



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

Introduction to Salon Development

**Course Prefix and Number**

CSME 1244

**Department – Division**

Workforce Education - Cosmetology

**Course Type** – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
2	1	3

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## **Course Catalog Description**

Overview of the procedures and operations as related to salon management. Develop procedures for appointment scheduling and record management; and identify issues related to inventory control and operational management. (500-999 clock hours)

## **Prerequisites/co requisites**

Must have high school diploma or GED

## **Topical Outline**

1. Communicating For Success
  - a. Human Relations and Communication Basics
  - b. Client Consultation
  - c. In-Salon Communication
  - d. Special Issues Communication
  
2. Seeking Employment
  - a. Preparing for Licensure
  - b. Preparing for Employment
  
3. On The Job
  - a. Moving from School to Work
  - b. Out in the Real World
  - c. Managing Your Money
  - d. On Your Way
  
4. The Salon Business
  - a. Going into Business for Yourself
  - b. Operating A Successful Salon
  - c. Career Opportunities

## **Course Learning Outcomes**

After completion of this course:

- a. you will have a basic knowledge of laws and facts of the salon business
- b. you will have a basic understanding of financial considerations involved in operating or working in the salon.
- c. you will understand the importance of professional ethics and public relations.
- d. you will have a basic knowledge of “the real world” of cosmetology in a salon setting.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
x	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
x	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
x	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

Milday's Standard Cosmetology Textbook

**Optional Text(s)**

None

**Material/Technology to be supplied by the student.**

Students will be required to purchase books, the student cosmetology kit, uniforms, shoes and supplemental supplies.

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

**Course Requirements:**

1. Attend class and lab regularly and participate in classroom discussions, Exercises, etc.
2. Turn in assigned work and take exams.
3. Perform assigned services on clients.
4. Perform state board applications.

**Semester Grade Computation:**

1. You must make a score of 70 to pass the course.
2. Your daily grades will count as 1/3 of your final grade.
3. Your test grades will count as 1/3 of your final grade.
4. Your final exam grade will count as 1/3 of your final grade.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by Janet Cotton	Signature	Date 02/28/2008
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date