

**Mahatma Gandhi Vidyamandir's  
M. S. G. Arts, Science and Commerce College,  
Malegaon, Dist. Nashik. 423103  
Community College- Beauty Parlor  
Syllabus for 6 Months- Certificate Course  
2019-2020**

Semester	Nomenclature	Credits	Marks	L	T	P
<b>General Components</b>						
CCB 101	Personality Development	4	100	3	1	-
CCB 102	Basic Beauty Care	4	100	3	1	-
CCB 103	Skin Care and Make Up	4	100	3	1	-
<b>Skill Component</b>						
CCB 104	Communication Skills	4	100	1	-	3
CCB 105	Basic Beauty Care	4	100	1	-	3
CCB 106	Skin Care and make Up	4	100	1	-	3
CCB 107	Hair Care	4	100	1	-	3
CCB 108	Industrial Internship	2	50	15 DAYS		

**L- Lecture, T- Tutorial, P- Practical**

## **TRAINING AIMS & OBJECTIVES**

The Six Months Beauty Parlor certificate course is for trainees that want to work in the beauty sector with the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the trainee to acquire the ability to perform as a confident and competent Beautician.

The objectives of this course are as follows:

1. Develop professional attitude and knowledge of hair & skin care, manicure, pedicure, beauty treatments comprising of casual makeup, party makeup, bridal makeup, making of eye brows, eye lashes, facial & skin treatments, henna applications, massage & hair styling techniques and methods.
2. Produce a capable & skilful workforce as required by the prevailing market demands.
3. Equip the trainees with skills and knowledge to ensure adherence to safety measures in parlors and emphasize for a good look.

## **SKILL PROFICIENCY DETAILS**

On successful completion of this course, the trainee should be able to-

1. Practice beauty techniques.
2. Make and cut different hairstyles.
3. Identify different types of skins and their facials.
4. Do makeup on different types of skins i.e. oily, dry, Acne, etc.
5. Apply Hairstyle/cut on different faces.
6. Acquire skills on salon work i.e. safety precautions, skin & hair conditions etc.
7. Select, Operate and handle equipment according to professional standards.

## **KNOWLEDGE PROFICIENCY DETAILS**

On successful completion of this course, the trainee should be able to-

1. Explain beauty techniques, proper appearance, speech, social behaviour etc.
2. Understand the Makeup, facial manicure, pedicure, body massage, hair colouring, styling and application of Henna etc.
3. Describe the general principles of a balanced diet and nutrition.
4. Identify safety precautions including safety practices, conditions upon which medical advice must be sought.
5. Elaborate upon professional ethics, good professional standards, hygiene and the sanitization procedure

## CERTIFICATE IN BEAUTY PARLOR

### Subject: Personality Development (CCB101)

Sr. No.	Topics
<b>Unit 1</b>	<b>Introduction-</b> Meaning and Definition of Personality, Factors affecting Personality Development: Biological, Home Environment and parents, School Environment and Teachers, Peer Group, Sibling Relationships and Mass media, Cultural factors, Spirituals factors, Public Relations. Guidelines for effective Personality Development.
<b>Unit 2</b>	<b>Personality Traits-</b> Meaning and Definition of Personality Traits, Developing Positive Personality Traits, Attitude- Factors that determine Attitude, Benefits of positive Attitude and consequences of negative Attitude, steps to build positive Attitude. Personality Habits- Meaning and concept of habits.
<b>Unit 3</b>	<b>Pillars of Personality Development-</b> Introspection: Meaning and Importance, Views about Introspection, Self Introspection Skills. Self Assessment- Meaning, Importance, types and Self assessment for students. Self appraisal- Meaning, importance, Tips for self appraisal. Self Development- meaning, process of self development, self Development techniques, Use of self Development, Individual Development Plan. Self Introduction- meaning, tips for effective self introduction. Self acceptance, awareness, self knowledge, belief, confidence, criticism & self examination. Defining Success- real or imaginative, obstacles to success, factors and qualities that make person successful. Concept of failure & Reasons for failure.
<b>Unit 4</b>	<b>Personality Formation structure-</b> Mind mapping, Competency mapping, Developing interpersonal and Group skills, Building positive relationships, strategies of gaining power and influence, Enhancing personality through effective communication and intentional Communication, Intentional Listening. Effective Speech – Writing and delivering and successful negotiation, Understanding Body language, projecting positive body language, Manners and Etiquettes, Proper Dressing for varied occasions.

<b>Unit 5</b>	<b>Stress and Conflict, Groups and Teams-</b> Meaning & Causes of Stress: extra organizational, Organizational, Group and Individual Types of Conflict: Intra individual, Interactive The Effects of Stress and Conflict managing Stress and Conflict Concept of work- life Balance. Types of Groups, Groups Cohesiveness. Dysfunctions of Group, Types of Teams and Team Building.
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**Books for References:**

1. Seven Habits of Highly Effective People- Stephen Covey
2. You can Win- Shiv Khera
3. Three Basic Managerial skills for All- Hall of India Pvt. Ltd. New Delhi.
4. Understanding Psychology- By Robert S. Feldmen (Tata McGraw Hill Publishing)
5. Personality Development- By Dhanshree Ghare , Nirali Prakashan , Pune.
6. Essentials of Business Communication- Raendra Pal and J.S. Korlhalli- Sulan Chand & Sons, New Delhi
7. Effective Business communication- H. Murphy.
8. Organizational Behavior- Dr. Mrs. Oka & Mrs. Kulkarni
9. Human Behavior – Freud Luthans
10. Organizational Behavior- Stephen Robbins.

