

## TRANSITION TOOLS

*Milady's Standard Professional Barbering* 5th Edition (printed in 2011)

*Milady's Standard Professional Barbering* 4th Edition (printed in 2005)

<b>TRANSITION TOOLS</b>		
<i>Milady's Standard Professional Barbering</i> 2011 Edition	<i>Milady's Standard Professional Barbering</i> 2005 Edition	Synopsis of Chapters
<b>Part 1: Orientation to Barbering</b>		
<p>Chapter 1: Study Skills</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss study skills that can enhance your understanding of new information.</li> <li>2. Discuss methods for mind-mapping a topic.</li> <li>3. Identify the four steps of the writing process.</li> <li>4. Identify your preferred learning style.</li> <li>5. Discuss effective study habits.</li> </ol>	<p>Chapter 1: Study Skills</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss methods that can be used to enhance short-term and long-term memory of new information.</li> <li>2. Create a mind-map for a topic of study.</li> <li>3. Students identify their preferred learning style.</li> </ol>	<p>2011: Includes everything in the 2005 edition regarding the importance of study skills as a tool for learning and learning styles. Includes addition of note taking and report writing outlines, new terms, and new artwork.</p>
<p>Chapter 2: The History of Barbering</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Define the origin of the word <i>barber</i>.</li> <li>2. Discuss the evolution of barbering.</li> <li>3. Describe the barber-surgeons and their practices.</li> <li>4. Explain the origin of the barber pole.</li> <li>5. Identify some organizations responsible for upgrading the barbering profession.</li> <li>6. Explain the importance and function of state barber boards.</li> </ol>	<p>Chapter 2: The History of Barbering</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Define the origin of the word <i>barber</i>.</li> <li>2. Demonstrate an understanding of the evolution of barbering.</li> <li>3. Describe the barber-surgeons and their practices.</li> <li>4. Explain the origin of the barber pole.</li> <li>5. Identify and discuss organizations responsible for upgrading the barbering profession.</li> <li>6. Explain the importance and function of state barber boards.</li> </ol>	<p>2011: This new edition closely parallels the 2005 edition, but includes new historical insights, additional artwork, and a historical timeline. The primary purposes of this chapter are to foster an understanding of barbering history so that a frame of reference is created about the profession; to instill an appreciation for one of the world's oldest professions; and to maintain the continuation of the historical perspective for future generations of barbers.</p>
<p>Chapter 3: Professional Image</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Define <i>professional image</i>.</li> <li>2. Discuss the ways in which life skills, values, and beliefs influence your professional image.</li> <li>3. Explain the relationship between personality and attitudes and the demonstration of professional behavior.</li> <li>4. List the guidelines to maintaining personal and professional health.</li> <li>5. Demonstrate an understanding of effective human relations and communication skills.</li> <li>6. List the qualities of professional ethics.</li> </ol>	<p>Chapter 3: Professional Image</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Define <i>professional image</i>.</li> <li>2. Discuss the ways in which life skills, values, and beliefs influence one's professional image.</li> <li>3. Explain the relationship between personality and attitudes and the demonstration of professional behavior.</li> <li>4. List guidelines to maintaining personal and professional health.</li> <li>5. Demonstrate an understanding of effective human relations and communication skills.</li> <li>6. List the qualities of professional ethics.</li> </ol>	<p>2011: Chapter 3 includes everything in the 2005 edition regarding values, attitude, goal setting, motivation, self-management, and time management, as well as new artwork.</p>

<p>7. Discuss the basic principles of personal and professional success.</p> <p>8. Explain the concepts of motivation and self-management.</p> <p>9. Create short-term and long-term goals.</p> <p>10. Discuss time-management skills.</p>	<p>7. Discuss the basic principles of personal and professional success.</p> <p>8. Explain the concepts of motivation and self-management.</p> <p>9. Create short-term and long-term goals.</p> <p>10. Discuss time-management skills.</p>	
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## Part 2: The Science of Barbering

