

ADDENDUM TO PROGRAMS PAGE 91

SALON AND SPA MANAGEMENT

(Approved but currently not offered)

Program Objective

The student will be trained in all aspects of salon and spa management, including operations, staff, facility design, customer service, marketing and finance. These skills sets will provide the graduate knowledge and skills in the workings of the business aspects of the industry. The skills and knowledge acquired can be used by a Salon or Spa Manager, self-employed practitioner, business owner or educator.

CLOCK HOURS: 900

Program Description

The program will include training in all aspects of salon and spa management: operations, staff, facility design, customer service, marketing and finance. These skills sets will provide the graduate knowledge and skills in the workings of the business aspects of the industry. The skills and knowledge acquired can be used by a Salon or Spa Manager, self-employed practitioner, business owner or educator.

Program Requirements

- SSM600 HIV/AIDS (4 hours)
- SSM601 Introduction to Spa and Salon Management (30 hours)
- SSM602 Florida Laws and Statutes and Business Law (60 hours)
- SSM603 Workplace Safety and Sanitation (56 hours)
- SSM604 Ethics in Salon and Spa Management (50 hours)
- SSM605 Salon and Spa Insurance Policies (50 hours)
- SSM606 Salon and Spa Retail Operations (50 hours)
- SSM607 Customer Service and Salesmanship (80 hours)
- SSM608 Business Planning (50 hours)
- SSM609 Trends in the Salon and Spa Business (50 hours)
- SSM610 Communication in the Salon and Spa Business (60 hours)
- SSM611 Salon and Spa Facility Design (40 hours)
- SSM612 Marketing for the Salon or Spa Business (75 hours)
- SSM613 Employment Skills for the Salon or Spa Owner (85 hours)
- SSM614 Bookkeeping and Scheduling (80 hours)
- SSM615 Accounting (80 hours)

Note: All programs are taught in a cycle. Students are able to start at any point of the cycle and still fulfill all program requirements.

Books

Spa Business Strategies, 2nd edition, Cengage Learning, June 2009, ISBN: 1435482093
Spa Business Strategies Workbook, Cengage Learning, July 2010, ISBN: 1435482107
Money Mastery, 2nd edition, Cengage Learning, July 2008, ISBN: 1435413083
Financial Analysis and Coaching Tools for the Salon and Spa, Cengage Learning, March 2010, ISBN: 1435488636
The Complete Spa Book for Massage Therapists, Cengage Learning, September 2009, ISBN: 1418000140
Milady U: Salon Profitability: How to Find it and Keep It Slimline, Cengage Learning, January 2008, ISBN 1111540152
Milady U Professional Development: How to Find and Hire the Staff That's Right for You Slimline, Cengage Learning, January 2008, ISBN: 1111540144
Milady U: Infection Control Slimline, Cengage Learning, September 2010, ISBN 111131828X
Successful Salon and Spa Management 6th edition, Cengage Learning, January 2011, ISBN: 1435482468
Successful Salon and Spa Management Workbook 6th edition, Cengage Learning, February 2011, ISBN: 1435482476

Graduation

After a student completes 900 hours, services, exams and fulfills all financial obligations to the school, a diploma will be awarded.

Method of Payment

Tuition and fee payments may be arranged on a weekly or monthly basis. The first payment is due on the first day of class, and on the same day of every week or month thereafter.

Cost of Attendance for the entire program:

Tuition	Fees	Books & Supplies	Total
\$11,400.00	\$100.00	\$950.00	\$12,450.00