

COURSE OUTLINE FOR CAREER DEVELOPMENT

Course title: Career Development

Course length: 100 hours

Description of the course: Career Development is the study of business, related business methods and procedures. It includes career options and decisions, goals, resumes, job application, professional appearance and interviews. Also addressed in this course are basic bookkeeping, business taxes, advertising, starting a business and networking, retail and receptionist training. Salon Visits are required.

Course Goals and Objectives:

Upon successful completion of this course, the graduate will be able to:

1. Perform the tasks related to the business portion of their career in a proficient manner that will provide employment.
2. Have an awareness of personal self worth, pride and professionalism.
3. Completion of a Business/Career Portfolio

Contents of Units of Instruction: (See back page)

Course Format: Phagans' Cosmetology Colleges Educators present the material to the student by demonstrations, lectures, and student participation. The educator is supported by the use of textbooks, audio visual aids, videos, flip charts, games, white boards, DVD's, and guest speakers. Career Development is divided into four (4) units. The units are Pre-clinic/Freshman extension, Sophomore, Junior, and Senior. Each unit consists of academic, academic/lab and clinic lab.

Grading Procedures:

Grades will be given for:

Attendance grade= number hours scheduled divided by the number of hours attended.

Academic grade = average of academic, academic/lab and clinic grades.

100-95	A Excellent
94-89	B Very good
88-82	C Good
82-75	D Passing
74-and below	F Fail

A grade of **75%** must be met in Academic and Attendance to maintain Satisfactory Academic Progress.

Course evaluations:

Career Development requirements are graded at the end of each Unit. The "Edge" portfolio is required for Graduation. The senior unit contains Phagans' Cosmetology Colleges Final Review of the student portfolio.

Textbooks:

Pivot Point Cosmetology Fundamentals, Text Study Guide, Exam Prep.
Phagans' Cosmetology Colleges The Edge Manual

Student Copy I acknowledge that I have received my copy of this course outline by signing the Orientation check-off list.

Career Development

Academic/Lab	Hours
I. Orientation	
A. Introduction to the Industry	3
B. Goal Setting	
C. Rules and Regulations	
II. Salon Visits	15
A. Freshman Extension	
B. Sophomore	
C. Junior	
D. Senior "Partners in Education"	
III. Bookkeeping	6.5
Client Service Tickets	
Money Management	
Increasing your Income	
Maximum Capacity	
Banking Basics	
Funding You Business	
Estimate Start-up	
Operating Supplies	
Back Bar inventory	
Salon Ownership	
Salon Floor Plan	
Tracking Income	
IV. Career Decisions	3.5
Career Opportunities	
Daily Planning	
Personal Development	
Effective Communication	
Job Interview Preparation	
Professional Appearance	
Job Interview Questionnaire	
Job Interview Practice	
Resume Writing	
Cover letter	
Sample Resume	
V. Networking	6
Industry Reference Guide	
Customer Service	
Building a Clientele	
Building a Resource file	
VI. Receptionist Training	12
Scheduling Appointments	
Student Hostess	
Properly Greeting you clients	
VII. Retailing	12

VIII. Starting a Business	3
New Business	
Assumed Business Name	
Demographic Study	
Business Plan	
Insurance	
Mission Statement	

Academic	Hours
People Skills	10
Professional Ethics	10
Client Consultations	
<u>Portfolio Activity Time</u>	<u>11</u>
Total Academic hours	31

Academic	31
Academic Lab	61
Clinic lab	8
Total Hours	100