



INSTRUCTIONAL PACKAGE

COS 201
Salon Management

Effective Term
Fall 2024/Spring 2025/Summer 2025

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Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

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 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC) and (Background Check Form 1)

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 learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

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.

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

1. Explain career planning.
2. Review the state licensing examination process.
3. Discover potential employers.
4. Develop an effective resume.
5. Prepare for a job interview in the beauty industry.
6. Explain what it's like on the job.
7. Describe the expectations of moving from school to work.
8. Summarize employment options in the real world.
9. Practice money management.
10. Master selling in the salon, spa, and barbershop.
11. Use marketing to expand your client base.
12. Explain the beauty business.
13. Outline the requirements of owning a business.
14. Describe booth rental.
15. Identify the elements of a successful salon, spa, or barbershop.
16. List marketing strategies for building your business.

Unit one**Chapter 8****Milady Foundations book Chapters 8, 9 and 10**

Upon completion of this lesson, students will be able to:

1. Explain career planning.
2. Review the state licensing examination process.
3. Discover potential employers.

4. Develop an effective resume.
5. Prepare for a job interview in the beauty industry.

Lesson activities as listed in CIMA

Lecture slide 3 Explain career planning

CIMA activity Put students into small groups or chat rooms and discuss Planning to Plan Discussion.

Lecture slides 4-17 Review the State Licensing examination process

CIMA activity Have students complete the Understand the Test Format Quiz.

CIMA activity Have students complete the Prepare to Get Practical Activity.

Lecture slides 18-31 Discover potential employers

CIMA activity Have students complete the Shop Survey Quiz.

CIMA activity Have students complete the Contacting an Employer Role Play Activity

Lecture slides 32-40 Developing an effective resume

CIMA Activity Have students complete the Resume Guidelines Quiz

CIMA activity have students complete the Resume Builder Activity.

Lecture slides 41-43 Prepare for a job interview in the beauty industry

CIMA - Have students complete Prepare for a Job Interview Quiz.

CIMA Activity Have students complete the Legal Aspects of the Interview Quiz.

Lecture slides 54-55 apply career training

Test on Chapter 9

Unit 2

Chapter 9 On the job

Learning objectives

1. Explain what it's like on the job.
2. Describe the expectations of moving from school to work.
3. Summarize employment options in the real world.
4. Practice money management.

5. Master selling in the salon, spa, and barbershop.
6. Use marketing to expand your client base.

CIMA activity discover what students know before starting the lesson by completing the On The Job Case Study and Warm Up.

group discussion/discussion board:

- How comfortable do you feel with your current knowledge on this chapter? Why?
- Do you feel there is more to learn?

Lesson activities as stated in CIMA

Lecture slide 4 explain what its like on the job

CIMA activity Put students into small groups or chat rooms and discuss Making Team Work Discussion

Lecture slides 5-10 Describe the expectation of moving from school to work

CIMA activity Have students complete the Moving from School to Work Quiz.

CIAM activity Put students into small groups or chat rooms and discuss Beauty Pro Butterflies Discussion.

Lecture slides 11-20 summarize employment options in the real world

CIMA activity Put students into small groups or chat rooms and discuss Beauty Pro Butterflies Discussion.

CIMA activity Have students complete the Job Description Activity.

CIAM activity Have students complete the Money Management Quiz.

Lecture slides 27-33 mastering selling the salon, spa, and barbershop

CIMA activity Put students into small groups or chat rooms and discuss Selling Mastery Discussion

Lecture slides 34-38 Use marketing to expand your client base

CIMA activity Have students complete the Expanding Your Client Base Quiz

Lecture slides 39-40 Apply on the job

Exam on Chapter 9

Unit 3

Chapter 10 Business skills

Upon completion of this lesson, students will be able to:

1. Explain the beauty business.
2. Outline the requirements of owning a business.
3. Describe booth rental.
4. Identify the elements of a successful salon, spa, or barbershop.
5. List marketing strategies for building your business.

Lesson activities as listed in CIMA

Lecture slide 3 Explain the beauty business

CIMA activity Have students complete the Dream Career Activity

CIMA activity Have students complete the Vision and Mission Statements Activity.

CIMA activity Put students into small groups or chat rooms and discuss Boost your Brand Discussion

CIMA Activity Have students complete the Types of Business Ownership Quiz

CIAM activity Have students complete the Business Structures Quiz.

Lecture slides 22-24 Describe booth rental

CIMA activity Have students watch the video Rental vs. Commission.

Lecture slides 24-35 Identify the elements of a successful salon, spa, or barbershop

CIMA activity Have students complete the Shop Layout Quiz.

CIMA activity Have students watch the video Scheduling Appointments

CIMA activity Have students complete the Phone Etiquette Quiz

CIMA activity Have students complete The Successful Business Quiz

Lecture slides 36-43 List marketing strategies for building your business

CIMA activity Have students complete the Marketing Quiz.

Lecture slide 44 Apply the beauty business

- See instructor packet for additional assignments and projects

****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	50%
Assignments	10%
Projects/Portfolios	10%
Class Participation	10%
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 and 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.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to 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. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and

academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community 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 the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [Pregnancy Intake Form](#).