Health Science Career Cluster
Cosmetology Services III
Course Number: 12.41100

Course Description:
This course will cover haircutting, hair color, and relaxers. Both theory and practical work will be implemented for students to have basic entry level skills in the field of cosmetology. Safety and infection control will be applied throughout this course. Professional work ethics, communication skills, critical thinking skills, soft skills and professional image will be utilized during this course. This course aligns to the regulations and requirements of the State Board of Cosmetology. The prerequisites for the course are Introduction to Personal Care Services and Cosmetology Services II.

Course Standard 1

HUM-CSIII-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
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
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 team work 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

HUM-CSIII-2
Demonstrate proper methods of infection control, storage of products, draping clients, stylist protection, proper use of haircutting implements and safety used during haircutting services.

2.1 Demonstrate proper methods of sanitation and disinfection needed for haircutting services, including styling station, draping, tools, and implements used.
2.2 Perform proper disinfection, maintenance care, and storage of haircutting implements.
2.3 Demonstrate using client protection and following all sanitation and disinfection guidelines when performing haircutting services, including proper draping, palming of shears/razor, safe handling of tools, and implements.
2.4 Identify and explain the functions of various haircutting implements.
2.5 Demonstrate safe and proper use of various haircutting tools.

Course Standard 3

HUM-CSIII-3
Explain the importance of reference points on the head, design elements, and principle needed for haircutting services, including analysis of client's facial shape, features, and profile.

3.1 Demonstrate knowledge of reference points used on the head during haircutting.
3.2 Apply the five elements of design in relation to haircutting.
3.3 Identify the five principles of hair design and how it relates to haircutting.
3.4 Explain the different hair types and how it influences haircutting.
3.5 Demonstrate harmony and balance in haircutting, using the client's facial shape/features and profile.

Course Standard 4

HUM-CSIII-4
Demonstrate the fundamentals of haircutting including, angles, elevations, guidelines, face shapes, hair analysis, implements used, proper body position, and safety used in haircutting services.

4.1 Identify angles, elevations, cutting lines, guidelines and over direction used in haircutting.
4.2 Analyze different face shapes/profiles and body to determine suitable haircuts for a client.
4.3 Perform hair analysis for haircutting services, including growth pattern, texture, density and elasticity.
4.4 Identify different haircutting implements, parts of the shear, holding shears and comb, and holding the razor.
4.5 Demonstrate proper posture and body position used in haircutting.
4.6 Apply proper safety used in haircutting.

Course Standard 5

HUM-CSIII-5
Introduce proper client consultations for haircutting services, including greeting techniques, client needs and desires, proper maintenance needed for client, reflective listening and recommendations. Perform various haircutting techniques and ability to check a completed haircut.

5.1 Demonstrate performing proper greeting techniques used during a service.
5.2 Collaborate with the client to establish needs and desires for a haircut, using reflective listening.

5.3 Model proper maintenance procedures for clients and make recommendations as needed for haircuts.

5.4 Demonstrate proper sectioning and use of guidelines and elevations needed for various haircuts.

5.5 Perform various haircutting techniques using shears, thinning shears, razor and clippers.

5.6 Demonstrate the procedure for checking a completed haircut, using the cross-checking method.

Course Standard 6

HUM-CSIII-6
Demonstrate the ability to perform different hair color services, using in-depth hair analysis, consultations, release forms and record cards, identifying natural hair levels, color theory, types of hair color, developers, understanding the law of color, types of hair color, color formulations, patch test, hair color applications, preliminary strand test, and gray coverage.

6.1 Assess whether the client's hair structure will influence hair color selection, amount used, application, and processing time.

6.2 Identify natural hair color, tone, and type of pigment, including eumelanin, pheomelanin, or mixed melanin.

6.3 Categorize and explain the different types of hair color and the processing effect on the hair shaft.

6.4 Experiment with the law of color and the relationships with primary, secondary, and tertiary colors.

6.5 Create hair color formulations using the level system, natural level, existing color and tone, and desired hair color.

6.6 Explain the cause and effect of using metallic and natural hair colors when working with synthetic hair colors.

6.7 Demonstrate the proper application for temporary and semi-permanent hair colors.

6.8 Formulate and demonstrate the proper application for semi-permanent and permanent hair colors, including gray coverage.

6.9 Demonstrate knowledge and procedures for a patch test and preliminary strand test.

6.10 Perform client consultations for various hair color services, using release forms and record cards.

6.11 Incorporate all safety precautions in all hair coloring services.

Course Standard 7

HUM-CSIII-7
Analyze and explain how the chemistry of relaxing hair is achieved for various hair types. Compare and contrast the different type of relaxers and the application procedures. Follow all safety guidelines when performing all chemical relaxing services.

7.1 Summarize how the chemistry of relaxers permanently straightens curly hair.

7.2 Compare and contrast different types of relaxers including; thio, Japanese thermal straighteners, hydroxide relaxers, lye-based, no-lye, and low-ph relaxers and keratin smoothing treatments.

7.3 Perform in-depth hair relaxing consultations, including hair analysis, chemical history, and desired hair results.

7.4 Demonstrate proper draping, sectioning, and application of protective base cream.

7.5 Perform virgin and retouch relaxer services according to procedures, using safety precautions.

7.6 Compare and contrast curl re-forming technique to that of a permanent wave.

7.7 Apply all safety precautions for all hair relaxing and curl re-forming services.

Course Standard 8

HUM-CSIII-8
Explore and demonstrate various advanced skills, industry trends, equipment, technology, standards, practices, and career options in the cosmetology industry.

8.1 Explore and utilize advanced techniques, such as ethnic hair care, hair extensions, wigs, hair care and haircutting, long hair styling, nail care and design, skin care, and makeup applications currently used in the cosmetology industry.
8.2 Investigate current industry trends, standards, and practices that relate to the field of cosmetology.
8.3 Identify various career options in the cosmetology industry.
8.4 Incorporate cosmetology industry professionals as guest speakers and utilize multimedia industry publications.
8.5 Design and create advanced cosmetology skills as needed for competitive events.

Course Standard 9

HUM-CSIII-9
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.

9.1 Research the history of SkillsUSA.
9.2 Discuss the mission, purpose, motto, colors, official dress, and other distinguishing characteristics of SkillsUSA.
9.3 Explain how participation in SkillsUSA can promote lifelong responsibility for community service and professional growth and development.
9.4 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.