

**MODIFIED AS  
JAC COMMUNITY COLLEGE**

**DIPLOMA IN BEAUTY CULTURE AND SKIN CARE (One-year Course)**

**COURSE PATTERN**

<b>CODE</b>	<b>PAPER</b>	<b>HRS</b>	<b>CREDITS</b>	<b>HRS</b>	<b>CREDITS</b>	<b>TOTAL</b>	
<b>SEM I</b>	<b>GENERAL EDUCATION</b>						
DCCC1BS01	Basics of Beauty Therapy	2	2	-	-	2	
DCCC1BS02	Communication Skills	3	3	-	-	3	
DCCC1BS03	Life Coping Skills	2	2	-	-	2	
DCCC1BSP1	Communication Skills Lab	-	-	10	5	5	
<b>SKILL COMPONENT</b>							
DCCC1BS04	Skin Anatomy & Skin Care	4	4			4	
DCCC1BSP2	Basics of Beauty Therapy & Skin Anatomy Lab			27	14	14	
<b>TOTAL FOR SEMESTER I</b>						<b>48</b>	<b>30</b>
<b>SEM II</b>	<b>GENERAL EDUCATION</b>						
DCCC2BS05	Ethics of Beautician	5	5			5	
DCCC2BS06	Computer for Cosmetology	4	4			4	
DCCC2BS07	Value Education	3	3			3	
<b>SKILL COMPONENT</b>							
DCCC2BS08	Hair Care & Maintenance			8	4	4	
DCCC2BSP3	Hair Care & Maintenance and Ethics of Beautician Lab.			8	4	4	
DCCC2BSP4	Internship			20	10	10	
<b>TOTAL FOR SEMESTER II</b>						<b>48</b>	<b>30</b>

## PATTERN OF EVALUATION

For this Course there will be Continuous Internal Assessment (CIA) and Semester Examination (SE). The weightage ratio is

<b>Paper</b>	<b>Internal marks</b>	<b>External marks</b>	<b>Total marks</b>
Theory	40	60	100
Practical	50	50	100

### CIA Components:

<b>Theory marks</b>			<b>Practical marks</b>		
Test – I	:	30	Lab Work	:	15
Test – II	:	30	Record	:	10
Seminar / Quiz	:	10	Test / Viva	:	20
Assignment	:	05	Attendance	:	05
Attendance	:	05			
<b>Total</b>	<b>:</b>	<b>80*</b>	<b>Total</b>	<b>:</b>	<b>50</b>

### Internship:

<b>Internal marks</b>		<b>External marks</b>	
Record	: 10	Performance	: 40
Viva voce	: 40	Attendance	: 10
<b>Total</b>	<b>: 50</b>	<b>Total</b>	<b>: 50</b>

**\* The total Internal Marks of the Theory obtained for 80 will be converted into marks obtained for 40**

### Pass Criteria:

Theory - 40% (Internal & External)

Lab - 40% (Internal & External)

## INTERNAL QUESTION PATTERN

**Time: 2 Hours**

**Maximum Marks: 30**

### PART A

- I. Answer **ANY FIVE** out of Eight Questions (5 X 2 = 10)

### PART B

- II. Answer **ANY THREE** out of Six Questions. (3 X 4 = 12)

### PART C

- III. Answer the following **ANY ONE** out of Three Questions. (1 X 8 = 8)

## EXTERNAL QUESTION PATTERN

**Time: 3 Hours**

**Maximum Marks: 60**

### PART A

- I. Answer **ANY FIVE** out of Eight Questions. (5 X 2 = 10)

### PART B

- II. Answer **ANY FIVE** out of Eight Questions. (5 X 4 = 20)

### PART C

- III. Answer **ANY THREE** out of five Questions. (3 X 10 = 30)

## **BASICS OF BEAUTY THERAPY**

**Semester : I**

**Hours : 2/week**

**Sub. Code : DCCC1BS01**

**Credits : 2**

### **UNIT I: QUALITIES OF BEAUTICIAN AND SALON RULES**

Introduction to Beauty Industry – Customer handling – Self grooming & Personality Development – Qualities of a beautician – Parlour maintenance. Basic rules of a salon - Building up and maintaining a client base - Salon administration

### **UNIT II: ADVERTISING AND PROMOTION**

Establishing your business goals - Focus and consistency - Types of promotions - Motivating client for product purchase.

