



**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:**Special Needs:

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

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.

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*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

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.

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

**VII. 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.