



# INSTRUCTIONAL PACKAGE

COS 106

Facials and Make up

2018-2019

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## PART I: COURSE INFORMATION

Effective Term: 201820/201830

COURSE PREFIX: COS 106

COURSE TITLE: Facials and Make up

CONTACT HOURS: 1 Lecture 6 Lab

CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

The purpose of Facials and Make-Up is to introduce the student to the basic concepts and vocabulary of cosmetology in facials and make-up. This course will give the student the skills to perform facial techniques and apply make-up in a safe environment, taking measures to prevent the spread of infectious and contagious diseases. The use of a variety of salon products in facials and make-up will allow for the enhancing a client's appearance.

### COURSE DESCRIPTION:

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

### PREREQUISITES/CO-REQUISITES:

(Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC) and (Credit level COS 108 Minimum Grade of C or Credit level COS 108 Minimum Grade of TC) and (Credit level COS 112 Minimum Grade of C or Credit level COS 112 Minimum Grade of TC) and (Credit level COS 130 Minimum Grade of C or Credit level COS 130 Minimum Grade of TC) and (Credit level COS 220 Minimum Grade of C or Credit level COS 220 Minimum Grade of TC) and ( Background Check Form 1)

**\*Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE.](#)

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

### ADDITIONAL REQUIREMENTS:

- New Facial Kit from Bookstore (Mandatory Facial Kit must be purchased by the end of the 1st week of class)
- 2 – new uniforms

### TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L 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. Define and explain the importance of anatomy and physiology to the cosmetology profession.
2. Describe cells, their structure, and their reproduction.
3. Define tissue and identify the four types of tissues found in the body.
4. Name the eleven main body systems and explain their functions.
5. Explain the pertinent information needed during a client consultation and skin analysis before performing facial treatments.
6. Identify examples of contraindication in skin care treatments.
7. Name the different categories of skin care products and when to use each.
8. Demonstrate the five types of massage manipulations.
9. Explain how electrical machines are used in a facial treatment and their benefits.
10. Discuss and explain how light therapy I used to treat the skin.
11. Identify the methods of permanent hair removal.
12. List the methods used for temporary hair removal.
13. Describe the various types of makeup and their uses.
14. Explain color theory when choosing cosmetics for makeup application.
15. Identify the facial types and techniques used for enhancement.
16. Name the types of artificial eyelashes.
17. Identify the types of electric current.
18. List the principles of electrical equipment.
19. Examine the main electric modalities used in cosmetology.
20. Explain the structure and composition of the skin.
21. List the function of the skin.
22. Identify the common skin lesions differentiating between primary and secondary lesions.
23. List the common disorders of the sebaceous glands.
24. List the factors contributing to the aging of the skin.
25. Identify the two types of electric current.
26. Describe the principles of electrical equipment safety.
27. Compare the types of light therapy and their benefits.
28. List the various types of cosmetics and their uses for facial make up
29. Explain how to use color theory then choosing a cosmetic product

30. List the types of artificial lashes

	Topic to be Reviewed	Assignments/Reading
Week 1	<p>Syllabus and course review</p> <p><b>Unit One</b> Video: Organs and body systems Video: Tissues</p> <p><b>Unit Two</b> Video: Introduction to facials Video: analysis of clients skin Video: consultation and skin analysis</p>	<p>MindTap: Pre-assessment quiz Read pages 114-117 Do it: Matching activity Listen: Overview Facial: Read Pages 766-774 MindTap: Chapter 23 Do it: pre-assessment quiz Do it: Situational problem quiz Do it matching activity</p>
Week 2	<p><b>Unit Three</b> Organs and body systems introduction Video: general Anatomy and Physiology</p> <p><b>Unit Four</b> Skin care products Video: Introduction to skin care products Video: Cleansing the skin</p>	<p>Read pages 117-118 Do It: Matching quiz Read pages 775-780 Do it: Situation problem quiz Practical activity on cleansing the skin <b>Test on Unit one and Two</b></p>
Week 3	<p><b>Unit Five</b> Lecture Skeletal System –</p> <p><b>Unit Six</b> Lecture Basic facial massage Video: an introduction to facial massage Video: performing a facial massage</p>	<p>Read pages 118-122 MindTap: Do it: Drop and Drag 1 Do it: Drop and Drag 2 Read pages 780-787 Do it: Situation quiz Practical activity on facial massage <b>Test on Unit Three and Four</b></p>
Week 4	<p><b>Unit Seven</b> Lecture Muscular system</p> <p><b>Unit Eight</b> Lecture Facial equipment, electrotherapy and light therapy Video: facial treatment and equipment Video: Mechanical exfoliation using a brush</p>	<p>Read pages 122-128 MindTap: Do it: Muscles, Face and neck game Do it: Muscles of the shoulder and arm game Do it: Multiple choice quiz Read pages 787-792 Do it: multiple choice quiz <b>Test on Unit Five and Six</b></p>
Week 5	<p><b>Unit Nine</b> Lecture: nervous, Circulatory, and Lymphatic systems Video: Review the body systems</p> <p><b>Unit Ten</b> Using facial to treat special skin types and aromatherapy</p>	<p>Read pages: 132-136 MindTap: Do it: Neuron image labeling game Do it: Putting yourself in the situation Do it: nerves of the arm and hand labeling game</p>

	<p>Video: facial for dry skin  Video: facial for oily skin  Video: facial for men  Demonstration of State Board Facial</p>	<p>Do it: Heart image labeling game  Do it: True/False quiz  Read pages 792-795  Do it: Final Chapter exam  Social Media Activity  Practical activity:  State Board facial  <b>Test on Unit Seven and Eight</b></p>
Week 6	<p><b>Unit Eleven</b>  Lecture: Immune, Integumentary, Endocrine and reproductive system  <b>Unit Twelve</b>  Lecture on client consultation and permanent hair removal  Video: Client consultation  Video: Hair removal consultation  Video: Contraindications  Video: Permanent hair removal consultation</p>	<p>Read pages: 137-140  MindTap:  Do it: final chapter exam  Social Media activity  Chapter 22 waxing  Read pages 738-744  Do it: Pre-assessment quiz  Do it: practice client consultation  Do it: complete the quiz and test your understating of hair removal  Do it: Quiz on understanding permanent hair removal  <b>Test on Unit Nine and Ten</b></p>
Week 7 and 8	<p><b>Unit Thirteen</b>  Lecture temporary hair removal  Video: temporary hair removal  Video: Waxing  Video: Eyebrow waxing  Video: Treatment room set up  Video: Hair removal consultation  Video: Contraindications  Video: Eyebrow waxing  Video: Hard wax procedures  Video: Soft wax  <b>Unit Fourteen</b>  Lecture: The anatomy of the skin Chapter 7  Video: learning Motivation  Video: Skin Basics  Video: Skin Anatomy in Action  Video: Skin Structures in Action</p>	<p>Read pages 744-747  MindTap:  Do it: Multiple choice quiz  Do it: matching activity  Practical activity hard wax  Practical activity soft wax  Practical activity threading  State board procedures for tweezing, soft and hard wax  MindTap: final chapter exam  Social media activity  Read Pages 154-165  Do it: Pre-assessment quiz  Do it: Apply yourself matching activity  Do it: Test yourself MC quiz  Do It: Apply yourself matching activity  Do it: putting yourself in the situation  Do it: test yourself  Do it: comprehensive exam  Social media activity  <b>Test on Unit Eleven and Twelve</b></p>
Week 9	<p><b>Unit Fifteen</b>  Lecture: Make up  Video: Brushes  Video: Make up products  Make up Color Theory  Video: Color Theory 1  Video: Color Theory 2</p>	<p>Read pages 812-818  MindTap:  Do it: pre-assessment  Do it: Pathbrite portfolio project  Do it: Test your knowledge  Do it: Test your knowledge  Read pages 819-822</p>

