

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
- ✂ HAIRSTYLING KIT
- ✂ HAIRSTYLING UNIFORM
- ✂ LARGE BINDER, DIVIDERS, PAPER, PENS, PENCILS

V. EVALUATION PROCESS/GRADING SYSTEM:

The student must achieve 70% in each component of the course. Each component is graded separately in the evaluation process.

Grading will be determined by the following components:

1. Theory	70%
Assignments	20%
Professionalism	10%
2. Practical	
Mannequin	35%
Client Work	50%
Placement Evaluation	5%
Professionalism	10%

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%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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: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.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.