



## Scope and Sequence Curriculum Outline

**Career Program:** Cosmetology II

**DOE Code:** 5806

**Career Cluster:** Hospitality and Human Services

**Recommended Grade Levels:** 12

**Prerequisites:** Cosmetology I

**High School Credits:** 3 per semester (6 total per school year)

**Additional Information:** Counts as a Directed Elective or Elective for the General, Core 40, Academic Honors and Technical Honors diplomas

**Program Description:** Second-year students complete the 1500 hours of required instruction learning advanced skills in styling, hair coloring, permanent waving, facials and manicuring. Students will also study anatomy and physiology, professionalism, and salon management in relation to cosmetology. Upon completing this program and passing the State examination, students become licensed and are prepared to be employed in a salon. Students also pursue 2 and 4-year postsecondary degrees in business, fashion design, or related fields. Some students use their license to work while continuing their education.

**Alignment:** Indiana Department of Education Academic Standards Course Framework; Indiana State Board of Cosmetology and Barber Examiners; Vincennes University (dual credit agreement); *Milady: Standard Cosmetology* textbook and study guide (Cengage); *Milady State Board Exam Review Manual* (Cengage)

**Companion Documents:** WCC Cosmetology II Program Syllabus; WCC High School Pathway Plan; WCC Program Description Guide

### Curriculum Content Summary:

- Salon Business
- Nails
- Skin Care
- Indiana Cosmetology Law & Seeking Employment

Content	Standards	Knowledge & Skills <i>(Based on Milady)</i>	Example Activities	Time Frame*	Evaluation / Certification
<p><b>DOMAIN</b> Salon Business</p> <p><b>Core Standard I</b> Develop professional practices and procedures in salon retailing and salon business to be successful in the industry.</p>	<p><b>CO2-1.1</b> Create a business plan with short and long term goals to own or manage a salon</p> <p><b>CO2-1.2</b> Analyze the importance of building and maintaining professional relationships with clientele and peers</p> <p><b>CO2-1.3</b> Analyze selling methods including advertising and follow-up, in the salon retailing Business</p> <p><b>CO2-1.4</b> Evaluate proper telephone techniques used in a salon to communicate with customers</p>	<ul style="list-style-type: none"> <li>• Demonstrate professional dress in uniform</li> <li>• Maintain personal hygiene</li> <li>• Display a positive attitude</li> <li>• Maintain tools in appropriate manner</li> <li>• Prepare to work on time</li> <li>• Conduct a successful client consultation</li> <li>• Build open lines of communication with coworkers and salon managers</li> <li>• Begin to build a client base</li> <li>• Understand advertising and the retail business</li> <li>• Demonstrate proper telephone techniques when serving customers</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Lab work</li> <li>• Selling product to clients</li> <li>• Selling Spa Day tickets</li> <li>• Vincennes University field trip</li> <li>• Hair show field trip</li> </ul>	<p>20 hours of theory</p> <p>Reinforced with additional practice throughout the year</p>	<ul style="list-style-type: none"> <li>• Classroom work</li> <li>• Chapter Tests 32</li> <li>• Practical evaluation</li> <li>• Practice licensing test</li> <li>• Daily participation and attendance</li> <li>• Essential Skills Evaluation</li> <li>• Technical Skills Evaluation</li> <li>• Work Ethic Certification</li> </ul>

Content	Standards	Knowledge & Skills <i>(Based on Milady)</i>	Example Activities	Time Frame	Evaluation / Certification
<p><b>DOMAIN</b> Nails</p> <p><b>Core Standard 2</b> Demonstrate mastery in manicuring and pedicuring Standards</p>	<p><b>CO2-2.1</b> Evaluate nail structure and growth in fingernails and toenails</p> <p><b>CO2-2.2</b> Examine disorders, diseases, and irregularities of fingernails and toenails</p> <p><b>CO2-2.3</b> Demonstrate proper skills and procedures, and sanitary precautions for a manicure and pedicure</p> <p><b>CO2-2.4</b> Demonstrate basic procedures for applying artificial nails including tips, wraps, acrylic nails and gels</p>	<ul style="list-style-type: none"> <li>• Understand nail diseases, disorders, and conditions and when to suggest medical attention</li> <li>• Identify nail shapes</li> <li>• Apply infection control and safety procedures for nails</li> <li>• Perform a client consultation for nail care</li> <li>• Perform a manicure properly to meet client needs</li> <li>• Perform a pedicure properly to meet client needs</li> <li>• Apply nail tips, acrylic overlays, and sculptured nail procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Lab work</li> <li>• Nursing home visits</li> <li>• Salon client services</li> </ul>	<p>50 hours of theory</p> <p>Reinforced with additional practice throughout the year</p>	<ul style="list-style-type: none"> <li>• Classroom work</li> <li>• Chapter Tests 25-29</li> <li>• Practical evaluation</li> <li>• Practice licensing test</li> <li>• Daily participation and attendance</li> <li>• Dual credit</li> </ul>