## CERTIFICATE IN BEAUTY PARLOR

### Subject: Basic Beauty Care (CCB102)

Sr. No.	Topics
<b>Unit 1</b>	<b>Beauty Care</b> -Introduction and importance of Beauty care, Personal grooming, Personal Hygiene, Professional Ethics. Sterilization and Sanitation-Purpose, methods, do's and don'ts.
<b>Unit 2</b>	<b>Threading &amp; Tweezing</b> -Purpose, Definition, Materials required, Tweezing and threading, Different types of threading, Different types of eyebrows keeping in mind the face structure.
<b>Unit 3</b>	<b>Manicure and Pedicure</b> – Introduction, Definition, Purpose, Selection of Tools and Equipments, Product Knowledge, application of creams and lotion, methods/types of pedicure and manicure. Hand and leg massages step by step procedure.
<b>Unit 4</b>	<b>Health and Hygiene</b> - Sterilize tools and equipment, Observe oral/personal hygiene, maintain workplace hygiene, undertake proper disposal of cosmetic waste/tool and equipment, First Aid.
<b>Unit 5</b>	<b>Basic Epilation</b> -Introduction- preparation of wax and its testing and precautions, types of wax, sterilization of tools, methods of applying wax. Waxing - Removing of superfluous hair from the face and body, Definition & Methods of Epilation and Depilation.

#### **Books for References:**

1. Hair, Skin and Beauty Care The complete body Book-Blossom Kochar (2000) VBSPD/VBS Publishers distributors Ltd.New delhi.
2. Complete Beautician course-Dr.Renu Gupta (2001) Diamond pocket books Pvt Ltd , New Delhi.
3. Practical Guide to Beautician Training- Madhumita Paudwal (2002) Asian publishers, New Delhi.
4. Classic makeup and beauty book Maureen Barry more Dave king (1996).
5. Dorling Kindersley, London.3388 Great Hair style Margit rudiger and rene Von Samson (2002) Sterling Publishing Co., Inc, New York.

## CERTIFICATE IN BEAUTY PARLOR

### Subject: Skin Care and Make up (CCB103)

Sr. No.	Topics
<b>Unit 1</b>	<b>Skin Care</b> -Introduction and importance of skin care, Types of skin, factors affecting skin condition, skin analysis, skin care for different seasons. Different types of skin care treatments, skin care products, Basic skin care methods Natural and artificial. Skin type and treatment- oily, dry, normal combination and sensitive.
<b>Unit 2</b>	<b>Skin Problems</b> -Classification & identification of common skin problems – Acne, Blackheads, Whiteheads, Disorders of sweat glands, Disorders of oil glands, Dryness, Dullness. Skin treatment-Pimple, under eye Dark circles, Pigmentation, Mature skin, suntan, open pores, preparation and importance of each treatment.
<b>Unit 3</b>	<b>Cleansing</b> – Types of Skin cleansing, Techniques of cleansing, Selection of Cleanser, Treating different skin types with cleansing, importance and types of Natural cleanser. <b>Facial</b> – According to the types of skin, Removal of black and white head, Techniques of Facial, Types of facials importance and Benefits of pack and mask, types of pack. Knowledge of machines for facial.
<b>Unit 4</b>	<b>Bleaching</b> – Introduction, Types of bleaches, Patch test, procedure and application on face, neck, hands and other parts, precautions, its advantages and disadvantages. Homemade bleach and types. <b>Massage</b> – Definition, Types of Techniques, step by step procedure, Cosmetic knowledge, benefits of massage and its precautions. Facial massage.
<b>Unit 5</b>	<b>Make Up</b> - Importance of makeup, Tools used in makeup, Cosmetics used in face make up. Types-Foundation, Gel, Moisturizer, Face powder, Face compact, Concealer, Blusher, Eye shadow and lipstick-Selection application and different methods used.-Party make up, Daily make up, Oily make up, Bridal make up, corrective make –up. Perfumes – Knowledge of Perfumes and Perfume Terminology

#### Books for References:

1. Blossom Kochar, Hair, Skin and Beauty care, The complete Body Book, VBS publisher New Delhi,
2. Dr. Renugupta, Complete Beautician Course, Diamond Pocket books, Pvt. Ltd. New Delhi,
3. Madhumita Pauwal, Practical Guide to Beautician Training, Asian Publishers, New Delhi,



## **CERTIFICATE IN BEAUTY PARLOR**

### **Subject: Communication Skills (CCB104)**

#### **Communication Skills:**

The course aims at training students to become competent in oral communication so that they can effectively communicate their view, opinions, ideas. For this, the language games and activity will be comprised in the study of communication through which vocabulary building, formation of sentences, the literal and figurative use of words, the proper reference of words and sentences, the speech mechanism would be achieved.

