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# **BALTIMORE STUDIO OF HAIR DESIGN SCHOOL OF COSMETOLOGY**

318 North Howard Street  
Baltimore, Maryland 21201

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## **COSMETOLOGY/OPERATOR COURSE SYLLABUS - OUTLINE**

Student Copy  
Publication Date: February 2022



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ORIENTATION - INTRODUCTION TO COSMETOLOGY/OPERATOR COURSE  
OVERVIEW

This orientation provides the cosmetology/operator student an introduction to the beauty industry as it relates to the Cosmetology/Operator course. It describes what is expected of the student when he/she begins his/her career in the Cosmetology/Operator course at **Baltimore Studio of Hair Design**.

1. New students report to the Admissions Office with tuition, if applicable, and they will be directed to the  
Orientation Classroom.
2. A welcome statement will be made by the Admissions Director who will distribute the orientation packets  
and the orientation process begins.
3. The Past, Present and Future of Cosmetology is explained.
  - A. You and your training
  - B. Aim and objective of the School
  - C. Theory and practical program of the course
  - D. School rules and policies
  - E. School catalogue and supplement
  - F. Course Outline - Syllabus
  - G. Satisfactory Progress Policy
  - H. Drug Awareness/Prevention Policy
  - I. Privacy Act - Student Right to Access - Release of Information Policy
  - J. Student Campus Security Act
  - K. Compensation
  - L. Physical Demands of the Profession
  - M. Maryland State Board Licensure Exam
  - N. Continuing Education
  - O. Job Opportunities in the Cosmetology field
  - P. Fire Exits, Drill Procedures, Fire Extinguisher Locations
4. Financial Aid
  - A. Payment plans
  - B. Federal Pell Grant
  - C. Direct Student Loans
  - D. SEOG Grants
  - E. Tolbert Grants
5. Tour of the facilities - locations of classrooms, offices, fire exits, school entrances and exits, bathrooms, lunchroom, locker room, etc.
6. Questions and Answers - closing remarks
7. Introduction to teacher - additional assignments and theory to be presented

## **COSMETOLOGY/OPERATOR COURSE SYLLABUS/OUTLINE**

### **SCHOOL:**

**Baltimore Studio of Hair Design School of Cosmetology**  
318 North Howard Street  
Baltimore, Maryland 21201

### **OPERATING HOURS:**

Full Time: Monday through Friday 9:00 AM to 5:00 PM  
Part Time: Monday through Thursday 9:00 am - 1:00 PM, Friday 9 AM to 5 PM

### **INSTITUTION'S GOAL/OBJECTIVE:**

The Institution's principal goal/objective is to provide basic training to men and women who desire to enter the world of Cosmetology and to effectively prepare these men and women for the successful completion of their Maryland State Board exams as well as be prepared for an entry level position in a salon or job related field.

### **COURSE BEGINS AND ENDS:**

The course operates continuously, beginning the first Tuesday of each new month (first Wednesday night school) and continues until all curriculum requirements have been reached and 1500 clock hours have been completed. *See School catalog calendar for schedule of school holidays).*

### **COURSE PURPOSE:**

For the student to acquire a broad knowledge of both the art and science of Cosmetology and be able to use this knowledge as a foundation to becoming successful in the profession of Cosmetology. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his/ her initiative to produce professional results. To prepare students for the Maryland State Board examination, licensure and employment in the Cosmetology profession.

### **COURSE DESCRIPTION:**

Cosmetology is the cosmetic treatment of the hair, skin, and nails. The art of cosmetology is taught through lecture, audio/visual aids, demonstration and in the actual performance of the many beauty cultural practices. To derive the utmost benefit from cosmetology, practical performance, demonstration and practice are employed in conjunction with the study of theory.

### **INSTRUCTIONAL METHODS:**

Methods of lecture, demonstration, drill, role play, discussion, handouts - assignment sheets - job sheets, audio/visual aids, student participation, question and answer, and textbook with workbooks will be used.

### **TEACHING STRATEGY:**

Using the chalkboard, audio/visual aids, manikins and live models whenever possible. Relating new material in a manner to which the student may relate. Giving special attention

to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Referring to the textbook and using the workbooks in conjunction. Using demonstration that includes student participation. Listing new words on the chalkboard.

