen, salt, and disulfide bonds and how chemicals in the permanent wave process produce a chemical change in the hair structure.
- 5.6 Compare and contrast the different types of permanent waves, ingredients, processing, recommended hair types, advantages, and disadvantages of each perm.
- 5.7 Discriminate between different perm tools and base controls for various perm wraps; achieve the desired results.
- 5.8 Implement all safety and infection control procedures in the clinic/lab.
- 5.9 Utilize double, bookend, and cushion wrapping to control hair ends.
- 5.10 Perform 5 various permanent waves, including a basic perm wrap, bricklay, curvature, and spiral.
- 5.11 Evaluate adverse perm situations, their causes, and methods of correction.

5.12 Differentiate reasons for over-processed and under-processed hair and methods to avoid.

## Course Standard 6

### HU-ACS-6

**Create advanced hair color and lightening formulations and select correct procedure for application to reach target results, utilizing different hair colors on swatches/manikins and or clients. Provide hair color/lightener services following all safety and sanitation precautions.**

- 6.1 Conduct client consultation to determine the desired result; analyze hair and scalp to determine if client can have chemical services.
- 6.2 Create hair color formulations using semi, demi, and/or permanent hair color with appropriate volume of developer, as needed for target results.
- 6.3 Create lightener formulation using powders, oils, and/or creams with appropriate volume of developer, as needed for target results.
- 6.4 Apply color/lightener using advanced methods: foiling, weaving, slicing, balayage, and cap techniques.
- 6.5 Devise different hair color formulations for gray coverage.
- 6.6 Analyze hair to determine which type of color correction services is needed. Investigate the effects of re-pigmentation services (*pre-softening, fillers, tint removal, tint back, soap caps, including proper applications, etc.*).
- 6.7 Perform 2 virgin and 1 retouch hair color applications.
- 6.8 Perform 3 lightener applications.
- 6.9 Perform 1 temporary color application.

## Course Standard 7

### HU-ACS-7

**Create various wearable and marketable day, evening, and formal hairstyles on clients/mannequins using hair advanced hair design principles.**

- 7.1 Conduct a client consultation to determine desired style.
- 7.2 Evaluate the desired style and determine appropriate styling products, tools, and techniques required to achieve predetermined results.
- 7.3 Provide services in a safe environment for both the client and the stylist, including measures to prevent the spread of infectious diseases and use of PPE (personal protective equipment).
- 7.4 Execute advanced styling techniques by evaluating current trends in hairstyling for men, women, and competitive hairstyles.
- 7.5 Investigate the use of artificial hair, wigs, extensions, and pieces for various hairstyling techniques.
- 7.6 Perform 10 hairstyling techniques.

## Course Standard 8

### HU-ACS-8

**Perform 2 hours of receptionist duties and 2 hours of dispensary time, as directed by the instructor.**

- 8.1 Utilize proper business telephone etiquette.
- 8.2 Establish a calendar of salon appointments.
- 8.3 File and maintain client records.
- 8.4 Maintain a clean and positive salon environment.
- 8.5 Greet and assist clients in a welcoming fashion.
- 8.6 Mix, fill, and dispense products to other students.
- 8.7 Maintain record of salon inventory.
- 8.8 Notify the instructor of supply shortages and damages incurred.
- 8.9 Disinfect and properly store all salon equipment and supplies.

## Course Standard 9

### HU-ACS-9

#### **Explore and demonstrate skills used in the cosmetology industry.**

- 9.1 Utilize advanced techniques such as hair care and haircutting, long hair styling, nail care and design, and skin care and makeup application, as needed for clientele and competition purposes.
- 9.2 Assess current industry trends, standards, and practices that relate to the field of cosmetology.
- 9.3 Investigate career options and new techniques in Cosmetology, utilizing industry professionals as guest speakers as well as multimedia publications.

## Course Standard 10

### HU-ACS-10

#### **Maintain a safe work environment and accident prevention by using safety precautions and/or practices, including adherence to hazardous labeling requirements and compliance with safety signs, symbols, and labels.**

- 10.1 Analyze the role and the responsibilities of the personal care provider (student) in the classroom, laboratory, and various workplace settings in an emergency situation.
- 10.2 Demonstrate preparedness procedures for each emergency situation: fires, electric shock, overloading a circuit, inclement weather, blood spills, and other emergency situations that may occur in the classroom/laboratory or workplace.
- 10.3 Adhere to all safety procedures when working with chemicals according to SDS, OSHA, and EPA standards.
- 10.4 Demonstrate all infection controls procedures when working in the clinic lab.
- 10.5 Follow proper care and safety protocol when working with models/clients as designated by State Board Requirements.

## Course Standard 11

### HU-ACS-11

#### **Explore how related student organizations are integral parts of career and technology education courses through leadership development, school, and community service projects, entrepreneurship development, and competitive events.**

- 11.1 Research the history of SkillsUSA.
- 11.2 Discuss the mission, purpose, motto, colors, official dress, and other distinguishing characteristics of SkillsUSA.
- 11.3 Explain how participation in SkillsUSA can promote lifelong responsibility for community service and professional growth and development.
- 11.4 Create a personal leadership plan to participate in programs, conferences, community service and competitive events on the local, state, and national level that align with the competencies, skills, and knowledge of this course.