

FUNDAMENTALS FOR BEAUTICIANS

Level- 1 & 2



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Preface

Change is the only constant.

-Heraclitus

And ever-changing are the concepts and techniques in the profession of Beauty and Wellness. Orane maintains the highest bar of standards of quality education in the national and international market, hence mandating us to constantly upgrade our curriculum. This book is to provide authoritative and useful information aimed at a beauty practitioner. In this edition of coursework of Fundamentals for Beautician, we have strategically simplified the language and broken down the techniques of execution of latest styles in easiest of means. This book would increase the reader's understanding of many aspects beyond one's particular area of focus and specialization. Because the book is intended to be useful in a practical sense, the material clearly informs us the practical methodology and various practices to be incorporated for every procedure.

Contents



Fundamentals
for Beauticians

Part 1

COSMETOLOGY

- 1.1 Introduction
- 1.2 Career Opportunities
- 1.3 Types of Cosmetology
- 1.4 Tasks Performed by a Cosmetologist
- 1.5 Professional Ethics
- 1.6 Professional Outlook
- 1.7 Personal Hygiene
- 1.8 Self Assessment Questions

Part 2

STERILIZATION & SANITATION OF SALON

- 2.1 Introduction
- 2.2 How to Disinfect Implements
- 2.3 Requirements of a Good Disinfectant
- 2.4 Proper use of Disinfectants
- 2.5 Sanitation
- 2.6 Treatment Rooms
- 2.7 Self Assessment Questions

Part 3

MICRO-ORGANISMS

- 3.1 Introduction
- 3.2 Micro-organisms Classifications
- 3.3 Immunity
- 3.4 Body Defenses
- 3.5 Self Assessment Questions

Part 4

PHYSIOLOGY AND HISTOLOGY OF THE SKIN

- 4.1 Introduction
- 4.2 Structure of the Skin
- 4.3 Functions of the Skin

- 4.4 Classification of Skin Types
- 4.5 pH Scale & Acid Mantle
- 4.6 Self Assessment Questions

Part 5

SKIN DISEASES & DISORDERS

- 5.1 Introduction
- 5.2 Skin Diseases & Disorders
- 5.3 Self Assessment Questions

Part 6

SUPERFICIAL HAIR REMOVAL TECHNIQUES

- 6.1 Introduction
- 6.2 Methods of Hair Removal
- 6.3 Eyebrows / Threading
- 6.4 Waxing
- 6.5 Types of Normal Waxing
- 6.6 Procedure for Waxing
- 6.7 Self Assessment Questions

Part 7

BLEACHING HAIR

- 7.1 Introduction
- 7.2 Types of Bleaches
- 7.3 Contra-Indication
- 7.4 Procedure
- 7.5 Self Assessment Questions

Part 8

MASK INGREDIENTS AND THEIR EFFECTS

- 8.1 Introduction
- 8.2 Ingredients for Face Masks & Packs
- 8.3 Specialized Mask Ingredients
- 8.4 Biological Mask Ingredients

- 8.5 Homemade Face Packs/Scrubs
- 8.6 Home Care Advice
- 8.7 Self Assessment Questions

Part 9

BASIC MOVEMENTS OF MASSAGE

- 9.1 Introduction
- 9.2 Five Classical Massage Movements
- 9.3 Self Assessment Questions

Part 10

STEP BY STEP PREPARATION FOR A FACIAL

- 10.1 Procedure
- 10.2 Cotton Swabs
- 10.3 Preparing the Cubical
- 10.4 Prior to Treatment
- 10.5 Client and Couch
- 10.6 Self Assessment Questions

Part 11

CLEANSING ROUTINE

- 11.1 Basic Skin Care
- 11.2 Cleansing
- 11.3 Cleansing Products
- 11.4 Procedure
- 11.5 Cleansing Steps
- 11.6 Self Assessment Questions

Part 12

SKIN ANALYSIS

- 12.1 Introduction
- 12.2 Procedure
- 12.3 Self Assessment Questions
- 12.4 Skin Analysis Sheet

Part 13

EXFOLIATION

- 13.1 Introduction
- 13.2 Why Exfoliate?
- 13.3 Types of Exfoliators
- 13.4 Self Assessment Questions