**STUDENT ACTIVITY:**

Requires note taking, drills, role play, discussion, homework and reading assignments in textbook and workbooks. Hands on practice sessions and performance of clinic/lab services. Examinations/evaluations in practical and theory. Practical and theoretical workbook assignments.

**COURSE OBJECTIVES:**

Upon completion of the cosmetology course, the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments.
2. Have a thorough knowledge of anatomy, hair structure and chemistry.
3. Administer cold/acid waving techniques.
4. Administer chemical and physical techniques of hair straightening.
5. Application of hair extensions and artificial hair.
6. Give a professional shampoo.
7. Administer hair coloring
8. Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving.
9. Administer a facial with make-up and remove superfluous hair.
10. Give a professional manicure, pedicure and nail extensions.
11. Operate/open a salon and employ the principles and practices of salon management.
12. Employ basic first aid measure.
13. Practice good hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Drape for a cosmetology service.
16. Employ rules of sanitation and sterilization.
17. Employ safety precautions.
18. Practice and employ the rules, regulations and laws of Maryland State Board of Cosmetologists.
19. Give a professional hair shaping.
20. Practice good salesmanship.
21. Seek and obtain employment.

**OCCUPATIONAL OBJECTIVES:**

Once the student has completed the course, taken and passed the Maryland State Board of Cosmetologists examination for licensure and has been licensed, he/she will be qualified to obtain employment as a cosmetologists (operator, hair stylist, beautician). Career opportunities would be available such as: salon stylist, haircolor specialist, texture service specialist, wig or extension specialist, retail specialist, skin care specialist/esthetician, make up artist, nail technician/manicurist, day spa stylist or technician, salon manager, salon owner, product educator, cosmetic chemist, session stylist, hairstylist for TV, movies or theater, styles director/artistic director, design team member, platform artist, competition champion,

educator, writer, state board member. As you can see, the world of cosmetology offers vast opportunities. (reference Chapter 1- Milady's Standard Textbook Cosmetology).

### **COURSE REQUIREMENTS:**

1. ATTENDANCE: All students are required to maintain satisfactory progress in attendance by attending 80% of their scheduled time.

2. BOOKS/READING: Milady's Standard Textbook Cosmetology  
Practical and Theory Workbooks

3. STUDENT MATERIALS: Cosmetology tools, supplies, implements, textbook, workbooks (provided in student kit).

Pen, pencil, looseleaf and small lock for student kit.

4. STUDENT BADGE/UNIFORM: Student badges are supplied by school. Replacement badges are \$2.00 at school office. White pants, skirt, and top -school tee shirt or school sweatshirt - are required for dress code.

5. Grading Standards:

**Theory work will be graded according to the following scale:**

<b>100 - 90</b>	<b>A</b>	<b>Excellent</b>
<b>89 - 80</b>	<b>B</b>	<b>Good</b>
<b>79 - 75</b>	<b>C</b>	<b>Satisfactory</b>
<b>Below 75</b>	<b>D</b>	<b>Unsatisfactory</b>

**Practical and Laboratory work will be graded as follows:**

<b>1</b>	<b>A</b>	<b>Excellent</b>
<b>2</b>	<b>B</b>	<b>Good</b>
<b>3</b>	<b>C</b>	<b>Satisfactory</b>
<b>4</b>	<b>D</b>	<b>Unsatisfactory</b>
<b>5</b>	<b>I</b>	<b>Incomplete</b>

6. EXAMINATIONS/EVALUATIONS:

- a. Written examinations are given at completion of each chapter and/or subject.
- b. Practical skills will be assessed through daily assignments and evaluations.
- c. After completion of the basic 350 clock hour junior training program, the student will be evaluated for their practical skills prior to proceeding to the senior clinic/lab floor.
- d. Additional practical evaluations are given at 1000 hours and 1400 hours.
- e. A final written examination is given two weeks prior to graduation which includes theory and practical.