<p>Chapter 4: Microbiology</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify the two types of bacteria.</li> <li>2. Identify the classifications of pathogenic bacteria.</li> <li>3. Describe the growth and reproduction of bacteria.</li> <li>4. Explain how bloodborne pathogens can be transmitted.</li> <li>5. Understand the differences between bacterial and viral infections.</li> <li>6. Discuss hepatitis transmission and prevention.</li> <li>7. Discuss HIV/AIDS transmission and prevention.</li> <li>8. Discuss plant and animal parasites.</li> <li>9. Understand immunity and related terms.</li> </ol>	<p>Chapter 4: Bacteriology</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. List the classifications and types of bacteria.</li> <li>2. Describe the growth and reproduction of bacteria.</li> <li>3. Explain the relationship of bacteria to the spread of disease.</li> <li>4. Discuss hepatitis transmission and prevention.</li> <li>5. Discuss HIV/AIDS transmission and prevention.</li> </ol>	<p>2011: This revised chapter includes everything in the 2005 edition plus updated information about the MRSA infection. There is also a greater distinction made between the inactive stage of bacteria and spore-forming bacteria.</p>
<p>Chapter 5: Infection Control and Safe Work Practices</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the ways in which infectious materials may be transmitted in the barbershop.</li> <li>2. Understand the reasons for maintaining an MSDS notebook.</li> <li>3. Discuss federal and state agencies associated with infection control and safe work practices.</li> <li>4. Define <i>decontamination</i> and list three levels used for the prevention and control of pathogen transmission.</li> <li>5. Identify the chemical decontamination agents most commonly used in barbershops.</li> <li>6. Demonstrate proper decontamination procedures for tools, equipment, and surfaces.</li> <li>7. Discuss standard precautions and blood-spill disinfection.</li> <li>8. Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation.</li> <li>9. Define <i>safe work practices</i>.</li> <li>10. Recognize potential safety hazards in the barbershop.</li> </ol>	<p>Chapter 5: Infection Control and Safe Work Practices</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the ways in which infectious materials may be transmitted in the barbershop.</li> <li>2. Define <i>decontamination</i>.</li> <li>3. List three levels of decontamination used for the prevention and control of pathogen transmittal.</li> <li>4. Identify the chemical decontamination agents most commonly used in barbershops.</li> <li>5. Demonstrate proper decontamination procedures for tools, equipment, and surfaces.</li> <li>6. Discuss universal precautions and responsibilities as a professional barber.</li> </ol>	<p>2011: In addition to the 2005 edition content, new terminology regarding sanitation and cleansing, standard (universal) precautions, and exposure incidents are included. The layout has also been revised to feature the discussion of regulatory agencies at the beginning of the chapter.</p>

<p>Chapter 6: Implements, Tools, and Equipment</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify the principal tools and implements used in the practice of barbering.</li> <li>2. Identify the parts of shears, clippers, and razors.</li> <li>3. Demonstrate the correct techniques for holding combs, shears, clippers, and razors.</li> <li>4. Demonstrate honing and stropping techniques.</li> </ol>	<p>Chapter 6: Implements, Tools, and Equipment</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify the principal tools and implements used in the practice of barbering.</li> <li>2. Identify the parts of the shears, clippers, and razors.</li> <li>3. Demonstrate the correct techniques for holding combs, shears, clippers, and razors.</li> <li>4. Demonstrate honing and stropping techniques.</li> </ol>	<p>2011: This chapter now contains more in-depth information about shears, URLs for clipper manufacturers, and new artwork for honing and stropping procedures.</p>
<p>Chapter 7: Anatomy and Physiology</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Explain the importance of anatomy and physiology to the barbering profession.</li> <li>2. Describe the structure and reproduction of cells.</li> <li>3. Describe the structure of the skull, face, and neck and their relationship to barbering.</li> <li>4. Identify important muscles of the head, face, and neck that relate to barbering services.</li> <li>5. Identify important nerves of the head, face, and neck that relate to barbering services.</li> </ol>	<p>Chapter 7: Anatomy and Physiology</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Explain the importance of anatomy and physiology to the barbering profession.</li> <li>2. Describe the structure and reproduction of cells.</li> <li>3. Describe the structure of the skull and its relationship to barbering.</li> <li>4. Identify important muscles of the head, face, and neck that relate to barbering services.</li> </ol>	<p>2011: This edition parallels the information contained within the 2005 version but discusses the lymphatic-immune system as the eleventh body system, separate from the circulatory system, with new key terms.</p>
<p>Chapter 8: Chemistry</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Define <i>organic</i> and <i>inorganic chemistry</i>.</li> <li>2. Define <i>matter</i> and its states.</li> <li>3. Define <i>pH</i> and understand the pH scale.</li> <li>4. Explain the characteristics of emulsions, suspensions, and solutions.</li> <li>5. Understand why the pH levels of hair care products are important to the barber.</li> <li>6. Discuss cosmetic preparations used in barbering including shampoos, conditioners, rinses, and tonics.</li> </ol>	<p>Chapter 8: Chemistry</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Define <i>organic</i> and <i>inorganic chemistry</i>.</li> <li>2. Define <i>matter</i> and its states.</li> <li>3. Define <i>pH</i> and understand the pH scale.</li> <li>4. Recognize different formulations such as emulsions, suspensions, and solutions.</li> </ol>	<p>2011: In this edition, the discussion of elements and atoms has been revised for better clarity and the chapter now includes the chemistry of shampoos and other hair products, located in Chapter 12 of the 2005 edition.</p>
<p>Chapter 9: Electricity and Light Therapy</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify and define common electrical terms.</li> <li>2. Discuss and recognize electrical safety devices.</li> <li>3. Explain different electrical modalities and their uses.</li> <li>4. Explain the effects of ultraviolet and infrared light on the skin.</li> </ol>	<p>Chapter 9: Electricity and Light Therapy</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify and define common electrical terms.</li> <li>2. Discuss and recognize electrical safety devices.</li> <li>3. Identify different electrical modalities and their uses.</li> <li>4. Discuss the effects of visible and invisible light rays.</li> <li>5. Explain the effects of ultraviolet and infrared rays.</li> </ol>	<p>2011: Chapter 9 includes the traditional overview of the use of electricity and light therapy in the barbershop and emphasizes safety precautions associated with electrotherapy devices.</p>