Part 14

FACIAL MASSAGE

- 14.1 Procedure
- 14.2 Self Assessment Questions

Part 15

TONING

- 15.1 Introduction
- 15.2 Types of Toners
- 15.3 Application
- 15.4 Self Assessment Questions

Part 16

MOISTURIZING

- 16.1 Introduction
- 16.2 The Basic Formation
- 16.3 Moisturizers for the Day and its Application
- 16.4 Moisturizers for the Night and its Application
- 16.5 Self Assessment Questions

Part 17

STEAMING / VAPOZONE

- 17.1 Introduction
 - a. Indications for use
 - b. Contra-Indications
 - c. Precautions
 - d. Distance and Time
 - e. Procedure
 - f. Benefits
- 17.2 Self Assessment Questions

Part 18

BRUSHING UNIT

- 18.1 Introduction - Brushing Unit
 - a. Indication for use
 - b. Contraindication
 - c. Precautions
 - d. Dangers
 - e. Procedure
 - f. Brush Sterilization
 - g. Benefits
- 18.2 Self Assessment Questions

Part 19

NAIL ANATOMY

- 19.1 Introduction
- 19.2 Nail Structure
- 19.3 Self Assessment Questions

Part 20

NAIL DISEASES & DISORDERS

- 20.1 Introduction
- 20.2 Nail Disorders / Irregularities
- 20.3 Diseases of the Nails, Hands & Feet
- 20.4 Self Assessment Questions

Part 21

MANICURE / PEDICURE

- 21.1 Introduction
- 21.2 Nail Care Tools, products and their use
- 21.3 Contra Indications for Manicure/Pedicure
- 21.4 Manicure Trolley Setting
- 21.5 Manicure Procedure
- 21.6 Pedicure Trolley Setting
- 21.7 Pedicure Procedure
- 21.8 Self Assessment Questions
- 21.9 Analysis Sheet for Manicure/pedicure

ANSWER KEYS

Part 1

COSMETOLOGY

- 1.1 Introduction**
- 1.2 Career Opportunities**
- 1.3 Types of Cosmetology**
- 1.4 Tasks Performed by a Cosmetologist**
- 1.5 Professional Ethics**
- 1.6 Professional Outlook**
- 1.7 Personal Hygiene**
- 1.8 Self Assessment Questions**



1.1 INTRODUCTION

'Cosmetology' is the art and science of improving and beautifying the skin, nails and hair. The egyptians were first to cultivate beauty in an extravagant fashion which gradually turned into art of make up and hair dressing.

1.2 CAREER OPPORTUNITIES

This profession offers excellent scope for entrepreneurship. Beauticians may practice their skills in skin care, hair care, hair dressing, cosmetology, etc all at the same time, or can even specialize in one of these areas. Eventually, they can evolve their own formulations for skin care, hair care, etc. and market them to their clients.

Fully qualified beauty specialists use various

types of electrical equipments and apparatus. While dealing with problems of their clients related to skin, scalp or hair they know when to deal with them on their own and when to advise their clients to see a doctor.

Beauticians give treatment ranging from simple make-up and facial, to massage; skin treatments such as open pores, anti-wrinkle; electric depilation; manicure; pedicure; hair styling, perming, colouring, treatment of hair problems etc. They also advise clients on the use of the right type of cosmetics suited to specific skin types and complexions, weather conditions, etc. and can help them to select the right hair style for their hair texture and lifestyle. Beauticians can help customers to decide on the right type of beauty treatment in the long term.

1.3 TYPES OF COSMETOLOGY

a. Hair Stylist/Barber

A hair stylist specializes in the styling of hair, including cutting and chemical services.

b. Shampoo Technician

A shampoo technician shampoos and conditions a client's hair in preparation for the hair stylist. Shampoo technicians are normally only employed by corporate or concept salons and large-volume beauty salons that are operated simultaneously. This is usually a temporary position, held by a person who is newly licensed with little or no experience.

c. Manicurist

A manicure is a cosmetic treatment for the fingernails or hands. The word "manicure" derives from Latin word: *Manus* for "hand", cure for "care." When performed on the feet, such a treatment is called a pedicure. Some manicures can include the painting of pictures or designs on the nails, or applying small decals or imitation jewel.

d. Aestheticians

An Aesthetician specializes in the study of skin care, including facials, micro-dermabrasion, body wraps (relaxing treatments which involve hot linens, plastic sheets, and blankets), salt glows (an exfoliation treatment), waxing as a form of hair removal, cosmetic make-up services and other services with advanced training. In addition to performing beauty services, an esthetician must be skilled in recommending skin and body care products and retailing them to their clients.