### **UNIT III: EQUIPMENTS**

Tools of parlour – Products' used in Parlour – How to choose a good quality products – Equipments necessary in a Parlour.

### **UNIT IV: PEDICURE AND MANICURE**

Structure of Hands, Legs, bones, Muscles and Nails - Types of pedicure - Manicure – Benefits & Types of manicure – Different packs for manicure & Pedicure.

### **UNIT V: HYGIENE**

Personal and salon hygiene – Definition of personal hygiene and public hygiene – Hygienic rules of salon – Bacterial infection fungal infection – General causes of infection – Sterilization and Sanitation methods – Physical Agent, Chemical agent – Types of equipment – sanitizing rules.

### **TEXT BOOK:**

Course Material

**REFERENCE BOOK:**The complete beauty book by - Helena Sunnydale

## COMMUNICATION SKILLS

**Semester : I**

**Hours: 3/week**

**Sub. Code: DCCC1BS02**

**Credits: 3**

### **UNIT I : PROCESS OF COMMUNICATION**

The process of communication- elements of communication – types of messages – intended messages – perceived messages – types of communication- speech – different type of verbal communication - Conversations; listening skills – talking.

### **UNIT II: EFFECTIVE COMMUNICATION**

Effective communication – Guidelines for effective communication – Realistic and unrealistic expectations in communication – Describing and evaluating behaviour– Improving personal relationship – Factors that determine friendship – Meeting people for the first time – Developing friendships – Communication setting in touch with your feelings – 3 steps towards better relationships –Lack of acceptance What is the social skills model? – Goal – Perception – Translation - motor responses.

### **UNIT III: COMMUNICATION AIDS AND BLOCKS TYPES OF LISTENING SKILLS**

Passive listening – Acknowledgement – Door openers – Content paraphrase – Active listening – Nonverbal observation – Responding to legitimate dependency – Granting requests - communication blocks.

### **UNIT IV: PUBLIC SPEAKING:**

Introduction – Aims of public speaking – Manner of public speaking – Speech structure – Steps to successful delivery of the speech – Body language – Gaze – Posture – Gestures – Proximity – Touch – Personal appearance.

### **UNIT V : GROUP DISCUSSION**

Guidelines for group discussion – Establishing effective working relationships with others – Presenting yourself to others – Adopting an open attitude – Being sensitive to the feeling and needs of other people. Just a minute -Leadership communication - Team communication - Interview skill

**TEXT BOOK:** Course Material.

### **REFERENCE BOOK:**

“Walking The Extra Mile” a text book on Interpersonal Relationship and Communication Skills, Dr.Xavier Alpones S.J.

## **LIFE COPING SKILLS**

**Semester : I**

**Hours : 2/week**

**Sub. Code : DCCC1BS03**

**Credits: 2**

### **UNIT I : MEANING AND PROCESS OF COPING**

Mechanisms of coping: Learning objective – Brainstorming session – Theory Input – Definition of coping – Positive, Negative, Two kinds of coping, Problem focused coping, Emotion Focused Coping.

#### **SELF – EFFICIENCY**

Control, Measuring Self-Efficacy, Assessment of Self – Efficacy, developing Self – Efficacy

#### **COPING WITH PHYSICAL CHANGE AND SEXUALITY**

Human life cycle – Anatomy of men and women – The meaning of purpose and sexuality – Problems connected with sexuality - Exercise.

