Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number          Course Title
CSME 2343                                      Salon Development

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 2343
The student will identify terminology related to hair design; demonstrate the proper techniques related to hair design; and exhibit workplace competencies in hair design.

End-of-Course Outcomes: Create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management.

Lecture Hours: 2   Lab Hours: 8   Semester Credit Hours: 3

Pre/co-requisites: CSME1401 Orientation to Cosmetology

Course Description:
Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

Introduction and Purpose:
Create a salon portfolio; and demonstrate organizational skills related to salon operation and management.

Instructional Materials:

Textbooks:

Supplies and Materials:
Prescribed Uniform
Prescribed Shoes
Student Kit #1
Model
Paper/Pen

Objectives/Student Learning Outcomes:

SCANS is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by industry. Each objective listed relates to one or more of these skills standards. The translation for these standards is attached to the end of this 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. Identify the terminology related to Salon and Spa Design *C-1, C-3, C-4, C-5, C-6, C-7, C-11, C-15, F-1, F-3, F-5, F-6, F-10, F-11, F-12, F-13

2. Demonstrate proper Record Keeping related to Salon Development. *C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-9, C-10, C-11, C-12, C-14, C-15, C-16, C-18, C-19, C-20, F-1, F-2, F-3, F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-13, F-14, F-15, F-16

3. Complete math problems relating to Salon operations . *C-1, C-3, C-4, C-5, C-6, C-7, C-11, C-12, C-18, F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-10, F-11, F-15, F-16, F-17

4. Develop a professional manner toward clients and co-workers. *C-1, C-3, C-4, C-5, C-6, C-7, C-11, C-12, C-13, C-14, C-15, C-16, C-18, C-19, F-1, F-2, F-3, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-13, F-14, F-15, F-16, F-17

5. Interpret state laws related to Salon operation.. *C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-10, C-11, C-15, C-16, C-18, C-19, F-1, F-2, F-3, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13

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:

Grades in this course will be based on the following evaluation criteria:

Tests: short essay and objective (4 tests) 20%
Worksheets: research papers (4 workbook assignments) 20%
Lab projects (1 project sheet) 40%
Final examination 20%

All following guidelines detailed by Texas Department of Licensure and Regulation.

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. Professional Ethics and Goals
2. Salon operations
3. Record Keeping

BIBLIOGRAPHY

Cosmetology Dictionary, Milady Publishing
Hair Structure and Chemistry Simplified, Douglas D. Shoo, Milady Publishing

Hair Coloring: A Hands-On Approach, Patricia Spencer, Milady Publishing

A Contemporary Approach to Permanent Waving, Mark E. Padgett, Milady Publishing

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


Professional Instructor for Cosmetology, Barber-Styling and Nail Technology, Linda J. Howe, Milady Publishing

Exam Review for Milady’s Professional Instructor, Milady Publishing

On Becoming a Cosmetology Instructor, James K. Nighswander & A. Dan Whitley, Milady Publishing

Creative Teacher: Instructors Guide, Darla Del Duca, Milady Publishing

Milady’s 28 Styles, Kenneth Young, Milady Publishing

Milady’s 28 Black Styles, Kenneth Young, Milady Publishing

Milady’s Haircutting: Men’s, Women’s and Children’s Cuts, Kenneth Young, Milady Publishing

Milady’s Hairstyling: Men’s, Women’s and Children’s Styles, Kenneth Young, Milady Publishing

Milady’s Black Cosmetology, Thomas Hayden & James Williams, Milady Publishing

The Multicultural Client, Salon Ovations, Milady Publishing

Corrective Hair Coloring: A Hands-On Approach, Tom Sollock, Milady Publishing

Nail Q&A, Vicki Peters, Milady Publishing
Cosmetology 2343 Assessment Plan

**Cosmetology Assessment Plan Statement #1**

**Intended Outcome # 1.** Students taking Salon Development will identify the terminology related to Salon and Spa Design

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Salon Development will complete a final examination, in which the above has been embedded. Faculty will evaluate students’ performance on the embedded assessments.

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

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Above manuscripts have been approved by The Texas Department of Licensing and Regulations for use in the instruction of cosmetology either as texts or resource materials.

_Nail Art and Design_, Tammy Biggan, Milady Publishing


_The Professional’s Reflexology Handbook_, Shelly Hess, Milady Publishing


_Salon Client Care_, J. Elaine Spear, Milady Publishing

_101 Salon Promotions_, Robert Oppenheim, Milady Publishing

_You and Your Clients: Human Relations for Cosmetologists_, Leslie Edgerton, Milady Publishing

_Salon Ovations’ Public Relations for the Salon_, Milady Publishing

_The Motivated Salon_, Mark D. Foley, Milady Publishing

_Milady’s Master Educator Student Course Book_, 2009 Edition


_Milady’s Master Educator Student Exam Review_, Milady Publishing Co. 2001
*See practical exam score card.

**Cosmetology Assessment Plan Statement #2**

**Intended Outcome #2.** Students taking Salon Development. Demonstrate the proper record keeping skills required for Salon and Spa Development.

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

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each practical application of haircutting correctly on the final practical examination.

**Cosmetology Assessment Plan # 3**

**Intended Outcome #3.** Students taking Salon Development will complete math problems relating to Salon operations.

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

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each practical application of a basic manicure on the final practical examination.

**Cosmetology Assessment Plan # 4**

**Intended Outcome #4.** Students taking Salon Development Develop a professional manner toward clients and co-workers.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Salon Development will complete an examination, in which the above will be assessed. Faculty will evaluate students during the final examination.

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

**Cosmetology Assessment Plan # 5**

**Intended Outcome #5.** Students taking Salon Development Develop a knowledge of all state and local laws related to Salon Development.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Salon Development will complete an examination, in which the above will be assessed. Faculty will evaluate students during the final examination.

**Assessment Criteria/Expected Results.** At least 80 percent of students will consistently perform the above on the final examination.
The above assessments is addressed in section E of the scans. Assessment practical exam will be conducted in house using the practical exam score card attached. Assessment practical will also be assessed by TDLR Examination at the completion of 1500 hours and completion of written examination. Practical and Written statistics assessed on TDLR Web site. Assessment written test will be posted on Blackboard.