

## **MANI-140 Salon Business and Retail Sales Credits 2**

### **Course Information**

**Meeting times and location:** 8A.M.-3:30 P.M. Cosmetology Center

**Catalog description:** This course describes the process of obtaining license, introduces business plan deployment and seeking employment opportunities. Assess regulations and rules on managing a salon and selling retail products. Examines how to run a reception desk, make appointments, telephone etiquette and schedule services for clientele.

**Prerequisites:** N/A

**Terms offered:** Spring and Fall Semesters

### **Section-specific Course Description**

This course describes the process of obtaining licensure, introduces business plan deployment and seeking employment opportunities. Assess regulations and rules on managing a salon and selling retail products. Examines how to run a reception desk, make appointments, telephone etiquette and schedule services for clientele.

### **Course Level Objectives**

- Explain the process of obtaining your Manicure/Pedicure license.
- Develop business plan, cover letter and resume.
- Discover potential employers.
- Explain the regulations and rules required to manage a salon and selling retail products.
- Explain the steps of operating salon software and applying customer service etiquette in salon setting.

### **Required Texts and/or Materials:**

Milady Standard Nails

ISBN 9780357483657

Milady Theory Workbook

ISBN 97812857455

Pens, papers and student kit.

### **Required Technology and Software**

- Canvas
- Chrome, Safari, or Firefox

### **Technical Support**

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at <http://www.sanjuacollege.edu/itchelp>

For tickets and password reset: <https://sanjuacollege.edu/canvashelp/>

For Canvas support information: <https://sanjuacollege.edu/canvashelp/>

### **Accessibility/Privacy Policies for all Technology Tools Used**

<https://sanjuacollege.edu/administrative-services/departments/online-services/student-resources/>

### **Course Requirements**

Students will do the following activities:

**Online Textbooks:** Getting Started with Milady Standard Barbering and Milady Mindtap.

### **Returning Students**

Go to Milady Mindtap website

Log in using existing account information

Click on the Learn tab and select a module to get started on the appropriate assigned chapter for the course.

### **New Students**

Step 1 – Instructors will tell you to check their school emails to see in order to review a notification from Mindtap.

Step 2 – You will click on the link provided in your packet of books from Cengage Mindtap.

Step 3- You will log in with your school email.

Step 4- You will create a profile and change your password.

### **Course Time Commitment**

You should expect to spend about an average of 9 hours each work learning activities for this course.

### **Assignments**

You will download and complete the following on Milady Cengage Mindtap website. For more instructions on how to access Mindtap, please refer to the Cengage Milady Mindtap paper Getting Started Module packet in your new books you purchased from the book store.

Each week you are expected to complete the assignments inserted in your Mindtap. The assignments will vary in the type and number of questions asked because each subchapter varies with the volume of information.

- Cengage Mindtap access
- Notes from classes

Submit each completed document in a file through the appropriate assignment on Canvas. Save the file. This assignment is a pass or fail. You must complete 75 percent of the assignment in order to receive credit. Learners completing less than 75 percent of the work will not receive credit.

All assignments will be on a weekly basis and the instructor will have the due dates and write it on the whiteboard behind them.

### **Essays**

You will refer to the handbook for more details about discussion board posts and netiquette.

You will complete the discussion and provide comments on other student's post of his/her post on a weekly basis.

All essay and discussion are due on a weekly basis and will be assigned by your instructor. Learners will refer to each weekly module template on Canvas in order to grasp a better understanding of expectations for essays.

### **Exams**

#### **Practicals/Final Chapter examinations**

You will have the opportunity to put your study skills into practice by answering comprehensive multiple-choice questions. You will log on to the Milady Cengage Mindtap and review the chapter online. At the end of each chapter an examination will be opened and you will be required to take that assessment. You must score 75 percent in order to receive credit. Any scores

below 75 percent will not receive credit. This examination will be on a weekly schedule and presented by your instructor. You will be allowed one re-take of each examination. Both of those scores will be averaged together to make a complete score.

### **Practicals/Comprehensive Assessments**

You will have the opportunity to put their study skills into practice by answering comprehensive multiple-choice questions. You will be performing the skills you have practiced on real clients. The assessment is a pass or fail. You must score 75 percent in order to receive credit. Any scores below 75 percent will not receive credit.

The exam will be over concepts covered and a final chapter review.

The number of multiple-choice questions will vary for each assessment.

Examinations can range from requiring you to dedicate 15 minutes for a test and up to an hour. Most weekly assessments are under an hour. The final comprehensive written examination for this course will require at least an hour of your time to complete. Learners are expected to find a quiet place that they will not be disturbed when taking each assessment and the final comprehensive exam. After completion of each assessment, the assigned instructor will post the test results on Canvas for you to review.

