

310 - COSMETOLOGY

Structure of the Trade

The Trade consist of the following modules:

PART I:- Introduction to Cosmetology - CCO 11

PART II:- Hair, Scalp and Wig treatment:-

- (i) Shampooing and Rising - CCO12
- (ii) Hair Styling, Wigs and Hair Pieces - CCO 13
- (iii) Scalp and Hair Treatment - CCO 14
- (iv) Cold Waving, Chemical Hair Relaxing, Colouring and Hair Pressing - CCO 15

PART III:- Disorder of Hair, Skin etc and Organisation of Beauty Saloon.

- (i) Hair, Skin and Scalp Disorders - CCO 16
- (ii) Beauty Culture - CCO 17
- (iii) Organisation of Beauty Saloon - CCO 18

Note: The Trade Related subjects (a) Basic Electricity (b) Biology.

Examination Scheme

This Trade shall be examined as paper I and II:

311 – 1 PAPER I: Section A: This shall consist of 40 objective questions drawn across the syllabus, to be answered in 40 mins for 40 marks. Section B has Part I, II & III which consist of SEVEN essay questions out of which candidates are to answer FIVE questions in two hours.

In part I, there shall be THREE questions for candidates to answer two questions: Question one shall be compulsory and any other one question.

Part II shall contain THREE questions to answer TWO and Part III will contain TWO questions to answer ONE. All FIVE questions must be attempted in 2 hours.

311 - 2 PAPER II: Practical: This shall be made up of ONE Compulsory question.

311 – INT. TO COSMETOLOGY (CCO 11)

S/N	Topic/Objectives	Contents	Activities/Remarks
1.0	Ethics of Cosmetology 1. State the poor and good ethics of cosmetology and practice good ethics	1 (a) Definition of Ethics of cosmetology. (b) rules of conduct guiding the cosmetologist e.g. good ethics, (c) Courtesy, friendliness, honesty. etc (d) Poor ethics – quarrelling, chewing gum, smoking, gossiping, immoral dressing etc	1. Master the rules properly. Practice to be a good hostess. 2. Ability to list these positive/negative attributes of a cosmetologist
2.0	Professional Attitude 1. Demonstrate some professional attitude towards patrons.	1. Professional attitude towards patrons – (i) cultivate on charm of confidence and pleasing personality. (ii) Show gracious, emotional stability.	1. Role playing – dramatize good conversational styles over the telephone and with one another.
3.0	Personal Hygiene 1. State and practice the rules for personal hygiene and cleanliness. 2. Enumerate the activities necessary for good health.	1. Rules for personal hygiene e.g. good grooming, prevent body odour, daily bath, avoid common use of implement and materials like towels, combs, brushes etc. 2. Eat well balanced meals. 3. Drink sufficient water. 4. Sleep and rest.	1. Make a list of those things than can be used for personal hygiene thus; anti perspirant and deodorants, soap, sponges, towels clean washes, tooth brushes etc. 2. Emphasize the need for good grooming. 3. Learn correct method of using a toothbrush. 4. Make a list of various brands of teeth cleaning materials, toilet soaps etc. 5. It might sometimes be necessary to soften water for bathing.

S/N	Topic/Objectives	Contents	Activities/Remarks
			6. Practice some simple exercises like breathing in and out, brisk walking, juggling, running, dancing, cycling etc.
4.0	Public Hygiene 1. Define public hygiene and enumerate steps taken by the government to promote public hygiene.	1. Definition of public hygiene of steps taken by the govt. to promote public health, e.g. provision of pipe-borne water (taps) etc	1. Carry out proper sanitation every time to keep the environment clean. 2. Emphasise the need to have a good refuse bin with lid and dispose off daily.
5.0	Qualities of a Cosmetologist 1. State and practice some qualities of a good cosmetologist. 2. Practice desirable qualities necessary for personality development as a cosmetologist.	1. Qualities of a cosmetologist e.g. neat and tidy, friendly and welcoming etc. 2. Qualities of a good cosmetologist. 3. Desirable qualities of a cosmetologist: Pleasant attitude, cheerfulness, calmness, friendliness, responsiveness etc.	1. Master the qualities very well. 2. Practice the qualities by role playing. 3. Practice some attributes - welcoming, receptive etc. - Practicing demonstration of - Practice these qualities
6.0	Body Posture 1. Differentiate between good and bad qualities of a good standing posture.	1. Good standing posture e.g. turn feet at 45 ⁰ while standing. Point right foot straight ahead on a straight line etc. 2. Good body posture stand up straight. Balance weight on feet 3. Defective body postures e.g. stiff, right body posture. Slumped-humped body posture, etc	1. Practice correct standing position. 2. Practice proper body posture.
7.0	Sitting Postures 1. State and practice the rules of good	1. Good sitting postures e.g. up-right sitting. raise head upwards etc.	1. Practice how to sit properly. 2. Stoop several times