Cosmetologist performing Skin Treatment

e. Beauty Therapist

Specializes in all treatments that include hair removal, massage, body wraps, skin care, eye lash and eyebrow tinting, and make-up along with machine treatments such as non surgical facelifts and faradic muscle tone. She / he may undergo special training to provide specialist treatments such as laser hair removal and electrolysis.

f. Nail Technician

A nail technician specializes in the art form and care of nails. This includes manicures, pedicures, acrylic nails, gel nails, nail wraps, fake nails, etc.

g. Electrologist

An electrologist offers services with the use of an electrolysis machine. As opposed to the hair removal via waxing offered by an esthetician, hair removal via electrolysis is permanent.

1.4 TASKS PERFORMED BY A COSMETOLOGIST

A cosmetologist perform some of the following duties, depending on his or her specialization:

- a. Cuts, trims and shapes hair.
- b. Bleaches, dyes, or tints hair.
- c. Massages and treats scalp for hygienic and remedial purposes.
- d. Administers therapeutic medication and advises patron to seek medical treatment for chronic or contagious scalp conditions.
- e. Recommends and applies cosmetics, lotions, and creams to patron to soften and lubricate skin and enhance and restore natural appearance.
- f. Shapes and colors eyebrows or eyelashes and removes facial hair.
- g. Cleans, shapes, and polishes fingernails and toenails.
- h. Updates and maintains customer information records, such as beauty services provided.

1.5 PROFESSIONAL ETHICS

Ethics are the principles of good character, proper conduct expressed through your personality, human relation skills and professional image. Because of this special role, the Salon owner is bound by the following Code of Ethics, and each agrees that he or she will:

- a. Perform his or her duties in an honest and ethical manner.
- b. Handle all actual or apparent conflicts of interest between his or her personal and professional



Professional Ethics Class

- relationships in an ethical manner.
- c. Take all necessary actions to ensure full, fair, accurate, timely, and understandable disclosure in reports and documents that the Company files with, or submits to, government agencies and in other public communications.
 - d. Comply with all applicable laws, rules and regulations of federal, state and local governments.
 - e. Pro-actively promote and be an example of ethical behavior in the work environment.
 - f. Believe in yourself that makes you strong enough to handle any situation in a calm, helpful manner.

1.6 PROFESSIONAL OUTLOOK

A Beauty Therapist has the opportunity to develop a close personal relationship with clients that goes on for years so its important to have following qualities :

- a. It is important to present professional, pleasant , courteous and warm image to your clients . The initial impact makes them decide whether they will be our regular clients or not.
- b. As a Therapist your appearance must be very

- professional all the times. Uniform should always be neat and clean. Comfortable low heel shoes to maintain the correct posture during treatment should be worn.
- c. The minimum amount of jewelry should be worn. Hair should be tied back so that they does not fall into the eyes or touch the clients face during treatment. Make-up should be well applied. Perfume if worn should not be overpowering.
 - d. Do not discuss your personal problems. Avoid controversial topics and do not gossip about other clients or colleagues.
 - e. Do not discredit other Therapists or attract business unfairly in an unprofessional manner.
 - f. Do not carry out any medical treatment or give injections.
 - g. Ensure the comfort of the client and develop a professional client therapist relationship by maintaining client confidentiality.
 - h. Abide by the local by-laws in relation with the business.

Handling Difficult Client

It is easy to make an enemy and harder to keep a friend so always remember that if we communicate from heart the problem can be solved from head. So, while dealing with fussy clients some of the points discussed below should be kept in mind.

- a. Listen carefully to a client's criticism. By asking calm questions, see whether you can discern the main thing that is bothering the client.
- b. Unless the client is abusive, don't interrupt

immediately. It's always better to hear the client completely. If someone is abusive, politely ask them to tone down his or her language.

