Guru Kashi University



Diploma in Cosmetology

Session: 2023-24

Department of Fashion Design

Programme Structure

	Semester- I						
Course Code	Course Name	Type of Course	L	Т	P	Credits	
DCT101	Communication Skills-I	Т	4	0	0	4	
DCT102	Skin science and Personal grooming	Т	4	0	0	4	
DCT103	Yoga & Hair Anatomy	Т	4	0	0	4	
DCT104	Massage Therapy and Makeup	Р	0	0	6	3	
DCT105	Scalp & Basics Haircuts		0	0	6	3	
D	Discipline Elective-I (Any one of the following)						
DCT106	Professional Makeup & Cosmetics	Elective-I	3	0	0	3	
DCT107	Face & Hair Therapy	(Theory)					
Total				0	12	21	

Semester- II						
Course Code	Course Name	Type of Course	L	т	P	Credits
DCT201	Communication Skills-II	Т	5	0	0	5
DCT202	Makeup Artistry & Skin Care	Т	5	0	0	5
DCT203	Nutrition & Hair Care	Т	5	0	0	5
DCT204	Aesthetics	P	0	0	6	3
DCT205 Hair design & Hair P		0	0	6	3	
	15	0	12	21		

Evaluation Criteria for Theory Courses A. Continuous Assessment: [25 Marks]

CA1: Surprise Test (Two best out of three) - (10 Marks)

CA2: Assignment(s) (10 Marks)

CA3: Term paper/Quiz/Presentations (05 Marks)

B. Attendance: [5 Marks]

C. Mid Semester Test-1: [30 Marks]

D. End-Term Exam: [40 Marks]

Evaluation Criteria for Practical Courses

A. Each Practical: {10 Marks}

B. Report: {05 Marks}

C. Practical Viva: {05 Marks}

Total Marks of each Practical: 20 Marks

SEMESTER-I

Course Title: Communication Skills-I

Course Code: DCT101

	L	T	P	Cr.	
	4	0	0	4	
,	M-4-1 II				

Total Hours:60

Course Content

UNIT I 15 hours

English Language: Sentence, Parts of speech, Tenses, Active passive voice, Direct, Indirect speech, Creative writing& vocabulary, Comprehension Passage, Reading of Biographies of at least 10 IT business personalities.

UNIT II 14 hours

Business communication: Types, Medias, Objectives, Modals, Process, Importance Understanding Barriers to communication & ways to handle and improve barriers. Listening skills: Its importance as individual and as a leader or as a worker, Types of listening and Traits of a good listener, Note taking, barriers to listening & remedies to improve listening barriers

UNIT III 16 hours

Non verbal Communication- understanding what is called non verbal communication, its importance as an individual, as a student, as a worker and as a leader, its types. Presentation skills-Its Purpose in business world, How to find material for presentation, How to sequence the speech with proper introduction and conclusion, How to Prepare PPT& Complete set of required body language while delivering presentation.

UNIT IV 15 hours

Reading Skills- to enhance independent reading, Comprehension Passages, News / Magazine articles on stereotype topics, Poems – Abu Ben Adhem, The Tiger Writing skills- Importance of reading and writing, improving writing skill through Basic cohesive paragraph writing, Resume writing, Job application writing/acceptance letter

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Question, Open Talk

- "Effective Business Communication", M.V. RODRIGUEZ
- "Living English Structure", W. Standard Allen (Orient Longman)
- "Business Communication", Meenakshi Raman, Parkash Singh, Paperback Edition, Oxford University Press.

Course Title: Skin science and Personal grooming

Course Code:DCT102

L	T	P	Cr.
4	0	0	4

Total Hours:60

Course Content

UNIT I 16 hours

COSMETOLOGY: -Aims and objectives, Importance, PERSONAL GROOMING: -Care of yourself: Mouth, Teeth, Eyes, Ears, Feet, Removing body, hair, Nails and, Hand care, Care of Clothing. Visual poise: -Standing, Sitting and Walking Basic table manners. How to get into a car. How to carry accessories. Wardrobe Planning.

UNIT II 15 hours

SKIN: - Structure of skin. Functions of skin. Common skin problems (acne, pigmentation, wrinkles, black heads) Skin types and skin analysis. Describe the melanin. FACIALS: -Benefits of massage. Massage methods. Massaging techniques. Plain facial. Facial treatment of acne pigmentation,

UNIT III 14 hours

Basic Make-Up Steps: -Base make-up. Base make-up according to day/night. Facial shape analysis. Importance and use of Highlighter according to facial skin. Casual and formal make-up. Make-up according to weather, occasion and with matching dress.

UNIT IV 15 hours

Hair Removing Method: -Waxing. Threading/ tweezing Bleaching.

wrinkles, black heads removing with natural herbs/ingredients.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Question, Open Talk

- Basic cosmetology theory by Menka Aggarwal.
- Perfectly clear by Dr. Nick lowe.
- Skin, hair and nails structure and function- BO forslind Magnus lindberg.

Course Title: Yoga & Hair Anatomy

Course Code: DCT103

L	T	P	Cr.		
4	0	0	4		
Total Hours:60					

Course Content

UNIT I 16 hours

YOGA: -Benefits of yoga, Rules of yoga. Benefits of aerobics.

UNIT II 17 hours

HAIR: -Structure of hair. Hair disorders (Dandruff, Alopecia, Hair fall, White hair, Head lice). Hair growth and replacement

UNIT III 13 hours

HAIR SHAPING WITH HAIR CUT:- Sectioning of hair

UNIT IV 14 hours

Preparation of hair cut. Technique of hair cut. Basic hair cut like trimming, U-cut, V-cut, feather cut, layers and razor cut.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Skin, hair and nails structure and function- BO forslind Magnus lindberg.
- Health, Physical Education & Sports By Atwal & Kansal.
- Hair Cutting by Peter Sabatini.
- Basic Cosmetology by Kuljeet Kaur

Course Title: Massage Therapy and Makeup

Course Code: DCT104

L	T	P	Cr.
0	0	6	3

Total Hours:45

Course Content

UNIT I 12 hours

MASSAGE: -Benefits of massage. Massage methods. Massaging techniques. MEHNDI: -Arabian mehndi. Simple mehndi. Bridal mehndi

UNIT II 10 hours

FACIAL: -Preparation of facial Skin Analysis Plain facial. Different facial for different skin type and different skin problems: Black head removing. Application of thermos pack. Facial with natural herbs and ingredients. Treatment of acne, pigmentation, wrinkles. Vegetable peeling.

UNIT III 11 hours

MAKE-UP: - Analysis of facial shape. Base make-up according to day/night, weather, and occasion and according to dress. Casual and formal make-up. How to choose correct make-up. Applications of different type of base make-up.

UNIT IV 12 hours

REMOVING BODY HAIR: - Waxing, Tweezing , Threading. Use of chemical applicators. Bleaching.

Transaction mode

Quiz Project Based Learning, Video Based Teaching, Group Discussions, Open **Suggested Reading:**

- Make up manual by Lisa Potter-Dixon.
- Milady's Hair removal Techniques

Course Title: Scalp & Basics Haircuts

Course Code: DCT105

L	T	P	Cr.
0	0	6	3

Total Hours:45

Course Content

UNIT I 12 hours

HAIR CARE: - Shampooing - Procedure, Types of shampoo. Scientific brushing on wet hair. Use of Spray, Gel, Mousse, Volumizers Etc.

UNIT II 10 hours

SCALP TREATMENT, APPLYING MASK, CONDITIONERS. Scientific brushing on different types of hair Scalp manipulations Scalp treatment (lice, hair treatment) Dandruff treatment. Removing of split ants.

UNIT III 11 hours

HAIR SHAPING: - Blow dry. Temporary Straitening. Crimping. Different style of hair curls

UNIT IV 12 hours

HAIR CUTS: - Hair Sectioning (Basic) Hair Sectioning acc. To different basic haircuts. Preparation of haircut. Basic hair cut like trimming, U-cut, V-cut, feather cut, layers and razor cut.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Hair cutting for dummies by J. Elaine Spear.
- Milady's Hair removal Techniques.
- Health, Physical Education & Sports By Atwal & Kansal.

Course Title: Professional Makeup & Cosmetics

Course Code: DCT106

L	T	P	Cr.
3	0	0	3

Total Hours:45

Course Content

UNIT I 12 hours

Introduction: Make an impression Tools, Products and basic equipment Manufacturing and distribution of cosmetics Working with clients

UNIT II 11 hours

Personality and fashion profiles Introduction to color theory Friends in the cosmetics industry Self-Assessment exercise of personality and body features.

UNIT III 10 hours

Makeup tips and tricks you can try yourself A history of skin care and opportunities Life Skills Your professional image

UNIT IV 12 hours

Communicating for success Infection control principles and practices Skin structure, growth and nutrition Skin disorders and diseases

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Professional Hair Dressing by Martin Green Leo Palladino.
- Complete beauty book by Helen Foster
- Perfectly clear by Dr. Nick lowe.
- Skin, hair and nails structure and function- BO forslind Magnus lindberg.

Course Title: Face and Hair Therapy

Course Code: DCT107

	L	T	P	Cr.
	3	0	0	3
Total Hours:45				

Course Content

UNIT I 11 hours

Hair spa & hair treatments Straightening Perm

UNIT II 12 hours

Keratin Hair art & bridal hair styling Creative haircuts and colouring

UNIT III 10 hours

Blow drawing & heat styling Grey Coverage Root touch-ups (Hair colouring and straightening)

UNIT IV 12 hours

Grooming: -Hygiene and safety Nails Structure Cleansing and toning practice Exfoliation & extraction & massage & facial procedures. Anti-Pigmentation & Feet massage

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- Basic Knowledge of Face and Hair Therapy by Anita Thakur.
- Standard text book of Cosmetology Milady's.
- Professional Face and Hair Therapy by Martin Green Leo Palladino

Semester-II

Course Title: Communication Skill-II

Course Code: DCT201

5 0 0 5	L	T	P	Cr.
	5	0	0	5

Total Hours:65

Course Content

UNIT I 20 hours

Introduction to Business Communication: Meaning and Definition; process and classification of communication; elements &characteristics of communication; barriers to effective communication in business organization; Formal and Informal communication; grapevine, importance of effective communication in business house; Principals of effective communication.

UNIT II 19 hours

Writing Skills: Inter-office memorandums; faxes; E-mails; writing effective sales letters - to agents; suppliers; customers; report writing; project writing.

UNIT III 17 hours

Curriculum Vitae (CV): Drafting a CV; writing job application and other applications; do's and don'ts while appearing for an Interview; types of interview.

UNIT IV 9 hours

Presentation Skills: Introduction; need of good presentation skills in professional life; preparing a good presentation; group discussion; extempore speaking.

Transaction mode

Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- "Effective Business Communication", M.V. RODRIGUEZ
- "Business Communication", Meenakshi Raman, Parkash Singh,
- Paperback Edition, Oxford University Press

Course Title: Makeup Artistry & Skin Care

Course Code: DCT202

L	T	P	Cr.
5	0	0	5

Total Hours:65

Course Content

UNIT I 20 hours

NAILS: -Structure of nails. Disorders and diseases of nails. Nail spa. Nail art.

UNIT II 19 hours

EYES: Care of eyes. Exercise of eyes. Eye brow shaping. Different type of make-up(dramatic make-up, smoky make-up, winged make-up) Applications of fake eye lashes. Eye treatment with home remedies.

UNIT III 6 hours

Method of pedicure and manicure.

