COS 101
Fundamentals of Cosmetology

Course Description
This 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
This course reinforces the importance of professional ethics within a customer service oriented profession.

Text and References
ISBN 978-1-940593
1st Edition
Book 101 Life Skills

**No Purchase Necessary for General Education text books. Beginning Fall 2021, TCL implemented a new textbook model called First Day Complete (FDC). With FDC, a per credit hour book fee was added to your tuition at the time of registration. Please check your new TCL email account where you have been sent a link to reserve your books with the TCL College Store. Refer to this link for all details concerning FDC https://www.tcl.edu/first-day-complete-textbook-program/

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
Each student will spend approximately 2.5-5 hours per week preparing for class and completing assignments to turn in weekly.
Each week students will turn in assignments as specified on Blackboard. In addition, chapter tests are to be completed as assigned. Students will also complete a final exam/project to demonstrate their knowledge of the material.
Student Attendance Policy: See student handbook within the TCL Catalog.

Course Evaluation
Average of attendance 25% of final grade
Average of written assignments 25% of final grade
Average of quizzes and chapter test 25% of final grade
Final Examination 25% 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.

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.

All students are required to remove ALL smart watches of any kind during exams & quizzes. Watches should be placed with personal belongings such as in book bag or purse.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

Mask Mandate
Until further notice, there is a mask mandate in place indoors at TCL. Failure to adhere to the mask requirement will result in the following:
- First Offense: Verbal Warning
- Second Offense: You will be asked to leave class with an absence for that day.
- Third Offense: You will be asked to leave class and must meet with Associate Vice President Rodney Adams in Building 2 room 203 prior to returning to class.

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. Reinstatement requires the signature of the division dean.
- 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.
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 are counted from the first day of class. There are no "excused" absences. All absences are 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.

**HYBRID ATTENDANCE PROCEDURE**

For hybrid courses, students attendance grade will reflect their ability to follow the zoom class essentials agreement requirements. These requirements are as follows:

- Access to two devices with webcam and microphone capabilities
- Access to steady internet connection. Students can utilize the TCL Campus Hotspots that are provided at each campus.
- Create a designated class space with limited distractions, with access to appropriate supplies and/or tools for each lesson, and adequate lighting.
- Log in to zoom class once you are at your set classroom location. We recommend arriving at least 5-10 minutes prior to the session time.
- Appropriate attire required- Pajamas are not acceptable. Dress for Success!!
- Remain in complete view of camera throughout the duration of the class. Student should attend the zoom class as if they were attending an in person class.

Refer to the Zoom Classroom Essentials Agreement for clarification.

**ONLINE ATTENDANCE PROCEDURE**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of “W,” “WP,” or “WF” based upon the student’s academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a “Never Attended” code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

**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, WGOZ 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ 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](http://www.tcl.edu/textalert.asp)

**EXTRA:**

**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

Syllabus Safety Addendum

**Purpose**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

**Definition**

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**Types of Emergencies**

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or Criminal Behavior
- Psychological Crisis

**Procedures**

**Active Shooter**

**Building Evacuation**
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.

3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.

4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.

5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

**Campus Evacuation**
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.

2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

**Lockdown**
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor’s directions
8. Silence cell phones
9. Wait for the “All Clear” before leaving

*Updated Aug 2021*