A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course provides an introduction to cosmetology, nail technology or skin care, including professional image, salon management and retailing, and successful industry communications. Thorough knowledge in infectious agents, decontamination, and Minnesota laws and rules. (Prerequisite: None) (3 Credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 03/30/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Minnesota statues and chapter rules relating to the cosmetology profession
2. Infectious agents
3. Infection control and procedures
4. Business communication
5. Business ethnics
D. LEARNING OUTCOMES (General)
   1. Recall Minnesota Cosmetology Statutes and Rules
   2. Demonstrate dependability
   3. Demonstrate professionalism
   4. Complete periodic examinations
   5. List types of infectious agents
   6. Describe characteristics of infectious agents
   7. Identify disease caused by infectious agents
   8. List infectious diseases
   9. Define terms relating to infectious agents
  10. List ways to destroy pathogenic organism
  11. Define terms relating to bacteria
  12. Define contamination
  13. Define decontamination
  14. List chemicals used for sanitation
  15. List chemicals used for disinfection
  16. List types of sterilization procedures
  17. List precautions when mixing chemicals
  18. Identify controlling Government agencies
  19. Describe customer handling system
  20. Describe effective communication techniques
  21. Identify effective self-help skills
  22. Describe effective customer relation skills
  23. Define employment related terms
  24. Calculate business building percentages
  25. List ways to build a client base
  26. List steps to great customer service
  27. List ways to handle complaints
  28. Define terms associated with business
  29. Calculate different types of compensation
  30. Compute earning potential
  31. Describe effective retailing techniques

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted