



**LAMAR INSTITUTE  
OF TECHNOLOGY**

COURSE TITLE (SUBJ NMBR SEC)

**CREDIT**

SCH Fall 2024 2 (Lec 16, Lab 48)

**MODE OF INSTRUCTION**

Face to Face, Online or Hybrid

**PREREQUISITE/CO-REQUISITE:**

1348: **Principles of Skincare**

An introduction of the theory and practice of skin care.

**COURSE DESCRIPTION**

1244 : Intro to Salon Development

Overview of the procedures and operations as related to salon management.

**COURSE OBJECTIVES**

Upon completion of this course, the student will be able to

- Utilize appointment scheduling and record management

technology

- Demonstrate inventory control and salon management techniques

- Know and preform Safety and Sanitation requirements required by licensing agency Texas Department of Licensing and Regulation (TDLR)

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Ms. Cheri Jones  
 Email: [cjones19@lit.edu](mailto:cjones19@lit.edu)  
 Office Phone: Instructor’s Office Phone #  
 Office Location: LIT WESTGATE STE 403  
 Office Hours: Monday – Friday : 8am to 2pm

**REQUIRED TEXTBOOK AND MATERIALS**

Milady 12<sup>th</sup> Ed. Digital

**ATTENDANCE POLICY**

Instructor must include their attendance policy

**DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

**COURSE CALENDAR**

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
8/29/2024	Chp1 Life Skills	Tentative 9/5/2024 Chp 1 Life SKills	Study Habits 9/5/202
9/12/2024	Chp 2 Personal Image	Tentative 9/19/2024 Chp 2. Personall Image	Professional Dress 9/19/2024
9/19/2024	Chp3 Communication for Success	Tentative 9/26/2024 Chp 3. Communicating for Success	Client Consultaion forms 9/26/2024
9/26/2024	Chp 4 Healthy Professiona;	Tentative 10/17/ 2024	9/30/2024 Bring Healthy Snack

		Chp 4. Healthy Professional	
10/3/2024	Chp 5 infection control	Tentative 10/30/2024 Chp 5 infection control	Sanitation procedures 10/17/2024
10/17/2024	Chp 6 Chemistry and chemical safety	Tentative 10/21/2024 Chp 6. Chemistry and Chemical safety	Favorite Product Brand Demo 10/28/2024
11/7/2024	Chp 7 Electrical Safety	Tentative 11/11/2024 Chp 7 Electrical Safety	10 and 1 machine overview lab 11/14/2024
11/14/2024	Chp 8 Career Planning	Tentative 11/21/2024 Chp 8 Career Planning	Business Plans 11/28/2024

### COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- List course categories (ie. Tests, assignments, etc.) and their % of the overall grade. CORE courses must show Common Assignment with a value of 20-25% of the total grade. Course evaluation must be uniform across all sections of a course.

### GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

### TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum->

[computer-requirements](#). A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **AI Statement**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI / ChatGPT in their courses.

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

### **ARTIFICIAL INTELLIGENCE STATEMENT**

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own

original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

### **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

### **ADDITIONAL COURSE POLICIES/INFORMATION**

[Insert additional course policies/information specific to your section here.](#)