COS 101
FUNDAMENTALS OF COSMETOLOGY

Course Description
Course is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to practices of the salon environment.
3 Cr (3 lect/pres, 0 lab, 0 other)

Course Focus
Course reinforces the importance of professional ethics within a customer service oriented profession.

Text and References
Salon Fundamentals Textbook and Study Guide
ISBN 0-615-11288-9
2007 Edition
Chapter 1 - Professional Development

Course Goals
The following list of course goals are in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)
1. Establish healthy routines
2. Manage personal time
3. Protect emotional health
4. Incorporate exercise routine
5. Access nutritional guidelines
6. Integrate balanced diet
7. Value good nutrition
8. Adapt a personal plan
9. Implement good hygiene
10. Exhibit personal cleanliness
11. Wear freshly washed clothes
12. Incorporate skin care regime
13. Take proper care of feet
14. Practice oral hygiene
15. Maintain healthy hair
16. Dress for success
17. Imitate fashion trends
18. Reflect professional image
19. Use good posture
20. Prevent neck and back problems
21. Wear make-up while working
22. Avoid repeated activities
23. Setup your workspace ergonomically
24. Practice public hygiene
25. Recognize proper ventilation
26. Prevent fungal infections
27. Preserve community health
28. Develop effective communication skills
29. Express ideas clearly
30. Exchange with someone ideas and thoughts
31. Consider non-verbal communication
32. Encourage two-way communication
33. Identify positive vs negative attitudes
34. Recognize poor communication skills
35. Use good grammar
36. Use tack while communicating
37. Watch your overtones
38. Foster positive relationships
39. Constantly improve oneself
40. Control personal emotions
41. Commit to excellence
42. Commit to professional development
43. Read educational material
44. Be a good listener
45. Define behavioral characteristics
46. Consider the clients needs
47. Communicate professional expertise
48. Consult with others when necessary
49. Respect the professional code of ethics
50. Understand the value of teamwork
51. Maintain attendance and punctuality
52. Communicate a cheerful attitude

**Student Contributions**
Student will spend at least 2 hours per week preparing for class. Attendance is critical in this class.

**Course Evaluation**
Average of written assignments 33% of final grade
Average of quizzes and chapter test 33% of final grade
Final Examination 33% of final grade

The grading scale is as follows:
90 - 100= A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60= F

**Course Schedule**
The class meets for 3 lecture/presentation hours per week.

Approved by: Kenneth Flick

Developed/Revised: 7/10

Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.
It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.
The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
Reinstatement requires the signature of the division dean.
In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance
or
o under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
Absences counted from the first day of class. There are no "excused" absences. All absences counted, regardless of the reason for the absence.
A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJW TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp

BROADCAST LEARNING FORMAT: This class is being taught in a broadcast learning format. Images and word of class participants may be transmitted live or on a delayed basis to other locations. Classes may be rebroadcast due to extenuating circumstance.