

VHD Curriculum

MANAGER PROGRAM

The Manager Certificate Program is a 150-hour program for licensed barber/cosmetologist practitioners desiring to advance their education and acquire a manager's license. This program fulfills the educational portion of the requirements of Wisconsin barber/cosmetologist law. Upon successful completion of this program, student will receive a certificate of completion.

Program Objectives:

- Prepare licensed cosmetologists for work in the management and supervision areas of cosmetology.
• Express creativity with appropriate product knowledge, skill and technique.
• Develop knowledgeable for professionals by training in the areas of retail management, advertising and marketing.
• Develop work ethics reflective of good quality decisions in handling customers, staff in the business of cosmetology.

Number of Clock Hours Required: 150 hours

Instructional Methods: All courses will include class discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction and student presentations. Students will be tested regularly on course content.

Supplies Required:

- Milady Standard Cosmetology, Notebook, Folder, Writing Instrument

Graduation Requirements:

Successful completion of all course work requires completion of 150 clock hours to graduate from the Manager program. A grade point average of C or better in the subjects taken at VHD is required for students to receive a certificate/ diploma of completion. Graduation from VHD is required before taking the State Licensure Examination.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.) and Practical work (clinical and lab work)

Grading System

Grading is based on theory, written and practical work according to the following scale:

Table with 5 columns: Score Range, Letter Grade, Description, Abbreviation, and Status. Rows include: 90-100 (A, Excellent, P, Pass), 80-89 (B, Good, TC, Transfer Courses), 70-79 (C, Satisfactory), 60-69 (D, Unsatisfactory, IP, In Progress), Below 60 (F, Failing, W, Withdrawal).

Students must maintain a "C" average (minimum of 70% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Tuition:

Table with 2 columns: Item and Amount. Rows include: Tuition: \$500.00, Graduation/Certificate Fee: \$ 50.00, TOTAL: \$550.00, *Non-refundable items, *Application Fee =\$50.00 (non-refundable)

Class Schedule

Day and Evening Classes may be available. Classes begin the first Monday of the month after the enrollment minimum of 5 students.

Schedule of Courses

BUSINESS MANAGEMENT

50 hours

Course includes topics in the areas of retail management, advertising and marketing, time management, computer applications and laws.

COMMUNICATION

50 hours

Course trains the cosmetologist in communications, salesmanship, human relations and leadership.

SUPERVISION

50 hours

Course trains cosmetologists for work in the areas of salon management and human resources, leadership and motivation, chemical and tool safety, and sanitation safety.

TOTAL: 150 hours