### **UNIT II : SELF ESTEEM**

What is Self – esteem? – Why should I think about my Self – esteem? – The importance of high self esteem – Low self esteem

#### **SELF – CONCEPT**

What is the Self Concept? – The self-concept and Personal growth – Self Test – Exercises.

#### **SELF – ACCEPTANCE**

Definition – Theory – Self awareness – Self acceptance being a person and becoming a person – Group activity Self –Image, Questions for Self – Reflection (Social Self).

#### **POSITIVE THINKING**

What is Positive thinking – The profile of a positive thinker – The positive attitude – Learn to turn negative thinking patterns around – Positive thinking - group activity.

#### **GOAL SETTING**

Benefits of goal setting – Plan of action.

## **STRESS MANAGEMENT**

What is Stress? – How does stress affect you? – Some sources of stress to control harmful stress, Plan a personal stress management program - Some ways for you to reduce stress – Learn to control stress.

## **TIME MANAGEMENT**

What is Time management? – Why time management is so important? – Will time management really help me ? – Learn to schedule – Know your peak times – Control interruptions.

### **UNIT III: COPING WITH LONELINESS, SHYNESS AND FEAR OF REJECTION**

Coping skills – External unchangeable – External changeable.

## **MOTIVATION AND SELF ACTUALIZATION**

Introduction – Self actualization – Maslow's Theory physiological needs safety needs – Growth need - characteristics of self – actualizing people.

### **UNIT IV: COPING WITH ANGER & PHYSICAL & VERBAL ABUSE**

Consequences of a anger – Inhibiting anger – aggression – Managing anger & aggression.

### **UNIT V : COPING WITH HIV/AIDS, ALCOHOLISM & DRUG ABUSE**

Symptoms, prevention and rehabilitation

## **COPING WITH STUDY SKILLS**

Introduction – Identifying study problems coping with your study patterns – What you study? - When you study? – Why should I study? Plan your study each day – Develop your own shorthand system – How to take notes – How to write a report.

### **TEXT BOOK:**

**Course material.**

### **REFERENCE BOOK:**

**“WE SHALL OVERCOME”, a textbook on Life Coping Skills,**

**- Dr. Xavier Alphonse S.J.**

## COMMUNICATION SKILLS - LAB.

**Semester : I**

**Hours : 10/week**

**Sub. Code : DCCC1BSP1**

**Credits: 5**

### **LISTENING:**

1. Linguaphone video
2. Situational conversation video
3. Sound
4. Soft skills
5. Fluency tips

### **SPEAKING:**

6. Speech mechanism
7. Public speaking
8. Group discussion
9. Reporting
10. Tips for conversation

### **READING:**

11. Organs of speech
12. Degrees of comparison
13. Prepositions
14. Articles
15. Tenses
16. Sentences
17. Short vowels
18. Diphthongs

### **WRITING:**

19. Letter writing
20. CV & Covering letter.
21. Correction of sentence
22. Email



## **SKIN ANATOMY & SKIN CARE**

**Semester : I**

**Hours : 4/week**

**Sub. Code : DCCC1BS04**

**Credits : 4**

### **UNIT I: SKIN ANALYSIS**

Introduction – Layers of skin - Skin structure and its functions – Types of skin - basic skin care – Problems of skin.

### **UNIT II: EYEBROW SHAPING**

Standard measurement of eyelashes – Types of eyebrow shaping (threading) – Areas where threading can be done - Rules for eyebrow shaping.

### **UNIT III: BLEACHING**

Introduction – Bleaching and its types – Areas where bleaching can be done - preparing Homemade bleach – patch test

### **UNIT IV: FACIAL AND SKIN TREATMENT**

Introduction – Face - Structure, Bones, Muscles - Basic massage strokes - Types of Facial – Pimple & acne treatment – Pigmentation and tan removal facial-anti aging – Bridal glow facial – Mini facial – Clean up - Home care of skin & Maintenance (Cleansing, toning, moisturizer).

