

COURSE SYLLABUS

LAST REVIEW	Fall 2022
COURSE TITLE	Business Practices I
COURSE NUMBER	COSM 0120
DIVISION	Career and Technical Education
DEPARTMENT	COSM
CIP CODE	12.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1 Lab:
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology.

PROGRAM LEARNING OUTCOMES

Certificate

1. Demonstrate safety and sanitation procedures required for professional license in the cosmetology industry.
2. Demonstrate customer service, resume writing, and interviewing skills.
3. Demonstrate professionalism when performing front desk operations and engaging in self-marketing practices.
4. Perform a variety of hair care services in compliance with the appropriate state requirements.

TEXTBOOKS

<http://kckccbookstore.com/>

METHOD OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Salon Development, (15 hours)
 - A. Reception desk
 - B. Telephone skills
 - C. Appointment book
- II. Business Records, (10 hours)
 - A. Record keeping

- B. Money handling
- C. Tracking records

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. List some facts you need before opening a beauty salon.
- B. Discuss financial considerations involved in operating a beauty salon.
- C. Explain the importance of maintaining accurate business records.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.