S/N	Topic/Objectives	Contents	Activities/Remarks
	sitting and stooping posture. 2. Practice correct manicuring position.	2. Correct stooping position, e.g. keep knees together. Bend gracefully with good relaxation etc.	to master the correct stooping position.
8.0	Feet Care 1. State the reasons for good choice of shoes in the salon. 2. Carry out complete massaging of feet and toes ensuring that nails are properly filed. 3. Discuss toes disorders and procedure for sending patrons to chiropodist.	1. Effect of wearing high and uncomfortable shoes in the salon e.g. fatigue from standing for a long time. Muscle pull (varicose vein) etc. 2. Care of the feet-pedicure e.g. (i) Wash feet with soap, sponge and water. 3. Foot massage. 4. Nails filing. 5. Toe disorders e.g. - Athletes foot infection. - Watery blisters etc. 6. Abnormal feet conditions e.g. 7. Corns, callouses, ingrown nails.	1. Collect implement for caring for the feet. 2. Practice using a pumice stone or other abrasives.
9.0	Conversation 1. Practice voice modulation in dealing with patrons. 2. Identify both controversial and non controversial issues writing of discussion or avoidance in the salon.	1. Voice modulation (i) Audibility (ii) Softness and hardness of voice (iii) Training of voice etc. 2. Important issues of discussion in the salon: (i) Fashion (ii) Patrons' activities etc 3. Controversial issue not worthy of discussion in the salon. (i) Politics (ii) Religion etc.	1. Personality traits. Practice good Conversational styles. 2. Engage in useful discussions such as new trends in hair design etc. beauty.
10.0	Bacteriology 1. Define the term "bacteriology" and list types of bacteria. 2. Make a classification of	1. Definition of bacteriology. 2. Types of bacteria i.e. pathogenic and non-pathogenic. 3. Classification of pathogenic bacteria. (i) Cocci – staphylococcus aureus, streptococcus	1. Emphasise the need to avoid sharing of clothes towels etc.

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	<p>pathogenic bacteria stating the process of their growth and production.</p>	<p>haemolyticus (ii) Spirilla e.g. Treponema Palidum. (iii) Bacilli e.g. Salimonallae typhimarium etc. 4. (A) Favourable conditions for the growth of bacteria e.g. – Organic matter, warmth - Moisture, etc. (B) Phases of bacterial growth (i) Lag phase (ii) Exponential phase (iii) Stationary phase Death phase 5. Bacterial infections (i) Tuberculosis (ii) Leprosy (iii) Cholera etc.</p>	
11.0	<p>Sterilization 1. Define sterilization and distinguish between physical and chemical sterilization. 2. Practice sterilization of items in the salon.</p>	<ol style="list-style-type: none"> 1. Definition of sterilization 2. Implements and materials e.g. washing pans, buckets, clippers, sinks, toilet bowls, combs, brushes, etc. 3. Physical agents of sterilization e.g. wet sanitizer, dry cabinet, sanitizer, ultra-violet ray sanitizer, etc. 4. Chemical agents of sterilization. 5. Practical work on sterilization of items. 	<ol style="list-style-type: none"> 1. Visit shops, markets and departmental stores to have a wide range of chemicals available for sterilization. 2. Sterilize item with physical and chemical means. 3. Follow manufacturers instruction.
12.0	<p>Sanitation 1. Define the term “sanitation” as used in cosmetology. 2. Differentiate between the various types of sanitizers used in the salon with emphasis on</p>	<ol style="list-style-type: none"> 1. Definition of sanitation 2. Qualities of a good disinfectant e.g. <ol style="list-style-type: none"> (i) Convenience to use e.g. (ii) Quick acting (iii) Non-corrosive etc. (a) Wet sanitizers i.e. germ 	<ol style="list-style-type: none"> 1. Visit shops to have wide view of chemical sanitizing agents. 2. Read manufacturer’s note and instruction. 3. Sanitize implements listed in content

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	<p>surfaces suitable for each.</p> <p>3. State the qualities of good sanitizers.</p> <p>4. Practice sanitizing or disinfecting salon implements.</p>	<p>killer vapor.</p> <p>(i) Alcohols</p> <p>(ii) Chlorine</p> <p>(iii) Hydrogen peroxide etc.</p> <p>Uses of wet sanitaries</p> <p>(b) Types of cabinet sanitizers e.g.</p> <p>(i) Hot air oven</p> <p>(ii) Radiation</p> <p>(iii) Gas etc.</p> <p>3. Types of sanitizers e.g. wet, cabinet, etc.</p> <p>4. Uses of sanitizers e.g. cleansing, disinfecting etc.</p> <p>5. Uses of cabinet sanitizers</p> <p>(i) For large containers</p> <p>(ii) For towels and capes</p> <p>(iii) For cotton wools etc.</p> <p>6. Chemical sanitizing agents</p> <p>(i) Ethy or gram alcohol</p> <p>(ii) Formation</p> <p>7. Implements that can be sanitized with alcohol –</p> <p>(i) glass ware</p> <p>(ii) Clippers</p> <p>(iii) Nail files</p> <p>(iv) Scissors</p> <p>(v) Skins etc.</p> <p>8. Practical work on sanitation of implements with alcohol.</p> <p>9. Disinfectants used for surfaces, e.g.</p> <p>(i) Hibitane, savlon, dettol – used for floors.</p> <p>(ii) Dettol, Izal – for sinks</p> <p>(iii) Izal – Toilet</p>	<p>using alcohol.</p> <p>4. Emphasise the need to read manufacturer's instruction and correct measurement.</p>

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		bowls. 10. Ultral violet ray sanitizer.	
13.0	Preparation of Solution 1. Measure and prepare	1. Production of chemicals neutralizers, shampoo, setting lotion, disinfectants etc. 2. Preparation of solution using the formula above.	1. Measures concentration accurately using a measure measuring cylinder. 2. Measuring glass/or cup. 3. Emphasise the need for precautions in measurement. 4. Prepare solutions in contents.
14.0	Safety 1. State the necessary precautions for purchasing, handling and storing of chemicals.	1. Safety precautions in purchasing chemicals. (i) Purchase adequate quantity at a time. (ii) Check expiry dates etc. 1. Precautions for storing chemicals. (i) Store in a correct room temperature. (ii) Proper labeling (iii) Caution on storage. 2. Precautions for handling chemicals (i) Following manufacturer instructions. (ii) Avoid spilling and diluting. (iii) Wear protective gloves etc.	1. Learn how to read expiry date from label. 2. Collect containers for storing chemicals and label them neatly. 3. Handle chemicals with care.
15.0	Disinfectants 1. List types of disinfectants and state their uses.	1, Disinfectants used in beauty salon e.g. (i) Dettol, Alcohol, Auat Famation. (ii) Savlon etc. B. Antiseptics used in beauty salon-common bleach, Boric Acid, Tinture of Iodine,	1. Collect samples of disinfectants and antiseptics. 2. Produce disinfectants for use.