### **UNIT V: WAXING**

Introduction – Temporary and permanent methods of hair removal - Areas where waxing can be done - Types of waxing – Cold wax and hot wax method – Pros & cons of waxing.

### **TEXT BOOK:**

Course Material

### **REFERENCE BOOK:**

The foundation of beauty therapy level 1 & 2

## **BASICS OF BEAUTY THERAPY AND SKIN ANATOMY LAB.**

**Semester : I**

**Hours : 27/week**

**Sub. Code : DCCC1BSP2**

**Credits : 14**

1. Maintenance of a salon
2. Sanitation of Salon & Sterilizing
3. Threading - Procedure for Hands, Legs, Face & Eyebrows
4. Waxing - Procedure for Hands, Legs, Under Arms & Full Body
5. Bleaching - Patch test, Procedure for face, Back, hands, Legs & Full body
6. Facial – Procedure, Massage Strokes - Types
7. Pedicure – Procedure with massage – Pack Application
8. Manicure – Procedure with massage – Pack Application

## **ETHICS OF BEAUTICIAN**

**Semester : II**

**Hours : 5/week**

**Sub. Code : DCCC2BS05**

**Credits: 5**

### **UNIT I: MAKEUP**

Introduction – Importance of Makeup –Preparation of area and client- Basic makeup - Day and evening make up – Party make up – Bridal makeup – Types of bridal makeup – Fancy dress makeup.

### **UNIT II: SAREE DRAPPING AND ACCESSORY SELECTION**

Introduction – Types of saree draping – Saree/dress selection - Types of accessory – Jewelry selection – Hair accessories.

### **UNIT III: COSMETIC SELECTION**

Introduction – Products and Tools used for makeup – Types of makeup brushes- foundation, concealer-powders-Eye shadow-Eye liner-Mascara-Lip liner-Lipstick-Lip-gloss-Rouge.

### **UNIT IV: MEHANDI DESIGNING**

Introduction – methods of making cones - methods of applying mehandi - types of mehandi black- brown- glitters- sparkle- nail polish- bridal mehandi.

### **UNIT V: FLOWER MAKING AND BINDI DESIGNING**

Introduction – natural flower – artificial flower - types & methods of flower making.  
Introduction – selection of bindi – different designs of bindi.

### **TEXT BOOK:**

Course Material

### **REFERENCE BOOK:**

The foundation of beauty therapy level 1 &2

## COMPUTER FOR COSMETOLOGY

**Semester : II**

**Hours : 4/week**

**Sub. Code : DCCC2BS06**

**Credits : 4**

### **UNIT I: INTRODUCTION**

Definition of computers-Computer hardware-Software-Input Devices-Output Devices -  
Components of computer-Types of software-Operating System.

### **UNIT II: MICROSOFT WORD**

Overview Of MS Word-Creating a new Document-Working with Menus-Alignment the  
Document-Printing the document-Closing the Word/Document.

### **UNIT III: MICROSOFT EXCEL**

Starting Ms Excel-Study of excel work environment-Working with Menus-Formatting  
the Worksheet-Printing the worksheet-Closing the Worksheet.

### **UNIT IV: MANUPULATING DATA**

Formulas and functions-Excel calculation mode-Automatic filling entries-Applying  
Formulas-Working with Chart-manipulating data: Cut, Copy, Paste, Edit, Delete, Save,  
Update, Modify, and Insert.

### **UNIT V: SOFTWARE APPLICATIONS**

Android Applications-Application for Hairstyle-Lip care-Makeup-Choosing Cream-  
According to Skin application-Windows Application: Photo makeup editor-Photo  
makeup

### **TEXT BOOK:**

Course Material

### **REFERANCE BOOK:**

Vikas gupta, "Comdex 14 in computer Course Kit, Dreamtech Press, 2008 condition

## VALUE EDUCATION

**Semester : II**

**Hours : 3/week**

**Sub. Code : DCCC2BS07**

**Credits : 3**

### **UNIT I: BASIC VALUES**

Basic values in life-Personal, social, spirituals and professional-Life oriented skills- external and internal influences of one's life-self-esteem, self-concept, self-acceptance and personality development- Positive thinking- positive attitude- the models of positive thinking- the power of positive thinking.

