

Guru Kashi University



Diploma in Cosmetology

Session: 2022-23

Department of Fashion Technology

PROGRAMME COURSE OUTCOMES

- To perform hair care services for all types of hair including hair analysis, hair cutting, hairstyling, hair coloring and lightening, permanent waving and chemical relaxing.
- To Demonstrate customer service skills, self-growth and personal development.
- To develop understanding of the basic principles, properties and application of various types of cosmetics and their effect on the skin.
- Perform natural nail services including manicuring and pedicuring.
- To Students who are interested to become a cosmetologist need to obtain certain educational and licensing requirements. With the right educational qualification and license, cosmetologists can work in several industries.
- To student becomes eligible to take further admission in the Masters.
- To Communicate knowledge of decontamination control, public hygiene and special sanitation procedures used for the protection of the client and the operator.
- To Perform salon business such as front desk operations, dispensary inventory and loss prevention, resume building and interviewing skills, self-marketing and the basic knowledge of starting one's own salon business.

Programme structure

| Semester- I | | | | | | |
|---|------------------------------------|------------------------|-----------|----------|-----------|-----------|
| Course Code | Course Name | Type of Course | L | T | P | Credits |
| DCT101 | Communication Skills-I | T | 4 | 0 | 0 | 4 |
| DCT102 | Skin science and Personal grooming | T | 4 | 0 | 0 | 4 |
| DCT103 | Yoga & Hair Anatomy | T | 4 | 0 | 0 | 4 |
| DCT104 | Massage Therapy and Makeup | P | 0 | 0 | 6 | 3 |
| DCT105 | Scalp & Basics Haircuts | P | 0 | 0 | 6 | 3 |
| Discipline Elective-I (Any one of the following) | | | | | | |
| DCT106 | Professional Makeup & Cosmetics | Elective-I (Theory) | 3 | 0 | 0 | 3 |
| DCT107 | Face & Hair Therapy | | | | | |
| Total | | | 15 | 0 | 12 | 21 |

| Semester- II | | | | | | |
|---------------------|------------------------------|-----------------------|-----------|----------|-----------|----------------|
| Course Code | Course Name | Type of Course | L | T | P | Credits |
| DCT201 | Communication Skills-II | T | 5 | 0 | 0 | 5 |
| DCT202 | Makeup Artistry & Skin Care | T | 5 | 0 | 0 | 5 |
| DCT203 | Nutrition & Hair Care | T | 5 | 0 | 0 | 5 |
| DCT204 | Aesthetics | P | 0 | 0 | 6 | 3 |
| DCT205 | Hair design & Hair Therapies | P | 0 | 0 | 6 | 3 |
| Total | | | 15 | 0 | 12 | 21 |

Evaluation Criteria for Theory Courses

A. Continuous Assessment: [25 Marks]

CA1: Surprise Test (Two best out of three) - (10 Marks)

CA2: Assignment(s) (10 Marks)

CA3: Term paper (5 Marks)

B. Attendance: [5 Marks]

C. Mid Semester Test-1: [30 Marks]

D. MST-2: [20Marks]

E. End-Term Exam: [20 Marks]

Evaluation Criteria for other courses has been given separately with the Respective courses

SEMESTER-I

Course Title: Communication Skills-I

Course Code: DCT101

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 4 | 0 | 0 | 4 |

Course Outcomes:

On the completion of the course students will be able

1. Fit and required in all types of jobs.
2. Help to monitor & model inter personal competence.
3. Develop analytical, Research & organizational skills.

4. Discover the impact of changing communication methods on society.
5. Awareness of the numerous career opportunities within the field of communication.

Course Content

UNIT I

18 hours

- 1. English Language:** Sentence, Parts of speech, Tenses, Active passive voice, Direct, Indirect speech, Creative writing & vocabulary, Comprehension Passage, Reading of Biographies of at least 10 IT business personalities.

