



San Joaquin County Office of Education

Career & Technical Education

Cosmetology ~ Course Outline

CBEDS#: 5812

Cosmetology Course Outline

CURRICULUM FOR COSMETOLOGY COURSE

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination: practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

Subject	Classroom	Operations
• Barbering and Cosmetology Act and Board's Rules and regulations	20	
• Cosmetology Chemistry	20	
• Health and Safety / Hazardous Substances	20	
• Theory of Electricity in Cosmetology	5	
• Bacteriology, Anatomy and Physiology	15	
• Disinfection and Sanitation	20	10
• Wet Hair Styling	25	200
• Thermal Hair Styling:		
➤ Thermal Styling	10	40
➤ Press and Curl	10	20
• Permanent Waving	20	80
• Chemical Straightening	20	25
• Haircutting	20	80
• Hair Coloring	20	50
• Bleaching	20	20
• Scalp and Hair Treatments	5	20
• Facials		
➤ Manual	5	10
➤ Electrical	10	15
➤ Chemical	10	15

Mission Statement

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Subject	Classroom	Operations
<ul style="list-style-type: none"> • Eyebrow Arching and Hair Removal • Makeup • Water and Oil Manicure • Complete Pedicure • Artificial Nails: <ul style="list-style-type: none"> ➤ Acrylic: Liquid & Powder Brush-Ons ➤ Artificial Nail Tips ➤ Nail Wraps and Repairs 	10 15 5 5 10 10 5	20 10 15 10 50 Nails 50 Nails 20 Nails
Subject	Classroom	Operations
<ul style="list-style-type: none"> • Career Development <ul style="list-style-type: none"> ➤ Receptionist Training ➤ Client Retention ➤ Stocking Product and Retail Sales ➤ "Interview Preparation" 	5 20 10 10	Rules & Regs Client Services Chemistry
Outline of Instruction Cosmetology Course		
Subject I – Sterilization and Disinfection		
Unit A – Sterilization Topic 1 State Board of Requirements Topic 2 Spread of Disease, Including HIV/AIDS Topic 3 Bacteriology, Growth and Reproduction Topic 4 Classification of Bacteria Topic 5 State Board Health and Safety Operation 1 Demonstrate how to make a wet sterilizer Operation 2 Demonstrate how to sterilize combs and brushes Operation 3 Demonstrate how to sanitize shampoo bowls, table tops and chairs Operation 4 Demonstrate how to sanitize the hands Operation 5 Demonstrate how to sterilize cutting implements Operation 6 Demonstrate how to sterilize manicure tools		

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Subject II – Shampooing and Hair Styling	
Unit A – Shampoos and Rinses	
Topic 1	Tricology – Hair Analysis
Topic 2	Types of Shampoos
Topic 3	Choosing the Proper Shampoo
Topic 4	Types of Rinses
Operation 1	Demonstrate how to drape a patron
Operation 2	Demonstrate how and when to brush before a shampoo
Operation 3	Demonstrate how to give a plain shampoo
Operation 4	Demonstrate how to give a liquid dry shampoo
Operation 5	Demonstrate how to give a powder dry shampoo
Operation 6	Demonstrate how to mix a weekly rinse
Operation 7	Demonstrate how to apply a weekly rinse
Operation 8	Demonstrate how to give a longer lasting rinse
Operation 9	Demonstrate how to give an instant color rinse
Unit B – Hairstyling	
Topic 1	Types of Wave Set
Topic 2	Hair texture in relationship to the kind and size curl to be used
Topic 3	Principles of arranging hair according to head and face shapes
Topic 4	Hair texture and lengths in relationship to the size of the roller to be used
Operation 1	Demonstrate how to finger wave
Operation 2	Demonstrate how to skip wave
Operation 3	Demonstrate how to make lariat sculpture curls
Operation 4	Demonstrate how to make stand-up and platform curls
Operation 5	Demonstrate how to make flare curls
Operation 6	Demonstrate how to use directional and non directional rollers
Operation 7	Demonstrate how to back-comb and back brush
Operation 8	Demonstrate basic style patterns for short hair
Operation 9	Demonstrate style patterns for long hair

