

# **Guru Kashi University**



**Diploma in Cosmetology**

**Session: 2024-25**

**Department of Fashion Design**

### Programme Structure

<b>Semester- I</b>						
<b>Course Code</b>	<b>Course Name</b>	<b>Type of Course</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credits</b>
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
<b>Discipline Elective-I (Any one of the following)</b>						
DCT106	Professional Makeup & Cosmetics	Elective-I (Theory)	3	0	0	3
DCT107	Face & Hair Therapy					
<b>Total</b>			<b>15</b>	<b>0</b>	<b>12</b>	<b>21</b>

<b>Semester- II</b>						
<b>Course Code</b>	<b>Course Name</b>	<b>Type of Course</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credits</b>
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
<b>Total</b>			<b>15</b>	<b>0</b>	<b>12</b>	<b>21</b>

### **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/Quiz/Presentations (05 Marks)

B. Attendance: [5 Marks]

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

D. End-Term Exam: [40 Marks]

### **Evaluation Criteria for Practical Courses**

A. Each Practical: {10 Marks}

B. Report: {05 Marks}

C. Practical Viva: {05 Marks}

Total Marks of each Practical: 20 Marks

## SEMESTER-I

**Course Title: Communication Skills-I**

**Course Code: DCT101**

L	T	P	Cr.
4	0	0	4

**Total Hours:60**

### Course Content

#### UNIT I

**15 hours**

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

**14 hours**

Business communication: Types, Medias, Objectives, Modals, Process, Importance Understanding Barriers to communication & ways to handle and improve barriers. 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

**16 hours**

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. 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

**15 hours**

Reading Skills- to enhance independent reading, Comprehension Passages, News / Magazine articles on stereotype topics, Poems – Abu Ben Adhem, The Tiger 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

**Total Hours:60**

**Course Content**

**UNIT I**

**16 hours**

COSMETOLOGY: -Aims and objectives, Importance, 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**

**15 hours**

SKIN: - Structure of skin. Functions of skin. Common skin problems (acne, pigmentation, wrinkles, black heads) Skin types and skin analysis. Describe the melanin. 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**

**14 hours**

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**

**15 hours**

Hair Removing Method: -Waxing. Threading/ tweezing Bleaching.

**Transaction mode**

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

**Suggested Reading:**

- *Basic cosmetology theory by Menka Aggarwal.*
- *Perfectly clear by Dr. Nick lowe.*
- *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

**Total Hours:60**

**Course Content**

**UNIT I**

**16 hours**

YOGA: -Benefits of yoga, Rules of yoga. Benefits of aerobics.

**UNIT II**

**17 hours**

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

**UNIT III**

**13 hours**

HAIR SHAPING WITH HAIR CUT:- Sectioning of hair

**UNIT IV**

**14 hours**

Preparation of hair cut. Technique of hair cut. 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:**

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

**Course Title: Massage Therapy and Makeup**

**Course Code: DCT104**

L	T	P	Cr.
0	0	6	3

**Total Hours:45**

## **Course Content**

### **UNIT I**

**12 hours**

MASSAGE: -Benefits of massage. Massage methods. Massaging techniques.  
MEHNDI: -Arabian mehndi. Simple mehndi. Bridal mehndi

### **UNIT II**

**10 hours**

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**

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**

REMOVING BODY HAIR: - Waxing, Tweezing , Threading. Use of chemical applicators. Bleaching.

**Transaction mode**

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

**Suggested Reading:**

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

**Course Title: Scalp & Basics Haircuts**

**Course Code: DCT105**

L	T	P	Cr.
0	0	6	3

**Total Hours:45**

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

HAIR CARE: - Shampooing - Procedure, Types of shampoo. Scientific brushing on wet hair. Use of Spray, Gel, Mousse, Volumizers Etc.

**UNIT II****10 hours**

SCALP TREATMENT, APPLYING MASK, CONDITIONERS. Scientific brushing on different types of hair Scalp manipulations Scalp treatment (lice, hair treatment) Dandruff treatment. Removing of split ants.

**UNIT III****11 hours**

HAIR SHAPING: - Blow dry. Temporary Straitening. Crimping. Different style of hair curls

**UNIT IV****12 hours**

HAIR CUTS: - Hair Sectioning (Basic) Hair Sectioning acc. To different basic haircuts. Preparation of haircut. 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:**

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

**Course Title: Professional Makeup & Cosmetics**

**Course Code: DCT106**

L	T	P	Cr.
3	0	0	3

**Total Hours:45**

**Course Content**

**UNIT I**

**12 hours**

Introduction: Make an impression Tools, Products and basic equipment  
Manufacturing and distribution of cosmetics Working with clients

**UNIT II**

**11 hours**

Personality and fashion profiles Introduction to color theory Friends in the cosmetics industry Self-Assessment exercise of personality and body features.

