

COURSE SYLLABUS
Fall 2017

Course Description: Salon Practices and Management

Prerequisite: Introduction to Cosmetology

Course Goals: Upon successful completion of this course, students are able to demonstrate professionalism and to list job-seeking and management skills as well as to exhibit knowledge of the technology used in salons.

Course Fee: \$30 (per block) **Club Dues:** \$ 20.00 (per year)
SkillsUSA

Textbook: Milady's Standard Cosmetology Textbook

Required Supplies:

1. Paper/Folder/Portfolio
2. Pencils/pens
3. Textbook
4. Lab Jacket are provided by the MSCA
5. One Mannequin for haircutting \$45-\$60

Method of Instruction: The main methods of teaching are individual and group instruction. The methods through which students learn information include lecture, discussion, demonstration, audio-visual programs, and guest speakers.

Classroom Standards and Rules:

1. Class attendance and assignment completion is required.
2. All students are expected to use time wisely.
3. All students are expected to be respectful of other students.
4. Safety rules will be strictly adhered to at all times.
5. All policies of the **Muscle Shoals Board of Education** as well as all the rules, regulations, and guidelines found within the **Muscle Shoals Career Academy Student Handbook** and the **Code of conduct for Muscle Shoals City Schools** must be followed.

6. Safety glasses required when necessary in lab
7. No horseplay in the lab
8. Students will clean workstations each day (mirrors, counter tops, sweep floor, fill washer, fold towels)
9. Students will fill containers and wet sterilizers
10. Clean curling irons and kits after each use
11. **Students are not allowed to do their own hair or nails**
12. Facial chair is used for facials/waxing and Pedicure chairs are for pedicures only. No lounging in the chairs before or after class.
13. The teacher dismisses the class, not the students.
14. Students are required to watch the clock to make sure there is enough time to clean and put away the equipment.
15. Students are expected to do all live work with supervision of the instructor. Students perform all services.
16. Students are expected to act professionally when working in the lab (no talking about boyfriends or other non professional conversation)

Philosophy

Career/Technical education is an essential part of the total educational process. It deals specifically with the development of knowledge, skills, and interpersonal relationships that prepare the student to become a productive citizen in the world of work. It is our goal that this course successfully prepares each student to successfully enter post-secondary education institutions, apprenticeship programs, or obtain gainful employment.

Salon Fundamentals (SDE- Salon Practices and Management) is a one-credit course that helps students develop entry-level management skills for the beauty industry. Students practice all phases of Cosmetology in a salon setting.

Grading Procedures

Evaluation of Student Progress: Evaluation is based on: tests, quizzes, class assignments, individual/group projects, written job skills, and lab (Task Sheets) assignments.

Grading

Written Test:	30 %
Infection Control & Safety	10 %
Lab Test:	<u>60 %</u>
Total	100%

Additional Information

Safety Procedures: All students must pass a Safety Exam with 100% accuracy, before working in the Cosmetology Laboratory.

Makeup work: All assignments or makeup work will be turned in at the beginning of the class on the date due. Students are allowed a maximum of two days to make up work, after an excused absence. The student is responsible for contacting the teacher for missed assignments and test. Student has two days to make up any missed work.

Available Industry Credential(s): Students that meet certain qualifications are eligible for: Course/Program Credential(s): Barbering License, Cosmetology License, Natural Hairstyling License, Nail Care License, and Esthetics License. Stackable Credentials: NOCTI Cosmetology, NOCTI Nail Specialty, Workforce Ready-Cosmetology, Workforce Ready - Nail Care, and Barbicide - Infection Control Certification

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Instructional Content Standards		
Theory	Skills	Assessment
The student will be able to understand the following:	The student will be able to perform the following:	Evaluation methods:
Salon Safety and the rules of cosmetology to keep them safe	Apply all lab, fire & weather safeties and know all exits. The safety of Equipment and tools, MSDS, EPA, and etc...	Written test All students must pass with 100% to work in Lab
Professional Development	Demonstrate the principles of personal and professional image. <ul style="list-style-type: none"> • Healthy body and mind • Effective communication • Human relations • Ethical conduct 	Written test Role play
Hairstyling Techniques Identify facial and head shapes and contours Make up Applications	Perform: Thermal styling, wet styling, long-hair design, finger waving, pin curls, roller curls, blow drying, combing and brushing and wiggetry. Applying day and night make up.	Written Test Lab Test
Design Decisions Hair shaping Implements used in Hair Cutting	Match facial shape to desired effect Haircutting: basic cuts, fashion cuts, scissor shaping, razor cutting, clippers, edging, designs, texturizing and thinning shears. Match desired style to client's needs and wants.	Role Play Written test Lab Test

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Instructional Content Standards		
Theory	Skills	Assessment
The student will be able to understand the following:	The student will be able to perform the following:	Evaluation methods:
Nail Theory and Services Removing facial hair	Describe structure, diseases, and growth of the nail. Demonstrate proper techniques for nail care (Basic Manicure). Perform facial waxing (eyebrows, lip, chin, and all facial areas). Correct tweezing technique.	Written Test Lab Test
Salon Management Duties	Work as a Team Leader performing Salon Management duties: Making sure each stylist has signed-in, lab is safe and clean, and towels are being washed, dried, and folded, helping other stylist achieve success, office duties, and employee evaluations.	Written Test Lab Assignments Lab Test

NOTE: Lesson plans for each three weeks cycle of the nine-week period will provide detailed instructional plans and activities that correlate with the listing of theoretical concepts and practical skills on the course syllabus.