UNIT IV 20 hours

MAKE-UP:- Art of camouflage, Products and application. Engagement make-up. Bridal make-up. Correct make-up of eyes, nose, cheeks, jaw line, lip line. Reception make-up. Dupatta Setting. Sari Draping.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open

- *Make up of a confident woman by Trish Mc Evoy.*
- Skin, Hair and nails structure & function by BO forslind Magnus lindberg.

Course Title: Nutrition & Hair Care

Course Code: DCT203

L	T	P	Cr.
5	0	0	5

Total Hours:65

Course Outcomes:

On the completion of the course students will be able

- 1. Understand what an adequate and well balanced diet:-
- 2. Examine the several type of nutrition
- 3. Explain the role of nutrition and list of food sources those include nutrients.
- 4. Have knowledge about the hair and scalp disorder.

Course Content

UNIT I 20 hours

NUTRITION: - Rule of nutrition: Protein, Carbohydrates, Fats, Minerals, Vitamin A, B, C, B- Complex, B3 and their food sources. Basic five food groups. The impact of organic food on skin and hair.

UNIT II 14 hours

HAIR COLORING: -Global coloring. Hair streaking. Method of color mixing. Method of color applications. Color cutting.

UNIT III 16 hours

HEAD MASSAGE: -Technique of head massage. Hair problem treatments with natural masks and packs. HAIR REPAIR TREATMENT AFTER THE USE OF CHEMICALS: -Hair Spa. Deep Conditioning. Hair Polishing.

UNIT IV 15 hours

Use Of Advanced Techniques On The Hair:-Rebounding Perming. Salon Management: -Qualities and duties of salon management. Common equipment's used in salon. Planning and layout of salon.

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions, Open Talk

- VK Kaushik "Reading in food Nutrition and dietetics.
- Basic Cosmetology by Kuldeep Kaur.
- Salon Management by Martin Green.

Course Title: Aesthetics
Course Code: DCT204

L	T	P	Cr.
0	0	6	3

Total Hours:45

Course Content

UNIT I 12 hours

NAILS CARE: -Manicure. Hot oil manicure. Nail art. Pedicure. French manicure. Artificial nails. Nail mending

UNIT II 11 hours

EYE CARE AND EYE MAKE-UP: -Eye exercise, eye treatments. Eye brow shaping. Simple eye make-up. Fashion eye make-up: - Dramatic, smoky eye, winged eye make-up. Applications of fake eye lashes.

UNIT III 10 hours

Professional Make-Up. Full Make-Up According To Wedding Function: - Engagement make-up. Bridal make-up. Reception make-up.

UNIT IV 12 hours

CORRECTIVE MAKE-UP OF: - Eyes, Nose, Cheeks, Jaw line, Lip line. Dupatta setting. Sari draping. Permanent Waving And Rebonding Techniques

Transaction mode

Quiz, Project Based Learning, Video Based Teaching, Group Discussions,

- Skin, Hair and nails structure & function by BO forslind Magnus lindberg.
- Make up manual by Lisa Potter-Dixon.
- Basic Cosmetology by Menika Aggarwal.

Course Title: Hair design & Hair Therapies

Course Code: DCT205

L	T	P	Cr.
0	0	6	3

Total Hours:45

Course Content

UNIT I 12 hours

HAIR COLORING: Global coloring. Hair streaking. Method of color mixing. Method of color applications. Method of Color cutting. Heena applications. Preparation of hair coloring.

UNIT II 10 hours

HAIR DESIGNING:-Different types of plait (at least any five). Buns with stuffiest and without stuffies.

UNIT III 12 hours

SCALP MASSAGE, BODY MASSAGE. HAIR CARE: -Hair spa. Hair polishing.

UNIT IV 11 hours

Rebonding Perming Advanced haircuts. Planning of a salon on a paper.

Transaction mode

Quiz ,Project Based Learning ,Video Based Teaching ,Group Discussions, Open Talk

- The art of Hair coloring by David Adams & Jacki Wadeson.
- Hair Cutting by Peter Sabatini.
- Salon Management by Martin Green.