### **UNIT II: MOTIVATION AND SELF ACTUALIZATION**

Motivation and self-actualization- inspiration Vs motivation- internal and external motivation-push and pull motives-motivators- Demotivating factors-Goal setting- Goal, its focus and importance-obstacles to set goals- Different types of goals- balanced goal – goals consistent with values

### **UNIT III: SUCCESS**

Success and its definition- obstacles to success- overcoming obstacles- qualities that make a person successful- Problem solving- Ten principles for managing problems positively- meaning of decision making- decision making process.

### **UNIT IV: TIME MANAGEMENT**

Time management- its importance- its usefulness- time factor- the management of time is management of life- tips for time management- Stress- its kinds- its causes and effects- sources of stress- response to stress- tips for managing stress.

### **UNIT V: kdtsf;fiy**

மனவளக்கலை - எளிய முறை தியாகப் பயிற்சிகள் - தியானப் பயிற்சிகள்- அகத்தாய்வுப் பயிற்சிகள்

### **TEXT BOOK:**

1. Dr. Xavier Alphonse S.J., “We Shall Overcome” - A Text book on Life Coping Skills, ICRDCE Publication, Chennai, 2011.
2. அறிஞர் குடி. ஆழியாறு வாழ்வில் வெற்றி பெற மாணவர்களுக்கு மனவளக்கலை வேதாத்திரி பதிப்பகம் - ஈரோடு.

## **HAIR CARE AND MAINTENANCE**

**Semester : II**

**Sub. Code : DCCC2BS08**

**Hours : 8/week**

**Credits : 4**

### **UNIT I: ANATOMY OF HAIR**

Introduction – Hair structure and function – Hair growth cycle –Types of Hair – Methods of maintaining healthy hair – Scalp infections and preventive measures –Hair Problems – Home care.

### **UNIT II: HAIR CLEANSING**

Introduction – shampooing –Conditioning Types and its uses - Oil massage – Strokes of Oil massage – Different Oil Application – Hair pack - Dandruff treatment.

### **UNIT III: HAIR CUTTING**

Introduction – Basic cuttings Rules – Hair cutting Types - Thermal Hair cutting - Ironing – Curling Tongs – Crimping iron & Blow drying –Roller Setting – Hot Rollers.

### **UNIT IV: HAIR STYLES**

Introduction – French plait – Ultra French plait – Fish bones style – Butterfly style – Cockroach style – Ponytail – Double French plait – 3, 4, 5 legs chain style – French roll – 5 & 8 knot – Basket rolls – Hanging rolls – Grapes rolls – Front, back and side Buff .

### **UNIT V: HAIR COLOURING AND DYE APPLICATION**

Introduction – Hair colorings Types – Dyes & Hair Colours – Henna preparation and application– Hair colouring Products available in the market – Post care of Hair coloring – Tips for Hair Maintenance.

### **TEXT BOOK:**

Course Material

### **REFERENCE BOOK:**

Milady Standard Text Book of Cosmetology revised- copy right 1996

## **HAIR CARE & MAINTENANCE AND ETHICS OF BEAUTICIAN – LAB.**

**Semester : II**

**Hours : 8/week**

**Sub. Code : DCCC2BSP3**

**Credits : 4**

1. Hair Cut Types
2. Hair styles
3. Oil Massage Types
4. Henna Coloring
5. Mehendi
6. Flower Making

## **ETHICS OF BEAUTICIAN**

7. Make up & Types
8. Saree Draping & Types
9. Flower Making
10. Mehendi & Types
11. Bindi Designing

## **INTERNSHIP**

**Semester : II**

**Hours : 20/week**

**Sub. Code : DCCC2BSP4**

**Credits: 10**