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		<p>chloramite, Hydrogin peroxide T.</p> <p>2. Uses of disinfectants</p> <p>(i) For purification etc. – Uses of Antiseptics.</p> <p>(ii) For washing wounds, skin, hair, nails etc.</p>	
16.0	<p>Principles of Electricity</p> <p>1. Define the term ‘electric current’ and voltage</p> <p>2. Distinguish between the different types of current stating in each case their effects and application.</p> <p>3. Explain and state the different types of visible light and their uses.</p>	<p>1a Definition of electric current.</p> <p>1b Definition of voltage. Effect of electric current.</p> <p>(i) Source of light</p> <p>(ii) Source of heat to operate electrical appliances.</p> <p>2. Types of electric current.</p> <p>(i) Direct current</p> <p>(ii) Alternating current</p> <p>- Voltage used in Nigeria 220 kilowatt 250v kilowatt.</p> <p>3. Faradic current (meaning) Application of Faradic current-</p> <p>(i) to improve muscle tone</p> <p>(ii) promote removal of waste products</p> <p>(iii) stimulates hair growth</p> <p>(iv) increase in glandular activity</p> <p>(v) increases circulation of blood etc.</p> <p>4. Sinusoidal current (meaning) Application of Sinusoidal Current – (i) for scalp and facial manipulations.</p> <p>5. Electric vibrator (Meaning)</p> <p>6. Uses of visible lights.</p> <p>(i) white light – relieves pain etc.</p>	1. Practical work.

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		(ii) blue light – deficient in heat rays etc. (iii) red light – has strong heat rays etc.	
17.0	Use of Electricity Equipment 1. List and discuss in detail the different types of electrical equipment used in hairdressing and beauty culture. 2. Describe the uses of each of the equipment. 3. Practice using each of the equipment on patrons hairs.	1. Types of electrical equipment used in hairdressing and beauty culture - (i) vibrator – High frequency machine (ii) Steamer or vaporizer (iii) Heating caps (iv) Curling tongs (v) Hair dryer (vi) Oil heater etc. 2. Uses of High Frequency current. (i) Correction of hair/scalp damages. (ii) For conditioning hair (iii) To obtain simulating effects. (iv) To obtain sedative, catering, or soothing effects. 3. Description of a steamer – electrical equipment applied over the head or face to produce a moist uniform heat. 4. Uses of heating caps - developer (i) For placement over the head (ii) as a source of heat for scalp and hair treatment. 5. Uses of electric dryer (i) For drying hair etc. blow/dry blow/styling. 6. Uses of electric oil heater (i) heating oil scalp treatment. (ii) for manicuring etc. pedicuring. 7. Practical work on the use of	1. Make large sketches of the equipment and study their physical composition. 2. Learn how to operate these equipments. 3. Visit shops to identify the types of vaporizer available. Make sketches. 4. Practice how to steam hair, face and skin etc. 5. Emphasise the need for adequate timing. 6. Draw a heating cap. 7. Practice how to use heating cap for scalp and hair treatment. 8. Wash hair of patron with shampoo, dry and style thoroughly. 9. Practice how to carry out manicure and scalp treatment. 10. Practice the use of equipment.

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		oil heater.	
19.0	Light Therapy 1. List the three important aspects of light therapy stating their uses and application.	1. Aspects of light therapy and their uses. (i) infra red rays – pain relieving (ii) ultra violet ray – for skin and scalp disorders etc. (iii) visible light facial/scap. 2. Practical work on the use of light therapy on patrons.	1. Choose correct bulbs, wear eye goggles to protect eyes and practice application of light therapy on patrons. 2. Draw dispersion of light rays by a prism.
20.0	Reproduction of Light Rays 1. Use diagrams to describe how light rays are reproduced.	1. Reproduction of light rays – Dispersion of light by a prism. (i) Prism showing white light, heat, rays, ultra violet rays etc.	1. Showing different colours in the light rays.
21.0	Safety 1. State the necessary rules for safety use of equipment and tools.	1. Safety rules for use of electrical equipment e.g. (i) Study all instructions carefully etc.	1. Master the rules very well. 2. Emphasise the need to be very careful with electricity to avoid shock.
22.0	Nature of Matter 1. Define the term “Matter” and explain the different states in which it exists. 2. Give definitions and grouping of element. Compound and mixture, giving examples in each case. 3. State the different properties of the elements.	1. Definition of matter. 2. State of matter. 3. Definition of terms - matter (i) Elements e.g. carbon, hydrogen, oxygen etc. (ii) Compounds e.g. water, carbondioxide (iii) Mixture – e.g. sea water i.e salt in water, garri and water etc. 1. Properties of element grouping. 2. Periodic table of classification e.g. Heluim, Littim etc.	1. Students should be exposed to these elements in the laboratory. 2. Master the periodic table of classification of elements properly. 3. Given the property of the first element, they should be able to mention properties of other elements in the same groups.
23.0	Acids, Based and Salts	1. Definition of terms (i) Acids e.g. HCL	1. Identify acids and bases by carrying

