



# **INSTRUCTIONAL PACKAGE**

COS 106  
Facial and Make up

Effective Term  
AY 2020/2021

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2021

COURSE PREFIX: COS 106

COURSE TITLE: Facial and Make up

CONTACT HOURS: 1 Lecture and 1 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 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.

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

### **ADDITIONAL REQUIREMENTS:**

Facial kit ( Must be purchased by the end of the first class period)

## 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 is 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	Syllabus and course review <b>Unit One</b> Video: Organs and body systems Video: Tissues <b>Unit Two</b> Video: Introduction to facials Video: analysis of clients skin Video: consultation and skin analysis	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
	<b>Unit Three</b> Organs and body systems introduction Video: general Anatomy and Physiology <b>Unit Four</b> Skin care products Video: Introduction to skin care products Video: Cleansing the skin	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>
Week 2	<b>Unit Five</b> Lecture Skeletal System – <b>Unit Six</b> Lecture Basic facial massage Video: an introduction to facial massage Video: performing a facial massage	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>

	Topic to be Reviewed	Assignments/Reading
Week 2 continued	<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 3	<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 Video: facial for dry skin Video: facial for oily skin Video: facial for men Demonstration of State Board Facial</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 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 4 and 5	<p><b>Unit Eleven</b> Lecture: Immune, Integumentary, Endocrine and reproductive system</p> <p><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>

	Topic to be Reviewed	Assignments/Reading
Week 4 and 5 continued Week 4 and 5 Continued	<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</p> <p><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 6	<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 Video: Warm and Cool Colors</p> <p><b>Unit Sixteen</b> Lecture: Skin diseases and disorders Video: Reasons to learn about skin diseases and disorders Lecture: learn about the different types of lesion and what they look like Video: Identifying Primary lesions Video: Identifying Secondary lesions</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 Do it: Multiple choice quiz Do it: Matching activity Read pages 172-177 Do it: pre-assessment quiz Do it: matching exercise <b>Test on Unit Thirteen and Fourteen</b></p>
Week 7	<p><b>Unit Seventeen</b> Lecture: Face shapes and make up</p>	<p>Read pages 823-828 Read pages 828-833</p>

	Topic to be Reviewed	Assignments/Reading
	application Video face shapes Lecture: Basic makeup application Video: Make up application <b>Unit Eighteen</b> Lecture: Disorders of the sweat and oil glands Video: Disorders of the oil glands Video: Sweat and Oil gland disorders	Do it: Multiple choice quiz Practical activity: Basic make up application Read pages 177-183 Do it: Multiple Choice quiz <b>Test on Unit Fifteen and Sixteen</b>
Week 8	<b>Unit Nineteen</b> Lecture: Eyelashes Lecture: Special occasion make up <b>Unit Twenty</b> Lecture: Skin inflammation and hypertrophies Video: Skin inflammation, hypertrophies, pigment disorders	Read pages: 834-835 Do it: test your knowledge Practical application – eyelashes Do it: Final Chapter exam Social media activity Read pages 179-180 Do it: Matching activity <b>Test on Unit Seventeen and Eighteen</b>
Week 9	<b>Unit Twenty One</b> Lecture: Understand skin cancer, aging skin, oil gland disorders Video: Skin Cancer and Aging Video: Acne and oil gland disorders Video: aging skin issue and the effects of the sun Video: Contact Dermatitis	Read pages 181-189 Do it: Fill in the blank activity Do it: Multiple choice quiz Do it: Multiple choice quiz Do it: Bring it home Do it: Bringing it home Do it Comprehensive exam Social Media activity <b>Test on Unit Nineteen and Twenty</b>
	<b>Unit Twenty Two</b> Lecture: Electricity Video: Basics of electricity Video: Safety and electricity Video: Electrotherapy	Read Pages 274-279 Do it: Pre-assessment quiz Do it: Situational Problem activity Do it Multiple Choice quiz Do it: Drop and drag Do it: Multiple choice quiz Do it: Final chapter exam Social Media activity <b>Test on Unit Twenty One</b>
Week 10	Review for Final exam	
Exam Week	Exam – Written and State Board Practical	

***\*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%
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. 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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email [ssc@hgtc.edu](mailto: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.



### CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **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).

### STUDENT TESTING:

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 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](mailto: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](mailto:Jacquelyne.Snyder@hgtc.edu)