



**COSM 1120 Salon Management  
COURSE SYLLABUS  
Online  
Summer Semester 2022 (202216)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60066

Preferred Method of Contact: Email: [aconey@southeasterntech.edu](mailto:aconey@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Althea Coney Ricks

Email Address: [Althea Coney \(aconey@southeasterntech.edu\)](mailto:aconey@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/ Main Building/Office #311

Office Hours: Monday 8:00am-5:00pm & Tuesday –Thursday 2:30-5:00pm

Phone: 912-538-3203

Fax Number: 912-538-3156

Tutoring Hours: Tues-Thursday 2:30-4:30pm

**COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

**REQUIRED TEXT**

13<sup>th</sup> Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting simulation & MindTap; ISBN: 9781305942349

**REQUIRED SUPPLIES & SOFTWARE**

13<sup>th</sup> Edition Milady Standard Cosmetology Bundle; Includes: Hard Cover Textbook, Exam Review, Haircutting simulation & MindTap; ISBN: 9781305942349

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 Blackboard nor Georgia Virtual Technical Connection (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.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **COURSE DESCRIPTION**

Emphasizes the steps involved in opening and operating a privately-owned salon. Topics include: law requirements regarding employment, tax payer education / federal and state responsibilities, law requirements for owning and operating a salon business, management practices, and public relations and career development.

## **MAJOR COURSE COMPETENCIES**

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

## **PREREQUISITE(S)**

None

## **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**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS (ONLINE)**

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on XXXX of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 4 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

## **COVID-19 MASK REQUIREMENT**

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab or Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Controls and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave

campus and /or receive further discipline.

### COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms  |
|--|
| Fever or felt feverish   |
| Chills   |
| Shortness of breath or difficulty breathing (not attributed to any other health condition)   |
| Fatigue  |
| Muscle or body aches   |
| Headache   |
| New loss of taste or smell   |
| Sore throat (not attributed to any other health condition)   |
| Congestion or runny nose (not attributed to any other health condition)  |
| Nausea or vomiting   |
| Diarrhea   |
| <b>In the past 14 days, if you:</b>  |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

### COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu) Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu) 912-538-3195.

### 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" (Failing 0-59) 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.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## 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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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 assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## 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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event. Course, students must make arrangements with the instructor to makeup/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 on the scheduled date and do not present a documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, June 28 @ 8:00 a.m., (Room 164) and Swainsboro Campus, June 29 @ 1:00 p.m. (Room 2162)**

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

#### **1. 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.

#### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

### 3. 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 third 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

|   |  |
|---|--|
| <p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>  | <p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>   |
| <p>Helen Thomas, Special Needs Specialist<br/>Vidalia Campus<br/>3001 East 1<sup>st</sup> Street, Vidalia<br/>Office 165 Phone: 912-538-3126<br/>Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a><br/>(<a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>)</p> | <p>Lanie Jonas, Director of Human Resources<br/>Vidalia Campus<br/>3001 East 1<sup>st</sup> Street, Vidalia<br/>Office 138B Phone: 912-538-3230<br/>Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a><br/>(<a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>)</p> |

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## GRADING POLICY

| Assessment/Assignment    | Percentage |
|--------------------------|------------|
| Assignments/ Discussions | 25%        |
| Theory Exams             | 25%        |
| Theory Final             | 25%        |
| Proctored Exam           | 25%        |

## GRADING SCALE

| Letter Grade | Range  |
|--------------|--------|
| A            | 90-100 |
| B            | 80-89  |
| C            | 70-79  |
| D            | 60-69  |
| F            | 0-59   |

## COSM 1120 Salon Management\ Summer Semester 2022 (202216) Lesson Plan

| Date/Week                     | Chapter/Lesson | Content   | Assignments & Tests Due Dates<br>All test & assignments due @ 11:00pm on<br>Wednesdays   | Competency Area |
|-------------------------------|----------------|---|--|-----------------|
| Week 1<br>May 16-19           | Internet       | Law Requirements for Employment                               | Research Georgia Department of Labor (DOL) website & US DOL, complete Week 1 assignments   | 1<br>a,c        |
| Week 2<br>May 23-26           | Internet       | Taxpayer Education  | Research Small Business Administration, Georgia Department of Revenue and Internal Revenue Service websites, complete Week 2 assignments, <b>Complete Test</b> on Blackboard | 2<br>a,c        |
| Week 3<br>May 31-<br>June 2   | Internet       | Law Requirements for Owning/Operating a Salon Business        | Research local licensing requirements, complete Week 3 assignments   | 3<br>a,c        |
| Week 4<br>June 6-9            | Internet       | Law Requirements for Owning/Operating a Salon Business        | View Georgia State Board of Cosmetology (GSBC) website, complete Week 4 assignments,   | 3<br>a,c        |
| Week 5<br>June 13-16          | Internet       | Law Requirements for Owning/Operating a Salon Business        | 5 assignments<br>Start working on Mind Tap assignments Chapter 32.   | 4<br>a,c        |
| Week 6<br>June 21-24          | Chapter 32     | Law Requirements for Owning/Operating a Salon Business        | Review Chapter 32, Complete <b>Chapter 32 Test due Wednesday @ 11:30 P.M.</b> complete Week 6 assignments  | 4<br>a, c       |
| Week 7<br>June 27-<br>June 30 | Chapter 31     | The Salon Business, Public Relations and Career Development   | Read Chapter 31, complete Week 7 assignments <b>Proctored Exam, June 28 Vidalia Campus @8:00 a.m. (Room 164); June 29 @1: 00 p.m. on Swainsboro Campus (Room 2162)</b>       | 4<br>a, c       |
| July 4-7                      |                | <b>Holiday Week</b>   |  | 4, 5<br>a, c    |
| Week 8<br>July 11-14          | Chapter 31     | The Salon Business<br>Public Relations and Career Development | Review Chapter 31, Complete <b>Chapter 31 Test due Wednesday @ 11:30 P.M.</b>  | 4, 5<br>a, c    |
| Week 9<br>July 18-21          |                | Prepare for Final   |  |                 |
| July 25-28                    |                | <b>FINAL</b>  | <b>FINAL</b>   |                 |

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

### COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Law Requirements Regarding Employment
2. Tax Payer Education / Federal and State Responsibilities
3. Law Requirements for Owning / Operating a Salon Business
4. Business Management Practices
5. Public Relations and 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.



## DISCUSSION BOARD RUBRIC

| # of posts | # of replies | Grade | Due Date, Length, Grammar and Spelling Requirements  |
|------------|--------------|-------|--|
| 1          | 1            | 100   | Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contains 4 sentences and free of grammatical and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in both their responses and reply. A 10-point deduction will be given (per missing sentence) for any post or reply that is not 4 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree." |
| 1          | 0            | 50    | Any student that posts and does not respond to at least one other students' post will not receive a grade above 50. The student will receive a one-point deduction for each grammatical and spelling error in their post. A 10-point deduction will be given for any post that is not 4 sentences in length (per missing sentence).  |
| 0          | 1            | 50    | Students who only respond to a classmate's discussion post will not receive a grade above 50. The student will receive a one-point deduction for each grammatical and spelling error in their reply. A 10-point deduction will be given for any reply that is not 4 sentences in length (per missing sentence).  |
| 0          | 0            | 0     | Students will receive a 0 on the discussion topic if the student does not post an answer or respond to one other students' post by the due date.   |