



INSTRUCTIONAL PACKAGE

COS 201
Salon Management

Effective Term
Fall 2022/Spring 2023/Summer 2023

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Part I: Course Information

Effective Term: Fall 2022/Spring 2023/Summer 2023

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:

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

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

ADDITIONAL REQUIREMENTS:

Cosmetology kit

TECHNICAL REQUIREMENTS:

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

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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.

	<i>This schedule is subject to change</i>
	<ol style="list-style-type: none"> 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

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

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

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*

Tests	20%
Assignments	20%
Projects/Portfolios	20%
Class Participation	20%
Final Exam	20%
	<hr/>
	100%

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

GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, F= 69 – below.

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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define**

absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), **Option #1**.

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 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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu