PROFESSIONAL IMAGE
Course Syllabus

Course Number: BARB-1247
OHLAP Credit: No
OCAS Code: None
Course Length: 50 Hours
Career Cluster: Human Services
Career Pathway: Personal Care Services
Career Major(s): Barber

Pre-requisite(s): This course will study the work ethics and those traits required of the professional barber in today's salon. In addition, students will become familiar with strategies for maintaining personal health, effective communication skills and the benefits of setting goals.

Textbooks:

Course Objectives: A. Develop a Professional Image. 4
1. Describe attributes of a professional image. 4
2. Demonstrate professional traits for success in the workplace. 3
3. Identify personal qualities that are desirable for the workplace. 2
   a. Exhibit a positive attitude. 3
   b. Show respect in the workplace. 3
   c. Act responsibly. 3
   d. Practice courtesy. 3
   e. Develop accountability. 3
   f. Accept criticism positively. 3
   g. Develop a professional attitude. 3
4. Stress continuous improvement.
5. Practice punctuality and dependability.
6. Manage resources effectively.
7. Follow written and oral instructions.
8. Demonstrate social etiquette.
9. Use technology appropriately. Practice professional cell phone usage.
10. Select appropriate clothing and practice good grooming and hygiene. 4

B. Identify the influence on your professional image of life skills, values, and beliefs. 4
1. Identify the personal qualities and attitudes that are desirable for the workplace.
   a. Develop moral values, ethics and etiquette.
   b. Exhibit a positive attitude. 3 4
   c. Show respect in the workplace 3 4
   d. Act responsibly. 3 4
   e. Practice courtesy. 3 4
   f. Develop accountability. 3 4
g. Accept criticism positively.  

h. Demonstrate integrity, loyalty, dependability and punctuality.

C. Define personality and attitudes and how they affect professional behavior.
   1. Discuss the importance of personality and the relationship to the profession of barbering.
   2. Demonstrate a positive attitude.
   3. Develop a professional attitude.
   4. Discuss ways to improve attitude.

D. Identify strategies for maintaining personal and professional health.
   1. Select appropriate clothing and practice good grooming and hygiene.
   2. Describe how proper nutrition affects your professional image.
   3. Practice stress management.
   4. Develop a positive attitude and thoughts.
   5. Demonstrate good posture.
   6. Discuss ergonomics.

E. Model Effective Human Relations and Communication Skills.
   1. Discuss human relations and how it affects client relationships.
   2. Explain rapport and qualities for professional barber relationships.
   3. Identify effective communication skills.
   4. Become an effective listener.
   5. Identify the benefits of being a good listener.
   6. Demonstrate effective communications with others.
      a. Practice skills in working with difficult customers.
      b. Manage anger in a beneficial way.
   7. Develop awareness of cultural diversity and equity issues.
      a. Discuss how to handle communication problems caused by language barriers.
      b. Exhibit an understanding of diverse cultures and respect for each.
      c. Develop intercultural communication skills.

F. Practice professional ethics.
   1. Define professional ethics.
      a. Reliability
      b. Respect
      c. Responsibility
   2. Practice honesty, integrity and fair play.
   3. Contrast professional ethics and unethical actions that can have a negative effect on the profession of barbers.

G. Discuss personal and professional success and what it means to you.
   1. Identify basic principles affecting personal and professional success.
   2. Practice the principles of professional success.
   3. Explain how motivation and self-management contribute to success.
      a. Contrast intrinsic and extrinsic motivation.
      b. Discuss attributes of self-management.
   4. Discuss the benefits of setting goals.
   5. Define short-term goals and long-term goals.
   6. Create a plan for success through goal setting.
   7. Practice time management.
H. Discuss the purpose of state board laws, rules, and regulations and the role of developing professional in the barber industry.4

2 Required TTC Objective  
3 KeyTrain Aligned objective  
4 Oklahoma State Barber Board 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 (70%) 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 2.0 or better.