UNIT II

19 hours

- 1. Business communication:** Types, Medias, Objectives, Modals, Process, Importance Understanding Barriers to communication & ways to handle and improve barriers.
- 2. Listening skills:** Its importance as individual and as a leader or as a worker, Types of listening and Traits of a good listener, Note taking, barriers to listening & remedies to improve listening barriers

UNIT III

20 hours

- 1. Non verbal Communication-** understanding what is called non verbal communication, its importance as an individual, as a student, as a worker and as a leader, its types.
- 2. Presentation skills-**Its Purpose in business world, How to find material for presentation, How to sequence the speech with proper introduction and conclusion, How to Prepare PPT & Complete set of required body language while delivering presentation.

UNIT IV

18 hours

- 1. Reading Skills-** to enhance independent reading, Comprehension Passages, News / Magazine articles on stereotype topics, Poems – Abu Ben Adhem, The Tiger
- 2. Writing skills-** Importance of reading and writing, improving writing skill through Basic cohesive paragraph writing, Resume writing, Job application writing/acceptance letter

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Question, Open Talk

Suggested Reading:

- “Effective Business Communication”, M.V. RODRIGUEZ
- “Living English Structure”, W. Standard Allen (Orient Longman)

- “Business Communication”, Meenakshi Raman, Parkash Singh, Paperback Edition, Oxford University Press.

Course Title: Skin science and Personal grooming

Course Code: DCT102

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 4 | 0 | 0 | 4 |

Course Outcomes:

On the completion of the course students will be able

1. Understand structure and functions of skin
2. They can easily analysis skin and find out skin hassles and treat them naturally.
3. One can understand the methods of facial massage.
4. One can learn the techniques of makeup according to weather & occasion.
5. Understand the hair removing methods.

Course Content

UNIT I

19 hours

1. COSMETOLOGY:-

Aims and objectives
Importance

2. PERSONAL GROOMING:-

Care of yourself: Mouth, Teeth, Eyes, Ears, Feet, Removing body hair, Nails and

Hand care, Care of Clothing.

Visual poise: - Standing, Sitting and Walking.

Basic table manners.

How to get into a car.

How to carry accessories.

Wardrobe Planning.

UNIT II

20 hours

1. SKIN:-

Structure of skin.

Functions of skin.

Common skin problems (acne, pigmentation, wrinkles, black heads)

Skin types and skin analysis.

Describe the melanin.

2. FACIALS:-

Benefits of massage.

Massage methods.

Massaging techniques.

Plain facial.

Facial treatment of acne, pigmentation, wrinkles, black heads removing with natural herbs/ingredients.

UNIT III

18 hours

1. BASIC MAKE-UP STEPS:-

Base make-up.

Base make-up according to day/night.

Facial shape analysis.

Importance and use of Highlighter according to facial skin.

Casual and formal make-up.

Make-up according to weather, occasion and with matching dress.

UNIT IV

18 hours

1. HAIR REMOVING METHOD:-

Waxing.

Threading/ tweezing.

Bleaching.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Question, Open Talk

Suggested Reading:

1. Basic cosmetology theory by Menka Aggarwal.
2. Perfectly clear by Dr. Nick lowe.
3. Skin, hair and nails structure and function- BO forslind Magnus lindberg.

Course Title: Yoga & Hair Anatomy

Course Code: DCT103

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 4 | 0 | 0 | 4 |

Course Outcomes:

On the completion of the course students will be able

1. Students can learn the benefits of yoga & aerobics.
2. They can learn traditional way of exercise such as yoga.
3. Be able to understand structure of hair.
4. Able to understand hair disorders such as: - dandruff, Alopecia, Hair fall, White hair, Head lice.
5. Able to understand hair growth and replacement.

Course Content

UNIT I

18 hours

1. YOGA:-

Benefits of yoga, Rules of yoga.

Benefits of aerobics.

