



# INSTRUCTIONAL PACKAGE

COS 151

Dermatology

2019/2020

Fall/Spring

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 201910 201920

COURSE PREFIX: COS 151 COURSE TITLE: Dermatology

CONTACT HOURS: 1 Lecture 6 Lab CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

Skin care sciences are the foundational knowledge for the Esthetician. This course will give the student the knowledge necessary to identify the components of the skin, its disorders, diseases, and treatments.

### **COURSE DESCRIPTION:**

This course is the study of the structure, functions, conditions and disorders of the skin

### **PREREQUISITES/CO-REQUISITES:**

(Credit level ENG 032 Minimum Grade of C\* or Credit level ENG 100 Minimum Grade of C\* or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or SAT Critical Reading 380 or ACT Reading 14) and (Credit level COS 152 Minimum Grade of C and Credit level COS 156 Minimum Grade of C and Credit level COS 158 Minimum Grade of C and Credit level COS 157 Minimum Grade of C and Credit level COS 164 Minimum Grade of C and Credit level COS 221 Minimum Grade of C) and ( Background Check Form 1)

### **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:**

Student will have State Board Fees for Written and Practical Exams.

2 – New Uniforms

Esthetic Kits

## TECHNICAL REQUIREMENTS:

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

## 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.

## Part II: Student Learning Outcomes

1. Discuss the layers of the skin.
2. Outline the basic functions of the skin.
3. Name the types of tissues and their function.
4. Identify common skin conditions and diseases.
5. Outline the general differences in ethnic skin.
6. Describe the different types of exfoliation.
7. Explain how nutrition relates to healthy skin
8. Define chemistry and its branches
9. Explain matter and its structure
10. Explain the pH scale
11. Name the 9 major body organs and the 11 main body systems and explain their basic functions.
12. Define and explain why the study of anatomy, physiology, and histology is important to the esthetician.
13. Define tissue and identify the types of tissues found in the body.

## COURSE LEARNING OUTCOMES and ASSESSMENTS\*:

COS 151	Topic to be Reviewed	Assignments/Reading
Week 1	Syllabus and Course review State Board regulations <b>Unit one</b> MindTap Lecture: Why study General Physiology	Read and sign syllabus Complete State Board Orientation packet MindTap Pre-Assessment Quiz

COS 151	Topic to be Reviewed	Assignments/Reading
Week 2	<p><b>Unit Two</b></p> <p>Lecture: Cells and Tissues  Video: Overview of cells  Video: Anatomy  Basic structure of the cell  Lecture: Organs and body systems  Video: Body Systems  Video: Organs  Lecture: Skeletal system  Video: Anatomy and Physiology  Video: Skeletal System  Lecture: Bones of the Skull</p>	<p>Read pages 118-126 in Milady's Textbook  Do: Matching A &amp; P terms  Do: Putting yourself in the situation  Do: Matching body systems  Do: Label the human skeletal system  Do: Putting yourself in the situation  Do: Label bones of the skull</p>
Week 3	<p><b>Unit Three</b></p> <p>Lecture: Muscular system  Video: Muscular System  Muscles of the scalp  Muscles of the ear  Muscles of the neck  Muscles of the mouth</p>	<p>Read pages 126-131 in Milady's textbook  Complete assigned key terms  Do: Label the Head, Face and Neck  Do: Label Shoulder and upper arm  Do: test your knowledge  Do: Putting yourself in the situation  <b>Test Units one and two</b></p>
Week 4	<p><b>Unit Four</b></p> <p>Lecture: Nervous system  Video: nervous System  Divisions of the nervous system  Brain and spinal cord  Types of nerves</p>	<p>Read pages 132-138 in Milady's textbook  Complete assigned key terms  Do: Label the neuron  Do: Label the nerves of the arm and hand</p>

COS 151	Topic to be Reviewed	Assignments/Reading
Week 5	<b>Unit Five</b> Lecture: Circulatory system Video: Circulatory System The heart Arteries of head, neck and face Veins of head, neck and face	Read pages 138-143 Complete assigned key terms Do: Label the Heart Do: True/False <b>Test on Units three and four</b>
Week 6	<b>Unit Six</b> Lecture: Lymphatic system Video: Lymphatic and Immune Endocrine system Video: Endocrine Digestive system Video: Digestive Video: Excretory Video: Respiratory Integumentary System Video: Integumentary Video: Reproductive	Read pages 143-147 Complete assigned key terms Do: Putting yourself in the situation Do: Label the Endocrine Final Chapter Exam Connect Yard Activity
Week 7	<b>Unit Seven</b> Bioelements Education	Study manual for Bioelements signature <b>Test on Units Five and Six</b>
Week 8	<b>Unit Eight</b> Lecture: Skin functions Layers of the skin Skin diagram project Video: Skin Basics Video: Skin Anatomy	Read pages 228-250 Complete assigned key terms Create a skin diagram Do: Pre-Assessment quiz Do: Skin Care Multiple Choice quiz

COS 151	Topic to be Reviewed	Assignments/Reading
	Video: Skin Structure	Do: True/False Do: Apply yourself matching Do: True/False Do: Putting yourself in the situation Do: Activity Do: Test Yourself Quiz one Do: Activity Do: Test Yourself Multiple Choice Do: Putting yourself in the situation Do: Test Yourself Multiple Choice
Week 9	<b>Unit Nine</b> Read Hair Anatomy Read Nail Anatomy Read: Nerves Video: Nerves Read: Glands Read: Skin Health Video: Skin Health	Do: Drag and drop structure of the hair Do: Drag and Drop Do: True/False Do: Matching Activity Do: Matching Activity Do: Putting Yourself in the situation Do: Final Chapter exam Connect Yard Activity <b>Test on Unit seven and eight</b>
Week 10	<b>Unit Ten</b> Read Dermatology and Esthetics Video: Lesions	Do: Pre-Assessment quiz Do: Matching Activity Do: Test Your

COS 151	Topic to be Reviewed	Assignments/Reading
	Video: Skin lesion overview Lecture: Lesions of the skin Disorders of the sebaceous glands Disorders of the sudoriferous gland Inflammations of the skin Read: Disorders of the Oil Glands Video: Disorders of the oil glands Video: Skin Inflammation	Knowledge Do: Putting yourself in the situation Read pages 257-265 Complete assigned key terms Determine the difference between primary and secondary lesions Do: True/False Do: Labeling the Images
Week 12	<b>Unit Eleven</b> Read pigmentation disorders Video: Pigmentation disorders Hypertrophies of the skin Video: Hypertrophies of the skin Contagious diseases Read: Skin cancer Video: Skin care facts Read: Acne Video: Acne 101	Read pages 265-276 Complete assigned key terms Identify the types of skin cancer Identify the different stages of acne Do: Test your knowledge Do: Putting yourself in the situation Do: Learn the lesion activity Do: Label the images Do: True/False Do: Matching activity Do: Mole and Lesion Check Do: Connect Yard Activity Do: Putting yourself in the situation

COS 151	Topic to be Reviewed	Assignments/Reading
		Do: Skin examination Do: True/False Do: Putting yourself in the situation MindTap: Final Chapter exam Connect Yard Activity <b>Test on nine and ten</b>
Week 13	<b>Unit Twelve</b> Read: Chemistry Video: Chemistry in action Video: properties of matter Read: Potential hydrogen Video: Oxidation reduction pH demo on products chemical reactions Video: Solutions, Suspensions, and Emulsions	Read pages 161-174 Bring in products from home to test pH Complete assigned key terms Do: Pre-assessment quiz Do: Drop and drag terms Do: Multiple choice quiz on matter Do: Media quiz Do: Putting yourself in the situation Do: Bringing it home Do: Test your knowledge pH Do: Activity testing the pH Do: Label the pH scale Do: Putting yourself in the situation Do: Drag and Drop Do: putting yourself in the situation Do: experiment MindTap: Final Chapter



COS 151	Topic to be Reviewed	Assignments/Reading
		Exam Connect yard activity
Week 14	<b>Unit Thirteen</b> Basics of nutrition Nutrition for the skin Vitamins and minerals Nutrition and Esthetics Video: Nutrition recommendations Video: Nutrition for the skin Video: Macronutrients Video: Nutrition and Esthetics Video: Water and Healthy skin Video: Self care	Read pages 200-222 Complete assigned key terms Do: Pre-assessment quiz Do: Putting yourself in the situation Do: Pathbrite activity Do: Drag and drop Do: putting yourself in the situation Do: Test your knowledge Do: Table 9.1 Do: Test your knowledge Do: Putting yourself in the situation Do: Drag and drop vitamins Do: Test your knowledge Do: Putting yourself in the situation Do: Final chapter exam Do: Connect Yard <b>Test on eleven and twelve</b>
Week 15	<b>Unit Fourteen</b> Review State Board field trip State Board packing	Bring all items to class necessary for State Board Practical <b>Final chapter exam</b>
Exam Week	Final Exams	

***\*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%
	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 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, 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 or go to the [Online Resource Center](#) to access on-demand resources any time.



### 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.

## Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may

be directed to Beth Havens, 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, 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.

Inquiries regarding the non-discrimination policies: Students 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, Section 504, Title II, 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).

## **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).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<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 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 Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP 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, VP 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>