- c. Keep records of your dealings with difficult clients and steps you have taken to deal with their concerns.
- d. Try to see things from the client's point of view, no matter how unreasonable or how irrational he or she seems. At times nagging and repetitive phone calls may bother you. Don't forget that it is an expression of the customer feeling stressed for reasons that have nothing to do with the work you're doing.
- e. Avoid arguments. Your goal is to come to an understanding, not to win a confrontation. Acknowledge different viewpoints.

1.7 PERSONAL HYGIENE

Hygiene refers to the set of practices associated with the preservation of health and healthy living. Hygiene is a concept related to medicine as well as to personal and professional care practices related to most aspects of living although it is most often associated with cleanliness and preventative measurements.

Personal hygiene practices include: seeing a doctor, seeing a dentist, regular washing (bathing or showering) of the body, regular hand washing, brushing and flossing of the teeth, basic manicure and pedicure, feminine hygiene and healthy eating. Personal grooming extends personal hygiene as it pertains to the maintenance of a good personal and

public appearance which need not necessarily be hygienic.

Body hygiene is achieved by using personal body hygiene products including: soap, hair shampoo, hair conditioner, toothbrushes, tooth paste, cotton swabs, deodorant, chapstick, cream, lotion, facial tissue, hair clippers, nail clippers, mouthwash, nail files, skin cleansers, razors, shaving cream, skin cream and toilet paper. Other personal body hygiene and grooming products can be used to improve health and well being.

Personal Service Hygiene

Personal service hygiene pertains to the practices related to the care and use of instruments used in the administration of personal care services to people:

Personal hygiene practices include:

- a. Sterilization of instruments used by service providers including hairdressers, aestheticians and other service providers.
- b. Sterilization by autoclave of instruments used in body piercing and tattoo making.
- c. Cleaning hands.

1.8 Self Assessment Questions

1. Professional ethics is:-
 - a. Trying to be friendly to people.
 - b. A system of rules that tell professionals how they should behave.
 - c. To become a member of a professional organization.
 - d. A set of rules about beauty.
2. The responsibilities of an aesthetician to her clients include:-
 - a. Keeping personal matters confidential.
 - b. Taking back a half – empty cosmetic product and refunding the money.
 - c. To give information about the treatment of another client.
 - d. Agreeing to everything the client wants.
3. The responsibilities of an aesthetician to her employer include:-
 - a. Taking pride in maintaining a good reputation for the business.
 - b. Making as much money for the business as possible.
 - c. Informing the employer about clients' personal lives.
 - d. Increasing the advertised price of a treatment.
4. The responsibilities of an employer to her employees include:-
 - a. Asking them to report any confidence of the clients.
 - b. Asking them to make exaggerated claims about the products sold to the clients.
 - c. Expressing professional pride in employees regarding the quality of their performance.
 - d. Encourage employees to criticize treatments given by competitors.

5. A good relationship with the medical profession can be developed and maintained by:-
- Informing them that beauty salons can offer treatments for medical conditions.
 - Recommending clients with contra-indications to visit their doctor.
 - Stating that certain services, such as electrical epilation, can best be carried out in beauty centers.
 - Stating that clients with acne can only be treated by aestheticians.
6. An aesthetician can maintain good relations with colleagues in her profession by:
- Criticizing other aestheticians' treatments.
 - Asking them about the financial state of their business.
 - Exchanging information and being helpful to each other.
 - Asking them for the names and addresses of competitor's clients.
7. Aesthetician can maintain a good relationship with the media by:-
- Boasting about one's achievements.
 - Trying to force the media to give her free publicity.
 - Regularly providing the media with news of her profession.
 - Claiming that her treatments are more effective than those of her competitors.
8. The function of a deodorant is to:-
- Reduce the amount of sweat on the skin.
 - Prevent body odor.
 - Cover any body odor.
 - Freshen the skin.
9. The function of an anti-perspirant is to :-
- Reduce the amount of sweat on the skin.
 - Prevent body odor.
 - Increase the amount of perspiration on the skin.
 - Reduce the amount of sebum on the skin.
10. Which of the following statements is/are correct?
- I. A deodorant prevents body odor.
 - II. An anti-perspirant reduces perspiration and stimulates sebaceous secretion.
 - I and II are both correct.
 - I is correct and II is incorrect.
 - I is incorrect and II is correct.
 - I and II are both Incorrect.