UNIT II

20 hours

1. YOGA ASANS

Shav asana
 Gomukh asana
 Vajar asana
 Bhujang asana
 Hala asana
 Dhanur asana
 Tar asana
 Pashchimottan asana
 Pawan Mukat Asana
 Chakar asana

UNIT III

18 hours

1. HAIR:-

Structure of hair.
 Hair disorders (Dandruff, Alopecia, Hair fall, White hair, Head lice).
 Hair growth and replacement.

UNIT IV

19 hours

1. HAIR SHAPING WITH HAIR CUT:-

Sectioning of hair.
 Preparation of hair cut.
 Technique of hair cut.
 Basic hair cut like trimming, U-cut, V-cut, feather cut, layers and razor cut.

2. EQUIPMENT SANITIZING BRUSHES, COMBS

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

Suggested Reading:

1. Skin, hair and nails structure and function- BO forslind Magnus lindberg.
2. Health, Physical Education & Sports By Atwal & Kansal.
3. Hair Cutting by Peter Sabatini.
4. Basic Cosmetology by Kuljeet Kaur

Course Title: Massage Therapy and Makeup

Course Code: DCT104

| | | | |
|----------|----------|----------|------------|
| L | T | P | Cr. |
| 0 | 0 | 6 | 3 |

Course Outcomes:

On the completion of the course students will be able

1. One can learn the benefits, Methods and techniques.
2. Able to understand importance of preparation of facial, Skin analysis.

3. Able to analysis of facial shape & basic make up according to day/night, Weather, Occasion and dress.
4. Can learn the art of casual and correct make up.
5. Able to understand the art of mehndi such as Arabian mehndi, Simple mehndi, Bridal mehndi.

Course Content

UNIT I

12 hours

1. MESSAGE:-

Benefits of massage.
 Massage methods.
 Massaging techniques.

2. MEHNDI:-

Arabian mehndi.
 Simple mehndi.
 Bridal mehndi

UNIT II

10 hours

1. FACIAL:-

Preparation of facial
 Skin analysis
 Plain facial.
 Different facial for different skin type and different skin problems:
 Black head removing.
 Application of thermos pack.
 Facial with natural herbs and ingredients.
 Treatment of acne, pigmentation, wrinkles.
 Vegetable peeling.

UNIT III

11 hours

1. MAKE-UP:-

Analysis of facial shape.
 Base make-up according to day/night, weather, and occasion and according to dress.
 Casual and formal make-up.
 How to choose correct make-up.
 Applications of different type of base make-up.

UNIT IV

12 hours

1. REMOVING BODY HAIR:-

Waxing, Tweezing ,Threading.
 Use of chemical applicators.
 Bleaching.

Transaction mode

Quiz,Project Based Learning ,Video Based Teaching ,Group Discussions, Open Talk

SUGGESTED READING:

1. Make up manual by Lisa Potter-Dixon.
2. Milady's Hair removal Techniques

Course Title: Scalp & Basics Haircuts

Course Code: DCT105

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 0 | 0 | 6 | 3 |

Course Outcomes:

On the completion of the course students will be able

1. Able to understand How to take care of hair
2. One can learn about scalp treatment, mask & conditioner application.
3. One can learn the art of hair shaping such as blow dry, Temporary straightening, Crimping & different style of hair cuts.
4. One can also learn hair sectioning and basic haircuts..

Course Content

UNIT I

12 hours

1. YOGA ASANS

Shav asana
Gomukh asana
Chakar asana
Vajar asana
Bhujang asana
Hala asana
Dhanur asana
Tar asana
Pashchimottan asana
Pawan Mukat Asana

UNIT II

10 hours

1. HAIR CARE:-

Shampooing – Procedure, Types of shampoo.
Scientific brushing on wet hair.

