Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number                      Course Title

CSME 1493  Special Topics in Cosmetic Services, General Services (Soft Skills)

Hill College is committed to the principal of equal opportunity in education and employment. The college does not discriminate against individuals on the basis of age, race, color, religion, sex, national origin, disability, or veteran status in the administration of its educational programs, activities, or employment policies.

Catalog Description:
CSME 1493
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
Soft Skills addresses the skills needed to succeed in any customer service industry. Personal and professional development will be addressed in this course. Subjects include but not limited to setting goals, critical thinking skills, dress for success, problem solving skills; stress and social skills, budgeting and marketing.

Lecture Hours  4   Lab Hours:  0   Semester Credit Hours:  4

Prerequisites: None

Introduction and Purpose:
Learning outcomes/objectives are determined by local occupational needs and business and industry trends. This course is meant to develop personal and professional skills needed to succeed in the business industry.

Instructional Materials:

Textbooks: “Reaching Your Potential”; Robert K. Throop, Marion B. Castellucci; Third Edition’ Copyright 2004

Supplies:   Pen, Paper, Notebook.

Objectives/Student Learning Outcomes:
Scans Skills: Scans is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by the industry. Each objective listed relates to one or more of these skills standards. The translation for these standards is attached to the end of these syllabi. More information about SCANS may be found in the book “Skills and Tasks for Jobs- A SCANS report for America 2000” published by the U.S. Department of Labor. The book may be purchased from the U.S. Government Printing Office under ISBN 0-16-036177-x.

1. Student will develop and understand the importance of professional ethics including hygiene, good grooming and professional attitudes relating to the workplace.
   *C-9, C-11, C-12, C-13, C-14, F-1, F-2, F-5, F-6, F-11, F-15, F-17

2. Students will set goals, understand the value of managing time.
   *C-1, C-3, C-5, C-6, C-7, C-15, F-1, F-2, F-3, F-5, F-6, F-11

3. Students will develop a personal budget
   * C-1, C-3, C-5, C-6, C-7, C-15, C-18, F-1, F-2, F-3, F-5, F-8, F-9, F-10, F-13, F-15

4. Explain the rules and regulations of the institution and the department and local and state laws relating to business
   *C-1, C-5, C-6, C-7, C-12, F-1, F-2, F-5

5. Students will write a resume and understand the importance of interviewing.
   *C-1, C-3, C-4, C-6, C-8, F-1, F-2, F-7, F-* F-10, F-13, F-15, F-16, F-17

*See attached SCANS Occupational Assessment

Each Intellectual Competency listed above will be evaluated to measure its attainment by Faculty.

1. Foundation Skills
   a. Basic Skills
   b. Thinking Skills
   c. Personal Qualities

2. Workplace Competencies
   a. Resources
   b. Interpersonal Skills
   c. Information
   d. Systems
   e. Technology

These above competencies will be incorporated in the assessment test.

The students' success in completing these objectives will be measured using a set of
examinations and assignments described, in detail under the section of this syllabus headed “Method of Evaluation”.

Annual Assessment Plan will be implemented each year to review course.

Methods of Instruction:

This course will be taught using the traditional lecture with a question and answer period daily. Audio-visual materials and computer based technology will be used when appropriate.

Methods of Evaluation:

A series of three major exams will be given during the semester. These will make up 75% of the student's final grade, and a comprehensive final exam will count 25%.

Letter grades for the course will be based on the following percentages:

- 90-100% A
- 80-89% B
- 70-79% C
- 60-69% D
- Below 60% F

Course Outline:

Class Policies:
Regular attendance at all class meetings is expected. Disruptions in class will not be tolerated.

Disabilities/ADA:
In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), Hill College’s designated ADA coordinator, Debra Hargrove, Vice President, Human Resources and Organizational Development, shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Salley Schmid, Director of Counseling, at (254) 659-7651 or sschmid@hillcollege.edu.

Course Requirements:
A. Regular and punctual attendance
B. Turn in all assignments on time
C. Proper classroom behavior

Topics and Tests:
1. Power of Self-Belief
2. Setting Realistic Goals
3. Improving Thinking Skills
4. Improving Study Skills
5. Eating Well
6. Staying Healthy
7. Communicating Effectively
8. Improving Listening Skills
9. Improving Speaking Skills
10. Getting Along with Others
11. Functioning in Groups
12. Handling Change and Stress
13. Managing Time
14. Managing Money
15. Preparing for Your Career

Bibliography:

The Fifth Discipline, Peter Senge, 1990, Doubleday

The Quest of Mt. Everest, Brian O’Malley, Presentation, no date


Major in Success, Patrick Coombs, 2000, Ten Speed Press


Adding It Up: Math for Your Cosmetology Career, Kathi Dunlap, Milady Publishing

Success Bound, Randy Gilbert, 2001, Bargain Publishers

How to Separate Good Data from Bad, Tina Kelley, 1999, New York Times


Teens Quickly Hooked on Smoking, Thomas Maugh, 2002, Denver Post


Listen Carefully, Tom Harris, Nation’s Business, June 1989

How to Present like a Pro, Lani Arredondo, 1991, McGraw-Hill

Group Processes: An Introduction to Group Dynamics, Joseph Luft, 1984, Mayfield
CSME 1493 Soft Skills
Assessment Plan

**Cosmetology Assessment Plan Statement #1**

**Intended Outcome # 1.** Students taking Soft Skills will develop and understand the importance of professional ethics including hygiene, good grooming and professional attitudes relating to the workplace.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Soft Skills will complete a final examination, in which the above have been embedded. Faculty will evaluate students’ performance on the final exam.

**Assessment Criteria/Expected Results.** At least 80 percent of students will pass the
above on the final examination.

**Cosmetology Assessment Plan Statement #2**

**Intended Outcome #2.** Students taking Soft Skills will set goals, understand the value of managing time.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Soft Skills will complete a final examination, in which the above have been embedded. Faculty will evaluate students’ performance on the final exam.

**Assessment Criteria/Expected Results.** At least 80 percent of students will pass the above on the final examination.

**Cosmetology Assessment Plan # 3**

**Intended Outcome #3.** Students taking Soft Skills will develop a personal budget.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Soft Skills will complete a final examination, in which the above have been embedded. Faculty will evaluate students’ performance on the final exam.

**Assessment Criteria/Expected Results.** At least 80 percent of students will pass the above on the final examination.

**Cosmetology Assessment Plan # 4**

**Intended Outcome #4.** Students taking Soft Skills will explain the rules and regulations of the institution and the department and local and state laws relating to business.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Soft Skills will complete a final examination, in which the above have been embedded. Faculty will evaluate students’ performance on the final exam.

**Assessment Criteria/Expected Results.** At least 80 percent of students will pass the above on the final examination.

**Cosmetology Assessment Plan # 5**

**Intended Outcome #5.** Students taking Soft Skills Students will write a resume and understand the importance of interviewing.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Soft Skills will complete a final examination, in which the above have been embedded. Faculty will evaluate students’ performance on the final exam.
Assessment Criteria/Expected Results. At least 80 percent of students will pass the above on the final examination.

Assessment exam will be conducted in house.