Part 2

STERILIZATION & SANITATION OF SALOON

- 2.1 Introduction**
- 2.2 How to Disinfect Implements**
- 2.3 Requirements of a Good Disinfectant**
- 2.4 Proper Use of Disinfectants**
- 2.5 Sanitation**
- 2.6 Treatment Rooms**
- 2.7 Self Assessment Questions**



2.1 INTRODUCTION

Sterilization is the highest level of decontamination. It kills all the micro-organisms including bacteria, viruses, fungi & bacterial spores. Tools which come into contact with blood or bodily fluids.

The Importance of Sanitation and Disinfection in the Salon

Each client has the potential of carrying some kind of bacterial or viral infection. It is necessary to regularly and consistently take the necessary steps to disinfect and decontaminate implements, linens, and surfaces in the salon. This is an important service that salon owner provide to their clients and to their staff.

Sterilization, Disinfection, Sanitation – The Differences

Sterilization is the destruction of all forms of bacteria, fungi, and viruses.

Disinfection is the process that eliminates many disease producing germs and organisms.

Sanitation is the process of making an object clean before disinfecting by means of hot water, detergents, antibacterial soaps and sanitizers.

Aestheticians need to be concerned about fungi (a term for a group of yeasts and moulds). Fungi can cause conditions such as athlete's foot. Proper disinfecting of pedicure implements and foot basins can prevent the spread of infection. To simplify, use only stainless steel bowls and implements made of hard non-porous materials if possible.

Hairdressers need to disinfect tools and other implements to prevent the spread of bacteria, plant parasites or fungi that can produce contagious

diseases such as ringworm, favus (a skin disease of the scalp). Animal parasites such as head lice and itch mites cause scalp infections such as pediculosis and scabies.

2.2 HOW TO DISINFECT IMPLEMENTS

Implements such as scissors, combs, brushes, nail clippers and filers need to be disinfected after each use.

- Sanitize the implements.
- Place the implements in clean disinfecting solution.
- Submerge implements completely for 10 —15 minutes or according to manufacturers' directions.
- Remove items by using basket lift or thongs.
- Rinse, dry and store in a clean, disinfected, dry, and covered container.

Disinfectants are harmful to the skin and hair.

Proper removal from solution and rinsing is vital.

Brushes must be disinfected after each use, to accommodate all services during the day..

It may be useful to use disposable, one time items for esthetic services. Sponges, tissue, cotton, orangewood sticks, files, emery boards, applicators must be discarded after one use.

How to Disinfect a Surface

- Clean with suitable cleaner.
- Apply disinfectant.
- Leave disinfectant on for at least 10 minutes.
- Wipe dry with clean damp cloth or paper towel.



Special disinfectants with Aroma Oil are available now a days.

Chemical Agents

- Antiseptic:** A substance that can kill or retard the growth of bacteria. It is milder than a disinfectant and is safe to use on the skin e.g. hydrogen peroxide , formalin , alcohol, boric acid.
- Formalin:** A safe and effective sanitizing agent which can be used either as an antiseptic or disinfectant, depending on its strength. Formalin is composed of approximately 37% to 40% formaldehyde (gas in water).
- Alcohol:** Immerse implements in 70% alcohol.



Always mix disinfectants with water

Electrodes and objects with sharp edges can be rubbed gently with a cotton pad dampened with 70% alcohol. Then place the articles in a dry sanitizer until ready for use.

2.3 REQUIREMENTS OF A GOOD DISINFECTANT

- a. Convenient to prepare
- b. Quick acting
- c. Preferably odorless
- d. Non Corrosive
- e. Economical
- f. Non-Irritating to skin

2.4 PROPER USE OF DISINFECTANTS

Any item that is used on the client must be disinfected or discarded after each use. Items which can't be disinfected, such as sponges or cotton swabs must be discarded & other non-porous tools such as electrodes, tweezers must be sterilized.

- a. Mix disinfectant according to manufacturer's direction & always mix disinfectant to the water.
- b. Place disinfected implements in a clean, closed, dry, disinfected container.
- c. Laundry bins should be cleaned with disinfectant daily.
- d. Before & after each client, hospital grade disinfectant should be used on the workstation, esthetic bed, bowls & other supplies.
- e. Disinfectants are not to be used on human skin, hair or nails.