Study of this module will include non-verbal communication for the effective presentation. The presentation skill and oral communication will be imparted through Group Discussion, Role Play Debate and seminar.

#### **Writing Skills:**

Writing CV: Memo Writing; Letter Writing (Employment related correspondence, Correspondence with Govt/Authorities, Office Orders, Enquiries and Replies): Business Letters; Preparing Agenda for Meetings; Essay Writing; Report Writing; Press Release.

#### **Evaluation**

The evaluation pattern will be the same as is adopted for other Skill Component.

#### **Reference Books:**

1. Joseph Devlin (2009), How to Speak and Write Correctly
2. Helio Fred Garcia (2012), The Power of Communication: Skills to Build Trust, Inspired Loyalty and Lead Effectively
3. J. K. Gangal (2012), A Practical Course in Spoken English
4. Garr Reynolds (2012), Presentation Zen
5. Tim Atkinson (2013), Creative Writing- The Essential Guide
6. Dutt, P. Kiranmal and Geetha Rajeevan (2007), A Course in Listening and Speaking (Vol. I & II) [Foundation Books]
7. Shashikumar, V. P. Kiranmal Dutt and Geetha Rajeevan (2007), Basic Communication Skills [Foundation Books]
8. O'Connor, J. D. - Better English Pronunciation (Latest Edition with CD)
9. Narayan Swamy - Strengthen Your Writing (OBS)

**CERTIFICATE IN BEAUTY PARLOR**  
**Subject: Basic Beauty Care (CCB105) Practical**

<b>Sr. No.</b>	<b>Topics</b>
<b>Unit 1</b>	Sterilization and Sanitation methods and procedure, Trolley setting
<b>Unit 2</b>	Threading, Tweezing of eyebrow, upper lips, forehead and chin. Trolley Setting
<b>Unit 3</b>	Manicure & Pedicure- Trolley setting, Client consultation, practice for manicure & Pedicure.
<b>Unit 4</b>	Sterilization and Sanitation methods and procedures.
<b>Unit 5</b>	Waxing- Trolley setting, Client consultation, Allergy test procedure, practice in waxing hot, cold & warm wax, practice by chemical depilation method.

## CERTIFICATE IN BEAUTY PARLOR

### Subject: Skin Care and Facials (CCB106) Practical

Sr. No.	Topics
<b>Unit 1</b>	Facials- Types of facial(Pearl, fruit, golden, silver, Homemade Facial), trolley setting
<b>Unit 2</b>	Bleaching- patch test procedure, bleaching procedure
<b>Unit 3</b>	Face pack & face Massage- trolley setting, procedure according to skin type.
<b>Unit 4</b>	Under Eye Treatment- Pigmentation, mature skin, sun tan , open pores
<b>Unit 5</b>	Make up- Trolley setting, Client draping, practice in different types of Make-ups.

## CERTIFICATE IN BEAUTY PARLOR

### Subject: Hair Care (CCB107) Practical

Sr. No.	Topics
<b>Unit 1</b>	<b>Head Massage-</b> Basic massage, manipulation and practice, <b>Shampooing-</b> Preparing the client, draping procedure, material used, trolley setting, application of shampoo, rising correct way of towed drying.
<b>Unit 2</b>	<b>Basic Haircuts-</b> Hair cutting- correct way of holding the implements, preparing the client for the haircutting, sectioning the hair with scissors or razors, handling of clippers giving a medium length and long length hair cut. basic haircuts- Trimming, straight Cut, U Cut, V-Cut Advanced haircuts – layer cut, blunt cut, tapering , Graduation, bob etc. Use of Hair shaping and cutting implements. Sterilization and sanitation
<b>Unit 3</b>	<b>Hair setting-</b> handling of implements used combs, brush, rollers & putting them, setting rollers on long & short hair.  Practice in finger weaving- practice in standard pin curls, sculpture curls or “c” based curls falls in curls. Handling of the different dryers, drying of hair, comb practice in back combing, smoothing, back brushing, waves stretching & lacing.
<b>Unit 4</b>	<b>Basic Hair styles and Hair styling-</b> study of face and other features, making of the styles for brides and styles n fashion at the time.
<b>Unit 5</b>	<b>Henna Application-</b> Dye application, Hair coloring, trolley setting.


## **CERTIFICATE IN BEAUTY PARLOR**

### **Subject: Industrial Internship (CCB108)**

**Marks- 50**

The main objective of an internship is to expose student to a particular job and a profession or industry. The students are needed to attend 15 days internship training under any beauty parlor. At the end of internship, the students should submit a comprehensive project report and produce a certificate of internship from the organization. The evaluation of industrial internship is 50 marks which will be given by the department itself based on the following criteria:

- a) Performance of the students in the Viva -Voce
- b) Project Report
- c) Performance of the students in the Internship Training.

  
(Prin.Dr.D.F.Shirude)  
**Principal**  
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