S/N	Topic/Objectives	Contents	Activities/Remarks
	1. Distinguish between Acids, bases and salts giving examples of the types used in cosmetology. 2. Define and learn the PH scale as well as its graduation and measure the PH of various solutions.	Bases – NaOH, ICOH etc. Salts – NaCL, KN03 etc - degree of Alkalinity and Acidity of a medium. 2. The PH scale (i) Graduation – 0 – 14 (ii) Acidity – 1 – 6 (iii) Neutral point – 7 (iv) Alkalinity – 8 – 14 etc	out a litmus test. 2. Learn the PH of shampoos, neutralizers, setting lotion, creams, etc.
24.0	The Chemistry of Water 1. State the chemical constituents of water and its sources. 2. Discuss the types of water and explain the processes of purification. 3. Practice the various methods of purifying water.	1. Composition of water and sources of water e.g. (i) Rain (ii) Stream (iii) River (iv) Lake etc. 2. Types of water (i) Hard water (ii) Soft water 3. Methods of softening hard water: (i) Boiling (ii) Addition of chemical like permutit, slaked lime. 4. Methods of purification: (i) Sedimentation (ii) Boiling (iii) Filtration (iv) Distillation (v) Chemical measures etc.	1. List the sources of water and its composition. 2. How can hard water be made soft? 3. Explain the various methods of Purifying water.
25.0	Cosmetics Element and Compounds 1. Explain and state the composition of these items as well as its uses: (i) Power (ii) Solutions (iii) Suspension (iv) Emulsion (v) Ointment (vi) Stick (vii) Paste	1. Explanation of terms i.e. (i) Powder (ii) Solution (iii) Suspension 2. Composition of substances listed above. 3. Uses of items listed above.	1. What are powder, solution suspension, emulsion, ointment etc. 2. What are the composition of the above substances? 3. Enumerate their uses. 4. Provide powder, emulsion etc, read the label to find

S/N	Topic/Objectives	Contents	Activities/Remarks
	(viii) Mucilages (ix) Soaps etc		out their composition. 5. Practice the use of these substances on themselves.
26.0	Application of Body Care Cosmetic 1. List and identify the cosmetics for body care stating their uses and application. 2. Practice how to apply the different body care cosmetics.	1. Suitable cosmetics for body care: (i) Soaps (ii) Bath accessories (iii) Deodorants, Anti perspirants (iv) Lotion etc. 2. Uses of body care cosmetics e.g. (i) Medicated soap – for acne, black heads, skin rashes etc. (ii) Bath salt – for softening and perfuming water for bathing. (iii) Deodorants – destroys disagreeable odours. (iv) Anti-perspiration – checks perspiration. (v) Lotion – for dry, oily skin, imparts a cooling and fragrant effect on skin etc. 3. Application of the different body care cosmetics according to skin types.	1. Enumerate the cosmetics for the body. Explain their uses. 2. Collect wide array of body care cosmetics. Study their composition properly and read their labels from manufacturers' instruction any observation. 3. What are the uses of different body care cosmetics. 4. Collect posters from magazines advertising the use of body care cosmetics. 5. Produce an Album from the cut outs. 6. Spend sometime on models applying these cosmetics on them.
27.0	Application of Scalp and Hair Care 1. List and identify the different scalp and hair care products stating their uses in scalp and hair cosmetics. 2. Practice the application of the hair and scalp cosmetics on patrons.	1. Types of scalp and hair care cosmetics. (i) Shampoos (ii) Rinses (iii) Scalp lotions temp/perm. (iv) Ointments colouring 2. Uses of scalp and hair cosmetics on patrons. (i) Shampoos – to cleanse scalp (ii) Scalp lotions –	1. Enumerate and explain types of scalp/hair care cosmetics. 2. Why are the above cosmetics used? 3. Practice the use of these products on models. 4. Demonstrate their application on models. 5. Follow

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		<p>reconditioning hair and correcting a scalp problem.</p> <p>(iii) Ointments – for skin and scalp disorder etc.</p> <p>3. Application of the different scalp and hair cosmetics on patrons.</p> <p>(i) Practical demonstrations on models.</p>	<p>manufacturer's instructions.</p>

HAIR, SCALP AND WIG TRsEATMENT (CCO12, 13, 14 & 15)

S/No	Topics/Objectives	Contents	Activities/Remarks
1.0	Process of Shampooing 1. Give a description of the techniques for shampooing hair. 2. List the various types of shampoos stating their constituents and importance. 3. Select the right types of shampoo for hair and scalp stating the safety measure for shampooing.	1. Techniques for hair shampoo e.g. Brush hair, drape patron ready for shampoo 2. Types of shampoos e.g. - plain shampoos. - Liquid cream shampoos - Cream or paste shampoos Acid Balances - (Non-strip) shampoos - Liquid dry shampoos 3. Choosing shampoo for hair texture e.g. - plain shampoo – for virgin and normal hair. - medicated shampoo - for dandruff treatment - protein shampoo for treated hair etc. 4. Importance of shampooing.	1. Explain the techniques of hair shampooing 2. Learn to always read constituents from the can of every shampoos or packs. 3. Learn the safety rules.
2.0	Different Types of Water for shampooing 1. Identify and select the right types of water as well as temperature for shampooing. 2. Shampoo patrons hairs.	1. Clean water 2. Soft water 3. Luke-warm or tepid or warm	1. Learn to soften hard water. 2. Follow the procedure or manufacturer’s instruction and carry out shampooing on a patron. 3. There is need to make an intelligence choice of shampoo by reading label.
3.0	Brushing and Combing 1. Give reasons why hair should be combed and brushed. Identifying situations whereby these are not	1. Aesthetics 2. Make hair pliable and soft, remove dirts.	1. Try to identify these on models hair. 2. Practice first on self’s hair and then on a patron. 3. Do not use brushes with too hard or too soft