2. Use of Spray, Gel, Mousse, Volumizers Etc.

UNIT III

11 hours

1. SCALP TREATMENT, APPLYING MASK, CONDITIONERS.

Scientific brushing on different types of hair.
Scalp manipulations.
Scalp treatment (lice, hair treatment)
Dandruff treatment.
Removing of split ends.

UNIT IV**12 hours****1. HAIR SHAPING:-**

- Blow dry.
- Temporary Straightning.
- Crimping.
- Different style of hair curls.

2. HAIR CUTS:-

- Hair Sectioning (Basic)
- Hair Sectioning acc. To different basic hair cuts.
- Preparation of hair cut.

3. Basic hair cut like trimming, U-cut, V-cut, feather cut, layers and razor cut.**Transaction mode**

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

Suggested Reading:

1. Hair cutting for dummies by J. Elaine Spear.
2. Milady's Hair removal Techniques.
3. Health, Physical Education & Sports By Atwal & Kansal.

Course Title: Professional Makeup & Cosmetics**Course Code: GCT106**

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 3 | 0 | 0 | 3 |

Course Outcomes

On the completion of the course students will be able

1. Able to understand importance of preparation of facial, Skin analysis.
2. Able to analysis of facial shape & basic make up according to day/night, Weather, Occasion and dress.
3. Can learn the art of casual and correct make up.
4. Able to understand the art of mehandi such as Arabian mehndi, Simple mehndi, Bridal mehndi.

Course Content**UNIT I****12 hours**

1. Introduction: Make an impression
2. Tools, Products and basic equipment
3. Manufacturing and distribution of cosmetics
4. Working with clients

UNIT II**11 hours**

1. Personality and fashion profiles
2. Introduction to colour theory
3. Friends in the cosmetics industry
4. Self-Assessment exercise of personality and body features.

UNIT III**10 hours**

1. Makeup tips and tricks you can try yourself
2. A history of skin care and opportunities
3. Life skills
4. Your professional image

UNIT IV**12 hours**

1. Communicating for success
2. Infection control principles and practices
3. Skin structure, growth and nutrition
4. Skin disorders and diseases

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

Suggested Reading:

1. Professional Hair Dressing by Martin Green Leo Palladino.
2. Complete beauty book by Helen Foster
3. Perfectly clear by Dr. Nick lowe.
4. Skin, hair and nails structure and function- BO forslind Magnus lindberg.

Course Title: Face and Hair Therapy**Course Code: DCT107**

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 3 | 0 | 0 | 3 |

Course Outcomes:

On the completion of the course students will be able

1. Able to understand different types of yoga.
2. Able to understand How to take care of hair
3. One can learn about scalp treatment, mask & conditioner application.
4. One can learn the art of hair shaping such as blow dry, Temporary straitening, Crimping & different style of hair curt's.

Course Content

UNIT I 11 hours

1. Hair spa & hair treatments
2. Straightening
3. Perm

UNIT-II 12 hours

1. Keratin
2. Hair art & bridal hair styling
3. Creative hair cuts and coloring

UNIT-III 10 hours

1. Blow drawing & heat styling
2. Grey coverage
3. Root touch-ups(Hair coloring and straightening)

UNIT-IV 12 hours

1. Grooming:-

- Hygiene and safety
- Nails structure
- Cleansing and toning practice
- Exfoliation & extraction & massage & facial procedures.
- Anti-Pigmentation & Feet massage

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

Suggested Reading:

1. Basic Knowledge of Face and Hair Therapy by Anita Thakur.
2. Standard text book of Cosmetology Milady's.
3. Professional Face and Hair Therapy by Martin Green Leo Palladino

SEMESTER-II

Course Title: Communication Skill-II

Course Code: DCT201

| L | T | P | Cr. |
|---|---|---|-----|
| 5 | 0 | 0 | 5 |

Course Outcomes:

On the completion of the course students will be able

1. This subjects seeks to develop the students ability in communication skills such as reading, writing, & study skills.
2. It will improve their speaking ability in English both in terms of fluency and comprehensibility.
3. It will increase their reading speed and comprehension of academic article.
4. It will strengthen their ability to write academic paper, essay and summaries using the process approach.
5. It gives knowledge about like giving presentation appearing in an interview, group discussion for acquiring job opportunities.