The Treatment room should be properly sanitized before starting with the treatment to avoid Infection.

- f. Never use them as hand cleaners as this can damage skin.
- g. Always keep them away from children.
- h. Wash hands with a good soap.

2

2.5 SANITATION

It is the lowest level of decontamination. To



Disinfection of electrical gadgets for client's safety and your own.

sanitize means “ To significantly reduce the number of pathogens or disease producing organisms found on the surface”. Cleaning with soaps & detergents & putting antiseptics are examples of sanitization.

- a. Drinking water must be colorless, odorless and free from any foreign matter.
- b. Air Systems : Air within salon should be neither dry nor stagnant , nor have stale, musty odour.
- c. Room temperature should be about 70 degree Fahrenheit.

d. Salon should be ventilated using an air conditioner which regulates temperature and moisture content of air. Exhaust fan draws stale, musty air out from the salon.

2.6 TREATMENT ROOMS

Treatment rooms normally have dim light & are often damp with steam. If not kept clean & sanitized mold may grow quickly around sink & drains.

2.7 Self Assessment Questions

1. Sanitization means:-
 - a. The complete destruction of all micro-organisms.
 - b. The process of making hygiene conditions.
 - c. The process that destroys most micro-organisms.
 - d. Keeping surfaces clean.
2. A disinfectant is:-
 - a. A chemical that helps to kill disease – producing micro-organisms.
 - b. A chemical produced by boiling a liquid and condensing the vapour.
 - c. A disease caused by micro-organisms.
 - d. An organism that causes impetigo.
3. Sterilization means:-
 - a. The complete destruction of all micro-organisms.
 - b. The process of making hygiene conditions.
 - c. The process that destroys most micro-organisms.
 - d. Keeping surfaces clean.
4. MATCH THE FOLLOWING

A	B
a. Antiseptic	37% to 40% formaldehyde solution
b. Formalin	70% in water
c. Alcohol solution	boric acid, hydrogen peroxide

5. Which is not a quality of a good Disinfectant:
 - a. non corrosive
 - b. quick acting
 - c. perfumed
 - d. non-irritating
6. The room temperature of a salon should be:
 - a. 50°C Fahrenheit
 - b. 60°C Fahrenheit
 - c. 70°C Fahrenheit
 - d. 40°C Fahrenheit
7. We should immerse implements in Alcohol.
 - a. 40%
 - b. 50%
 - c. 60%
 - d. 70%
8. Which one of the following statements is NOT correct?
 - a. A disinfectant is a chemical which kills bacteria.
 - b. An antiseptic is a chemical which prevents bacterial growth.
 - c. Bacteria are smaller than viruses.
 - d. Asepsis is an absence of organisms which can cause infection.

Part 3

MICRO-ORGANISMS

- 3.1 Introduction
- 3.2 Micro-organisms Classifications
- 3.3 Immunity
- 3.4 Body Defences
- 3.5 Self Assessment Questions



3.1 INTRODUCTION

A microorganism is an organism that is microscopic (usually too small to be seen by the naked human eye). Microorganisms live in all parts of the biosphere whether it is water, soil, hot springs, in the ocean floor, high in the atmosphere and deep inside rocks within the Earth's crust. The study of microorganisms is called MICROBIOLOGY.

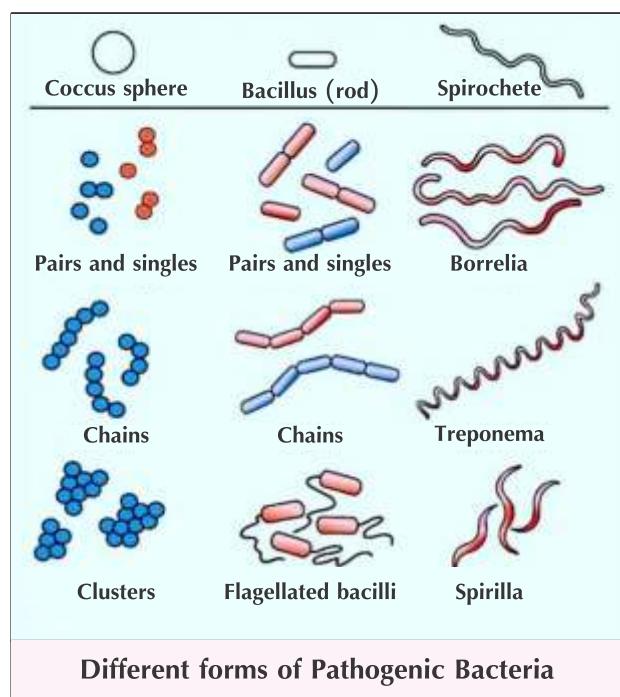
3.2 MICRO-ORGANISMS CLASSIFICATION

Micro-Organism can be classified into three types:

a. **BACTERIA:-** Study of bacteria is called BACTERIOLOGY. Bacteria are single-celled micro-organisms. They live on both plants and animals. There are hundred different kinds of bacteria.

1. Minute one cell vegetable micro-organism.

2. Also known as germs or microbes.
3. Consists of outer cell membrane and internal protoplasm.



They are classified into two main types depending on whether they are harmful or beneficial.

Harmful: Also known as Pathogenic bacteria. This group belongs to parasites which require living matter for their growth.

Harmless: Also known as Non pathogenic Bacteria. These do not cause diseases and are beneficial to men. These live on dead matter, and help to decompose garbage & improve soil fertility. In human body, they help digest food & stimulate immune system.

Classification of Pathogenic Bacteria:

I	II	III
Cocci	Bacilli	Spirilla

b. VIRUS:- Virus is a microscopic infectious agent that can only reproduce inside a living cell. Viruses infect all types of organisms: from animals and plants, to bacteria and archaea (organisms whose cells lack a defined nucleus).



Virus

Main Characteristics are:

1. Smaller than Bacteria
2. Cause diseases such as measles , polio & flu, HIV

& hepatitis.

3. Grows only in living cells
 4. Viruses are hard to kill without harming the body & are generally resistant to antibiotics.
- c. FUNGI:-** Multicellular organisms that are heterotrophs (cannot make their own food) and have important roles in nutrient cycling in an ecosystem.
1. Microscopic plant organism e.g molds & yeasts
 2. Feed on living matter/dead matter
 3. Diseases ringworm and favus.



Fungi

3

3.3 IMMUNITY:- Ability of the body to resist invasion by Bacteria and destroy them once they enter the body. Immunity can be classified into:

- a. **Natural Immunity** - Natural resistance to disease by hygiene living.
- b. **Acquired Immunity** – Secured after the body has itself overcome certain disease or when it has received certain kinds of vaccination.

3.4 BODY DEFENCES

The Body is constantly defending itself against invasion by disease.

a. First Line Defence:

1. Healthy Skin
2. Mucous and fine hairs e.g. in the nose
3. Gastric juices in stomach contain hydrochloric acid
4. Organisms in the intestines

5. Tears in the eye

b. Second Line Defence:

White Blood cells go into action to destroy harmful micro-organisms in the blood stream and tissues so that healing can take place.

c. Third Line Defence:

Antibodies: Substances produced by the body to destroy harmful bacteria.

3.5 Self Assessment Questions

1. An example of a single-celled cellular organism is :-
 a. A bacterium b. A virus c. Yeast d. A fungus
2. I. A micro-organism is the smallest part of the human body.
 II. All micro-organisms need nutrients for their existence.
 a. I and II are both correct.
 b. I is incorrect and II is incorrect.
 c. I is incorrect and II is correct.
 d. I and II are both incorrect.
3. Examples of bacteria are:-
 a. Bacilli and cocci b. Bacilli and viruses c. Yeasts and cocci d. Yeasts and viruses
4. Microbiology is the :-
 a. Scientific study of micro-organisms.
 b. Study of plants and animals.
 c. Study of chemistry of living organisms.
 d. Microscopic study of the tissue of living organisms.
5. Bacteria are:-
 a. Single-cell micro-organisms.
 b. Very tiny organisms that multiply in living cells.
 c. Non-cellular micro-organism.
 d. Vegetable-type micro-organisms lacking chlorophyll.