



COURSE OUTLINE: HST741 - ENTREPREN. SKILLS 2

Prepared: Hairstyling Department

Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	HST741: ENTREPRENEURIAL SKILLS 2
Program Number: Name	6351: HAIRSTYLIST LEVEL II
Department:	HAIRSTYLIST
Semesters/Terms:	22W
Course Description:	This course upon successful completion will enable the apprentice to apply entrepreneurial skills to the operation and administration of a salon business. Ethical practices, day sheets including client bookings, employee scheduling and the creation of sales forecasting will be a large part of the course focus.
Total Credits:	2
Hours/Week:	2
Total Hours:	16
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects.
Course Evaluation:	Passing Grade: 60%, C A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Other Course Evaluation & Assessment Requirements:	Attendance in all classes will be assessed and calculated in final grades. All hours of theory and practical must be completed to advance to the next semester.
Books and Required Resources:	Milady Standard Cosmetology by Milady Publisher: Milady Binding ISBN: 9781305774773 Practical Workbook for Milady Standard Cosmetology 2016 by Milady Publisher: Milady Binding ISBN: 9781285769479 Theory Workbook for Milady Standard Cosmetology 2016 by Milady Publisher: Milady Binding

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.



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Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Describe the fundamentals of salon business operation and organization.	1.1 Prepare day sheets for daily accounting procedures, use of checklist to reconcile daily financial records 1.2 Prepare time sheets or schedules for employee schedules and appointment book 1.3 Perform banking transaction, including daily deposits, bank reconciliations 1.4 Describe inventory control procedures such as create inventory spread sheets, monitor inventory turnover, forecast future inventory requirements, use inventory management software 1.5 Create a business plan including create floor plan, desired location, analyse demographics of chosen location, developed budget and sales forecast. 1.6 Determine insurance requirements such as describe malpractice/liability insurance, explain importance of insurance and explain insurance requirements for sub-contractors and renters 1.7 Describe provincial and federal legislation relevant to business operation and staffing, including applicable provincial sales taxes, employee and employer remittance and Ontario Employment Standards such as statutory holidays, maternity leave, vacation pay 1.8 Execute procedural calculations for salon for commission, hourly, rental and daily productivity
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Develop marketing, promotional and sales strategies for salon products and services.	2.1 Create template for marketing plan 2.2 Create advertising for target market 2.3 Inform client of current salon promotions 2.4 Inform client of related salon services available 2.5 Use social media to promote their salon 2.6 Demonstrate closing techniques for retail products
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Describe the features, advantages and benefits of products and services to be rendered for hair and scalp.	3.1 Determine and recommend home maintenance products 3.2 Inform client of related salon services available 3.3 Recommend future services to be rendered 3.4 Demonstrate closing techniques for retail products
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Apply ethical practices to all professional relationships and employ conflict resolution techniques to the operation and administration of a hairstyling business	4.1 Assess situation 4.2 Recognize an escalating situation 4.3 Demonstrate problem solving techniques 4.4 Negotiate solutions including complainants 4.5 Identify alternative options to a solution 4.6 Documentation incident and resolution including participant agreement 4.6 Document incident

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Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Practical	20%
Theory	80%

Date:

August 10, 2021

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

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