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	<p>Unit C – Thermal Styling</p> <p>Topic 1 Structure of Curly hair Topic 2 Pre-shampoo Care Topic 3 Shampooing Topic 4 Press and Curl</p> <p>Operation 1 Demonstrate how to press curly hair Operation 2 Demonstrate how to curl pressed hair</p>
	<p>Subject III – Care of Hand, Arm and Foot</p>
	<p>Unit A – Manicuring</p> <p>Topic 1 Structure of the hand and arm Topic 2 Chemical composition of materials used in manicuring, client release form</p> <p>Operation 1 Demonstrate how to set up manicure tables Operation 2 Demonstrate how to properly hold manicure instruments Operation 3 Demonstrate how to give a plain manicure Operation 4 Demonstrate how to mend a broken nail Operation 5 Demonstrate how to give an oil manicure (machine) Operation 6 Demonstrate how to give a cocktail manicure</p> <p>Unit B – Treatments for Hand, Arm And Foot</p> <p>Operation 1 Demonstrate how to give a hand and arm massage Operation 2 Demonstrate how to give a pedicure</p> <p>Unit C – Artificial Nails</p> <p>Operation 1 Demonstrate how to apply liquid and powder brush-ons Operation 2 Demonstrate how to apply artificial nail tips Operation 3 Demonstrate how to apply nail wraps and repairs</p>

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Subject IV – Hair Cutting and Styling			
Unit A – Wet And Dry Haircutting			
Topic 1	Types of haircutting implements		
Topic 2	Purchasing superior implements		
Topic 3	Proper handling of implements		
Topic 4	Methods of cutting hair		
Topic 5	Basic Sectioning for a haircut		
Topic 6	Sanitation of implements		
Topic 7	Correct measuring of hair (length)		
Topic 8	Importance of following directions		
Operation 1	Demonstrate how to drape for a haircut		
Operation 2	Demonstrate how to section hair for a basic cut		
Operation 3	Demonstrate how to give a basic dry haircut		
Operation 4	Demonstrate how to give a basic wet haircut		
Operation 5	Demonstrate custom haircutting		
Subject V – Chemical Waving/Relaxing			
Unit A – Chemical Waving/Relaxing			
Topic 1	Analysis of hair before giving a cold wave		
Topic 2	Contents of cold wave solution		
Topic 3	Chemicals applied to cold waving		
Topic 4	Chemicals used to relax naturally curly hair		
Topic 5	Safety Rules for chemical relaxers		
Operation 1	Demonstrate how to drape a patron for a chemical waving/relaxing		
Operation 2	Demonstrate how to section hair for a cold wave		
Operation 3	Demonstrate how to give a cold wave		
Operation 4	Demonstrate how to relax hair if cold wave is too curly		
Operation 5	Demonstrate how to section hair for a chemical relaxer		
Operation 6	Perform Relaxing with Sodium Hydroxide		
Operation 7	Perform Relaxing with Thioglycolic Acid		
Operation 8	Perform Touch-up relaxing		
Operation 9	Demonstrate how to give a soft curl		

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Subject VI – Care of Hair And Scalp	
<p>Unit A – Scalp Treatments</p> <p>Topic 1 Structure of the head Topic 2 Structure of hair Topic 3 Benefits derived from stimulation Topic 4 Analyzing hair and scalp for correct treatment</p> <p>Operation 1 Demonstrate how to drape a patron for a scalp treatment Operation 2 Demonstrate how to diagnose for proper hair and scalp treatment Operation 3 Demonstrate how to give a scalp massage Operation 4 Demonstrate how to brush the hair in a scalp treatment</p> <p>Unit B – Corrective Hair Treatment</p> <p>Topic 1 Liquid hair conditioners Topic 2 Cream hair conditioners Topic 3 Use of the High Frequency Topic 4 Use of the Heat Cap</p> <p>Operation 1 Demonstrate how to use the High Frequency Operation 2 Demonstrate How to use the Heat Cap Operation 3 Demonstrate how to give a hot oil treatment</p>	
Subject VII – Hair Coloring And Bleaching	
<p>Unit A – Bleaching</p> <p>Topic 1 Chemistry Applied to Bleach Topic 2 Terminology for different applications Topic 3 Methods of applications of bleach</p> <p>Operation 1 Demonstrate how to drape for a bleach Operation 2 Demonstrate how to give a virgin bleach Operation 3 Demonstrate how to give a bleach touch-up Operation 4 Demonstrate how to give a tipping or streaking</p>	

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<p>Unit B – Permanent Coloring</p> <p>Topic 1 Requirement of Predisposition Test and Release Form</p> <p>Topic 2 Tools and Equipment used</p> <p>Topic 3 Types of Tints</p> <p>Topic 4 Chemistry applied to Tints</p> <p>Operation 1 Demonstrate how to give a predisposition test</p> <p>Operation 2 Demonstrate how to select color for tinting</p> <p>Operation 3 Demonstrate how to make a strand test</p> <p>Operation 4 Demonstrate how to give a tint</p> <p>Operation 5 Demonstrate how to give a dye back</p> <p>Operation 6 Demonstrate how to give a multi-color tinting</p> <p>Unit C – Eyebrow And Eyelash coloring</p> <p>Operation 1 How to apply lash and brow tint</p>	
Subject VIII – Skin And Face Care	
<p>Unit A – Facials: Manual</p> <p>Topic 1 State Board Rules for Sanitation</p> <p>Topic 2 Correct analysis of skin</p> <p>Topic 3 Results obtained from facials</p> <p>Topic 4 Chemistry as applied to makeup</p> <p>Topic 5 Types of Masks, Packs, and Scrubs</p> <p>Operation 1 Demonstrate how to drape a patron for a facial</p> <p>Operation 2 Demonstrate how to give a plain facial</p> <p>Operation 3 Demonstrate how to apply facial packs</p> <p>Operation 4 Demonstrate how to apply makeup</p> <p>Unit B – Eyebrow Shaping</p> <p>Topic 1 Handling a pair of tweezers</p> <p>Topic 2 Chemistry applied to depilatories</p>	

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<p>Operation 1</p> <p>Operation 2</p> <p>Operation 3</p> <p>Unit C – Facials: Electrical</p> <p>Topic 1</p> <p>Topic 2</p> <p>Topic 3</p> <p>Operation 1</p> <p>Operation 2</p> <p>Operation 3</p> <p>Operation 4</p> <p>Operation 5</p> <p>Operation 6</p> <p>Operation 7</p> <p>Unit D – Skin Chemical Facial</p> <p>Topic 1</p> <p>Topic 2</p> <p>Topic 3</p> <p>Operation 1</p> <p>Operation 2</p>	<p>Demonstrate how to remove hair with tweezers</p> <p>Demonstrate how to remove hair with chemical depilatories</p> <p>Demonstrate how to remove hair with wax</p> <p>Use and nature of Electrical Current</p> <p>Principles of Operating Electrical Devices</p> <p>Various Safety Precautions used when operating electrical equipment</p> <p>Demonstrate how to drape a patron for electrical facial</p> <p>Demonstrate how to give a facial using the Fisher Machine</p> <p>Demonstrate how to give a facial using the Galvanic Current</p> <p>How to give a facial using the Faradic Current</p> <p>Demonstrate how to give a facial using the Sinusoidal Current</p> <p>Demonstrate how to give a facial using the high frequency set</p> <p>Demonstrate how to give a facial when using the proper distance and time for the blue, red, and white dermal lights</p> <p>State Board Rules of Sanitation</p> <p>Correct analysis</p> <p>Chemistry as applied to Chemical Facials</p> <p>Demonstrate how to drape a patron for a chemical facial</p> <p>Demonstrate how to apply chemical facials</p>
Subject IX – Career Development	
<p>Unit A – Receptionist Training</p> <p>Topic 1</p> <p>Topic 2</p> <p>Topic 3</p> <p>Topic 4</p> <p>Topic 5</p> <p>Topic 6</p>	<p>Project a Professional Image</p> <p>Telephone Etiquette</p> <p>Scheduling</p> <p>Retail Sales</p> <p>Accounts Receivable/Bookkeeping</p> <p>Handling Special Clients with Special Needs</p>

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- Operation 1 Demonstrate a pleasant, cordial and professional personality
- Operation 2 Demonstrate the proper way to answer a phone call
- Operation 3 Demonstrate how to coordinate appointment schedules
- Operation 4 Demonstrate cashing out clients and record keeping
- Operation 5 Demonstrate relaying messages between phone, clients and staff
- Operation 6 Demonstrate how to accommodate a client with special needs, for example:
 - Handicapped clients
 - Older people
 - Persons using English as a second language
 - Children
 - Clients with sight or hearing impairments

Unit B – Client Retention

- Topic 1 First Impressions
- Topic 2 Client Consultation
- Topic 3 Client – stylist Relationship
- Topic 4 Tracking your clients
- Topic 5 Client Computer and your Salon
- Topic 6 Promotional Campaign

- Operation 1 Demonstrate how you would like to be treated when first visiting a new salon
- Operation 2 Demonstrate the proper way to have a client consultation
- Operation 3 Demonstrate a negative & positive client/stylist relationship
- Operation 4 Demonstrate the proper way to set up a new/return client file
- Operation 5 Demonstrate how to correctly gather information for the computer data base
- Operation 6 Demonstrate how to develop a “new client” promotion

Unit C – Stocking Product and Retail Sales

- Topic 1 Knowing what products you are using and selling
- Topic 2 Product Knowledge – Selling the Senses
- Topic 3 Solutions to client’s beauty problems or needs
- Topic 4 Giving the client the opportunity to buy
- Topic 5 Inventory Control Systems
- Topic 6 Selecting a Product Line

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	Topic 7	“Step-by-Step” Selling Sequence		
	Operation 1	Demonstrate the proper way to select a product for your client		
	Operation 2	Demonstrate how to attract the client’s sight, touch, sound, and sense of smell when selling a product		
	Operation 3	Demonstrate the proper way to handle a client with a special hair or skin problem		
	Operation 4	Demonstrate the correct way to make a client comfortable when buying a product		
	Operation 5	Demonstrate the proper procedure to take inventory		
	Operation 6	Demonstrate how a stylist would present a suggestion on purchasing a product		
	Operation 7	Demonstrate a professional selling technique		
	Unit D – “Interview Preparation”			
	Topic 1	The Communication Process		
	Topic 2	Listening		
	Topic 3	Characteristic of a “Good Conversation”		
	Topic 4	Practicing Speech		
	Topic 5	Personal Portfolio		
	Operation 1	Demonstrate the proper way to exchange information through a common system of symbols, signs, and behavior		
	Operation 2	Demonstrate good listening skills by playing “gossip”		
	Operation 3	Demonstrate how spoken words are more effective than written words		
	Operation 4	Demonstrate, after choosing a topic, an “Informative Speech”		
	Operation 5	Demonstrate a 5 minute “persuasive speech”		
	Operation 6	Demonstrate a “mock interview”		
	Operation 7	Demonstrate, with a presentation to the audience, the importance of a well organized “personal portfolio”		
	Operation 8	Demonstrate your computer skills by preparing a resume, cover letter and follow-up letter		
	Objectives			
1	<u>Theory:</u> Given a final examination of 300 questions covering all required phases of theoretical subjects, the student will pass a written test with 75% accuracy in two hours time.			

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2	<u>Practical Test:</u> Given a final practical examination, models to work on, and equipment to work with, the student will pass the examination with 75% accuracy observing all sanitary and safety rules in six hours time.
3	<u>Analyzing Hair and Scalp Condition:</u> Given instructions, practice sessions, and information and explanation of conditioners, the student will analyze the hair or scalp condition with 90% accuracy in 10 minutes time.
4	<u>Scalp Manipulations:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform scalp manipulations on a model observing all sanitary and safety rules with 95% accuracy in 10 minutes time.
5	<u>Scientific Brushing:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a scientific brushing on a model observing all sanitary and safety rules with 95% accuracy in 15 minutes time.
6	<u>Hair Styling – Pin Curl Style:</u> Given instruction, practice sessions, and necessary supplies, the student will demonstrate a roller style on a model, observing all sanitary and safety rules with 95% accuracy in 20 minutes time.
7	<u>Hair Styling – Thermal- Press & Curl:</u> Given instructions, practice sessions, and necessary supplies the student will demonstrate a roller style on a model, observing all sanitary and safety rules with 95% accuracy in 45 minutes time.
8	<u>Hair Styling Thermal-Blow Dry:</u> Given instructions, practice sessions, and necessary supplies, the student will demonstrate a roller style on a model, observing all sanitary and safety rules with 95% accuracy in 20 minutes time.
9	<u>Long Haircut:</u> Given instructions, practice sessions, and necessary supplies, the student will perform a long haircut on a model, observing all sanitary and safety rules with 95% accuracy in 45 minutes time.
10	<u>Short Haircut:</u> Given instructions, practice sessions, and necessary supplies, the student will perform a short haircut on a model, observing all sanitary and safety rules with 95% accuracy in 45 minutes time.
11	<u>Plain Facial:</u> Given instructions, practice sessions, and the necessary supplies, the student will demonstrate a plain facial on a model, observing all sanitary and safety rules with 95% accuracy in 45 minutes time.
12	<u>Electrical Facial:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform an electrical facial on a model, observing all sanitary and safety rules with 95% accuracy in 45 minutes time.
13	<u>Chemical Peel:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a chemical peel on a model, observing all sanitary and safety rules with 95% accuracy in 30 minutes time.
14	<u>Make-Up:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a make-up application on a model, observing all sanitary and safety rules with 90% accuracy in 30 minutes time.