<p>Chapter 10: Properties and Disorders of the Skin</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Describe the structure and divisions of the skin.</li> <li>2. List the functions of the skin.</li> <li>3. Identify recognizable skin disorders.</li> </ol>	<p>Chapter 10: Properties and Disorders of the Skin</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Describe the structure and divisions of the skin.</li> <li>2. List the functions of the skin.</li> <li>3. Identify recognizable skin disorders.</li> </ol>	<p>2011: Chapter 10 closely parallels the 2005 edition but provides revised definitions for blackheads, whiteheads, and milia.</p>
<p>Chapter 11: Properties and Disorders of the Hair and Scalp</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Name and describe the structures of the hair root.</li> <li>2. Name and describe the layers of the hair shaft.</li> <li>3. Describe the structure of hair protein.</li> <li>4. Describe the growth cycle of hair.</li> <li>5. List the characteristics of hair important to hair analysis.</li> <li>6. Identify different types of hair loss and treatments.</li> <li>7. Identify common scalp disorders.</li> <li>8. Identify common hair disorders.</li> </ol>	<p>Chapter 11: Properties and Disorders of the Hair and Scalp</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Name and describe the structures of the hair.</li> <li>2. List and describe the three layers of the hair shaft.</li> <li>3. Describe the structure of hair protein.</li> <li>4. List the characteristics of hair important in hair analysis.</li> <li>5. Describe the growth process of hair.</li> <li>6. Identify different types of hair loss.</li> <li>7. Identify common scalp disorders.</li> <li>8. Identify common hair disorders.</li> </ol>	<p>2011: This chapter is closely aligned with the content in the 2005 edition.</p>
<p><b>Part 3: Professional Barbering</b></p>		
<p>Chapter 12: Treatment of the Hair and Scalp</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify services associated with the treatment of the hair and scalp.</li> <li>2. Demonstrate proper draping procedures for hair services.</li> <li>3. Demonstrate the shampoo service.</li> <li>4. Demonstrate scalp massage techniques and treatments.</li> </ol>	<p>Chapter 12: Treatment of the Hair and Scalp</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify services associated with the treatment of the hair and scalp.</li> <li>2. Identify different types of shampoos, conditioners, rinses, and tonics.</li> <li>3. Discuss pH factor as it relates to hair care products.</li> <li>4. Demonstrate proper draping procedures for hair services.</li> <li>5. Demonstrate the shampoo service.</li> <li>6. Demonstrate scalp massage techniques and treatments.</li> </ol>	<p>2011: This revised chapter begins with a short review about shampoos and conditioners, then goes directly into draping procedures. Shampoo, massage, and scalp treatment procedures are interspersed throughout the chapter as new material is introduced.</p>
<p>Chapter 13: Men's Facial Massage and Treatments</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Describe the benefits of facial massage and treatments.</li> <li>2. Discuss the location and stimulation of facial muscles.</li> <li>3. Discuss the location and stimulation of facial nerves.</li> <li>4. Name and demonstrate massage manipulations.</li> <li>5. Demonstrate the use of facial treatment equipment.</li> <li>6. Discuss products used in facial treatments.</li> <li>7. Identify skin types and appropriate facial treatments and products.</li> </ol>	<p>Chapter 13: Men's Facial Massage and Treatments</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Describe the benefits of facial massage and treatments.</li> <li>2. Discuss the location and stimulation of muscles.</li> <li>3. Discuss the location and stimulation of nerves.</li> <li>4. Describe the benefits of massage.</li> <li>5. Identify and demonstrate massage manipulations.</li> <li>6. Demonstrate the use of facial treatment equipment.</li> <li>7. Identify and recognize the products used in facial treatments.</li> <li>8. Identify skin types and appropriate facial treatments and products.</li> </ol>	<p>2011: Like its 2005 predecessor, this chapter covers the muscles, nerves, and arteries affected by facial massage; massage techniques; facial treatments; and skin care products. This chapter is presented prior to the facial shave chapter in order to familiarize students with the physiological structures and angles of the face before they begin shaving.</p>

