



INSTRUCTIONAL PACKAGE

COS 130
Professional Image

Effective Term
2021/2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2021/2022

COURSE PREFIX: COS 130

COURSE TITLE: Professional Image

CONTACT HOURS: 1 lecture 3 Lab

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course will introduce the student to the concepts and vocabulary which will provide the student with personal and professional success which will include ethics, professional presentation, and personal health and well-being.

COURSE DESCRIPTION:

This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills

PREREQUISITES/CO-REQUISITES:

(Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC) and (Background Check Form 1)

***Online/Hybrid** courses require students to complete the [Dli Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

New Manikin for State Board Procedures

New Uniforms, if old uniforms are soiled.

Cosmetology Kit

TECHNICAL REQUIREMENTS:

2021-2022

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
MyHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Identify how trends are influenced by the history of cosmetology
2. List the career opportunities available to a licensed beauty practitioner.
3. Identify the principles that contribute to personal and professional success.
4. Create a mission statement.
5. Explain long and short term goals.
6. Discuss the most effective ways to manage time
7. Discuss ethics in cosmetology.
8. List the characteristics of a healthy positive attitude.
9. Name good personal hygiene habits.
10. Explain dressing for success.
11. Discuss the principles of ergonomics, correct movements and posture.
12. List the practical steps for effective communication in the workplace.
13. Conduct a successful client consultation.
14. Demonstrate the ability for open lines of communication with coworkers.

| | Topic to be Reviewed | Assignments/Reading |
|--------------|---|---|
| Week 1 and 2 | *Syllabus and course review Unit one Lecture on the history of cosmetology Video: a Brief history of Cosmetology Lecture on the importance of continuing education. Lecture on career paths in cosmetology | Read pages 6-18 MindTap: Do it: Pre-assessment quiz Do it: putting yourself in the situation Do it: Matching historical events Do it: Fill in the blank activity |

| | Topic to be Reviewed | Assignments/Reading |
|----------------|---|---|
| | | Do it: Apply yourself matching Do it: Final chapter exam Social media activity |
| Week 3 and 4 | Unit Two Lecture Life Skills List the action steps for success Lecture: goal setting Video: Defining your core values Video: Staying motivated | Read pages 22-28 Do it: Pre-assessment quiz Do it: The interest self-test Do it: Situational problem Do it: matching activity Pathbrite activity – creating a mission statement Do it: Multiple Choice quiz Pathbrite goal setting Do it: Goal setting activity |
| Week 5 and 6 | Unit Three Lecture: Time management Video: Become a time master Lecture: employing successful learning tools Lecture: Learning tool, ethics and positive attitude | Read pages 29-34 Do it: Time management activity Do it: Media quiz Do it: Multiple choice quiz Do it: Final chapter exam Social Media activity Test Unit One and Two |
| Week 7 and 8 | Unit Four Lecture: Your professional image Video: The basics of personal hygiene Video: Personal grooming and professional behavior Lecture on professional behavior Lecture: Proper Body Ergonomics | Read pages 38-44 Do it: Pre-assessment quiz Do it: putting yourself in the situation Do it: Test yourself Do it: Comprehensive exam Social Media activity |
| Week 9 and 10 | Unit Five Lecture: Communicating for success Lecture: Communication skills and Client intake forms | Read pages 48-53 Do it: Pre-assessment quiz Do it: Matching exercise Do it: True/False Practical activity on communication Test Unit three and four |
| Week 11 and 12 | Unit Six Lecture: Client Consultation Video: An effective client consultation Video: 10 step consultation method | Read pages 54-58 Do it: Multiple choice quiz Pathbrite activity Social Media activity |

| | Topic to be Reviewed | Assignments/Reading |
|----------------|--|---|
| | Video: The most important part of any service begins with the consultation. | Do it: Putting yourself in the situation |
| Week 13 and 14 | Unit Seven Lecture: Communication barriers Video: How to handle tough situations | Read pages 59-64 Do it: Put yourself in the situation Do it: Role play Do it: Final Chapter exam Social Media activity Test Unit Five, Six and Seven |
| Week 15 | Review for exam | |
| Week Exam week | Written/Practical | |

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

(Check all that apply.)

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

| | |
|---------------------|------------|
| Tests | 20% |
| Assignments | 20% |
| Projects/Portfolios | 20% |
| Class Participation | 20% |
| <u>Final Exam</u> | <u>20%</u> |

100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, F = 69 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu