



# INSTRUCTIONAL PACKAGE

COS 201

Salon Management

Fall 2017

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## Part I: Course Information

Effective Term: Fall 2017

COURSE PREFIX: COS 201

COURSE TITLE: Salon Management

CONTACT HOURS: 1 Lecture 6 Lab

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

This course will introduce the student to the concepts and vocabulary which will provide the student with personal professional success which will include professional presentation and how to explore the job market for potential employers, salons, and how to function a good salon team player.

### **COURSE DESCRIPTION:**

This course is a study of salon management, including rules, regulations, and codes governing the practice of cosmetology.

### **PREREQUISITES/CO-REQUISITES:**

(Credit level COS 130 Minimum Grade of C or Credit level COS 130 Minimum Grade of TC) and  
(Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC)

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

\*I am responsible for printing and reading a Horry-Georgetown Technical College – Cosmetology Student Manual; this can be found on WaveNet/D2L.

- 1 – New Manikin for State Board Procedures
- New Uniforms, if old uniforms are soiled.
- Cosmetology Kit Cosmetology.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

**CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**Part II: Student Learning Outcomes**

**COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

1. Discuss the essentials of becoming test-wise.
2. Explain the steps involved in preparing for employment.
3. List and describe the various types of salon businesses.
4. Write an achievement-oriented resume and prepare an employment portfolio.
5. Explain how to explore the job market and research potential employers.
6. Be prepared to complete an effective employment interview.
7. Describe the qualities that help a new employee succeed in a service profession.
8. List the habits of a good salon team player.
9. Explain the function of a job description.
10. Describe the three different ways in which salon professionals are compensated.
11. Create a personal budget.
12. List the principles of selling products and services in the salon.
13. List the most effective ways to build a client base.
14. List the two ways in which you may go into business for yourself.
15. List the factors to consider when opening a salon.
16. Name and describe the types of ownership under which a salon may operate.
17. Explain the importance of keeping accurate business records.
18. Discuss the importance of the reception area to a salon success.
19. Demonstrate good salon telephone technique.
20. List the most effective forms of salon advertising.

<b>Dates:</b>	<b><i>This schedule is subject to change</i></b>
<b>Week 1 &amp; 2</b>	<ol style="list-style-type: none"><li>1. Discuss the essentials of becoming test-wise.</li><li>2. Explain the steps involved in preparing for employment.</li><li>3. List and describe the various types of salon businesses.</li><li>4. Write an achievement-oriented resume and prepare an employment portfolio.</li><li>5. Explain how to explore the job market and research potential employers.</li></ol> <p><i>Assignments:</i> <i>MindTap Review Summer 1 &amp; 2 Exams</i> <i>MindTap Exam one</i> <i>State Board Written exam</i></p>

<b>Week 3 &amp; 4</b>	<ol style="list-style-type: none"> <li>1. Be prepared to complete an effective employment interview.</li> <li>2. Describe the qualities that help a new employee succeed in a service profession.</li> <li>3. List the habits of a good salon team player.</li> <li>4. Explain the function of a job description.</li> <li>5. Describe the three different ways in which salon professionals are compensated.</li> <li>6. Create a personal budget.</li> </ol> <p>Assignments: MindTap Review Summer 3 &amp; 4 MindTap Exam 2 State Board written exam</p>
<b>Week 5 &amp; 6</b>	<ol style="list-style-type: none"> <li>1. List the principles of selling products and services in the salon.</li> <li>2. List the most effective ways to build a client base.</li> <li>3. List the two ways in which you may go into business for yourself.</li> <li>4. List the factors to consider when opening a salon.</li> <li>5. Name and describe the types of ownership under which a salon may operate.</li> </ol> <p>Assignments: MindTap Review Summer 5 &amp; 6 MindTap Exam 3 State Board Written Exam</p>
<b>Week 7 &amp; 8</b>	<ol style="list-style-type: none"> <li>1. Explain the importance of keeping accurate business records.</li> <li>2. Discuss the importance of the reception area to a salon success.</li> <li>3. Demonstrate good salon telephone technique.</li> <li>4. List the most effective forms of salon advertising.</li> </ol> <p>Assignments: Portfolio Due MindTap Exam 4 State Board Written exam</p>
<b>Week 9 &amp; 10</b>	<p>Review for State Board Exam State Board Written exam</p>
<b>Exam Week</b>	<p>Final Exam Written and Practical (State Board)</p>
	<ul style="list-style-type: none"> <li>• State Board Written Exam will be given 5 times (graded)</li> <li>• Practical Review will be help on Tuesdays and Thursdays</li> </ul>

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## General Education Outcomes

This course fulfills the following General Education Outcomes through the (Portfolio Capstone Project) upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development.

## Part III: Grading and Assessment

### EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### EVALUATION\*

Practical Component (Lab and Clinical Participation)

- Class participation and assigned MindTap activities 40%

Written Component (Tests, Assignments, Projects, Discussions, Etc.)

- Four exams on MindTap and Five in class 100Q. MC exams 40%

Final Exam (Capstone Project/Portfolio) 20%

100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

#### GRADING SYSTEM:

Cosmetology Departmental Grading System:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your

classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**\*\*\* PLEASE SEE THE COSMETOLOGY STUDENT MANUAL FOR ATTENDANCE POLICY DUE TO OUR PROGRAMS HAS A MORE STRICT ATTENDANCE POLICY...**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



## Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

## Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## Title IX Requirements

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs  
Building 1100, Room 107A, Conway Campus  
843-349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

Jacquelyne Synder, AVP of Human Resources  
Building 200, Room 212A, Conway Campus  
843-349-5212  
[Jacquelyne.Synder@hgtc.edu](mailto:Jacquelyne.Synder@hgtc.edu)

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).