7. EVALUATION STANDARDS:

- a. Written examinations are based on material taught in the classroom.
- b. Practical/performance based on procedures and materials taught in classroom, clinic/lab. The instructor will observe each phase of the procedure while the student is performing the skill.
- c. The student's progress will be observed and evaluated during each class session.
- d. A minimum of three Satisfactory Progress Reports will be given to each 1500 clock hour student to include practical and theory grades as well as attendance rate. A minimum 75 grade

average needs to be maintained for theory and practical, and an 80% attendance rate in order to meet satisfactory progress standards.  
e. Students are counseled and advised monthly of their progress by their instructor.

### **COSMETOLOGY/OPERATOR COURSE OF STUDY**

The Cosmetology course of study consists of 1500 clock hours and is a fourteen month program for day-time students, and a twenty-five month program for night students.

This course will be taught in accordance with laws of the Maryland Higher Education Commission and Maryland State Board of Cosmetologists.

### **EDUCATIONAL OBJECTIVES**

Upon completion of the basic Cosmetology/Operator course, the student will be able to:

1. Demonstrate a broad knowledge of both science and art of Cosmetology.
2. Use the knowledge as a foundation to be successful in the profession of Cosmetology.
3. Be prepared for profitable employment for work as a hairdresser, hair colorist, salon owner, product demonstrator, etc.
4. Be prepared for the state licensing examination for Operator's license.

### **CURRICULUM OF COURSE COSMETOLOGY/OPERATOR TRAINING**

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and Maryland Higher Education Commission and Maryland State Board of Cosmetologist requirements.

The training is so regulated that students can be kept together as a class. Each week's assignment is posted in the classroom so the students can see all upcoming training/lesson plans and assignments.

Upon completion of the basic 350 hours of training (*theory, demonstration, practical*), an evaluation is made to determine if a student is qualified to work in the laboratory. Special attention is given to those who need extra help.

After the 350 hours of basic training students work on the public and get 1150 hours of practical experience in all practical areas of Cosmetology such as facials, make-up, hair cutting, manicuring, shampooing, scalp and hair treatments, etc.

*Approximate hours spent in each phase of the Cosmetology/Operator Training Curriculum are as follows:*

**COSMETOLOGY/OPERATOR**

**Basic Training - 350 HOURS (14 Weeks)**

1. 56 HOURS **Basic Curriculum Theory** *(1 hour per day, 4 days per wk)*
2. 70 HOURS **Demonstration** *(1 hour per day, 5 days per wk)*
3. 224 HOURS **Fundamental/Practical** *(3 hours per day, 4 days per wk)*  
*(4 hours per day, 1 day per wk)*

**COSMETOLOGY/OPERATOR**

**Senior Training - 1150 Hours (46 Weeks)**

1. 184 HOURS **Basic Curriculum Theory** *(1 hour per day, 4 days per wk)*
2. 115 HOURS **Demonstration** *(½ hour per day, 5 days per wk)*
3. 851 HOURS **Laboratory Training and assigned task** *(3 ½ hours per day, 4 days per wk)*  
*(4 ½ hours per day, 1 day per wk)*

**COSMETOLOGY/OPERATOR HOURS OF STUDY**

*All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance and State requirements.*

**THEORY, DEMONSTRATION, FUNDAMENTAL, PRACTICAL AND LABORATORY**

<i>(practical/demonstration/fundamental and laboratory hours are in parentheses)</i>	<b>TOTAL HOURS</b>
INTRODUCTION - THE WORLD OF COSMETOLOGY/ORIENTATION . . . . .	4.0
YOUR PROFESSIONAL IMAGE/LIFE SKILLS . . . . .	3.0
BACTERIOLOGY AND A.I.D.S AWARENESS . . . . .	8.5
DECONTAMINATION AND INFECTION CONTROL - STATE LAWS, LICENSING, RULES AND REGULATIONS - DRUG AWARENESS/DRUG PREVENTION . . . . .	(52.5) 60.5
PROPERTIES OF THE SCALP AND HAIR . . . . .	(31.5) 38.5
DRAPING . . . . .	(26.5) 28.5
SHAMPOOING, RINSING, AND CONDITIONING . . . . .	(52.0) 57.0
HAIR CUTTING . . . . .	(147.5) 154.5
FINGER WAVING. . . . .	(76.5) 84.5
WET HAIRSTYLING AND DESIGNING . . . . .	(97.5) 109.5
THERMAL HAIR STYLING. . . . .	(122.5) 130.5
PERMANENT WAVING. . . . .	(171.5) 184.5
HAIR COLORING AND LIGHTENING. . . . .	(145.0) 159.0
CHEMICAL HAIR RELAXING AND SOFT CURL PERMANENT . . . . .	(116.5) 124.5
THERMAL HAIR STRAIGHTENING (HAIR PRESSING) . . . . .	(75.5) 79.5