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	<p>necessary.</p> <p>2. Brush and comb normal hair.</p>		<p>brittles.</p> <p>4. Diagrams of different combs, brush.</p> <p>5. Brush and comb models hair.</p> <p>6. What are the reasons for combing hair?</p>
4.0	<p>Soap Curds</p> <p>1. Identify the correct hair rinses for dissolving soap curds stating when to apply each of the hair rinses.</p> <p>2. Practice how to use them on patrons.</p>	<p>1. Types of hair rinses e.g. vinegar, lemon rinse (Acid), non strip rinse, reconditioning rise medicated rinse cream rinse colour rinse etc.</p> <p>2. When to apply hair rinses</p> <ul style="list-style-type: none"> - Cream rinse as a last rinse and a boner - Blueing rinse to give yellow hair a silvery grey or white colour tone. - Colour rinse – to highlight or add temporary colour to hair etc. 	<p>1. List at least ten types of hair rinses and briefly explain each.</p> <p>2. Explain when to apply different hair rinses to a patron's hair.</p> <p>3. Visit shops to examine variety of rinses available.</p>

S/No.	Topics/Objectives	Contents	Activities/Remarks
1.0	Terms used in styling 1. Understand and define the various terms used in styling	1. Meaning of hair styling 2. Terms used in Hair Styling. 3. Possible arrangement in hair styling - Symmetrical - Asymmetrical - Top mass - Back mass arrangement a. Sculpture curl (pin curl) b. Moulding c. Strand d. Roller Curl e. Base f. Volume g. Indentation	1. Master the terms used. 2. Draw large diagrams to illustrate some of these terms e.g. assymetrical. 3. Define the term hair styling. 4. Mention terms in hair styling. 5. Name at least 3 arrangement in hair styling and explain.
2.0	Tools and Materials for Finger Waving 1. Identify and select tools and materials for finger waving stating procedure for it and its modern style versions. 2. Practice finger waving on patrons.	1. Tools for finger waving e.g. hair pin, bobby pin, roller pin, singer prony clip, parble prong clip, wave clong (special) press spray plastic dispenser bottle, cylinder shaped roller different sizes, brushes comb, etc. 2. Procedure for finger waving. 3. Modern style versions in finger waving e.g. Vertical, side part, swirl back, Horse shoe etc. 4. Materials: such as, waving lotion, hair bouncer treatment etc.	1. Enumerate the tools for finger waving. 2. Explain procedure for finger waving. 3. Have a large collection of the tools and make sketches. 4. Be guided by instructors. Large diagrams or sketches in their notes. 5. Provide a chart showing modern styles of finger waving from which patrons can choose. 6. Explain modern versions in finger waving. 7. Practice how to do finger waving on a model.
3.0	Pin Curls 1. Identify and select tools and materials for making pin curls. 2. Explain the effect of	1. Tools for making Pin Curls: comb, prong clips, Roller pins, Bobby pins. 2. Mobility of A Curl e.g.	1. What are the tools for making pin curls? 2. Explain the

S/No.	Topics/Objectives	Contents	Activities/Remarks
	<p>pin curl and describe the techniques for carrying it out.</p> <p>3. Practice pin and operations on patron by parting the hair and moving the stem of the hair according to desired style.</p>	<ul style="list-style-type: none"> - no stem curl - half stem curl - full stem curl <p>3. Parts of a curl e.g.</p> <ul style="list-style-type: none"> - base - stem - circle <p>4. Effects of the Pin Curl e.g.</p> <ul style="list-style-type: none"> - vertical waves, Stand up Curls, - Horizontal waves - Interlocking movement - Waved top - Diagonal waves - Waved bangs - French twist <p>5. Techniques for making Pin Curl.</p> <ul style="list-style-type: none"> - Counter clock wise curls - Clockwise curls. 	<p>techniques for making pin curl?</p> <p>3. Explain mobility of hair.</p> <p>4. Name the parts of a curl.</p> <p>5. Enumerate the effects of a Pin Curl.</p> <p>6. Explain the techniques of making Pin Curl.</p> <p>7. Have a collection of the tools practice good parting.</p> <p>8. Experiment on self's hair first, then on models.</p> <p>9. Trainees practice on models the different effect of the pin curl.</p>
4.0	<p>Roller Curl</p> <p>1. Explain how to part hair and place rollers for roller curls.</p> <p>2. Practice how to carry out roller curl on patrons.</p>	<p>1. Placement of Roller Curls</p> <p>2. Parting the hair.</p> <p>3. Type of partings suitable for facial contours e.g.</p> <ul style="list-style-type: none"> - curved rectangular - diagonal part - conceal part - centre part <p>4. Types of combing and brushing</p> <ul style="list-style-type: none"> - back combing - back brushing 	<p>1. Practice placement of roller curls.</p> <p>2. Practice how to make a roller curl.</p> <p>3. Explain partings in relation to facial contours.</p> <p>4. List the various facial contours.</p> <p>5. Make large diagrams of the face shaped.</p> <p>6. Project: Scan through pages of magazines to get photographs of different face shape and produce an album.</p> <p>7. Name types of combing for and brushing.</p>
5.0	<p>Hair Stylings</p> <p>1. Understanding of profile and relating the type of style to suit individuals.</p>	<p>1. What is a profile?</p> <p>2. Types of profile e.g.</p> <ul style="list-style-type: none"> - straight - concave - convex - low forehead 	<p>1. What is a profile.</p> <p>2. Name types of profile and briefly explain.</p> <p>3. Enumerate the various facial types</p>

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	2. Practice hair style of the different profiles.	3. Hair style suitable for various facial types. <ul style="list-style-type: none"> - oval face - round face - pear shaped faces - oblong face 	and explain each. 4. Produce an album on profile 5. Practice on models master different profiles.
6.0	Weaving 1. Identify various hair pieces available, and differentiate them according to handling and care required. What are the reasons for their usage.	1. Tools and materials for hair weaving lining prong, combs, brushes jelly, hair pieces, wigs, wax. 2. Types of wigs and hair pieces e.g. <ul style="list-style-type: none"> - hand made wigs - machine made - switches - wiglets - bandeau type 3. Reasons for using hair pieces/wigs: to imitate long hair/styles, to make up for hair deficiency, for protection, for enhancing aesthetics etc.	1. Name the tools/materials for hair weaving. 1. List different hair pieces and wigs. 2. What are the reasons for using hair pieces/wigs. 3. Make charts of different and current waving styles. 4. Produce an album on weaving and practice on a model. 5. Produce an album on wigs.
7.0	Wigs and hair Pieces 1. Practice how to measure round the hair and adjust wigs to fit patrons hair 2. Shape, condition and colour wigs and hair pieces. 3. Practice how to maintain wigs and hair pieces.	1. The difference between wigs and hair pieces. 2a. Making/producing of wigs with needles, nets, hair pieces etc. 2b. Measurement before making a wig. 3. Caring for wigs and hair pieces	1. What are the differences between wigs and hair pieces. 2. Produce an album on hair pieces/wigs. 3. State the different cares for wigs and hair pieces. a. Collect samples from market and see manufacturer's instructions for care/handling. b. Make charts and sketches on different areas to be measured. c. Practice measurement on models and record

S/No.	Topics/Objectives	Contents	Activities/Remarks
			measurement on a chart.

S/No.	Topics/Objectives	Contents	Activities/Remarks
1.0	Hair Shaping 1. Understanding of hair shaping.	1. Term used in hair styling. - hair styling - hair shaping - thinning - neck trim 2. Factors governing hair styling	1. What are the terms in hair shaping? 2. What factors govern hair styling.
2.0	Treatment of Scalp 1. Practice the right types of treatment for patrons hair by using the right treatment. Tools and materials for each of treatment	1. Preparation of scalp and hair treatment. 2. Preparation of patron for hair scalp treatment e.g. - infra-red lamp - steamers - heating cap - hot towels - accelernting machine - highfrey directs - highrey indirect vibrators.	1. Explain the preparation of scalp/hair treatment. Carry out a practical exercise on a patron's hair. 2. What are the tools and materials required for hair scalp treatment.
3.0	Scalp Manipulation 1. Describe the different types of techniques for scalp manipulation with emphasis on parts to be massaged and when to manipulate.	1. Parts of scalp for massaging – skull, sides of head, forehead, scalp, front scalp, back scalp, ear to ear etc. 2. Methods of scalp manipulation (Basic scalp movement) 1. Stroking 2. Compression	1. Practice scalp manipulation with emphasis on all necessary area. 2. Name the parts of scalp requiring emphasis during massaging and scalp manipulation. 3. Explain the methods of scalp manipulation.
4.0	Hair and Scalp Treatment 1. Practice how to treat normal hair and scalp, treatment of hair	1. Treatment of hair and scalp. - Dandruff treatment - Dry hair scalp treatment - Oily scalp treatment	1. What is hair and scalp treatment. 2. what are some of these treatments? Name them.

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	<p>problems identified on patron hair e.g. alopecia, etc.</p>	<ul style="list-style-type: none"> - Treatment for normal hair and scalp. 2. How to carry out these treatments. 3. Identify some hair problems e.g. areata 4. Treatment of Alopecia 	<ul style="list-style-type: none"> 3. Explain how these treatment are carried out. 4. List and explain some of these hair/scalp problems. 5. Practice treatment of he different hair and scalp. 6. Study different scalp problems by looking through patrons hair for easy identification. 7. Carry out corrective hair and scalp treatment on a patron.
<p>5.0</p>	<p>Hair Shaping/ Trimming</p> <ul style="list-style-type: none"> 1. Using the guideline for hair shaping carry out a practical demonstration of hair shaping on patron. 2. Use the correct tools for trimming to trim patrons hairs. 	<ul style="list-style-type: none"> 1. Tools for hair shaping: <ul style="list-style-type: none"> - regular hair shaping scissors - thinning sheers - straight razor - razors with safety guards - combs 2. Types of hair parting <ul style="list-style-type: none"> (a) Four or five section parting (b) Top section (c) Vertical (d) Horizontal etc 	<ul style="list-style-type: none"> 1. Have a collection of tools for hair shaping. 2. Arrange tools correctly and practice how to part and shape hair correctly 3. Enumerate tools used in hair shaping/trimming. 4. Name and explain different types of hair parting.

S/N	Topic/Objectives	Contents	Activities/Remarks
1.0	Cold Waving 1. List and identify the equipment tools and materials for cold waving. 2. Prepare a patron for cold waving.	1. Equipment for cold waving, e.g. - curling rods - waving lotion - neutralizers - conditioners - neutralizing bib - porous end layer - comb etc. 2. Analysis of hair scalp: hair porosity, hair texture, hair elasticity etc. 3. Shampooing the hair: - use acid balance - used mild shampoo etc. 4. Section of the hair e.g. - part into four or five sections with a comb. 5. Shaping the hair, scissors or clipper and trim around edges etc.	1. What are the equipment/materials for cold waving. 2. Learn variety of equipment that can be used for cold waving. 3. Emphasize the need to identify concave and straight rods. 4. What are the factors considered in analysis of hair scalp.
2.0	Procedure for Cold Wave 1. Carry out cold waving on a patron following the basic steps. 2. Give an outline of the useful hints for successful cold waving.	1. Methods of Cold Waving: Four popular blocking (sub-sections patterns e.g. - single halo, double halo, straight back, drooped crown. 2. Application of wavy lotion: pre-wrap wetting or moistening with bottle application. Re-wet and saturate. 3. Rinsing of curl with warm/cold water. 4. Blotting of water from hair. 5. Method of applying neutralizer e.g. (i) Direct method or on the rod (ii) Conventional or splash on. 6. Useful hints for cold waving.	1. Produce an album from magazine cuttings. 2. Be careful not to disturb the wrapping and not to over process hair. 3. The hair must be thoroughly neutralized or else the process will not be successful. 4. Master the hints properly and apply when necessary.
3.0	Chemical Hair Relaxation	1. Meaning of chemical hair relaxing.	1. Differentiate the chemical required