### **Projects**

Most projects are group-oriented. You will have the opportunity to work in small groups. Each group can contain no more than 4-5 people. Reach out to your peers and complete each project on time. Each person within the group will submit information for a credit grade. All group work must list everyone's name that contribute to the project in order to avoid plagiarism.

You will have the opportunity to evaluate your peer's efforts and contribution each subject.

### **Participation**

You are expected to complete all assignments each week. Your participation for each module will be assessed by the rubric. The instructor will input your grade each week.

### **Student Evaluations**

You will have a student evaluation on a mid-semester basis with your advising instructor. Your grades will be reviewed, attendance assessed and ideas for improvement given at that time.

### **COVID Safe Practices for Being on Campus**

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271.

Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 3-6 feet away from those you can. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## **Student Support**

### **Student Services and Support.**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students

<https://www.sanjuancollege.edu/academic-support/>

## **Student Support**

### **Academic Support**

Academic Support webpage provides information on academic advising, the library testing and the honors program.

<https://www.sanjuancollege.edu/academic-support/>

## **Participation and Attendance Policy**

The Cosmetology faculty believes that the habits and work pattern established while an individual is a student will be reflected in the work setting when the transition is made to cosmetology practitioner. Therefore, every effort should be exerted to establish good work ethics, or patterns of good attendance, promptness and responsibility. This applies to all didactic and laboratory courses and clinical rotations.

- Turning in assignments late or responding to peers' post after the set deadline reflects irresponsible behavior, lack of respect for faculty and other students, and serves as a distraction to others. Students are expected to turn in assignments at the designated time.

- The cosmetology program will not excuse students from assignments due to employment schedules. Students are expected to meet their obligations to the course of study.

### **Canvas Participation and Expectations**

Announcements will be posted in Canvas on a regular basis. Students will be expected to log into the Canvas at least three times per week to be aware of possible announcements/reminders to pace their progress in the course.

### **Instructor Response Time**

In regards to assignment feedback, the instructor's goal is to provide timely feedback (comments, rubric evaluation, and grades) in an efficient manner that provides specific guidance for improving future assignments. In order to be helpful, it is necessary to devote a certain amount of time to the development of quality comments that truly assist the student. This time frame, of course, varies due to class size, and the nature and complexity of the assignment. As such, the instructor will make every effort to provide prompt feedback that can be applied to future assignments. In most instances, this will be within one week after the submission due date.

### **Course Time Commitment**

Students should expect to spend about an average of 10 hours each week on assignments for this course.

### **Grading**

Final grades are calculated based on the following:

A 100-90%

B 89-80%

C 79-70%

D 69-60% Course must be retaken

### **Key Dates to Remember**

<https://www.sanjuancollege.edu/academiccalendar>

### **Course Schedule for overall manicuring program**

Weekly Activities

Week 1

History and Career Opportunities and Life Skills

Week 2

Life Skills, Professional Development, and Communication for Success

Week 3

Infection Control, Principles & Practices of Sanitation

Week 4

Nail Diseases and disorders

Week 5

Manicuring

Week 6

Pedicuring

Week 7

Nail Tips and Wraps

Week 8

Nail and Skin Care

Week 9

Artificial nails

Week 10

Acrylics

Week 11

Design and creativity

Week 12

Nail Attachments

Week 13

Acrylic toes

Week 14

Gel nails

Week 15

Week 16

Wrap-up

## **College Policies**

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### **1. Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to Disability Services Office, click the button for “Request for Services” and complete all the steps. You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

### **2. The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

### **3. Academic Honesty Rules**

San Juan College expects all students to adhere to the Academic Honesty Rules as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

**4. Student Conduct Statement** College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

### **5. Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with Rave. When registering, please make sure that your mobile status is “confirmed.” The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333. In the event of an emergency, a Rave message will be



sent, and depending on the situation, you will be instructed to do one of the following: Evacuate the building Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.) Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

### **Non-Discrimination, Sexual Harassment, and Retaliation**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to an SJC Counselor. Please refer to San Juan College's Title IX site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face --Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

## **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## **9. Grading Policies**

**Incomplete: Incomplete Grade Assignment (Incomplete Grades Information)** The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due. In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval. I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## **10. Grade Appeals**

The policy for grade appeals is in the Academic Catalog. (Grade Appeal Policy)

<http://catalog.sanjuancollege.edu/content.php?catoid=6&navoid=264#Grades>

## **Student Handbook**

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.