

## Course Syllabus

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NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

**Department** : Cosmetology

**Course Title** : Salon Development

**Section Name** : CSME 2343.705

**Start Date** : 06/04/2012

**End Date** : 07/05/2012

**Modality** : FACE-TO-FACE

**Credits** : 3

## Instructor Information

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**Name** : Jerrie Sovil

**OC Email** : jsovil@odessa.edu

**OC Phone #** : (432) 335-6450

## Course Description

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Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management.

### **Prerequisites/Corequisites**

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Orientation To Cosmetology

ICO'S (1,2,and 5)

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(5) Personal Responsibility: To include the ability to connect choices, actions and consequences to ethical decision-making.

(1) Critical Thinking Skills: To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

(2) Communication Skills: To include effective development, interpretation and expression of ideas through written, oral, and visual communication.

### **Course Objectives**

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After completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism  
3.00 Histology of Hair, skin, and Nails  
4.00 Properties of the Scalp and Hair  
8.00 Sanitation, Sterilization, and Bacteriology  
9.00 Manicuring Procedures  
10.00 Massage  
11.00 Pedicuring Procedures  
13.00 Safety Precautions  
15.00 Draping  
16.00 Shampooing, Rinsing , and Conditioning  
17.00 Hair Styling and Shaping  
18.00 Scientific Brushing  
19.00 Permanent Chemical Reconstruction  
20.00 Hair Coloring  
21.00 Facials  
22.00 Superfluous Hair Removal  
23.00 Shampooing Artificial Hair  
24.00 Wigology  
25.00 General

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All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.

4. Bring supplies and textbook daily.
  5. Write a report on an assigned topic and possibly report orally.
  6. Complete exams covering specified unit material.
  7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
  8. Participate in class assignments by working on manikin, models or another classmate and allowing other students to perform temporary services on them.
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### **Required Readings/Materials**

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a) You must purchase the following **required** readings/materials: Milady's Standard Cosmetology Textbook

b) You are encouraged to buy the following *optional* books/materials

### **Course Requirements (Lectures, Assignments and Assessments)**

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*Week 1*

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**Topic/Overview:** This week focuses on

Professional Ethics

Nails and safety and sanitation

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Professional Ethics	Discussion/Quiz	Vocabulary and workbook/portfolio	06/04/2012
Theory in acrylic nail application, safety and sanitation	<i>Discussion/Quiz</i>	Demonstration/Vocabulary	06/05/2012
Practice application acrylic nail enhancements	Lab	Hands on	06/06/2012

*Week 2*

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**Topic/Overview:** This week focuses on

Chemical Texture/products

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Theory in Chemical Texture	Discussion/Quiz	Workbook/Study Guide	06/11/2012
Chemical texture application theory	Discussion/Quiz	Theory	06/12/2012
Chemical texture products	Discussion/Quiz	Lab	06/13/2012

*Week 3*

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**Topic/Overview:** This week focuses on

Hair Color/Color Correction/Highlighting Techniques

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Students must complete Practical Applications	<i>Practical Applications</i>	Skill Sheets with required applications such as haircuts, shampoos etc.	06/18/2012
Hair Color Theory	<i>Discussion/Quiz</i>	<i>Discussion Quiz</i>	06/19/2012
Color Application/correction theory	Discussion/Quiz	Discussion/Quiz	06/20/2012
Color/Highlighting	Lab	Hands on	06/21/2012

*Week 4*

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**Topic/Overview:** This week focuses on

Completing Skill sheets/practical applications

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Students will continue with practical applications	Practical Applications	Color application, permanent waving, and nail enhancements	06/28/2012
Skill Sheets	<i>Complete Applications</i>	<i>Skill Sheets</i>	07/02/2012
Written and Practical Exam	Exam	Exam	07/03/2012

Week 5

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

Week 6

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 7*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 8*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 9*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 10*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 11*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 12*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 13*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 14*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

Week 15

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

*Week 16*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due

**Grading Policy**

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Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory/Unit Exams/Special Reports/	20%
Attendance	20%
Skill Sheets/Monitored Skill progression	20%
St. Board	20%
Participation	20%

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or Starfish Alert. A Student Success Coach will contact you to work toward a solution.

### **Special Needs**

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### Learning Resource Center (Library)

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

### Student E-mail

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

### Student Portal

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

### Technical Support

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).