**UNIT III**

**10 hours**

Makeup tips and tricks you can try yourself A history of skin care and opportunities Life Skills Your professional image

**UNIT IV**

**12 hours**

Communicating for success Infection control principles and practices  
Skin structure, growth and nutrition Skin disorders and diseases

**Transaction mode**

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

**Suggested Reading:**

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

**Course Title: Face and Hair Therapy**

L	T	P	Cr.
3	0	0	3

**Course Code: DCT107**

**Total Hours:45**

**Course Content**

**UNIT I**

**11 hours**

Hair spa & hair treatments Straightening Perm

**UNIT II**

**12 hours**

Keratin Hair art & bridal hair styling Creative haircuts and colouring

**UNIT III**

**10 hours**

Blow drawing & heat styling Grey Coverage Root touch-ups (Hair colouring and straightening)

**UNIT IV**

**12 hours**

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:**

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

**Semester-II****Course Title: Communication Skill-II****Course Code: DCT201**

<b>L</b>	<b>T</b>	<b>P</b>	<b>Cr.</b>
<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>

**Total Hours:65****Course Content****UNIT I****20 hours**

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; Principles of effective communication.

**UNIT II****19 hours**

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

**UNIT III****17 hours**

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****9 hours**

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

**Transaction mode**

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

**Suggested Reading:**

- *“Effective Business Communication”*, M.V. RODRIGUEZ
- *“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

**Total Hours:65****Course Content****UNIT I****20 hours**

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

**UNIT II****19 hours**

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****6 hours**

Method of pedicure and manicure.

**UNIT IV****20 hours**

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 Draping.

**Transaction mode**

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

**Suggested Reading:**

- *Make up of a confident woman by Trish Mc Evoy.*
- *Skin, Hair and nails structure & function by BO forslind Magnus lindberg.*

**Course Title: Nutrition & Hair Care**

<b>L</b>	<b>T</b>	<b>P</b>	<b>Cr.</b>
<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>

**Course Code: DCT203**

**Total Hours:65**

**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.

**Course Content**

**UNIT I**

**20 hours**

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**

**14 hours**

HAIR COLORING: -Global coloring. Hair streaking. Method of color mixing. Method of color applications. Color cutting.

**UNIT III**

**16 hours**

HEAD MASSAGE: -Technique of head massage. Hair problem treatments with natural masks and packs. HAIR REPAIR TREATMENT AFTER THE USE OF CHEMICALS: -Hair Spa. Deep Conditioning. Hair Polishing.

**UNIT IV****15 hours**

Use Of Advanced Techniques On The Hair:-Rebounding Perming.

Salon Management: -Qualities and duties of salon management. Common equipment's used in salon. Planning and layout of salon.

**Transaction mode**

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

**Suggested Reading:**

- *VK Kaushik "Reading in food Nutrition and dietetics.*
- *Basic Cosmetology by Kuldeep Kaur.*
- *Salon Management by Martin Green.*

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

<b>L</b>	<b>T</b>	<b>P</b>	<b>Cr.</b>
<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>

**Total Hours:45****Course Content****UNIT I****12 hours**

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

**UNIT II****11 hours**

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**

Professional Make-Up. Full Make-Up According To Wedding Function: -  
Engagement make-up. Bridal make-up. Reception make-up.

**UNIT IV****12 hours**

CORRECTIVE MAKE-UP OF: - Eyes, Nose, Cheeks, Jaw line, Lip line.  
Dupatta setting. Sari draping. Permanent Waving And Rebonding Techniques

**Transaction mode**

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

**Suggested Reading:**

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

**Course Title: Hair design & Hair Therapies**

**Course Code: DCT205**

L	T	P	Cr.
0	0	6	3

**Total Hours:45**

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

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**

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

**UNIT III**

**12 hours**

SCALP MASSAGE, BODY MASSAGE.HAIR CARE: -Hair spa. Hair polishing.

**UNIT IV**

**11 hours**

Rebonding Perming Advanced haircuts. Planning of a salon on a paper.

**Transaction mode**

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

**Suggested Reading:**

- *The art of Hair coloring by David Adams & Jacki Wadeson.*
- *Hair Cutting by Peter Sabatini.*
- *Salon Management by Martin Green.*