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15	<u>Eyebrow Arching:</u> Given instruction, practice sessions, and the necessary supplies, the student will demonstrate an eyebrow arch on a model, observing all sanitary and safety rules with 95% accuracy in 25 minutes time.
16	<u>Water Manicure:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a water manicure on a model, observing all sanitary and safety rules with 95% accuracy in 45 minutes time.
17	<u>Oil Manicure:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform an oil manicure on a model, observing all sanitary and safety rules with 90% accuracy in 35 minutes time.
18	<u>Artificial Nails – Brush-On:</u> Given the instructions, practice sessions, and the necessary supplies, the student will demonstrate artificial brush-Ons on a model, observing all sanitary and safety rules with 90% accuracy in 20 minutes time.
19	<u>Artificial Nails – Tips:</u> Given instructions, practice sessions, and the necessary supplies, the student will demonstrate artificial tips on a model, observing all sanitary and safety rules with 90% accuracy in 1 ½ hours time.
20	<u>Artificial Nails – Wraps and Repairs:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform an artificial wrap and repair on a model observing all sanitary and safety rules with 90% accuracy in 15 minutes.
21	<u>Hand and Arm Massage:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a hand and arm massage on a model, observing all sanitary and safety rules with 90% accuracy in 15 minutes time.
22	<u>Pedicure:</u> Given instructions, practice sessions, and the necessary supplies, the student will demonstrate a pedicure on a model, observing all sanitary and safety rules with 90% accuracy in 45 minutes time.
23	<u>Cold Waving:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a cold wave on a model, observing all sanitary and safety rules with 95% accuracy in 1 ¼ hours time.
24	<u>Chemical Heat Wave:</u> Given instructions, practice sessions, and the necessary supplies, the student will demonstrate a heat wave on a model, observing all sanitary and safety rules with 95% accuracy in 30 minutes time.
25	<u>Soft Permanent:</u> Given instructions, practice sessions, and the necessary supplies, the student will perform a soft permanent on a model, observing all sanitary and safety rules with 95% accuracy in 30 minutes time.
26	<u>Chemical Hair Relaxer:</u> Given instructions, practice sessions, and the necessary supplies, the student will demonstrate a chemical hair relaxer on a model, observing all sanitary and safety rules with 95% accuracy in 20 minutes time.
27	<u>Hair Coloring:</u> <ul style="list-style-type: none"> Given instructions, practice sessions, and the necessary supplies, the student will apply a tint touch-up on a mannequin, observing all sanitary and safety rules with 90% accuracy

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	<p>in 15 minutes time.</p> <ul style="list-style-type: none"> Given instructions, practice sessions, and the necessary supplies, the student will apply a dye-back to natural on a mannequin, observing all sanitary and safety rules with 90% accuracy in 15 minutes time. Given instructions, practice sessions, and the necessary supplies, the student will apply virgin bleach on a mannequin, observing all sanitary and safety rules with 90% accuracy in 15 minutes time. Given instructions, practice sessions, and the necessary supplies, the student will apply a virgin tint on a mannequin, observing all sanitary and safety rules with 90% accuracy in 25 minutes time. Given instructions, practice sessions, and the necessary supplies, the student will apply a bleach touch-up to a mannequin, observing all sanitary and safety rules with 90% accuracy in 15 minutes time.
28	<p><u>Career Development:</u></p> <ul style="list-style-type: none"> Given instruction and practice sessions, the student will be able to perform proper reception procedures and techniques. Procedures and techniques will include basic phone skills, appointment procedures, selling methods, helping with client records, inventory, basic bookkeeping, and record keeping abilities with 90% accuracy in 15 minutes per procedure. Given instruction and practice sessions, the student will be able to perform the skills for getting clients and retaining the clients or “keep’em coming back” with 90% accuracy in 15 minutes time. Given instruction and practice sessions, the student will be able to perform the management of client and retail products through inventory, stocking, and disbursement with 90% accuracy in 30 minutes time. Given instruction and practice sessions, the student will be able to prepare and perform for the “perfect interview” by developing excellent oral communication skills, a resume, cover letter, and follow-up letter with style by presentation with 90% accuracy in 30 minutes time.
	<p><u>Objective:</u> To give the student the knowledge and technical skills required to succeed in the cosmetology profession.</p> <p><u>Duration</u> Sixteen hundred (1600): six and one-half (6 ½) hours, or five (5) hours per day, four (4) or five (5) days per week.</p>

