

Northeast Metro 916 Career & Technical Center Cosmetology Fall Semester Esthetician Pathway

Course Title: Salon Preparation

Course Number: Cos 1040

Course Description:

This course prepares students for clinical experiences including salon management, Minnesota Cosmetology laws and rules, communication skills as related to cosmetology, and retail operations. Students must be able to perform physical tasks to complete course requirements.

Number of Credits: 3

Instructor Information

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Room: 3318/3359

Required Texts:

Nail Students: Milady's standard textbook of Nails

Minnesota Cosmetology Laws and Rules.

Course Objectives:

Successful students will be able to:

- Discuss Minnesota Cosmetology laws and rules as pertains to salons.
- Define salon management skills.
- Describe appointment desk procedures.
- Demonstrate communication skills with client and employer.
- Demonstrate retail skills.
- Design a business plan for a new salon.
- Design a portfolio.
- Design a resume.
- Demonstrate safe handling, storage, and disposal of hazardous waste.

Schedule: Monday- Friday

This course is a hybrid course (partially online). Schoology will be a requirement.

1st 8:05-9:50 2nd 10:00-11:45 3rd 12:35-2:15

State Board Hours available per day

55 Days Theory/Practical 1.75 Hours per day

Additional Information

Prerequisites Cos 1000, Cos 1020

Attendance Policy :

Student's grades will be based in part on their attendance, due to Minnesota Laws and Rules hour regulations and hands-on training involved. Students are required to be punctual and in uniform with name tag on. **Absences will affect your grade.**

Schedule

- Week 1-9/10: Introduction to Salon Preparation**
- Week 2-9/17: Discussion on salon professionalism**
- Week 3-9/24: Introduction and workshop on portfolio/e-folio**
- Week 4-10/1: Seeking Employment, Lecture and discussion chapter 20 (Nail Tech).**
- Week 5-10/8: Lecture on resume and interviewing.
Review chapter 30 chapter 20 (Nail tech)**
- Week 6-10/15: Bookwork due and Test on chapter 30 (Cos) chapter 20 (Nail Tech)
On the Job, Lecture/discussion chapter 21 (Nail Tech)**
- Week 7-10/22: Salary, wages, and interview techniques. Soft Skills DVD's Interpersonal and Skills. Review chapter 21 (Nail Tech)**
- Week 8-10/29: Bookwork due and Test on chapter 21.
The Salon Business, Lecture and discussion on chapter 22 (Nail Tech)**
- Week 9-11/4: Design a salon, Review chapter 22 (Nail Tech)**
- Week 10-11/12: Work time for salon project**
- Week 11-11/19: Workbooks due and Test on chapter 22 (nail tech)
Lecture Taxation Laws**
- Week 12-11/26: Workshop on all assignments**

Week 13-12/3: Workshop on all assignments.

Week 14-12/10: Workshop on all assignments.

Week 15-12/17: Workshop on all assignments.

Winter Break 12/24/18-1/4/19

Week 16-1/7: Salon project presentations.

Week 17-1/14: Salon project presentations. All assignments due.

Course Procedures:

All pertinent coursework and assigned activities must be handed in before final exams may be taken. Some outside work will be required. The instructor schedules all exams.

Students Behavior:

Students are expected to act with respect toward others. Inappropriate students behavior and the disruption or obstruction of learning will not be tolerated. Unacceptable behaviors include but are not limited to:

- Verbal disrespect
- Disorderly conduct
- Habitually arriving late or leaving early
- Texting during class
- Leaving class to answer cell phone
- Cosmetology equipment and chemicals must used in the manner intended Failure to do so may result in immediate expulsion.

Grading and Evaluation Criteria:

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|---------------------------------------|-----------|
| ● Class presence and contribution 30% | A= 96-100 |
| ● Assignments and coursework 35% | B= 89-95 |
| ● Written and/ or computer exams 15% | C= 80-88 |
| ● Performance exams 20% | D=75-79 |

Attendance/participation policy: Regular attendance is expected and an important part the education and success at the Career and Technical Center. In preparing for the work world, it is imperative to remember that absenteeism and tardiness are to be avoided whenever possible. Important class activities will start promptly at the beginning of each period. Students are expected to arrive on time, and ready to learn.

Students who miss more than 5 days of class, excused or unexcused, will receive a warning letter mailed to their guardians and their home school will also be made aware.

Student Conduct and Academic Honesty: School expectations reflect the reality of the workplace where poor behavior and lack of work ethic could result in job loss. The Northeast Metro 916 disciplinary code is strictly enforced for this reason. Violation of the expectations listed below could result in students having their schedules switched to remain at their home schools and no longer attending the 916 Career and Technical Center. Respect that everyone has the right to an appropriate, safe and healthy learning environment. Be responsible for own behavior and its effect on others by respecting staff, peers and self. Attend class ready to learn and prepared to work. Accept and appropriately respond to constructive feedback. Communicate own needs in a respectful and polite manner. Demonstrate professionalism by working with integrity, dedication, and commitment.

Dishonesty Acts of dishonesty, including but not limited to the following:

- Cheating or plagiarism
- Deliberately furnishing false information to any college or high school administrator, teacher or office staff.
- Forgery, alteration or misuse of any college document, record or instrument of identification including copyright violations
- Tampering with the election of any recognized student organization

Academic Warning & Suspension: Students not making satisfactory academic progress will be receiving a midterm letter mailed home to their guardians and their home school will also be made aware. Students who were not academically successful 1st semester, will not be allowed to enroll concurrently the 2nd semester.

Add, drop & withdraw information: Students may ADD a course through the 15th business day of the term or before the course starts, whichever is later. Students may DROP a course through the 15th business day of the term or before the course starts, whichever is later. Students may WITHDRAW from a course from the 16th business day through 80% of the course/term. Students must start the process with their teacher/school counselor.

Information about library services: Century College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling

651-779-3354 or 1- 800-228-1978 x3354

Century College Library Guide

www.century.edu/academics/library

Non Discrimination Statement: It is the policy of Northeast Metro Intermediate School District 916 to provide equal educational opportunity for all students. The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The School District also makes reasonable accommodations for disabled students.

Counseling Services: It is important to meet with a counselor or advisor before you register for courses. They will help keep you on track as you work towards completing your classes. High School Counselors can assist you in developing both short- and long-term academic plans.

tailored to your unique needs. We can help you understand:

- Academics
- Career (exploration, assessments)
- Personal (stress, relationship concerns, time management)
- English as a Second Language (ESOL classes, testing, advising)

Access/Accommodations: The School District also makes reasonable accommodations for disabled students

Course credit transfer procedure: All students who plan to attend a post-secondary school at any time should request a copy of their 916 Career & Technical Center transcript. It is recommended that you show this transcript to the college advisor when you complete your first college visit to assist in the course selection.

Academic Resource Center: <https://www.century.edu/support-services/academic-support>
Compliance & Security: In compliance with federal and state laws- see high school handbook