1. **COURSE ID:** COSM 757  
   **TITLE:** Salon Management & Technique  
   **Semester Units/Hours:** 7.0 units; a minimum of 56.0 lecture hours/semester; a minimum of 168.0 lab hours/semester  
   **Method of Grading:** Letter Grade Only  
   **Prerequisite:** COSM 712 and 722.

2. **COURSE DESIGNATION:**  
   Degree Credit  
   **Transfer credit:** none

3. **COURSE DESCRIPTIONS:**  
   **Catalog Description:**  
   A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of salon business as applied to cosmetology. Study of advanced industry techniques as applied to cosmetology.

4. **STUDENT LEARNING OUTCOME(S) (SLO’S):**  
   Upon successful completion of this course, a student will meet the following outcomes:  
   1. Demonstrate the ability to obtain 75% correct (passing grade) on the practical section of the State of California Board of Barbering and Cosmetology licensing exam.  
   2. Demonstrate the ability to obtain 75% correct (passing grade) on the written section of the State of California Board of Barbering and Cosmetology licensing exam.  
   3. Demonstrate the ability to evaluate client needs and select appropriate products and techniques to achieve desired results.  
   4. Demonstrate work habits necessary to become and remain employed.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
   Upon successful completion of this course, a student will be able to:  
   1. Demonstrate the ability to obtain 75% correct (passing grade) on the practical section of the State of California Board of Barbering and Cosmetology licensing exam.  
   2. Demonstrate the ability to obtain 75% correct (passing grade) on the written section of the State of California Board of Barbering and Cosmetology licensing exam.  
   3. Demonstrate the ability to evaluate client needs and select appropriate products and techniques to achieve desired results.  
   4. Practice work habits necessary to become and remain employed.  
   5. Understand the importance of life-long learning to stay current with industry standards.

6. **COURSE CONTENT:**  
   **Lecture Content:**  
   This is a course that prepares students for either working in or owning a salon. It covers basic business practices such as inventory management (both for retail and salon use), sales skills, customer service skills, and understanding how profits are created through sales. The course also addresses the difference between renting a chair in a salon (self-employment), working as an employee on commission and owning a salon.

   1. Salon Business  
   2. The Board of Barbering and Cosmetology Rules and Regulations  
   3. Health and safety/hazardous substances  
      A. training in safe chemical handling procedures  
      B. Material Safety Data Sheets  
      C. protection from hazardous chemicals and preventing chemical injuries  
      D. health and safety laws and agencies  
      E. ergonomics  
      F. communicable diseases  
   4. Disinfection and sanitation
A. procedures to protect health and safety of the consumer as well as the technician

5. Wet Hair Styling
   A. hair analysis
   B. shampooing
   C. fingerwaving
   D. pin curling
   E. comb-outs

6. Thermal hair styling
   A. hair analysis
   B. straightening
   C. waving
   D. curling with hot combs and hot curling irons
   E. blower styling

7. Permanent waving
   A. hair analysis
   B. chemical used in permanent waving

8. Chemical Straightening
   A. hair analysis
   B. uses of sodium hydroxide and other base solutions

9. Haircutting
   A. hair analysis
   B. use of razor, scissors, electric clippers and thinning shears, for wet and dry cutting

10. Haircoloring and Bleaching
    A. hair analysis
    B. predisposition tests
    C. safety precautions
    D. formula mixing
    E. tinting
    F. bleaching
    G. the use of dye removers

11. Scalp and hair treatments
    A. hair and scalp analysis
    B. scientific brushing
    C. electric and manual scalp manipulations
    D. hair treatments

12. Facials
    A. manual including cleansing, scientific manipulations, packs, and masks
    B. electrical
       a. electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes
    C. chemical
       a. skin peels, packs, masks and scrubs

13. Eyebrow arching and hair removal
    A. wax, tweezers, electric or manual, and depilatories

14. Makeup
    A. skin analysis
    B. complete and corrective makeup
    C. lash and brow tinting
    D. application of false eyelashes

15. Manicuring and pedicuring
    A. water and oil manicure, nail analysis, and hand and arm massage
    B. pedicure, nail analysis, and foot and ankle massage
    C. artificial nails
       a. acrylic: liquid and powder brush-ons
       b. artificial nail tips
       c. nail wraps and repairs

Lab Content:
Lab component reinforces topics discussed in lecture:
1. Disinfection and sanitation
2. Wet Hair Styling
3. Thermal hair styling
4. Permanent waving  
5. Chemical Straightening  
6. Haircutting  
7. Hair coloring and Bleaching  
8. Scalp and hair treatments  
9. Facials  
10. Eyebrow arching and hair removal  
11. Makeup  
12. Manicure and pedicure  

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
   Typical methods of instruction may include:  
   A. Lecture  
   B. Lab  
   C. Discussion  
   D. Field Trips  
   E. Guest Speakers  
   F. Other (Specify): 1. Project comprise creating a model salon in written report. Students create their ideal salon. 2. Report on building retail; students work in groups of 3 to create working plan for retail marketing 3. Reading from the text book is assigned prior to lecture/demonstration classes 4. Instructor facilitated class discussion on reading assignments 5. Photo Shoot project incorporates students creating a theme using the principles and elements of design for Hair dressing, make up and nails. Example: Students will work in groups of 4 with one student as the model and they will create a fantasy theme look that will culminate in a photo shoot 6. Reading from the text book is assigned prior to lecture/demonstration classes 7. Instructor facilitated class discussion on reading assignments  

8. **REPRESENTATIVE ASSIGNMENTS**  
   Representative assignments in this course may include, but are not limited to the following:  
   **Writing Assignments:**  
   Daily assignments  
   Daily lab practical assignments  
   Professional development evaluation on each client operation  
   Project assignments - retail practices for mock salon  
   **Reading Assignments:**  
   Assigned text reading by instructor  

9. **REPRESENTATIVE METHODS OF EVALUATION**  
   Representative methods of evaluation may include:  
   A. Class Participation  
   B. Exams/Tests  
   C. Field Trips  
   D. Group Projects  
   E. Quizzes  
   F. Written examination  
   G. 1. Timed skills drills for all practical operations tested at State Board Exam 2. Written quizzes on theoretical and practical subjects 3. Final Exam: written  

10. **REPRESENTATIVE TEXT(S):**  
   Other:  
   A. Milady's Standard Cosmetology 2012  
   B. California Board of Barbering and Cosmetology Act and Rules and Regulations 2012  
   C. Occupational Health and Safety criteria  

   **Origination Date:** January 2014  
   **Curriculum Committee Approval Date:** February 2014  
   **Effective Term:** Fall 2014  
   **Course Originator:** Maribeck Boosalis