

COURSE SYLLABUS

LAST REVIEW	Fall 2022
COURSE TITLE	Business Practices II
COURSE NUMBER	COSM 0121
DIVISION	Career and Technical Education
DEPARTMENT	COSM
CIP CODE	12.0401
CREDIT HOURS	2
CONTACT HOURS/WEEK	Class: 1 Lab: 2
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 50 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. Insurance, (15 hours)
 - A. Protection against fire, theft, and lawsuits
 - B. Health insurance
 - C. Disability insurance
 - D. Retirement plans

- II. Client records, (15 hours)
 - A. Client profile
 - B. Service history
 - C. Chemical record
- III. Salesmanship, (20 hours)
 - A. Advertising
 - B. Clientele building and retention
 - C. Retailing

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. Explain the importance of good business operation and personnel management.
- B. Discuss the principles and practices of good selling.
- C. Explain the importance of advertising.

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>.