<p>Chapter 14: Shaving and Facial Hair Design</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss sanitation and safety precautions associated with straight razor shaving.</li> <li>2. Demonstrate the ability to perform standard razor-holding positions and cutting strokes.</li> <li>3. Identify the 14 shaving areas of the face.</li> <li>4. Demonstrate a facial shave.</li> <li>5. Demonstrate a neck shave.</li> <li>6. Demonstrate a beard and mustache and beard trim.</li> </ol>	<p>Chapter 14: Shaving and Facial Hair Design</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss general sanitation and safety precautions associated with shaving.</li> <li>2. Demonstrate the ability to perform standard cutting positions and strokes with a straight razor.</li> <li>3. Identify the fourteen shaving areas of the face.</li> <li>4. Demonstrate a facial shave.</li> <li>5. Demonstrate a neck shave.</li> <li>6. Demonstrate a beard and mustache trim.</li> </ol>	<p>2011: Chapter 14 parallels the 2005 edition; however, the shaving steps have been revised for greater clarity, along with new photos of each shaving step showing the beginning and ending strokes of the shaving area. Revision has also been made to the layout of the towel wrapping section to better align content and instructions with the photos.</p>
<p>Chapter 15: Men’s Haircutting and Styling</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the art and science of men’s haircutting and styling.</li> <li>2. Discuss the term <i>envisioning</i> and the importance of the client consultation.</li> <li>3. Discuss facial shapes and anatomical features.</li> <li>4. Identify and name the sections of the head as applied to haircutting.</li> <li>5. Understand the fundamental terms used in haircutting.</li> <li>6. Demonstrate basic cutting techniques: fingers-and-shear, shear-over-comb, freehand shear cutting, freehand clipper cutting, clipper-over-comb, and razor cutting.</li> <li>7. Demonstrate shaving the outline areas.</li> <li>8. Demonstrate disinfection procedures.</li> <li>9. Demonstrate basic hairstyling techniques.</li> <li>10. Discuss safety precautions used in haircutting and styling.</li> </ol>	<p>Chapter 15: Men’s Haircutting and Styling</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the art and science of men’s haircutting and styling.</li> <li>2. Discuss the term <i>envisioning</i> and the importance of the client consultation.</li> <li>3. Identify and name the sections of the head as applied to haircutting.</li> <li>4. Discuss the principles of facial shapes and profiles.</li> <li>5. List and define the fundamental terms used in haircutting.</li> <li>6. Demonstrate the performance of the following cutting techniques: fingers-and-shear, shear-over-comb, clipper cutting, clipper-over-comb, and razor cutting.</li> <li>7. Demonstrate the performance of shaving the outline areas.</li> </ol>	<p>2011: This revised edition includes new photos and instructions for cutting fades, flat tops, crew cuts, taper cuts on curly hair, and finishing techniques. There are ten Practice Sessions with their objectives interspersed throughout the chapter and ten Haircutting Procedures placed consecutively before the styling section. New photos in the styling section include natural and blow-waving techniques; finger waving has been eliminated.</p>
<p>Chapter 16: Men’s Hair Replacement</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss reasons why men may purchase a hair replacement system.</li> <li>2. Recognize supplies needed to service hair replacement systems.</li> <li>3. Demonstrate how to measure a client for a hair replacement system.</li> <li>4. Explain how to create a hair replacement template.</li> <li>5. Explain how to apply and remove a hair replacement system.</li> <li>6. Describe how to fit and cut in a hair replacement system.</li> <li>7. Describe how to clean and service a hair replacement system.</li> </ol>	<p>Chapter 16: Men’s Hairpieces</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the reasons why men may purchase hairpieces.</li> <li>2. Identify the types of hair used in hairpiece construction.</li> <li>3. Demonstrate how to measure a client for a hairpiece.</li> <li>4. Demonstrate fitting, cutting in, and cleaning of hairpieces.</li> <li>5. Discuss alternative hair replacement methods.</li> <li>6. Discuss marketing techniques to increase hairpiece sales.</li> </ol>	<p>2011: This edition introduces current terminology used in hair replacement that eliminates the use of the term <i>hairpiece</i>. New photos and step-by-step instructions demonstrate how to create traditional and plaster templates; how to measure and cut in hair replacement systems; and how to perform a full bonding attachment.</p>

<p>8. Discuss selling hair replacement systems.</p> <p>9. Discuss alternative hair replacement methods.</p>		
<p><b>Part 4: Advanced Barbering Services</b></p>		
<p>Chapter 17: Women's Haircutting and Styling</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Perform four basic women's haircuts.</li> <li>2. Demonstrate mastery of texturizing techniques.</li> <li>3. Perform basic wet styling techniques.</li> <li>4. Perform blow-dry styling techniques.</li> <li>5. Perform thermal curling and straightening techniques.</li> </ol>	<p>Chapter 17: Women's Haircutting and Styling</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Perform four basic women's haircuts.</li> <li>2. Demonstrate mastery of texturizing techniques.</li> <li>3. Perform basic wet styling techniques.</li> <li>4. Perform blow-dry styling techniques.</li> <li>5. Perform thermal curling and straightening techniques.</li> </ol>	<p>2011: The content of this chapter closely parallels the 2005 edition with the addition of new photos and information on flat iron styling.</p>
<p>Chapter 18: Chemical Texture Services</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Explain the effects of chemical texture services on the hair.</li> <li>2. Identify the similarities and differences between chemical texture services.</li> <li>3. Discuss hair and scalp analysis for chemical texture services.</li> <li>4. Perform a permanent wave service.</li> <li>5. Perform a reformation curl service.</li> <li>6. Perform a hair relaxing service.</li> </ol>	<p>Chapter 18: Chemical Texture Services</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Explain the effects of chemical texture services on the hair.</li> <li>2. List the factors of hair analysis for chemical texture services.</li> <li>3. Identify the similarities and differences between chemical texture services.</li> <li>4. Perform a permanent wave service.</li> <li>5. Perform a reformation curl service.</li> <li>6. Perform a hair relaxing service.</li> </ol>	<p>2011: This edition contains the content of the 2005 edition plus several new photos and the inclusion of preparation steps in the procedure outlines.</p>
<p>Chapter 19: Haircoloring and Lightening</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the principles of color theory and their importance to haircoloring.</li> <li>2. Identify the classifications of haircolor products and explain their actions on the hair.</li> <li>3. Explain the action of lighteners on the hair.</li> <li>4. Identify the products used in haircoloring and lightening.</li> <li>5. Demonstrate the correct procedures for applying haircolor and lighteners.</li> <li>6. Identify products used to color facial hair.</li> <li>7. Discuss safety precautions used in haircoloring and lightening.</li> </ol>	<p>Chapter 19: Haircoloring and Lightening</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss the principles of color theory and relate their importance to haircoloring.</li> <li>2. Identify the classifications of haircolor and explain their actions on the hair.</li> <li>3. Explain the action of lighteners on the hair.</li> <li>4. Identify the products used in haircoloring and lightening.</li> <li>5. Demonstrate the correct procedures for applying haircolor and lighteners.</li> <li>6. Identify products used to color facial hair.</li> <li>7. Discuss safety precautions used in haircoloring and lightening.</li> </ol>	<p>2011: Contains all the information formerly found in the 2005 edition with new photos and minor editing changes.</p>

