



**COSM 1120/SALON
MANAGEMENT
COURSE SYLLABUS
Summer Semester 2017**

Semester: 201716
Course Title: Salon Management
Course Number: COSM 1120
Credit Hours/ Minutes: 3/2250

Class Location: Bldg. 2, Room 2162
Class Meets: 40% Hybrid/60% Face to Face M 1:00-
3:30pm
CRN: 60127

Instructor: Peggy Braswell
Office Hours: MTWR 7:00-8:00am & 3:00-5:00pm
Office Location: Bldg. 2, Room 2147
Email Address: pbraswell@southeasterntech.edu
Email is the preferred method of contact
Phone: 478-289-2238
Fax Number: 478-248-6695

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT: Milady's Cosmetology Textbook, 13th edition, Exam Review, Haircutting Simulation, & Mind Tap ISBN: 9781305784208

REQUIRED SUPPLIES & SOFTWARE: Cosmetology kit, black uniform and black leather, close-toed shoes, Online Licensing Prep ISBN 9781439058992. Other items may be necessary.

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, business management practices, and public relations and career development.

MAJOR COURSE COMPETENCIES: Law Requirements Regarding Employment; Tax Payer Education/Federal and State Tax Responsibilities; Law Requirements for Owning/Operating a Salon Business; Business Management Practices; Public Relations and Career Development; Purchases and Inventory.

PREREQUISITE(S): None

CO-REQUISITE(S): COSM 1000 Introduction to Cosmetology Theory

COURSE OUTLINE:

1. Law Requirements Regarding Employment
2. Tax Payer Education/Federal and State Tax 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 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: Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. A minimum grade of 70 is required for the course. Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed toe shoes. **When a student fails to bring required materials to class**, 1st offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2nd offense: student will be assigned a zero for the activity. 3rd offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. A student not wearing their student ID will be dismissed from class, given a tardy or absence, until they return with the student ID.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

HYBRID ATTENDANCE PROCEDURE: STC's attendance procedure is followed for all hybrid classes along with the following addition. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements. STC's attendance policy located in the STC Catalog and Student Handbook must be followed in all hybrid classes. For the scheduled class sessions, attendance is counted from the first scheduled class meeting of each semester. Three (3) tardies or early departures equal one (1) absence for the course(s) involved. In order for a student to receive credit for a course, a student must attend at least 90% of the scheduled instructional time.

The hybrid component of COSM 1120 Salon Management is clearly marked on the lesson plan for each week's activities. These activities range from discussion boards, internet research, review assignments, assignments on the LOR-GVTC, Cosmetology website, and various other activities. The course will be 40% or 15 hours hybrid and 60% or 22 hours and 30 minutes face to face instruction.

HYBRID ATTENDANCE ADDENDUM: This class meets 1 day(s) a week for nine weeks on Monday. Students must attend the scheduled campus class each week and complete the online assignments. The maximum number of absences a student may miss for this class is 2.

ADDITIONAL PROVISIONS

Health Science and Cosmetology Programs

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

ATTENDANCE FOR COSMETOLOGY: Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets ___1___ day a week for ___9___ weeks, the maximum number of days a student may miss is ___2___ days during the semester.

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.

UNPLANNED INSTRUCTOR ABSENCES: Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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 assessed 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.

MAKEUP GUIDELINES ((Tests, exams, quizzes, homework, projects, etc.): When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Written make-up tests must be taken on the assigned day at the discretion of the instructor. **No makeup tests are given for performance tests. An 11 point penalty will be assessed for all make-up tests. Only one (1) make-up test will be given per student.** Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

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.

CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: School Policy: Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3rd offense the student will be dismissed from class and receive an absence for the day.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Work Resources (RemoteApp & Desktops), Student Email, Library Databases (Galileo), and BannerWeb via the mySTC 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 contacting Cindy Phillips, cphillips@southeasterntech.edu.

GRADING POLICY

Assignments 10%
Exams 30%
Final Exam 30%
Portfolio 30%

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.

**Cosmetology/Hair Designer
COSM 1120 Salon Management
Summer Semester 2017 Lesson Schedule**

Date	Chapter	Content	Assignments & Tests Due	Comp Area
Mon May 22	30 Standard Text	Law Requirements Regarding Employment	Hybrid Assignment due Monday, May 23 at 1:00pm Use the "Critical Thinking Skills" method for the below assignment of legal aspects. http://app.brainshark.com/milady/vu?pi=zGkzqQ8Qez6h3Yz0	1 a,c

