



COURSE OUTLINE

HSP0149

Prepared: Hairstyling Department Approved: Martha Irwin

Course Code: Title	HSP0149: ENTREPRENEURIAL SKILLS 1						
Program Number: Name	1120: COMMUNITY INTEGRATN						
Department:	C.I.C.E.						
Semester/Term:	17F						
Course Description:	The content of this course will give the students the knowledge of daily salon operation duties and responsibilities and the importance of effective communication within the workplace. Students will practise each of these skills to build their confidence in public relations, team building and organizational skills. Retailing and display techniques for marketing will be introduced and practised to enhance students business knowledge and skills.						
Total Credits:	3						
Hours/Week:	3						
Total Hours:	50						
Essential Employability Skills (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. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. #4. Apply a systematic approach to solve problems. #9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. #11. Take responsibility for ones own actions, decisions, and consequences.						
Course Evaluation:	Passing Grade: 50%, D						
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.						
Evaluation Process and Grading System:	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Practical, Application and Exams</td> <td>50%</td> </tr> <tr> <td>Theory, Tests and Assignments</td> <td>50%</td> </tr> </tbody> </table>	Evaluation Type	Evaluation Weight	Practical, Application and Exams	50%	Theory, Tests and Assignments	50%
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Books and Required Resources:	Milady Standard Cosmetology 13th Edition by Milady Publisher: Milady Binding Edition: 13th						



COURSE OUTLINE

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ISBN: 9781305774773

Practical Workbook for Milady Standard Cosmetology 2016 by Milady
Publisher: Milady Binding
ISBN: 9781285769479

Salon Fundamentals Book Set by Pivot Point
Publisher: Pivot Point International Inc. Edition: 3rd
ISBN: 9781934636664

Theory Workbook for Milady Standard Cosmetology 2016 by Milady
Publisher: Milady Binding
ISBN: 9781285769455

Course Outcomes and Learning Objectives:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1.

Describe the fundamentals of salon business operation and organization

Learning Objectives 1.

Prepare day sheets for:

- daily accounting procedures
- use of checklist to reconcile daily financial records

Prepare time sheets or schedules:

- employee schedules
- appointment book

Perform banking transaction, including:

- daily deposits
- bank reconciliations

Describe inventory control procedures:

- create inventory spread sheets
- monitor inventory turnover



COURSE OUTLINE

HSP0149

3

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- forecast future inventory requirements
- use inventory management software

Understand a business plan:

- create floor plan (including pictures of furniture, colour scheme)
- choose desired location
- analyze demographics of chosen location
- develop budget
- create sales forecast

Determine insurance requirements:

- describe malpractice/liability insurance
- explain importance of insurance
- explain insurance requirements for sub-contractors and renters

Describe provincial and federal legislation relevant to business operation and staffing, including:

- applicable provincial sales taxes
- employee/employer remittance
- Ontario Employment Standards such as statutory holidays, maternity leave, vacation pay
- Execute procedural calculations for salon for:
 - commission, hourly, rental
 - daily productivity

Course Outcome 2.

Develop marketing, promotional and sales strategies for salon products and services

Learning Objectives 2.

- Create template for marketing plan
- Determine your target market
- Create promotions based on your market research
- Demonstrate successful positive marketing procedures

Course Outcome 3.

Describe upselling and ticket upgrading techniques, describe advantages and benefits of products and services recommended based on client's needs



COURSE OUTLINE

HSP0149

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Learning Objectives 3.

- Apply soft sell procedures
- Inform client of current salon promotions
- Inform client of related salon services available
- Recommend services based on your knowledge and understanding of hair
- Demonstrate closing techniques for retail products
- Recommend home maintenance and products based on desired results

Course Outcome 4.

Apply conflict resolution techniques to the operation and administration of a hairstyling business

Learning Objectives 4.

- Assess situation
- Recognize an escalating situation
- Demonstrate problem solving techniques
- Negotiate solutions
- Identify alternative options
- Document incident

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.



COURSE OUTLINE

HSP0149

5

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B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment



COURSE OUTLINE

HSP0149

6



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E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

Wednesday, September 6, 2017

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