S/N	Topic/Objectives	Contents	Activities/Remarks
	<ol style="list-style-type: none"> 1. Explain the term chemical relaxing' and list tools and material necessary for chemical hair relaxing. 2. State the three basic involved in hair relaxing and explain the action of chemical on the hair. 3. Practice the preparation of hair for relaxing on patrons following the basic steps. 	<ol style="list-style-type: none"> 2. Tools and materials for chemical relaxing e.g. <ul style="list-style-type: none"> - chemical relaxer - stabilizer or neutralizing shampoo - shampoo - shampoo cape - petroleum base - hair conditioner - protective gloves - towels - rollers - comb and brush - spathia, tiner, absorbent cotton, neck strip, clips and picks, hair net, hair spray etc. bowl, throting bow/brush 3. Action of chemical on hair e.g. <ul style="list-style-type: none"> - physical action of the wrapping - chemical action. 4. Steps in hair relaxing e.g. <ul style="list-style-type: none"> - processing - neutralizing - conditioning 5. Analysis of draping of scalp and hair. 6. Scalp examination. 7. Strand test. 	<p>for the different steps.</p> <ol style="list-style-type: none"> 2. Identify the chemical required for the different steps. 3. Carry out thorough, e.g. <ul style="list-style-type: none"> - scalp examination - skin patch test - hair strand test 4. Be careful not to injure the scalp 5. Practice preparing the hair before relaxing by using base cream like petroleum jelly on a model.
4.0	<p>Procedure for Hair Relaxing</p> <ol style="list-style-type: none"> 1. List all the useful hints for chemical hair relaxing and practice how to retouch a patrons hair with chemical. 	<ol style="list-style-type: none"> 1. Procedure for chemical hair relaxing. <ol style="list-style-type: none"> a. Application of the conditioner – filler and the relaxer b. Strand testing c. Shampooing/neutralizing. d. Retouching hair. e. Useful hints for chemical hair relaxing. 	<ol style="list-style-type: none"> 1. Wash and satirize the hand. 2. Prepare and drape the patron. 3. Relax hair thoroughly. 4. Discard used supplies, cleanse and sanitize equipment wash avoid sanitize hands etc. 5. Illustrate with a

S/N	Topic/Objectives	Contents	Activities/Remarks
			<p>chart and a model.</p> <p>6. Have a thorough understanding of the product being used and its action on the hair. Follow manufacturer's instruction and exercise caution in rinsing and relaxer so that it does not get into eyes or unprotected skin.</p>
5.0	<p>Hair Colouring</p> <ol style="list-style-type: none"> 1. Make a classification of hair colouring and list the implements required for it. 2. Using the right shade of hair colour to suit a patrons hair. Prepare a patrons hair for coloring. 	<ol style="list-style-type: none"> 1. Implements for colouring e.g. towels, tint cape protective gloves, comb, glass or plastic bowls. Applicator: Tint brushes, swab sticks, plastic bottles, timber, cotton, neutral shampoo, selected Neutral rinse clips, record cord talcum powder. 2. Classification of hair colour e.g. Temporary hair colour, Semi-permanent hair colour, Permanent hair colour <ol style="list-style-type: none"> (a) Temporary-hair colour. (b) Liting/Bleaching (Removing-colour). 3. Patch and strand test. 4. Choosing desired shade e.g. <ul style="list-style-type: none"> - black - brown - red - red-gold - gold - yellow - pale yellow 5. Safety of using airline derivature tint. 	<ol style="list-style-type: none"> 1. Make a long list of the implements and visit shops to identify these products and other products in the markets. 2. Practice on patrons. 3. Trainees to carry out patch and strand test.
6.0	Colouring and	1. Definition of colouring.	1. Distinguish among

S/N	Topic/Objectives	Contents	Activities/Remarks
	<p>Bleaching</p> <ol style="list-style-type: none"> 1. Distinguish between the various types of colouring. 2. Practice the various types of colouring on patrons. 3. Explain the term 'hair lightening and list tools, materials and hints necessary for it. 4. Carry out hair lightening (bleaching) on a patron. 	<ol style="list-style-type: none"> 2. Procedure for tinting. 3. Definition of semipermanent colouring. 4. Procedure for semi permanent tint. 5. Procedure for temporary colouring. 6. Procedure for hair lightening i.e., - removal of pigments from hairs. 7. Tools, scape, gloves, comb, bowls. - towel, cape, gloves, combs bowls hydrogen peroxide (30-60) volume), half lightener, record card etc. 8. Hints for coloring and lightening hair. 	<p>the types of colouring.</p> <ol style="list-style-type: none"> 2. Practice on a model.

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BEAUTY CULTURE (CCO17)