			<p>Research & identify the legal aspects of both Federal & State employment laws.</p> <p>www.georgialegalaid.org/issues/working-and-unemployment/basic-employment-laws</p> <p>and</p> <p>www.dol.state.ga.us/em/employment_laws_rules.htm</p> <p>Homework Assignment due Monday, May 23.</p> <p>Read pages 1030-1052 in the cosmetology textbook, answer questions 4-8 on page 1053.</p> <p>Class: Discussion of law requirements regarding employment.</p>	
Mon June 5	30 Standard Text Internet	Law Requirements Regarding Employment Tax Payer Education/Federal & State Tax Responsibilities	<p>Review & exam over Law Requirements Regarding Employment.</p> <p>Hybrid Assignment due Monday, June 6 at 1:00pm.</p> <p>Tax Payer Education/Federal & State Tax Responsibilities</p> <p>Go to https://etax.dor.ga.gov/CorpTax.aspx & http://www.irs.gov/businesses/small/index.html & https://etax.dor.ga.gov/ctr/whoregis.aspx</p> <p>Describe types of taxes to be filed and paid, Homework, due Monday, June 6 at 1:00pm.</p> <p>Justify the reasons for applying for a Federal Tax ID number of Employment ID number (EIN).</p> <p>http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online</p>	1,2 a,c
Mon June 12	Internet	Tax Payer Education/Federal & State Tax Responsibilities Law Requirements for Owning/Operating a Salon Business	<p>Discussion & exam over taxes.</p> <p>Hybrid Assignment due Monday, June 13 at 1:00pm</p> <p>Identify agencies to contact for business license.</p> <p>http://georgia.gov/popular-topic/applying-business-license</p> <p>List all application forms required for working in and owning a salon by the state board of cosmetology.</p> <p>http://sos.ga.gov</p>	2,3 a,b,c

			<p>Class: Discussion of state board required forms.</p> <p>Explain differences in a home salon versus a traditional salon. Explain the exhibition of salon signage for public view.</p> <p>http://sos.georgia.gov/plb/cosmetology/default.htm</p> <p>Go to online services and then policies.</p> <p>Class: Discussion of home versus traditional salon.</p> <p>Homework due Monday, June 13 at 1:00pm.</p> <p>List the rules/regulations set forth by GA Fire & Safety Commissioner for business occupancy.</p> <p>http://oci.ga.gov/FireMarshal/home.aspx</p>	
Mon June 19	Internet Chapter 32 Cosmetology Text	Law Requirements for Owning/Operating a Salon Business Business Management Practices	<p>Discussion & exam over law requirements for owning/operating a salon business</p> <p>Read the message from Milady on the website below and answer the 7 questions about how positive are you.</p> <p>http://app.brainshark.com/milady/vu?pi=zGUzCWrCQz6h3Yz0</p> <p>Hybrid assignment due Monday June 20 at 1:00pm.</p> <p>Develop a business plan setting the goals you will need to achieve in order to build your business from new to as established as you foresee it in the future. Use the outline "Business Plan Outline" in the Blackboard lessons to develop your business plan.</p> <p>http://www.ehow.com/how_2073824_write-business-plan-beauty-salon.html</p> <p>http://www.bplans.com/cleaning_service_business_plan/executive_summary_fc.php</p> <p>Homework due Monday, June 20 at 1:00pm.</p> <p>Read cosmetology text pages 1078-1101. Answer questions on page 1100.</p> <p>Class: Discussions of business plan.</p>	3,4 a,b,c
Mon June 26	Textbook Chapter 30 Internet	Business Management Practices (part 2)	<p>Hybrid assignment due Monday, June 27.</p> <p>Recognize and list the key things to consider when purchasing an established salon.</p> <p>Read cosmetology text pages 1084-1086.</p> <p>http://www.ehow.com/how_2054755_buy-beauty-salon.html</p> <p>Class: Discussions of purchasing an established salon.</p> <p>Identify types of public utilities needed to operate a salon & criteria by the utility company before service will be provided.</p>	

			<p>http://www.ehow.com/info_7785783_require-ments-starting-hair-salon-business.html</p> <p>Homework due Monday, June 27 at 1.00pm.</p> <p>Contact the power company, water provider if needed in your area and phone service provider to see the deposits and average monthly cost.</p> <p>Class: Discussion of utilities</p>	
Mon July 10	Business Management Practices (part 3)	<p>Hybrid Assignment due Monday, July 11.</p> <p>Explain advantages of purchasing salon malpractice, fire, flood, disability, burglary & theft insurance (cosmetology textbook page 1086).</p> <p>Describe advantages & disadvantages of individual, partnership, corporation, & booth rental ownerships & include responsibilities for each. (cosmetology textbook pages 1082-1084)</p> <p>http://www.legalzoom.com/incorporation-guide/sole-proprietor-corporation-partnership-comparison.html</p> <p>http://smallbusiness.chron.com/differences-between-sole-proprietorship-partnership-corporation-3990.html</p> <p>Listen to video at the below web address and be prepared to discuss in class.</p> <p>http://app.brainshark.com/milady/vu?pi=zGKz19Ajuz6h3ez0</p> <p>Class: Discussions of purchasing different insurances and different types of salon ownership.</p> <p>Homework due Monday, July 11 at 1:00pm.</p> <p>Define types of income compensation & methods of payment to include salary, commission, salary plus commission, & tips. (cosmetology textbook pages 1060-1062)</p> <p>http://hc4you.com/blog/</p>		
Mon July 17	Purchases & Inventory	<p>Class: Lecture and exam over Business Management Practices.</p> <p>Hybrid Assignment due Monday, July 18.</p> <p>Research innovative technology to monitor & maintain management of needed supplies, over stocking control, petty theft, & inventory consumption & retail supplies. List at least three systems made to keep up with salon inventory and use.</p> <p>http://www.ehow.com/way_5779188_use-technology-beauty-salon.html</p> <p>http://importanceoftechnology.net/1906/importance-of-technology-in-hair-and-beauty-salon</p> <p>http://technologysalon.org/monitoring-and-</p>	6 a,b,c	