	<p>Video: Warm and Cool Colors</p> <p><b>Unit Sixteen</b></p> <p>Lecture: Skin diseases and disorders</p> <p>Video: Reasons to learn about skin diseases and disorders</p> <p>Lecture: learn about the different types of lesion and what they look like</p> <p>Video: Identifying Primary lesions</p> <p>Video: Identifying Secondary lesions</p>	<p>Do it: Multiple choice quiz</p> <p>Do it: Matching activity</p> <p>Read pages 172-177</p> <p>Do it: pre-assessment quiz</p> <p>Do it: matching exercise</p> <p><b>Test on Unit Thirteen and Fourteen</b></p>
Week 10	<p><b>Unit Seventeen</b></p> <p>Lecture: Face shapes and make up application</p> <p>Video face shapes</p> <p>Lecture: Basic makeup application</p> <p>Video: Make up application</p> <p><b>Unit Eighteen</b></p> <p>Lecture: Disorders of the sweat and oil glands</p> <p>Video: Disorders of the oil glands</p> <p>Video: Sweat and Oil gland disorders</p>	<p>Read pages 823-828</p> <p>Read pages 828-833</p> <p>Do it: Multiple choice quiz</p> <p>Practical activity: Basic make up application</p> <p>Read pages 177-183</p> <p>Do it: Multiple Choice quiz</p> <p><b>Test on Unit Fifteen and Sixteen</b></p>
Week 12	<p><b>Unit Nineteen</b></p> <p>Lecture: Eyelashes</p> <p>Lecture: Special occasion make up</p> <p><b>Unit Twenty</b></p> <p>Lecture: Skin inflammation and hypertrophies</p> <p>Video: Skin inflammation, hypertrophies, pigment disorders</p>	<p>Read pages: 834-835</p> <p>Do it: test your knowledge</p> <p>Practical application – eyelashes</p> <p>Do it: Final Chapter exam</p> <p>Social media activity</p> <p>Read pages 179-180</p> <p>Do it: Matching activity</p> <p><b>Test on Unit Seventeen and Eighteen</b></p>
Week 13	<p><b>Unit Twenty One</b></p> <p>Lecture: Understand skin cancer, aging skin, oil gland disorders</p> <p>Video: Skin Cancer and Aging</p> <p>Video: Acne and oil gland disorders</p> <p>Video: aging skin issue and the effects of the sun</p> <p>Video: Contact Dermatitis</p>	<p>Read pages 181-189</p> <p>Do it: Fill in the blank activity</p> <p>Do it: Multiple choice quiz</p> <p>Do it: Multiple choice quiz</p> <p>Do it: Bring it home</p> <p>Do it: Bringing it home</p> <p>Do it Comprehensive exam</p> <p>Social Media activity</p> <p><b>Test on Unit Nineteen and Twenty</b></p>
Week 14	<p><b>Unit Twenty Two</b></p> <p>Lecture: Electricity</p> <p>Video: Basics of electricity</p> <p>Video: Safety and electricity</p> <p>Video: Electrotherapy</p>	<p>Read Pages 274-279</p> <p>Do it: Pre-assessment quiz</p> <p>Do it: Situational Problem activity</p> <p>Do it Multiple Choice quiz</p> <p>Do it: Drop and drag</p> <p>Do it: Multiple choice quiz</p> <p>Do it: Final chapter exam</p> <p>Social Media activity</p> <p><b>Test on Unit Twenty One</b></p>
Week 15	Review for Final exam	

Exam Week	Exam – Written and State Board Practical	
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***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

### **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%
Papers/Plans	20%
Projects/Portfolios	20%
Class Participation	20%
Final Exam	20%
	<hr/>
	100%

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

#### **GRADING SYSTEM:**

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

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 ([ACADEMIC CALENDAR](#)). 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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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, 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 coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L



- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*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).

<b>Inquiries regarding the non-discrimination policies:</b>	
<p>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 Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>