LAW, BEAUTY SCHOOL MANAGEMENT & RECORD KEEPING
Course Syllabus

Course Number: PMI-0073
OHLAP Credit: No
OCAS Code: None
Course Length: 45 Hours
Career Cluster: Human Services
Career Pathway: Personal Care Services
Career Major(s): Practicing Master Instructor

Pre-requisite(s):
Course Description: (Hours per student are set by the Oklahoma State Board of Cosmetology licensure guidelines.) This course teaches the fundamentals of inventory, ordering supplies, and keeping student records. The practicing Master Instructor will be trained on recording attendance, State Board Hours and recording grades. A thorough review of the Oklahoma State Board of Cosmetology laws, rules and regulations will also be studied.

Oklahoma State Board of Cosmetology laws, rules and regulations book 2009

Course Objectives:
A. Practice recording attendance in the school computer system
B. Practice recording attendance on a roster and making notes pertaining to attendance
C. Practice recording attendance on the State Board of Cosmetology records sheet
D. Practicing recording grades on the school computer system
E. List the steps taken when ordering supplies and tools
F. List the steps taken when checking an order into the computer inventory system
G. List the steps taken when checking supplies out of the computer inventory system

1 ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy five (75%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
| Description of Classroom, Laboratories, and Equipment: | Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities. |
| Available Certifications/College Credit | The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information. |
| College Credit Eligibility: | The student must maintain a grade point average of 2.5 or better. |