

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: BASIC SALON FUNCTIONS
CODE NO. : HSL121 **SEMESTER:** ONE
PROGRAM: HAIRSTYLING
AUTHOR: DEBBIE DUNSEATH
DATE: Sept. 2009 **PREVIOUS OUTLINE DATED:** Sept. 2008
APPROVED: "Angelique Lemay"

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	CHAIR, COMMUNITY SERVICES	DATE

TOTAL CREDITS: 9.00
PREREQUISITE(S):
HOURS/WEEK:

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For additional information, please contact the Chair, Community Services
School of Health and Community Services
(705) 759-2554 ext. 2603

I. COURSE DESCRIPTION:

This course is designed to provide the student with the necessary theory and skills to perform a variety of standard salon functions. Through communication skills and an understanding of professional presentations, the student will be able to effectively consult and present himself/ herself to a client or employee in an ethical and professional manner. Credibility and trust must be earned and this course will provide the student with all the information necessary to accomplish that.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. ***Practice the common elements of personal and professional good health.***

Potential Elements of the Performance

- Demonstrate an understanding of good health
- Identify the components of good health
- Identify personal good health
- Identify professional good health
- Demonstrate the practice of good health

2. ***Present him/herself as a professional.***

Potential Elements of the Performance:

- Identify good posture
- Identify correct sitting positions
- Identify dressing for success
- Identify and interpret non-verbal communication

3. ***Use personal strengths and characteristics to become a successful professional.***

Potential Elements of the Performance:

- Identify personal characteristics
- Identify non-verbal cues
- Identify characteristics of professional attitude
- Identify the need for self-awareness as a professional

4. ***Apply the theory of effective communication as it relates to human relations.***

Potential Elements of the Performance:

- Identify the components of effective communication
- Apply professional ethics in the work setting
- Practice proper professional conduct
- Identify possible public response to improper conduct

5. ***Be an effective team player.***

Potential Elements of the Performance:

- Identify the underlying principles of team work
- Participate in being a team player
- Identify the basic roles for team players in a salon
- Demonstrate and evaluate the effectiveness of team work

III. TOPICS:

1. COMMUNICATION SKILLS
2. PROFESSIONAL ETHICS
3. PROPER CONDUCT
4. TEAM WORK
5. BASIC SALON DUTIES
6. PROFESSIONAL PRESENTATION SKILLS

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- ✂ MILADY STANDARD TEXTBOOK OF COSMETOLOGY
- ✂ MILADY THEORY WORKBOOK
- ✂ MILADY PRACTICAL WORKBOOK
- ✂ PRENTICE-HALL TEXTBOOK OF COSMETOLOGY
- ✂ HAIRSTYLING KIT
- ✂ HAIRSTYLING UNIFORM
- ✂ LARGE BINDER, DIVIDERS, PAPER, PENS, PENCILS

V. EVALUATION PROCESS/GRADING SYSTEM:

TESTS\QUIZZES	35%
PROJECTS	15%
PRACTICAL TESTING	30%
FINAL IN-SCHOOL PRACTICAL EXAM	20%

V. EVALUATION PROCESS/GRADING SYSTEM:

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.