A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: *.*
Lab Hours/Week: *.*
OJT Hours/Week: 9
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course provides students with an opportunity to develop the practical skills necessary for entry-level salon work. (Prerequisites: COSM1402, COSM1405, COSM1406, COSM1433, COSM1434) (3 Credits: 0 lecture/0 lab/3 OJT)

B. COURSE EFFECTIVE DATES: 03/10/1999 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Hair care, skin care, and nail care practical use on clientele
2. Decision making
3. Time management
4. Recordkeeping
5. Business building strategies
6. Product selection and use
7. Preparation for employment
8. Safety and decontamination regulations
D. LEARNING OUTCOMES (General)
   1. Complete quota requirements
   2. Demonstrate dependability
   3. Demonstrate professionalism
   4. Perform decontamination procedures
   5. Perform safety procedures
   6. Perform dispensary duties
   7. Perform receptionist duties
   8. Perform rebooking clientele
   9. Record and calculate rebooking data
  10. Perform product use and recommendations
  11. Record and calculate retail data
  12. Perform service up-selling
  13. Record and calculate service up-selling data
  14. Complete client records
  15. Perform client consultation
  16. Analyze hair, skin, and nails conditions
  17. Perform client follow through procedures
  18. Perform women's and men's haircutting procedures
  19. Perform women's and men's chemical texture procedures
  20. Perform women's and men's hairstyling procedures
  21. Perform women's and men's nail care procedures
  22. Perform women's and men's scalp and shampooing procedures
  23. Perform women's and men's scalp and shampooing procedures
  24. Construct cover letter
  25. Construct resume
  26. Construct thank you letter
  27. Perform first aid procedures

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

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted