



MANI 140 Salon/Shop Business & Retail Section Name Section Credit Hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course describes the process of obtaining a 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.

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

- Explain the process of b=obtaining a Manicuring state License
- Develop a business plan
- Write a cover letter, resume, and identify potential employers
- Explain the steps of operating salon software and applying customer service etiquette in salon setting

Required Texts and/or Materials

Milady Standard Nail Technology with Standard Foundations
9780357446867
Milady
Milady Publishing Company



2020-03-16

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities: Students will do the following activities: CIMA, Group work, Writing essays, Hand on training, Pop quizzes, Power points, Midterm and Final.

Other Classroom Policies and Expectations

- Respect is universal and expected between Teacher/ Student and Student/Student.
- No cursing
- Students must pass with a 76% or higher per state law practical and written exam
- Tardiness is not acceptable and after three tardies student will be marked absent.
- Hair/ Makeup and uniform must be kept neat, clean and professional.

Grading

Final grades are calculated based on the following...

To determine final grades...

Assignments 20

Participation 10

Exams 30

Practical 25

Course Time Commitment

400 hours of programming and 10-15 hours a week homework

The standard is 6-9 hours outside of class for a 3-credit face to face course and 9-12 hours per week for an online course

Canvas Participation and Expectations

All homework assignments will be in your canvas and CIMA platform, student will be expected to do one to two chapters depending on course a week A total 10-15 hrs. a week in homework.

Participation and Attendance Policy

Each student is expected to participate 100% in the classroom as well as when they are on the floor and Participation hold 10% of their grade.

Attendance holds 15% of their grade, any missed class have to be made up in that semester if they plan on graduating on time. The program has a set number of hours per State of New Mexico, with that said if you miss class, you miss important information and at times that can not be made up. Student can be excused with the proper documentation. However, if the student misses more than three days they will be written up and that can lead to dismissal of the program

Instructor Response Times & Regular Interaction Expectations

Students can expect to receive a reply to emails/Canvas messages within 24 hours during the week and on the first work day following a weekend or holiday. Student Hours are offered on a regular schedule each week (in person or via Zoom) and students may also schedule appointments, if those set times don't work. Students can expect exams and labs to be graded and scores posted within a week of the unit/assignment deadline. Online classes can expect weekly messages or announcements via Canvas. Feedback will be provided directly on your exams, discussions, and labs, as appropriate for that assignment.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

https://mysanjuancollege-my.sharepoint.com/:w:/g/personal/pondert_sanjuancollege_edu/Ef4KfU5piAFJiS75K6_miLIBOp6nC4SXS2li_XWLicdmig?e=CGd9cu

Program Handbook

https://mysanjuancollege-my.sharepoint.com/:w:/g/personal/pondert_sanjuancollege_edu/EQ44QihcvwtMibiDkMcZUA4BtIRyRigRj9TzJ5klvvKieA?e=olAp9h

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 [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.