Semester: Spring 201714
Course Title: Salon Management
Course Number: COSM 1120
Credit Hours/ Minutes: 3/2250
Class Location: GVTC/Black Board
Class Meets: Via Internet/15 weeks
CRN: 40079

Instructor: Linda Hairr
Office Hours: Mon-Thur 7:00am-8:00am and 3:30pm-5:00pm
Office Location: Room #311, Main Bldg.
Email Address: lhairr@southeasterntech.edu *preferred contact*
Phone: 912-538-3202
Fax Number: 912-538-3156

REQUIRED TEXT: 13th Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Study Guide, Haircutting simulation & MindTap; ISBN: 9781305784208; Online Licensing Prep, ISBN: 9781285769790

REQUIRED SUPPLIES & SOFTWARE: Microsoft Office and Internet access. **Note:** Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BBL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION: Emphasizes the steps involved in opening and operating a privately owned salon.

MAJOR COURSE COMPETENCIES: Topics include law requirements regarding employment; taxpayer education, federal & state tax responsibilities; law requirements for owning & operating a salon business; business management practices; public relations and career development.

PRE-REQUISITES: NONE
CO-REQUISITES: COSM 1000

COURSE OUTLINE:
1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for Owning & Operating a Salon Business
4. Business Management Practices
5. Public Relations & Career Development
6. Purchases and Inventory

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:
a. The ability to utilize standard written English.
b. The ability to solve practical mathematical problems.
c. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Online): Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached lesson plan. All tests and assignments are due at 11:00 p.m. on Wednesday of each week. Assignments will be submitted in the designated drop box in Blackboard. Late assignments will not be accepted. Failure to submit an assignment, test, project, or discussion board will result in a grade of 0. A minimum grade of 70 is required for all COS courses for successful completion.

Discussion Board Topics: Responses must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should **fully** answer the question. Discussion Board responses and replies require a minimum of 4 sentences. **Short 1 to 2 sentence posts will not be sufficient.** See Discussion Board grading rubric. **Complete your initial post by Tuesday and all replies by the Wednesday due date.** Remember, proof read your work before submitting.

CHECKING GRADES: A grade book is made available in the Blackboard Learn course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students are responsible for keeping up with their grades/averages. The overall percentage averages will be displayed in the grade book to help track course progress.

EMAILS: Make sure that you always type your name and class in the subject line of every email you send.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:00 p.m. on Wednesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in BLACKBOARD and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup or reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class will be a written exam over the material covered in this course. The proctored exam is scheduled on the following dates and times: Vidalia Campus, Monday April 3 @ 8:00 a.m. Room # 311, Main Bldg. and Swainsboro Campus, Tuesday April 4 @3:00 p.m. Room 3105. Please notify instructor of the date of your choice. Students must have their student ID to be allowed to take the exam. **Late admittance will not be allowed and no make-ups are allowed. **

MAKEUP GUIDELINES: No make-ups will be allowed for any missed tests, quizzes, chapter homework, and discussion board topics. A grade of zero will be given for all assignments not completed by the respective due date. The proctored exam is due on the date shown above and indicated in the lesson plan.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Black Board, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the my STC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

CAREER SERVICES: The Career Services Office is here to assist you with Job Readiness skills. They provide resume assistance and job referrals. Be sure to place your resume on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contact Lance Helms, lhelms@southeasterntech.edu.

GRADING POLICY
Assignments   20%
Theory Exams   25%
Theory Final Exam   30%
Proctored Event   25%
Course grade   100%

GRADING SCALE
A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT: The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

COSM 1120 Salon Management SPRING SEMESTER 2017 LESSON PLAN				
Date	Chap / Less	Content	Assignments & Tests Due **ALL ASSIGNMENTS DUE ON WED @ 11:00 PM**	Comp Area
Jan 9-12 **Week 1**	Internet	Law Requirements for Employment	Research Ga. DOL website & US DOL, complete Week #1 assignments by Mon Jan 18 @11p.m.	1 a,c
Jan 17-19 **Week 2**	Internet	Taxpayer Education	Research SBA/Ga Dept of Revenue/IRS websites, complete Week #2 assignments, complete Test, submit Vision/Mission Statement by Wed @11p.m.	2 a,c
Jan 23-26 **Week 3**	Internet	Law Requirements for Owning/Operating a Salon Business	Research local licensing requirements, complete Week #3 assignments	3 a,c
Jan 30-Feb 2 **Week 4**	Internet	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete Week #4 assignments, submit Organizational Plan by Wed @11p.m.	3 a,c
Feb 6-9 **Week 5**	Internet	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete Week #5 assignments by Wed @11p.m.	4 a,c
Feb 13-16 **Week 6**	Internet	Law Requirements for Owning/Operating a Salon Business	View GSBC website, complete Week #6 assignments, submit Marketing Plan by Wed @ 11 p.m.	4 a,c
Feb 20-23 **Week 7**	Ch. 32	Business Management Practices	Read Ch. 32, complete Week #7 assignments by Wed @11p.m.	4 a,c
Feb 27-Mar 2 **Week 8**	Ch. 32	Business Management Practices	Read Ch. 32, complete Week #8 assignments, submit Salon Policies by Wed @11p.m.	4 a,c
Mar 6-9 **Week 9**	Ch. 32	Business Management Practices	Read. Ch. 31, complete Week #9 assignments by Wed @11p.m.	4 a,c
Mar 13-16 **Week 10**	Ch. 32	Business Management Practices	Read Ch. 31, complete Week #10 assignments, submit Salon Layout by Wed @11p.m.	4 a,c
Mar 20-23 **Week 11**	Ch. 32	Business Management Practices	Ch. 32 Test, submit Executive Summary by Wed @11p.m.	5 a,c
Mar 27-30 **Week 12**	Ch.31	Purchases & Inventory	Read Ch. 31 complete Week #12 assignments by Wed @11p.m.	6 a-c
Apr 3-6 **Week 13**	Ch. 31	Business Management Practices **Proctored Exam**	Read Ch. 31, complete Week #13 assignments, submit completed **Salon Business Plan** by Wed @ 11p.m., **Proctored Exam**	5 a,c
Apr 10-13 **Week 14**	Ch. 31	Public Relations & Career Development	Read Ch. 31, complete Week #14 assignments & Ch. 31 Test by Wed @ 11 p.m.,	5 a,c
Apr 17-20 **Week 15**	Ch. 31-32 Employment Laws	Salon Management Wrap-up	Read & review all course content for Final Exam	1-6 a-c
Apr 24 **Week 15**	Ch. 31-32 Employment Laws	Semester End	**Final Exam**	1-6 a-c

Instructor reserves the right to change the syllabus and/or lesson plans as necessary

* Competency Areas:
1. Law Requirements Regarding Employment
2. Taxpayer Education/Federal & State Responsibilities
3. Law Requirements for Owning & Operating a Salon Business
4. Business Management Practices
5. Public Relations & Career Development
6. Purchases and Inventory

**General Core Educational Competencies
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.