Course Content

UNIT I

21 hours

1. **Introduction to Business Communication:** Meaning and Definition; process and classification of communication; elements & characteristics of communication; barriers to effective communication in business organization; Formal and Informal communication; grapevine, importance of effective communication in business house; Principals of effective communication.

UNIT II

19 hours

1. **Writing Skills:** Inter-office memorandums; faxes; E-mails; writing effective sales letters - to agents; suppliers; customers; report writing; project writing.

UNIT III

17 hours

1. **Curriculum Vitae (CV):** Drafting a CV; writing job application and other applications; do's and don'ts while appearing for an Interview; types of interview.

UNIT IV

18 hours

1. **Presentation Skills:** Introduction; need of good presentation skills in professional life; preparing a good presentations; group discussion; extempore speaking.

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

Suggested Reading:

1. "Effective Business Communication" ,M.V. RODRIGUEZ
2. "Business Communication", Meenakshi Raman, Parkash Singh, Paperback Edition, Oxford University Press

Course Title: Makeup Artistry & Skin Care**Course Code: DCT202**

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 5 | 0 | 0 | 5 |

Course Outcomes:

On the completion of the course students will be able

1. Learn how to do correction of features are hide extra fat and face by using contour shade.
2. Several type of skin condition.
3. Explain the process of makeup application.
4. Students will be able to understand the method of cleaning and grooming nail.
5. Precaution of nail spa and nail art.

Course Content**UNIT –I****20 hours****1. NAILS:-**

- Structure of nails.
- Disorders and diseases of nails.
- Nail spa.
- Nail art.

UNIT II**19 hours****1. EYES:**

- Care of eyes.
- Exercise of eyes.
- Eye brow shaping.
- Different type of make-up(dramatic make-up, smoky make-up, winged make-up) Applications of fake eye lashes.
- Eye treatment with home remedies.

UNIT III**16 hours**

1. Method of pedicure and manicure.

UNIT IV**20 hours**

1. MAKE-UP:-

Art of camouflage, Products and application.

Engagement make-up.

Bridal make-up.

Correct make-up of eyes, nose, cheeks, jaw line, lip line.

Reception make-up.

Dupatta Setting.

Sari Drapping.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions,

Open Talk

Suggested Reading:

1. Make up of a confident woman by Trish Mc Evoy.

2. Skin, Hair and nails structure & function by BO forslind Magnus lindberg.

Course Title: Nutrition & Hair Care

| L | T | P | Cr. |
|---|---|---|-----|
| 5 | 0 | 0 | 5 |

Course Code: DCT203**Course Outcomes:**

On the completion of the course students will be able

1. Understand what an adequate and well balanced diet:-
2. Examine the several type of nutrition
3. Explain the role of nutrition and list of food sources those include nutrients.
4. Have knowledge about the hair and scalp disorder.
5. Structure of hair growth cycle.

Course Content**UNIT –I****20 hours****1. NUTRITION:-**

Rule of nutrition: Protein, Carbohydrates, Fats, Minerals, Vitamin A, B, C, B- Complex, B3 and their food sources.

Basic five food groups.

The impact of organic food on skin and hair.

UNIT II**19 hours****1. HAIR COLORING:-**

Global coloring.

Hair streaking.

Method of color mixing.

Method of color applications.
Color cutting.

UNIT –III**16 hours****1. HEAD MASSAGE:-**

Technique of head massage.

Hair problem treatments with natural masks and packs.

2. HAIR REPAIR TREATMENT AFTER THE USE OF CHEMICALS:-

Hair Spa.

Deep Conditioning.

Hair Polishing.