S/No.	Topics/Objectives	Contents	Activities/Remarks
1.0	<p>Nails</p> <p>1. Give a description of the structure of the nail and list the disorder of nails with brief explanation on these disorders.</p>	<p>1. Structure of the nail</p> <ul style="list-style-type: none"> - Nail Body - Nail Bed/Root - Free Edge <p>2. Nail disorder e.g.</p> <ul style="list-style-type: none"> - Fureous - Corrugateous/waxy ridges - White spots - Bitten nails - Split/brittle nails. <p>3. Nail diseases e.g.</p> <ul style="list-style-type: none"> - Ring worm of the nails - Felon - Ingrown nails. 	<p>1. Emphasize the need for self discipline in carrying out maintenance of nails.</p>
2.0	<p>Manicuring and Pedicuring</p> <p>1. Explain the terms Manicuring and Pedicuring and list the implements to carry them out.</p> <p>2. Using the right colour on patrons, carry out successful manicuring and maintain the equipment used.</p>	<p>1. Explanation of term e.g.</p> <ul style="list-style-type: none"> - Manicuring - Pedicuring etc. <p>2. Implements for manicuring and pedicuring e.g. A pair of nail scissors, nail file, nail brushes, nail varnish, vanish remover, cotton wool, bowls emery board etc.</p> <p>3. Choice of colour for manicuring.</p> <p>4. Procedure for manicuring.</p> <p>5. Use of oils, lotion, mild deodorants warm water etc. disinfectants.</p> <p>6. Sterilizing equipment for manicure/pedicure.</p>	<p>1. Make a wide collections of manicuring and pedicuring set. Also sketch them in their note books.</p> <p>2. Use of correct implements necessary.</p> <p>3. Visit shops, supermarkets. Departmental stores, and get acquainted with variety of nail varnish colours. Shape nails, remove cuticle at a slant, soak hands in soapy water, rinse, massage oils into nails etc. Practice from time to time on models to ensure proper mastering</p>

S/No.	Topics/Objectives	Contents	Activities/Remarks
			<p>of the process. Give yourself a hand and leg massage, a manicure and pedicure, discuss with confidence when to use oil manicuring. Emphasize the identification of nail, hand and feet problem with a view to proper treatment. Spend an hour or more attending to all accessories.</p>
<p>3.0</p>	<p>Facial Make-Up 1. Give reason why it is necessary to use facial make ups and list the types and materials for it.</p>	<ol style="list-style-type: none"> 1. Reasons for facial make ups. 2. Types of facial make-ups e.g. base foundations, loose powder lipsticks, mascara, eye pencils, brushes, oils, cleansers and tones etc. 3. Implements for facial make-up e.g. brushes, facial mask, foam, face towel, etc. 4. Materials for make ups e.g., lipstick for example wax, flavours, perfumes and colours containers. 5. Maintenance of implements. 	<ol style="list-style-type: none"> 1. Visit Cosmetic stores to make a list of facial make-ups available and how to use them.

S/No.	Topics/Objectives	Contents	Activities/Remarks
4.0	Procedures for Facial Make-up 1. Using the correct foundation, practice its application and apply facial astringent and toners on patrons face then clean materials appropriately.	1. Procedure for applying facial make ups. 2. Application for skin tonner astringent. 3. Application of foundation.	
5.0	Application of Facial Make-up 1. Carry out complete and successful facial make-up on patron.	1. Procedure for applying facial make-up. 2. Application of skin tonner astringent. 3. Application of foundation.	1. Demonstrate application of facial make-up on models. 2. Emphasis should be on choosing right toners, cleaners and colours to match the complexion shape of face etc.

ORGANISATION OF BEAUTY SALON (CCO 18)

S/No.	Topics/Objectives	Contents	Activities/Remarks
1.0	Opening a Beauty Salon 1. State the necessary conditions for establishing a salon business	1. Necessary, conditions for establishing a salon business e.g. Capital, Organization, good location.	1. Move about towns looking for good catchment areas for hair dressing business.
2.0	Rules and Regulation 1. State the rules, regulations and laws governing a business particularly salon business. 2. Prepare an appropriate name and logo and describe salon registration procedure using an appropriate logo.	1. Rules and regulations relating to opening of a salon business. 2. Business Law needed to open a salon business e.g. Local Regulations building and renovation. 3. State laws – sales taxes, licenses, workmen compensation etc. 4. Procedure for registration of a salon business.	1. Find out information about how to go about registration of business premises, design logo etc.
3.0	Layout of a Salon 1. Prepare and sketch out a plan for salon showing location of salon, showing location of equipment. 2. Make a long list of equipment needed in the salon.	1. Planning a standard salon. 2. Drawing a salon plan. 'L' shape, around all walls, etc. 3. Equipment required for a standard salon e.g. Mirrors, hair dryer, high frequency set, dressing and units/chairs etc.	1. An excursion to various standard salon in the locality. 2. Make a list of furniture and fixture required.
4.0	Advertising 1. State the various media for advertising and state as well as practice the qualities of good salesman using appropriate display of cosmetics.	1. Media for Advertising: - sign boards - handbills - posters - radio etc. 2. Qualities of a good salesman e.g. - Be familiar with the merits and benefits of each service and	1. Go to media houses and interview personnel's on mode and methods of advertising including cost.

S/No.	Topics/Objectives	Contents	Activities/Remarks
		product. - Self confidence etc.	
5.0	Salon Management 1. Give an outline of procedure for selection of staff into a salon and state the conditions for maximum productivity, importance of booking appointments as well as good record keeping. 2. Practice reception and treatment of patrons by booking appointments, receiving them as well as treating patrons well with good advice about their skin, scalp and hair. 3. Keep good records of supplies and sales.	1. Process of selecting qualified staff for a salon - - Advertisement - Oral Interview - Practical Interview 2. Conditions for maximum Productivity 3. Provision of equipment and materials for work simplification. 4. Adequate remuneration, etc. 5. Importance of booking appointments. 6. Importance of good record keeping e.g. - for efficient operation of the beauty salon. - for determining income, expenses, profit and loss, etc.	1. Carry out a time plan schedule. 2. Practice how to book appointment. 3. Using a register carry out proper recording of saloon items. 4. Practical work on record keeping.
6.0	First Aid 1. Discuss the need for a first aid box stating its content and uses of the contents. 2. Perform a simple first aid treatment and learn how to operate extinguisher.	1. Content of a first aid box in a salon e.g. – cotton wool, razors, scissors, fire extinguisher, jelly tincture of iodine etc. 2. Uses of first aid items. 3. Simple first aid treatment e.g. - Application of dry sterile dressing to burns etc.	1. Keep a first aid box for emergency. 2. Practice how to administer first aid.