THE ARTISTRY OF ARTIFICIAL HAIR, BRAIDING AND EXTENSIONS	(17.5)	23.5
MANICURING AND PEDICURING	(46.5)	54.5
THE NAIL AND ITS DISORDERS		8.5
THEORY OF MASSAGE	(14.0)	20.0
FACIALS	(17.5)	24.5
FACIAL MAKEUP	(28.5)	34.5
THE SKIN AND ITS DISORDERS		8.5
REMOVING UNWANTED HAIR	(13.0)	19.0
CELLS, ANATOMY AND PHYSIOLOGY		35.5
ELECTRICITY AND LIGHT THERAPY		16.0
CHEMISTRY		16.5
THE SALON BUSINESS		8.5
LECTURE, FIRST AID		2.0
LECTURE, JOB INTERVIEW/PREPARATION/EMPLOYMENT/TAXES		2.0
<b>TOTAL HOURS</b>		<b>1500</b>

*All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.*

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in the classrooms so the students can see all upcoming lessons/training plans.

### **MARYLAND STATE REQUIREMENTS COSMETOLOGY/OPERATOR COURSE**

To be eligible for examination to receive an Operator's License, the applicant shall meet all of the following requirements:

- **Be at least 17 years old.**
- **Have a ninth grade education or equivalent.**
- **Shall have completed 1500 hours of fundamental training according to the Maryland Higher Education Commission and the State Board of Cosmetologist mandatory minimum standard curriculum, as a student in an approved school of cosmetology and credited with the completion of 1500 hours of training at that School. This training shall include theoretical, demonstration, fundamental, practical and laboratory instruction.**

### **GRADUATION REQUIREMENTS - COSMETOLOGY/OPERATOR COURSE**

- **Completion of 1500 hours**
- **Completion of all theoretical, practical requirements in the curriculum with a satisfactory grade of 75 or above. *Students may take their finals the last week of the course provided that they have satisfied all financial obligations and completed all curriculum requirements including service***

**requirements. If the student's financial obligations have not been met and the student has not made satisfactory arrangements for payment, the student will not be allowed to continue her/his course.**

**Satisfied all financial obligation to the School** (or made satisfactory arrangements for payment).

**MILADY STANDARD TEXTBOOK OF COSMETOLOGY**

**1. CHAPTER 1 - COSMETOLOGY: THE HISTORY AND OPPORTUNITIES**

- A. Brief History of Cosmetology
- B. Career Paths for a Cosmetologist
- C. A Bright Future

*These subjects will be covered in Orientation*

**2. CHAPTER 2 - LIFE SKILLS**

- A. The Psychology of Success
- B. Managing Your Career
- C. Goal Setting
- D. Time Management
- E. Study Skills
- F. Ethics
- g. Personality Development

**3. CHAPTER 3 - YOUR PROFESSIONAL IMAGE**

- A. Beauty and Wellness
- B. Looking Good
- C. Your Physical Presentation

**4. CHAPTER 4 - COMMUNICATING FOR SUCCESS**

- A. Human Relations
- B. Communication Basics
- C. The Client Consultation
- D. Special Issues In Communication
- E. In-Salon Communication

**5. CHAPTER 5 - INFECTION CONTROL: PRINCIPLES AND PRACTICE**

- A. Regulation
- B. Principles of Infection
- C. Principles of Prevention
- D. Disinfection Procedures
- E Universal Precautions
- F. The Professional Salon Image
- G. LECTURE: A.I.D.S. Awareness
- H. LECTURE: Drug Awareness/Drug Prevention

