

# COS 231: CITRUS SALON

## Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2023
Credits:	2.5
Total Contact Hours:	112
Lecture Hours :	12
Lab Hours:	100
Hours Arranged:	0
Outside of Class Hours:	24
Total Student Learning Hours:	136
Prerequisite:	COS 141.
Strongly Recommended:	ENGL 101.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter

## Catalog Course Description

This course reviews all practical areas of cosmetology learned in the foundation classes as well as State Board requirements for licensing. Students will conduct consultations, perform client services, and fill out service record cards. Business practices will be taught such as effective communication, resume building, preparing for employment, principles of selling and client building, and types of business options. 12 lecture hours, 100 lab hours.

## Course Objectives

- Demonstrate proficiency in a variety of services requested in a salon.
- Effectively communicate with clients and colleagues in a professional manner.
- Apply California Cosmetology State Board rules, regulations and safety requirements properly.
- Perform a complete client consultation focusing on the client's wants and needs.
- Build strong work ethics to be able to succeed in a competitive industry.
- Compare and contrast the various occupations offered in the cosmetology industry.
- Differentiate the advantages and disadvantage of employee, independent contractor and entrepreneurship.
- Develop a mock resume to facilitate student for future employment projections.

## Major Course Content

1. Life Skills
  - a. Defining Character
  - b. Personality and Balance
  - c. Communication
2. Planning for Success
  - a. Goal Setting
  - b. Organization
  - c. Cover Letter/Resume
3. Guest Relations

- a. The Client Factor
- b. Salon & Service Experience
4. Defining Success
  - a. Measuring Progress
  - b. Commission vs. Independent Contractor
  - c. Entrepreneurship
  - d. Guest Speakers
5. Employment
  - a. Professional Expectations
  - b. Interviewing
  - c. Workplace Synergy
6. Mock State Board Written Exams
  - a. Rules & Regulations
  - b. NIC Cosmetology Performance Criteria

## Lab Content

1. Client relationships
  - a. Develop and execute high standards of communication
  - b. Prepare client record keeping
  - c. Practice professional application and standards
2. Colleague relationships
  - a. Support and assist fellow colleagues through teamwork
  - b. Build strong interpersonal skills
  - c. Develop professional dialogue
3. Work Ethic
  - a. Develop and practice professional work skills
  - b. Synergy
  - c. Develop professional communication skills
4. Salon Services
  - a. Execute and perform a variety of services offered in a salon

## Suggested Reading Other Than Required Textbook

Modern Salon Magazine

## Examples of Required Writing Assignments

Prepare a resume. Research and prepare a small business proposal of a salon for entrepreneurship.

## Examples of Outside Assignments

Take mock written exams @ [www.stateboardquiz.com](http://www.stateboardquiz.com) Compare and contrast independent contractor vs. employee/employer workplace.

## Instruction Type(s)

Lab, Lecture