Content	Standards	Knowledge & Skills <i>(Based on Milady)</i>	Example Activities	Time Frame	Evaluation / Certification
<p><b>DOMAIN</b> Skin Care</p> <p><b>Core Standard 3</b> Analyze and perform proper techniques and procedures of the skin Standards</p>	<p><b>CO2-3.1</b> Evaluate and perform facials and facial manipulations</p> <p><b>CO2-3.2</b> Demonstrate the application of makeup and artificial eyelashes</p> <p><b>CO2-3.3</b> Demonstrate basic waxing techniques and sanitation precautions for hair removal to the eyebrows, lips, and chin</p>	<ul style="list-style-type: none"> <li>• Understand the composition and function of the skin</li> <li>• Define skin types</li> <li>• Define skins diseases and disorders and know when to suggest medical attention</li> <li>• Understand infection control and safety procedures for skin care</li> <li>• Understand facial fundamentals</li> <li>• Demonstrate basic facial and facial mask procedures</li> <li>• Understand waxing and hair removal fundamentals</li> <li>• Demonstrate basic waxing and hair removal procedures</li> <li>• Understand makeup fundamentals</li> <li>• Demonstrate basic makeup application and removal</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Lab work</li> <li>• Salon client services</li> </ul>	<p>85 hours of theory</p> <p>Reinforced with additional practice throughout the year</p>	<ul style="list-style-type: none"> <li>• Classroom work</li> <li>• Chapter Tests 22-24</li> <li>• Practical evaluation</li> <li>• Practice licensing test</li> <li>• Daily participation and attendance</li> <li>• Dual credit</li> </ul>

Content	Standards	Knowledge & Skills <i>(Based on Milady)</i>	Example Activities	Time Frame	Evaluation / Certification
<p><b>DOMAIN</b> Indiana Cosmetology Law and Seeking Employment</p> <p><b>Core Standard 4</b> Analyze state laws and regulations pertaining to employment in and operation of a cosmetology enterprise.</p>	<p><b>CO2-4.1</b> Apply employment seeking knowledge and skills to secure employment in the cosmetology industry</p> <p><b>CO2-4.2</b> Demonstrate knowledge of Indiana Law governing the cosmetology industry</p>	<ul style="list-style-type: none"> <li>• Apply the rules, regulation, laws, and operations of the Indiana State Board of Cosmetology to work in the classroom and lab</li> <li>• Understand the requirements to take exams and earn licensure</li> <li>• Prepare to take both the practical and written tests by participating in the practice practical evaluations and practice written exams throughout the school year</li> <li>• Take the practical evaluation at WCC at the end of year two</li> <li>• Go on the field trip to take the written licensing test at Ivy Tech at the end of year two</li> <li>• Understand how to apply to the Indiana State Board of Cosmetology for a license</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom activities</li> <li>• Lab work</li> <li>• Practice licensing test</li> <li>• Ivy Tech field trip to take state licensing test</li> <li>• Student ambassadors</li> <li>• NTHS</li> <li>• Guest speakers</li> <li>• Field trips</li> <li>•</li> </ul>	<p>10 hours of theory</p> <p>Reinforced with additional practice throughout the year</p>	<ul style="list-style-type: none"> <li>• Classroom work</li> <li>• Chapter Tests 12 &amp; 13</li> <li>• Practical evaluation</li> <li>• Practice licensing test</li> <li>• Daily participation and attendance</li> <li>• Technical Skills Evaluation</li> <li>• Dual credit</li> </ul>

\*Time Frame – the hours of theory and practice are set by the Indiana State Board of Cosmetology and Barber Examiners as requirements for state licensure.