**6. CHAPTER 6 - ANATOMY AND PHYSIOLOGY**

- A. Why Study Anatomy?
- B. Cells
- C. Tissues
- D. Organs and Body Systems

- E.. The Skeletal System
- F. The Muscular System
- G. The Nervous System
- H. The Circulatory System
- I. The Endocrine System
- J. The Digestive System
- K. The Excretory System
- L. The Respiratory System
- M. The Integumentary System

7. CHAPTER 7 - SKIN STRUCTURE & GROWTH

- A. Anatomy of the Skin
- B. Maintaining Skin Health

8. CHAPTER 8 - NAIL STRUCTURE AND GROWTH

- A. The Natural Nail
- B. Nail Anatomy
- C. Nail Growth
- D. Know Your Nails

9. CHAPTER 8 - PROPERTIES OF THE HAIR AND SCALP

- A. Structure of the Hair
- B. The Chemical Composition of Hair
- C. Hair Analysis
- D. Hair Growth
- E. Hair Loss
- F. Disorders of the Hair
- G. Disorders of the Scalp

10. Chapter 10 - Basics of Chemistry

- A. Chemistry
- B. Matter
- C. Potential Hydrogen (pH)

11. Chapter 11 - Basics of Electricity

- A. Electricity
- B. Electrical Equipment Safety
- C. Electro therapy
- D. Other Electric Equipment

12. CHAPTER 12 - PRINCIPLES OF HAIR DESIGN

- A. Philosophy of Design
- B. Elements of Hair Design
- C. Principles of Hair Design
- D. Influence of Hair Type on Hairstyle
- E. Creating Harmony Between Hairstyle and Facial Structure
- F. Designing for Men
- G. Client Consultation: Sample Dialogue

13. CHAPTER 13 - SHAMPOOING, RINSING AND CONDITIONING

- A. Understanding Shampoo
- B. Conditioners
- C. Brushing the Hair
- D. Scalp Massage
- E. The Shampoo Procedure

14. CHAPTER 14 - HAIRCUTTING

- A. Basic Principles of Haircutting
- B. Client Consultation
- C. Tools, Body Position, and Safety
- D. Basic Haircuts
- E. Cutting Curly Hair
- F. Other Cutting Techniques
- G. Clippers and Trimmers

15. CHAPTER 15 - HAIRSTYLING

- A. Client Consultation
- B. Wet Hairstyling Basics
- C. Finger Waving
- D. Pin Curls
- E. Roller Curls
- F. Comb-Out Techniques
- G. Hair Wrapping
- H. Blow-Dry Styling
- I. Styling Long Hair
- J. Thermal Hairstyling
- K. Thermal Hair Straightening (Hair Pressing)

16. CHAPTER 16 - BRAIDING AND BRAID EXTENSIONS

- A. Client Consultation
- B. Understanding the Basics
- C. Braiding the Hair

17. CHAPTER 17 - WIG AND HAIR ENHANCEMENTS

- A. The Consultation
- B. Wigs
- C. Hairpieces
- D. Hair Extensions

18. CHAPTER 18 - CHEMICAL TEXTURE SERVICES

- A. The Structure of the Hair
- B. The Client Consultation
- C. Permanent Waving
- D. Permanent Waving
- E. Chemical Hair Relaxers
- F. Curl Re-Forming (Soft Curl Permanents)

19. CHAPTER 19 - HAIRCOLORING

- A. Why People Color Their Hair
- B. Hair Facts
- C. Identifying Natural Hair Color and Tone
- D. Types of Hair color
- E. Consultation
- F. Selecting Hair Color
- G. Hair Color Application
- H. Using Lighteners
- I. Using Toners
- J. Special Effects Haircoloring
- K. Special Challenges in Haircolor/Corrective Solutions
- L. Haircoloring Safety Precautions

20. CHAPTER 20 - SKIN DISEASES & DISORDERS

- A. Aging of the Skin
- B. Disorders of the Skin
- C. Avoiding Skin Problems

21. CHAPTER 21 - HAIR REMOVAL

- A. Client Consultation
- B. Permanent Hair Removal
- C. Methods of Temporary Hair Removal