<p>Chapter 20: Nails and Manicuring Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Describe the composition of the nail.</li> <li>2. Identify and describe nail irregularities and diseases.</li> <li>3. Demonstrate the proper use of manicuring implements, equipment, and products.</li> <li>4. Recognize the five general shapes of nails.</li> <li>5. Demonstrate manicure and hand massage procedures.</li> </ol>	<p>Chapter 20: Nails and Manicuring Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Identify the composition of the nail.</li> <li>2. Identify and describe nail irregularities and diseases.</li> <li>3. Demonstrate the proper use of manicuring implements, equipment, and products.</li> <li>4. Recognize the five general shapes of nails.</li> <li>5. Demonstrate male and female manicure and hand massage procedures.</li> </ol>	<p>2011: Includes information and material previously found in the 2005 edition along with a new presentation order of the material and new photos featuring a man's manicure.</p>
<p><b>Part 5: The Business of Barbering</b></p>		
<p>Chapter 21: State Board Preparation and Licensing Laws Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss how to prepare for written state board examinations.</li> <li>2. Discuss barber board laws, rules, and regulations in your state.</li> <li>3. Discuss how to prepare for practical state board examinations.</li> <li>4. Explain what information may be found in candidate information booklets materials.</li> <li>5. Identify the primary objectives of state barber board rules and regulations.</li> </ol>	<p>Chapter 21: Barbershop Management Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Understand the functions of a barbershop owner or manager.</li> <li>2. Discuss booth rental and self-employment.</li> <li>3. Identify types of business ownership.</li> <li>4. Discuss the features of a business plan.</li> <li>5. List the factors associated with setting up a barbershop.</li> <li>6. Design a floor plan.</li> <li>7. Discuss different types of advertising.</li> <li>8. Identify the types of records that barbershop owners must maintain.</li> <li>9. Demonstrate appropriate telephone techniques.</li> <li>10. Demonstrate services and retail product sales techniques.</li> </ol>	<p>2011: As a result of reviewer's comments, the State Board Prep chapter (Chapter 23 in 2005 edition) has been changed to Chapter 21 and Barbershop Management (Chapter 21 in 2005 edition) is now Chapter 23. The section dealing with written exam questions in Chapter 21 has been expanded and includes several new examples.</p>
<p>Chapter 22: The Job Search Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss industry positions available for barbering students.</li> <li>2. Explain the guidelines of goal setting.</li> <li>3. List and discuss personal characteristics important to employment.</li> <li>4. Discuss employment classifications and wage structures.</li> <li>5. Write a résumé and perform a job search.</li> </ol>	<p>Chapter 22: The Job Search Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Explain the guidelines of goal setting.</li> <li>2. Discuss industry positions available for barbering students.</li> <li>3. List and discuss personal characteristics important to employment.</li> <li>4. Compare three common wage structures.</li> <li>5. Write a résumé and compile a portfolio.</li> </ol>	<p>2011: This chapter aligns with the 2005 edition but includes new information about employment classifications and tax information as it applies to the employee or worker, and an expanded wage structure comparison chart.</p>



<p>Chapter 23: Barbershop Management</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss self-employment and barbershop ownership.</li> <li>2. Understand responsibilities associated with business development and ownership.</li> <li>3. Discuss types of business ownership.</li> <li>4. Explain the differences among employment classifications.</li> <li>5. Discuss the features of a business plan.</li> <li>6. Design a floor plan.</li> <li>7. Discuss different types of advertising.</li> <li>8. Identify the types of records that barbershop owners must maintain.</li> <li>9. Demonstrate services and retail product sales techniques.</li> </ol>	<p>Chapter 23: State Board Preparation and Licensing Laws</p> <p>Learning Objectives:</p> <ol style="list-style-type: none"> <li>1. Discuss methods of preparing for state board examinations.</li> <li>2. Identify the primary objectives of state barber board rules and regulations.</li> <li>3. Discuss the state board rules and regulations in your state.</li> </ol>	<p>2011: Includes material contained in the 2005 edition with an updated section on worker classifications and tax information as they apply to a shop owner or employer.</p>
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