COURSE OUTLINE OF RECORD

Number: COSM G035
TITLE: Barbering, Level 5

ORIGINATOR: Joan Christie

EFF TERM: Fall 2015

FORMERLY KNOWN AS:

DATE OF OUTLINE/REVIEW: 03-03-2015

CROSS LISTED COURSE:

TOP NO: 3007.00
CID:

SEMESTER UNITS: 7.0
HRS LEC: 63.0
HRS LAB: 189.0
HRS OTHER: 0.0
CONTACT HRS TOTAL: 252.0
STUDY NON-CONTACT HRS RECOMMENDED: 126.0

CATALOG DESCRIPTION:
An advanced course in barbering which acquaints the student with preparation for job interview skills. The student engages in advanced manipulative training and practices these skills on patrons from the community in a salon atmosphere. Level 5 is the fifth in a series of six. Lecture/Lab.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
• COSM G034: Barbering, Level 4 with a minimum grade of C or better

COREQUISITES:

ADVISORIES:

ASSIGNED DISCIPLINES:
Barbering

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [ ] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[X]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: C

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Barbering (certificate of achievement)

GE AND TRANSFER REQUIREMENTS MET:
Degree Applicable
AA Degree Applicable

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:
1. A. Cite the steps involved in preparing for employment.
   B. Demonstrate and identify practical manipulative skills in barbering.
   C. Describe the qualities that help a new employee succeed in a service profession.
   D. Design a floor plan.
   E. Discuss effective employment interview techniques.
   F. Discuss the features of a business plan.
   G. Explain how to explore the job market and research potential employers.
   H. Identify and apply the State Board of Barbering and Cosmetology Rules and Regulations.
   I. Prepare an achievement-oriented resume and an employment portfolio.
   J. Write a resume and perform a job search.

COURSE OBJECTIVES:
1. Cite the steps involved in preparing for employment.
2. Demonstrate and identify practical manipulative skills in barbering.
3. Describe the qualities that help a new employee succeed in a service profession.
4. Discuss effective employment interview techniques.
5. Explain how to explore the job market and research potential employers.
6. Identify and apply the State Board of Barbering and Cosmetology Rules and Regulations.
7. Prepare an achievement-oriented resume and an employment portfolio.

COURSE CONTENT:

LECTURE CONTENT:

A. Industry Trends
B. Preparing for Employment
   1. Goal setting
   2. Participation
   3. Personal characteristics
   4. Employment classifications
   5. Wage structures
   6. The resume
   7. The portfolio
C. The Employment Interview
   1. Arranging the interview
   2. Interview preparation
   3. The interview
   4. Legal aspects of the interview
D. Barbershop Management
   1. Self-employment and business ownership
      a. Steps to barbershop ownership
      b. Types of business ownership
      c. Employment classifications
      d. Purchasing an established barbershop
      e. Establishing a barbershop
         i. Services and markets
         ii. The shop environment
         iii. Location
         iv. Lease
      f. The business plan
      g. Finances
      h. Legal responsibilities
         i. Barbershop layout
         j. Advertising
         k. Protection against fire, theft and lawsuits
I. Business operation
m. Record keeping
2. Operating a successful barbershop
   a. Personnel
   b. Managing employees
   c. Benefits
d. Other business operations
      i. Pricing of services
      ii. The reception area
      iii. Booking appointments
      iv. Telephone techniques
      v. Handling complaints

E. State Board of Barbering and Cosmetology Rules and Regulations

LABORATORY CONTENT:

A. Applications: Students engage in manipulative skills on patrons from the community in a salon atmosphere.
   1. Advanced men's haircutting
   2. Advanced women's haircutting
   3. Advanced hair styling
   4. Advanced haircoloring and bleaching
   5. Advanced permanent waving
   6. Advanced chemical straightening
   7. Advanced shaving
   8. Advanced facials
   9. Treatment for hair and scalp
   10. Communication skills
   11. Salesmanship
   12. Client record keeping
   13. Decorum

METHODS OF INSTRUCTION:

A. Lecture:
B. Lab:

INSTRUCTIONAL TECHNIQUES:

Instructors shall use Power Point presentations during lecture, DVDs, white board, demonstrations and any other method to aid in the instruction of barbering.

COURSE ASSIGNMENTS:

Reading Assignments
Textbook readings
Handouts
On-line research

Out-of-class Assignments
Observation/interview inside the communities barbershops.

Writing Assignments
1. Book reports
2. Completion of terminology worksheets
3. Control notes/paragraphs on subject matter
4. Analysis of the industries job market
METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:
Students must prepare an achievement-oriented resume and an employment portfolio.

Required Writing, Problem Solving, Skills Demonstration:
Students must be able to list and discuss personal characteristics important for employment.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

LIBRARY:
Adequate library resources include: Online Materials

Comments:

Attachments:

[Attached Files]