

**Human Services Cluster  
Salon Management and State Board Preparation  
Course Number 12.42500**

**Course Description:**

This lab course provides experiences necessary for the development of skill levels required to become a cosmetologist. The tasks specified by this course will allow a student to earn hours towards completion of the 1500 training hours (250 theory + 1250 service application hours) required by the Georgia State Board of Cosmetology. Topics for this course include industry concepts, surviving in the salon, and licensure preparation.

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

**Course Standard 1**

**HU-SM-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
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

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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.

Teamwork and Problem Solving	Meeting Etiquette
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.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
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.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
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
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

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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-SM-2

#### Evaluate the requirements needed to obtain employment in the salon industry.

- 2.1 Investigate the qualifications needed for taking the Georgia State Board of Cosmetology exam.
- 2.2 Perform a self-assessment of their current employability and technical skills.
- 2.3 Differentiate between types of salons and other employment opportunities to determine which setting would be best.
- 2.4 Create a cover letter, resume, and employment portfolio.
- 2.5 Develop appropriate interview skills including interview preparation.

### Course Standard 3

#### HU-SM-3

**Apply skills needed to transition from school to an entry level position in the salon industry.**

- 3.1 Demonstrate expected business behavior and teamwork.
- 3.2 Analyze money management in the salon setting and how stylist compensation is determined.
- 3.3 Utilize customer service, upselling, retailing, rebooking, and other marketing techniques to promote the salon.

### Course Standard 4

#### HU-SM-4

**Distinguish between the types of salon ownership available.**

- 4.1 Investigate the responsibilities associated with owning a salon.
- 4.2 Compare and contrast business plans, including type of ownership, legal obligations, contracts, hiring needs, and allocation of money.
- 4.3 Plan a salon layout that will ensure maximum efficiency for the client and stylist.
- 4.4 Evaluate employment manuals, including job description and staff and owner responsibilities.
- 4.5 Assess the obligations you are committing to as a possible booth renter.

### Course Standard 5

#### HU-SM-5

**Connect the theory and technical skills necessary for passing the written and practical portion of the state board examination following ALL Safety and Sanitation Guidelines for EACH technique.**

- 5.1 Analyze all techniques required and determine the equipment, implements, materials, and supplies needed to perform the practical portion of the state board examination.
- 5.2 Design a system for proper labeling and packing of necessary materials and supplies for each section of the practical portion of the examination.
- 5.3 Follow all Safety and Sanitation Guidelines for Work Area and Client Preparation Set Up.
- 5.4 Perform thermal curling utilizing all safety measures.
- 5.5 Perform a basic haircut, including proper sectioning, elevation, and cross checking, utilizing appropriate haircutting implements as required with appropriate haircutting tools, shears and razor.
- 5.6 Perform a permanent wave technique, including application of protective cream, sectioning, wrapping, and application of mock chemical waving lotion; demonstrate a test curl.
- 5.7 Perform Predisposition Test and Strand Test with simulated product.
- 5.8 Perform mock highlighting with foils and apply Virgin Application with colored simulated product.
- 5.9 Perform hair color retouch with colored simulated product.
- 5.10 Apply virgin chemical hair relaxer application with colored simulated product and demonstrate smoothing technique.
- 5.11 Demonstrate blood spill procedure.
- 5.12 Demonstrate basic facial procedure, including massage with application and removal of products.
- 5.13 Create a sculptured nail utilizing proper nail preparation.
- 5.14 Research State Board Examination Updates and Requirements 30 days prior to setting Exam Date.

### Course Standard 6

#### HU-SM-6

**Identify and execute the steps to be followed for an exposure incident (blood spill).**

- 6.1 Assess possible exposure incidents for each technique.
- 6.2 Analyze blood spill procedure and determine the materials/supplies required to decontaminate.
- 6.3 Construct a blood spill kit.

- 6.4 Perform mock blood spill clean-up following safety and sanitation guidelines required by Georgia State Board of Cosmetology.

## Course Standard 7

### HU-SM-7

**Analyze timesheets/project sheets, conduct a self-assessment of current technical skills, and set career goals.**

- 7.1 Evaluate state board readiness by calculating timesheets and project sheets.
- 7.2 Set short- and long-term career goals and establish a game plan to achieve these goals.
- 7.3 Conduct a self-assessment of current technical skills and identify strengths and weaknesses.
- 7.4 Create a strategic plan to enhance your technical weaknesses and construct a potential marketing plan for your strengths.

## Course Standard 8

### HU-SM-8

**Create and critique services needed to meet the 1500-hour requirement for the Georgia State Board of Cosmetology.**

- 8.1 Perform 18 haircuts.
- 8.2 Perform 4 permanent waves.
- 8.3 Perform 2 virgin color applications and 1 retouch application.
- 8.4 Perform 3 virgin chemical relaxer applications and 2 retouch applications.
- 8.5 Perform 3 temporary color application or semi/demi color application.
- 8.6 Perform 2 bleach applications.
- 8.7 Perform 2 foiling applications.
- 8.8 Perform 16 hairstyles.
- 8.9 Perform 5 facials.
- 8.10 Perform any additional services that are needed to reach completion.

## Course Standard 9

### HU-SM-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-SM-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.
- 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.

## Course Standard 11

### HU-SM-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.