SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 12.0401
SEMESTER: Departmental syllabus
COURSE TITLE: Business Practices I
COURSE NUMBER: COSM0120
CREDIT HOURS: 1
INSTRUCTOR: Departmental syllabus
OFFICE LOCATION: Departmental syllabus
OFFICE HOURS: Departmental syllabus
TELEPHONE: Departmental syllabus
EMAIL: KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: Meet requirements for Kansas Board of Cosmetology Apprentice License

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: This course provides classroom instruction in management practices, salon development, insurance, client records and salesmanship. The course consists of 25 classroom hours as prescribed by the Kansas Board of Cosmetology.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentation, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

I. Salon Development, (15 hours)
   A. Reception desk
   B. Telephone skills
   C. Appointment book
II. Business Records, (10 hours)
   A. Record keeping
   B. Money handling
   C. Tracking records
EXPECTED LEARNER OUTCOMES:
A. The student will be able to list some facts you need before opening a beauty salon.
B. The student will be able to discuss financial considerations involved in operating a beauty salon.
C. The student will be able to explain the importance of maintaining accurate business records.

COURSE COMPETENCIES:

Upon successful completion of the course:

*The student will be able to list some facts you need before opening a beauty salon.*
1. The student will be able to explain the importance of location.
2. The student will be able to describe written agreements for building alterations and repairs.
3. The student will be able to explain the provisions of a lease agreement.

*The student will be able to discuss financial considerations involved in operating a beauty salon.*
4. The student will be able to develop a business plan.
5. The student will be able to explain local regulations covering building renovations.
6. The student will be able to explain federal laws covering Social Security, unemployment compensation, and cosmetics and luxury tax payments.
7. The student will be able to identify state laws covering sales taxes, licensing, and employee compensation.
8. The student will be able to describe a sole proprietorship.
9. The student will be able to describe a simple partnership.
10. The student will be able to explain a corporation.
11. The student will be able to discuss the pros and cons of purchasing an established salon.
12. The student will be able to compose a lease.
13. The student will be able to explain liability, fire, malpractice, and burglary insurance.
14. The student will be able to describe allocation of money.

*The student will be able to explain the importance of maintaining accurate business records.*
15. The student will be able to explain and create a weekly or monthly summary of income and expenses.
16. The student will be able to describe and create daily records of income and expenses.
17. The student will be able to maintain a perpetual inventory.
18. The student will be able to develop client and service records.

ASSESSMENT OF LEARNER OUTCOMES:

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, class participation and attendance.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.
Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at (913) 288-7670 V/TDD.