22. CHAPTER 22 - FACIALS

- A. Skin Analysis and Consultation
- B. Determining Skin type
- C. Skin Care Products
- D. Client Consultation
- E. Facial Massage
- F. Electro therapy and Light Therapy
- G. Facial Treatments
- H. Aroma therapy

23. CHAPTER 23 - FACIAL MAKEUP

- A. Cosmetics for Facial Makeup
- B. Makeup Color Theory
- C. Basic Makeup Application
- D. Special-Occasion Makeup
- E. Corrective Makeup
- F. Artificial Eyelashes
- G. Safety Precautions

24. CHAPTER 24 - NAIL DISEASES & DISORDERS

- A. Nail Disorders
- B. Nail Diseases

25. CHAPTER 25 - MANICURING

- A. Nail Technology Supplies
- B. Choosing a Nail Shape

- C. Basic Manicure
- D. French and American Manicures
- E. Conditioning Oil Manicure
- F. Performing a Man's Manicure
- G. Paraffin Wax Treatment
- H. Hand and Arm Massage
- I. Spa Manicure
- J. Aroma therapy

26. CHAPTER 26 - PEDICURING

- A. Pedicure Tools
- B. Performing Pedicures
- C. Foot Massage
- D. Beyond the Basic Pedicure

27. CHAPTER 27 - NAIL TIPS, WRAPS, & NO-LIGHT GELS

- A. Nail Tips
- B. Nail Wraps
- C. No-Light Gels

28. CHAPTER 28 - ACRYLIC (METHACRYLATE) NAILS

- A. "Liquid and Powder" Nail Enhancements
- B. Acrylic (Methacrylate) Nail Enhancements Using Forms
- C. Maintenance and Removal of Acrylic (Methacrylate) Nail Enhancements
- D. Nail Enhancements
- E. Odorless Acrylic (Methacrylate) Products
- F. Colored Acrylic (Methacrylate) Powders

29. CHAPTER 29 - UV GELS

- A. Application of UV Gel Nail Enhancements
- B. Maintenance and Removal of UV Gel Nail Enhancements

30. CHAPTER 30 - SEEKING EMPLOYMENT

- A. Preparing for Licensure
- B. Preparing for Employment
- C. Doing It

31. CHAPTER 31 - ON THE JOB

- A. Moving From School to Work
- B. Out in the Real World
- C. Managing Your Money
- D. Discover The Selling Your
- E. On Your Way

32. CHAPTER 32 - THE SALON BUSINESS

- A. Going into Business for Yourself
- B. Operating a Successful Salon
- C. Selling in the Salon

## IN CLOSING

- A. Use Your Time Wisely
- B. Form Good Habits
- C. Seek Mentors
- D. Explore the Possibilities
- E. Learn the Business
- F. Continue to Learn

## APPENDIX A - RESOURCES

## APPENDIX B - ASSOCIATIONS

## GLOSSARY/INDEX

***In addition to the above subjects covered, the following lessons will be taught:***

### 1. FIRST AID

- A. Introduction
- B. Rules of First Aid
- C. Procedures for First Aid of: Abrasions, burns, electrical shock, artificial respiration,  
epileptic fit, fainting, heat exhaustion, nose bleed, breathing obstruction
- D. Availability of Emergency Procedures

### 2. STATE LICENSING LAWS, RULES AND REGULATIONS

- A. Type of License
- B. Qualifications for License
- C. Scope of License
- D. Renewal of License
- E. Fees (exam fees, initial license, renewal)
- F. Disciplinary proceedings and penalties for violations
- G. Complaint procedures for violations or rules
- H. Requirements for salons and inspections
- I. Maryland State sanitary requirements

### 3. JOB INTERVIEW/PREPARATION/EMPLOYMENT INCOME/TAXES

- A. Introduction
- B. Preparation for the Interview - Do's and Don'ts of an Interview
- C. How to Prepare a Resume'
- D. How to Prepare an Employment Application
- E. Types of Salary Paid for Services
  - 1. Salary
  - 2. Commission
  - 3. Booth Rental
- F. Product Income
- G. Taxes
  - 1. Employers Responsibility
  - 2. Employees Responsibility
  - 3. Booth Renter's Responsibility
  - 4. Social Security
  - 5. State
  - 6. Federal