			<p>evaluation/ Demonstration and practice on STC salon software</p>	
<p>Mon July 24</p>		<p>Purchases & Inventory Employment Portfolio</p>	<p>Practice entering inventory & collecting for services performed on Super Salon STC software.</p> <p>Hybrid Assignment due July 25 at 1:00pm.</p> <p>Arrange diplomas, certificates, awards, current resume', continuing education training certificates, membership in industry & professional organizations, civic affiliations, community activities, before & after photos, statement of why you chose your career, other information as you see the need.</p> <p>Read cosmetology textbook pages 1040-1042.</p> <p>http://gotobeautyschool.com/blog/index.php/2011/09/28/how-to-make-a-cosmetology-portfolio/</p> <p>http://work.chron.com/make-salon-portfolio-9797.html</p> <p>http://app.brainshark.com/milady/vu?pi=zGsz03eGNz6JvPz0</p> <p>Use the above guidelines to get ideas about documentation and arrangement of documentation.</p> <p>Read the excerpt from Milady and videos and be ready to discuss.</p> <p>http://www.cengage.com/miladypro/home/b/article_lounge/archive/2014/06/11/the-silent-message.aspx</p> <p>http://app.brainshark.com/milady/vu?pi=zG0z9F5dfz6JvPz0</p> <p>http://app.brainshark.com/milady/vu?pi=zF4zeG7Jz6JvPz0</p>	<p>5 a,c</p>
<p>Mon Jul 31 Finals</p>	<p>Chapters 4,30,31,32 Cosmetology Text</p>	<p>Law Requirements Regarding Employment Taxpayer Education/Federal & State Responsibilities Law Requirements for Owning & Operating a Salon Business Business Management Practices Public Relations & Career Development Purchases & Inventory</p>	<p>Class: review for and take final exam.</p>	<p>1,2,3,4,5,6 a,b,c,</p>

***Instructor reserves the right to change the syllabus and/or lesson plans as necessary* Students will be notified of any changes made to syllabi or lesson plan.**

*** Competency Areas:**

1. Law Requirements Regarding Employment
2. Tax Payer Education/Federal and State Tax 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.

Syllabus Addendum

Please note the following classroom courtesies, which are designed to maximize your classroom experience.

- Class begins promptly at the start time shown on your schedule
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class.
 - Arriving late is disruptive, which is inconsiderate to your instructor and your fellow students.
 - Failure to be present and accounted for at the beginning of class may result in your being counted absent.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. See instructor contact information on the syllabus. Detailed explanations are NOT necessary; however, you would call in if you were absent from your job. Treat your class as such.
- Please turn your cell phone on silent when in the classroom. Neither your instructor nor your classmates should hear any sound from your phone. The phone should be out of sight at all times.
- Also, no texting will be allowed while in the classroom or lab. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- You may not use your cell phone as a calculator or clock.
- Log off and shut down computers; turn off monitors before leaving class every day.
- Absolutely no open food or open drinks in the classroom.
- No hats, caps, scarves, etc. covering the head. No large earrings, necklaces, or bracelets.

Signed: _____

Date: _____

Business Plan Outline

Executive Summary-Projected growth rate and plan to help owner navigate the startup and management of the business

Objectives-what you plan for the business to accomplish during the first three years

Mission-what you plan to provide for the customer

Company Summary-what services offered-where it is located-what type of ownership

Company Ownership-sole, partnership or other type of ownership

Start-up Summary-start-up costs-expenses-assets-funding-liabilities-planned investments

Services offered-services offered in salon

Market Analysis Summary-clients we will target-show the need in that sector-growth potential for 5 years

Target Market Segment Strategy-why you target this group-how you will market to them

Competition & Buying Patterns-what will set your business apart from the competition-what is the buying patterns of this market group

Strategy & Implementation Summary-what level of service will you offer-how much training for you and employees

Competitive Edge-rigorous training programs for employees-teamwork & professionalism

Sales Strategy-follow leads from marketing campaign-detail service along with price-explaining all the extras and prices

Sales Forecast-When do we expect to be open for business-leave time for building or remodeling-illustrate projected sales by month then years for 3 years

Milestones-when will business plan be complete-set up office/business-supply room-training program-hire new employees

Management Summary-owned and operated by-qualifications-training-experience

Personnel Plan-full time or part time-pay scale-benefits or not-duties & responsibilities

Financial Plan-Assumptions for 1st year, 2nd year, & 3rd year

Projected Profit & Loss-Sales and cost of sales

Projected Cash Flow-cash received, liabilities, assets, expenditures

Projected Balance Sheet-Assets, cash, inventory, accounts payable

Business Ratios-Debt, profit, loss