DATE OF LAST REVIEW: 02/2013

CIP CODE: 12.0410

SEMESTER: Departmental Syllabus

COURSE TITLE: Business Practices

COURSE NUMBER: NAIL0115

CREDIT HOURS: 3

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: NAIL0101, NAIL0105, NAIL0110

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 will provide the entry-level nail technician with the practical knowledge and wisdom geared toward professional growth and success in the nail care industry.

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

COURSE OUTLINE:

I. Career essentials
   A. Personal development
      1. Healthy mind and body
      2. Effective communication
      3. Purposeful relationships
   B. Business basics
      1. Job search
      2. Career building
      3. Retailing
      4. Business ownership

II. Kansas state law
   A. Forms and record keeping
   B. Sanitation requirements
C. Requirements for licensure

EXPECTED LEARNER OUTCOMES:
A. Identify the components necessary to a healthy mind and body and how they relate to performance on the job.
B. List the two main types of communication and define the way each of them projects your personal and professional image.
C. Describe how personality, teamwork and a professional code of ethics enhance or detract from your personal and professional image.
D. Survey job search preparation skills to include resume and cover letter development, job interviewing skills and work environment evaluations.
E. Describe professional relationship strategies and methods of clientele building.
F. Formulate a lifelong learning plan.
G. Describe the strategies, importance and financial advantages of retailing.
H. Understand and describe business essentials, plans for a successful salon, expenses and income and nail salon philosophy, policies and procedures.
I. Understand and describe Kansas State law, rules and regulations.

COURSE COMPETENCIES:

Identify the components necessary to a healthy mind and body and how they relate to performance on the job.
1. The learner will identify the importance of proper rest and relaxation.
2. The learner will describe the effects of exercise and nutrition on the human body.
3. The learner will understand the benefits of stress management and ergonomics.
4. The learner will demonstrate and describe good hygiene.

List the two main types of communication and define the way each of them projects your personal and professional image.
5. The learner will define and demonstrate non verbal communication.
6. The learner will define and demonstrate verbal communication.

Describe how personality, teamwork and a professional code of ethics enhance or detract from your personal and professional image.
7. The learner will understand the importance of attitude and habits.
8. The learner will understand and describe the value of teamwork.
9. The learner will describe the “Professional Code of Ethics” as set forth by the International Nail Technicians Association.

Survey job search preparation skills to include resume and cover letter development, job interviewing skills and work environment evaluations.
10. The learner will develop and prepare a resume and cover letter.
11. The learner will describe and demonstrate job interviewing skills.
12. The learner will develop a work environment evaluation.

Describe professional relationship strategies and methods of clientele building.
13. The learner will give examples of strategies that can be used to help introduce oneself to other professionals in the nail industry.
14. The learner will describe strategies for building professional relationships with clients and staff.

Formulate a lifelong learning plan.
15. The learner will formulate a lifelong learning plan to continue career and professional development.

Describe the strategies, importance and financial advantages of retailing.
16. The learner will describe the components of a professional product recommendation and how to motivate buyers.
17. The learner will identify the different types of sales promotions.

Understand and describe business essentials, plans for a successful salon, expenses and income and nail salon philosophy, policies and procedures.
18. The learner will identify the types of business ownership.
19. The learner will list several factors to consider before opening a nail salon.
20. The learner will identify three types of taxes applicable to salon ownership.
21. The learner will describe the components essential to a salon’s daily operations.
22. The learner will describe advertising and promotion techniques that will increase sales.

Understand and describe Kansas State law, rules and regulations.
23. The learner will prepare a Student Operating Record.
24. The learner will understand, identify and demonstrate the state regulations regarding sanitation for schools, salons and nail technicians.
25. The learner will understand and define the state requirements for licensure for schools, salons, cosmetologists, manicurists and estheticians.

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 in Room 3354 or call (913) 288-7670 V/TDD.