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	<p><u>TEXTBOOK</u> <u>Standard Textbook of Cosmetology</u> (Edition 2012): Milady Publishing Corporation <u>Theory Workbook</u> for Standard Textbook of Cosmetology <u>Practical Workbook</u> for Standard Textbook of Cosmetology</p>
	<p><u>SUPPLEMENTARY BOOKS:</u> <u>Performance Criteria</u> <u>Rules and Regulations</u> <u>Cosmetology Act</u> <u>Cosmetology Dictionary</u></p>
	<p><u>SUPPLEMENTAL MATERIALS:</u> Videos (Many teacher-made videos) Various haircutting videos from Jingles, L'Anza, Sebastian, Pivot Point, Paul Mitchell, Vidal Sassoon, Tony and Guy, etc.</p>
	<p><u>RESOURCE PEOPLE:</u> Lectures and demonstrations by various Beauty Supply Companies introducing Nail Care, Skin Care, Hair Color, and Hair Cutting materials and supplies.</p> <p>Salon owners and stylists demonstrating updated trends in Haircutting, Hair Coloring, Nails and Employability Skills, such as Portfolios, Interviewing, getting and keeping a job.</p>
	<p style="text-align: center;">SPECIAL REFERENCE BOOKS</p> <ul style="list-style-type: none">• Cosmetology Performance Criteria for Cosmetology and all Related Courses (2009)• The Barbering and Cosmetology Act and Regulations

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	<ul style="list-style-type: none"> • Rules and Regulations: Issued by Barbering and Cosmetology Program (2013) • Cosmetology Dictionary: By Milady Publishing Company • <p>NOTE: Approval of a text or reference book by the Board does not necessarily imply concurrence with the entire book's contents, but only that the book contains sufficient basic information for a student to pass the licensing examination and practice safely on the public. Supplemental text and reference books do not need prior approval to be used in a school of Barbering, Cosmetology or Electrology.</p>
	<p style="text-align: center;">**NOTICE**</p> <p>To comply with Article 1, Section 905 of the Rules and Regulations (2009), this list MUST be posted at each licensed or approved school of Barbering, Cosmetology and Electrology.</p>
	<p><u>ADDITIONAL REFERENCE BOOKS</u></p> <ul style="list-style-type: none"> • Salon Receptionist's Handbook Milady Publishing Company: Venture, Judy; Copyright 1993 • Salon Ovations, Guide to Salon Promotion & Client Retention Milady Publish Co., Hoffman, Lee; Copyright 1995 • In the Bag, Salon Ovations Milady Publishing Co., Phillips, Carole; Copyright 1995 • Managing Your Business Milady Publishing Co., Edgerton, Leslie; Copyright 1994 • You and Your Clients Milady Publishing Co., Edgerton, Leslie; Copyright 1992 • Public Relations for the Salon Milady Publishing Co., Morehouse, Jayne; Copyright 1997 • Marketing & Advertising for the Salon Milady Publishing Co., Gambino, Henry J.; Copyright 1996 • Financially Solvent Salon Milady Publishing Co.; Edgerton, Leslie; Copyright 1996 • Communication Skills for Cosmetologists Milady Publishing Co., Bergant, Kathleen Ann; Copyright 1993 • Picture This: Your Image in Print Milady Publishing Co.; Wurdinger, Victoria; Copyright 1996 • Adding it up: Math for your Cosmetology Career Milady Publishing Co.; Dunlap, Kathi; Copyright 1992

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