COS 201
SALON MANAGEMENT

COURSE DESCRIPTION

This course is a study of salon management including rules, regulations, and codes governing the practice of cosmetology. The course covers a variety of salon ownership models along with salon financial and operating characteristics.

3 Cr (3 lect/pres, 0 lab, 0 other)

COURSE FOCUS

Student will be reviewing the importance goal setting, the job search and establishing professional relationships. Understanding the dynamics of salon ownership and retailing are incorporated into this important course of the cosmetology curriculum.

TEXT AND REFERENCES

Salon Fundamentals Textbook and Study Guide
ISBN 0-615-11288-9
2007 Edition
Chapter 6 - Salon Business

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. Establish long range goals
2. Determine short range goals
3. Define professional goals
4. Decide on immediate activities
5. Review periodically goals
6. Create a plan
7. Search for a job
8. Seek available positions
9. Contact all job placement organizations
10. Check local job listings
11. Create current resume
12. Evaluate local salons
13. Research job benefits
14. Exhibit a professional appearance
15. Fill out job application
16. Prepare for interview
17. Be consistently punctual
18. Critique communication skills
19. Prepare for skill demonstration
20. Practice job interviews
21. Exhibit personal qualities
22. Acquire skill related employment
23. Build a clientele
24. Cultivate professional relationships
25. Contemplate performance reviews
26. Receive constructive criticism
27. Assess personal leadership skills
28. Evaluate personal financial status
29. Summarize various types of salon ownership
30. Understand salon ownership
31. Research current market needs
32. Get professional advice
33. Prepare efficient floor plans
34. Engage salon planning
35. Assess rental agreements
36. Categorize types of insurance
37. Obtain applicable tax information
38. Balance operating expenses and income
39. Understand types of compensation
40. Consider forms of advertisement
41. Understand control of inventory
42. Translate relevant job descriptions
43. Grasp benefits of salon retailing
44. Identify types of buyers
45. Create effective retail displays
STUDENT CONTRIBUTION

Each student will spend approximately 2.5-5 hours per week preparing for class and completing assignments to turn in weekly. Each week students will turn in assignments as specified on Blackboard. In addition, chapter tests are to be completed as assigned. Students will also complete a final exam/project to demonstrate their knowledge of the material. Student Attendance Policy: See student handbook within the TCL Catalog

COURSE EVALUATION

Assignments to be completed include:
Resume' and cover letter, work book assignment, two quizzes, a chapter test and the final exam. Presentation of a business plan will also be included into the evaluation process.

Average of 3 Written assignments = 25 % of final grade
Average of 2 Chapter quizzes and 1 Chapter Test = 25% of final grade
Business Plan Project = 25% of final grade
Final Examination = 25% of final grade

The grading scale is as follows:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

COURSE SCHEDULE

Class meets for 2 lecture/presentation hour and 6 lab hours per week.

Approved by: Kenneth Flick
Developed/Revised: 11/24/2014
Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1,
WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

**EMERGENCY TEXT MESSAGE ALERT**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp

**SYLLABUS SAFETY ADDENDUM**

**Purpose**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

**Definition**

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**Types of Emergencies**

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
Downed Aircraft (crash which directly impacts campus operations)
Utility Failures
Violent or criminal behavior
Psychological Crisis

Procedures

Active Shooter

Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor’s directions
8. Silence cell phones
9. Wait for the “All Clear” before leaving

Developed/Revised: November 2014