

## **COURSE SYLLABUS**

<b>LAST REVIEW</b>	Fall 2022
<b>COURSE TITLE</b>	Business Practices
<b>COURSE NUMBER</b>	NAIL 0115
<b>DIVISION</b>	Career and Technical Education
<b>DEPARTMENT</b>	NAIL
<b>CIP CODE</b>	12.0410
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 1      Lab: 4
<b>PREREQUISITES</b>	NAIL-0101 Scientific Concepts, NAIL-0105 Manicuring Skills, NAIL-0110 Artificial Nails

**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 will provide the entry-level nail technician with the practical knowledge and wisdom geared toward professional growth and success in the nail care industry.

### **PROGRAM LEARNING OUTCOMES**

1. Demonstrate safety and sanitation procedures required for professional license in the cosmetology industry
2. Utilize chemicals and implements to perform nail services including analysis and application.
3. demonstrate customer service skills
4. Perform a variety of nail 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. Career essentials
  - A. Personal development
    1. Healthy mind and body
    2. Effective communication
    3. Purposeful relationships
  - B. Business basics

1. Job search
2. Career building
3. Retailing
4. Business ownership

- II. Kansas state law
  - A. Forms and record keeping
  - B. Sanitation requirements
  - C. Requirements for licensure

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Identify the components necessary to a healthy mind and body and how they relate to performance on the job.
  1. Identify the importance of proper rest and relaxation.
  2. Describe the effects of exercise and nutrition on the human body.
  3. Understand the benefits of stress management and ergonomics.
  4. Demonstrate and describe good hygiene.
- B. List the two main types of communication and define the way each of them projects your personal and professional image.
  5. Define and demonstrate non verbal communication.
  6. Define and demonstrate verbal communication.
- C. Describe how personality, teamwork and a professional code of ethics enhance or detract from your personal and professional image.
  7. Understand the importance of attitude and habits.
  8. Understand and describe the value of teamwork.
  9. Describe the "Professional Code of Ethics" as set forth by the International Nail Technicians Association.
- D. Survey job search preparation skills to include resume and cover letter development, job interviewing skills and work environment evaluations.
  10. Develop and prepare a resume and cover letter.
  11. Describe and demonstrate job interviewing skills.
  12. Develop a work environment evaluation.
- E. Describe professional relationship strategies and methods of clientele building.
  13. Give examples of strategies that can be used to help introduce oneself to other professionals in the nail industry.
  14. Describe strategies for building professional relationships with clients and staff.
- F. Formulate a lifelong learning plan.
  15. Formulate a lifelong learning plan to continue career and professional development.
- G. Describe the strategies, importance, and financial advantages of retailing.

16. Describe the components of a professional product recommendation and how to motivate buyers.
  17. Identify the different types of sales promotions.
- H. Understand and describe business essentials, plans for a successful salon, expenses and income and nail salon philosophy, policies, and procedures.
18. Identify the types of business ownership.
  19. List several factors to consider before opening a nail salon.
  20. Identify three types of taxes applicable to salon ownership.
  21. Describe the components essential to a salon's daily operations.
  22. Describe advertising and promotion techniques that will increase sales.
- I. Understand and describe Kansas State law, rules, and regulations.
23. Prepare a Student Operating Record.
  24. Understand, identify, and demonstrate the state regulations regarding sanitation for schools, salons, and nail technicians
  25. Understand and define the state requirements for licensure for schools, salons, cosmetologists, manicurists, and estheticians.

### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

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>.