



COURSE OUTLINE: HST733 - ENTREPRENEUR. SKILLS

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Approved: Karen Hudson, Dean, Community Services and Interdisciplinary Studies

Course Code: Title	HST733: ENTREPRENEURIAL SKILLS	
Program Number: Name	6350: HAIRSTYLIST LEVEL I	
Department:	HAIRSTYLIST	
Academic Year:	2024-2025	
Course Description:	Successful completion of this course will provide apprentices the ability to demonstrate the entrepreneurial skills used in relation to the operation and administration of a hairstyling salon business.	
Total Credits:	2	
Hours/Week:	2	
Total Hours:	12	
Prerequisites:	There are no pre-requisites for this course.	
Corequisites:	There are no co-requisites for this course.	
Vocational Learning Outcomes (VLO's) addressed in this course:	6350 - HAIRSTYLIST LEVEL I	
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1	Hairstyling 1
Essential Employability Skills (EES) addressed in this course:	EES 9	Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
Course Evaluation:	Passing Grade: 60%, D	
	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.	
Course Outcomes and Learning Objectives:	Course Outcome 1	Learning Objectives for Course Outcome 1
	1. Describe roles and responsibilities associated with employees and apprentices.	1.1 Complete training agreement 1.2 Review training documents such as the National Occupational Analysis (NOA), training standards 1.3 Legal responsibilities, health and safety, Ontario employment standards
	Course Outcome 2	Learning Objectives for Course Outcome 2



	2. Perform customer service duties including greeting, reception duties, appointment management and financial transactions.	2.1 Execute customer service duties, including answering phone, greeting client by name, completing financial transactions 2.2 Describe the benefits of good customer services, such as upselling, client retention, creating a valuable salon experience 2.3 Practice salon policies to answer, resolve or re-direct inquiries and/ or concerns 2.4 Describe appointment management practices, including booking services, time management, booking techniques, use of electronic calendars 2.5 Document services rendered on client card according to privacy act 2.6 Complete client financial transactions including maintaining and balancing a float, execute credit and debit transactions, mentally calculate change for clients 2.7 Use checklist to reconcile daily financial records
	Course Outcome 3	Learning Objectives for Course Outcome 3
	3. Apply effective communication skills to establish professional rapport with client and co-workers.	3.1 Practice active listening techniques 3.2 Interpret non-verbal communication 3.3 Speak clearly and concisely 3.4 Demonstrate constructive feedback techniques
	Course Outcome 4	Learning Objectives for Course Outcome 4
	4. Apply effective time management and organizational skills.	4.1 Define time management 4.2 Prioritize services through effective time management 4.3 Develop time management skills and strategies 4.4 Determine relevance to profession 4.5 Identify priorities 4.6 Identify time allocation for services
	Course Outcome 5	Learning Objectives for Course Outcome 5
5. Adhere to professional ethics in the workplace.	5.1 Define professional ethics such as be courteous to clients, perform salon services at a high level of competency 5.2 Follow and interpret employer code of professional conduct	

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	10%
Employability Skills	30%
Milady Workbook	20%
Quizzes and Exam	40%

Date:

July 17, 2024

Addendum:

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

