# 7/28/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 2 August 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Salon Management

**BRCC Course Rubric:** COSM 2504

**Previous Course Rubric**: COSM 2540

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-3-4

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-45-90

**Louisiana Common Course Number:**

**CIP Code:** 12.0401

**Course Description:** Engages students in planning, operating, and managing the school-based salon. Information is given on business principles, sales, management techniques, as well as requirements for opening or working in a salon.

**Prerequisites:**  COSM 2003 and COSM 2103

**Co-requisites:** COSM 2104, COSM 2203, and COSM 2402

**Suggested Enrollment Cap:** 18

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Propose a salon plan to include all required business principles and management functions.

2. Demonstrate adherence to safety precautions and safe work practices.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to, presentations, in-class activities, lab activities, homework, quizzes, and exams.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

1. The Capital Area State Board of Cosmetology Rules and Regulations pertaining to salon management

2. Factors to consider for opening a salon

3. Proper telephone techniques

4. Techniques for booking client services

5. Types of ownership under which salons may operate

6. Management functions of the salon owner or manager

7. Details of a business plan

8. Layout and equipment plans

9. Types of advertising and reasons for unsuccessful businesses

10. Types of business records required

11. Operating expenses

12. Tactful handling of complaints

13. Business law considerations

14. Preparation of a written business and management plan for a salon