UNIT IV**20 hours****1. USE OF ADVANCED TECHNIQUES ON THE HAIR:-**

Rebonding.

Perming.

2. SALON MANAGEMENT:-

Qualities and duties of salon management.

Common equipments used in salon.

Planning and layout of salon.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions,
Open Talk

Suggested Reading:

1. VK Kaushik “Reading in food Nutrition and dietetics.
2. Basic Cosmetology by Kuldeep Kaur.
3. Salon Management by Martin Green.

Course Title: Aesthetics**Course Code: DCT204**

| L | T | P | Cr. |
|----------|----------|----------|------------|
| 0 | 0 | 6 | 3 |

Course Outcomes:

On the completion of the course students will be able

1. Knowledge of manicure and pedicure process.

2. Examine the structure of nails and its part.
3. Students will be able to understand the aptitude of manage skin problems by using cosmetics to hide them.
4. Have knowledge about eye problem treatment along with the succor of natural components.

Course Content

UNIT I 12 hours

1. NAILS CARE:-

- Manicure.
- Hot oil manicure.
- Nail art.
- Pedicure.
- French manicure.
- Artificial nails.
- Nail mending

UNIT II 11 hours

1. EYE CARE AND EYE MAKE-UP:-

- Eye exercise, eye treatments.
- Eye brow shaping.
- Simple eye make-up.
- Fashion eye make-up:- Dramatic, smoky eye, winged eye make-up.
- Applications of fake eye lashes.

UNIT III 10 hours

1. PROFESSIONAL MAKE-UP.

- FULL MAKE-UP ACCORDING TO WEDDING FUNCTION:-
- Engagement make-up.
- Bridal make-up.
- Reception make-up.

UNIT IV 12 hours

1. CORRECTIVE MAKE-UP OF:-

- Eyes, Nose, Cheeks, Jaw line, Lip line.
- Dupatta setting.
- Sari drapping.

2. PERMANENT WAVING AND REBONDING TECHNIQUES

Transaction mode

Quiz ,Project Based Learning ,Video Based Teaching ,Group Discussions,
Open Talk

Suggested Reading:

1. Skin, Hair and nails structure & function by BO forslind Magnus lindberg.
2. Make up manual by Lisa Potter-Dixon.
3. Basic Cosmetology by Menika Aggarwal.

Course Title: Hair design & Hair Therapies

| L | T | P | Cr. |
|---|---|---|-----|
| 0 | 0 | 6 | 3 |

Course Code: DCT205

Course Outcomes:

On the completion of the course students will be able

1. Students will be able to understand the method of scalp manipulation and body massage along with the uses of home remedies liquid ingredients.
2. Learn the efficiency of removing split ends and hide discolor hair by grooming them with the help of color and heena application.
3. Explain the types of hair and know the exact degree level of different types of hair cutting.
4. Perform hair care services for all types of condition including hair styling, hair coloring, hair cutting and another chemical relaxing.

Course Content

UNIT I

12 hours

1. HAIR COLORING:

- Global coloring.
- Hair streaking.
- Method of color mixing.
- Method of color applications.
- Method of Color cutting.
- Heena applications.
- Preparation of hair coloring.

UNIT II

10 hours

1. HAIR DESIGNING:-

- Different types of plait (at least any five).
- Buns with stuffies and without stuffies.

UNIT III

12 hours

1. SCALP MASSAGE, BODY MASSAGE.

2. HAIR CARE:-

- Hair spa.
- Hair polishing.

UNIT IV

11 hours

1. Rebonding
2. Perming
3. Advanced hair cutts.
4. Planning of a salon on a paper.

Transaction mode

Quiz ,Project Based Learning ,Video Based Teaching ,Group Discussions, Open Talk

Suggested Reading:

1. The art of Hair coloring by David Adams & Jacki Wadeson.
2. Hair Cutting by Peter Sabatini.
3. Salon Management by Martin Green.