



INSTRUCTIONAL PACKAGE

COS 155

Sanitation Procedures In Cosmetology

2019/2020

Fall/Spring

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201910/201920

COURSE PREFIX: COS 155

COURSE TITLE: Sanitation Procedures in Cosmetology

CONTACT HOURS: 1 Lecture 3 Lab

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

This course will provide the skills for sanitation in the workplace; which will comply with state and federal guidelines.

COURSE DESCRIPTION:

This course is the study of methods for sanitation and hygiene, with emphasis placed on the requirements and guidelines of the cosmetology profession.

PREREQUISITES/CO-REQUISITES:

(ACT Math 15 or ACCUPLACER Arithmetic 024 or New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or COMPANION Arithmetic 024 or Multiple Measures Math 1 or Credit level MAT 032 Minimum Grade of C* or Credit level MAT 155 Minimum Grade of C or Credit level MAT 155 Minimum Grade of TC or Credit level MAT 101 Minimum Grade of C or Credit level MAT 101 Minimum Grade of TC or SAT Mathematics 400 or New SAT Mathematics 350) and (ACT Reading 14 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or Credit level ENG 032 Minimum Grade of C* or Credit level ENG 100 Minimum Grade of C* or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or SAT Critical Reading 380) and (Credit level COS 114 Minimum Grade of C or Credit level COS 114 Minimum Grade of TC) and (Credit level COS 116 Minimum Grade of C or Credit level COS 116 Minimum Grade of TC) and (Credit level COS 206 Minimum Grade of C or Credit level COS 206 Minimum Grade of TC) and (Credit level COS 210 Minimum Grade of C or Credit level COS 210 Minimum Grade of TC)

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 Manikin for State Board Procedures
 New Uniforms, if old uniforms are soiled.

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.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. List the categories of information required on the Safety Data Sheets.
2. Explain the laws and rules and the differences between them.
3. List the types and classifications of bacteria.
4. Define blood borne pathogens and explain how they are transmitted.
5. Explain the differences between cleaning, disinfecting, and sterilization.
6. List the types of disinfectants and the steps for proper use.
7. Define Standard precautions
8. List your responsibilities as a salon professional.
9. Microbiology – Bacteria

	Topic to be Reviewed	Assignments/Reading
Week 1 and 2	Unit One Review Syllabus Why it’s important to understand infection control Video: Learning motivation Video: Why study infection control	Read pages: 70-75 MindTap: Do it: Pre-assessment quiz
Week 3 and 4	Unit Two Current regulation for health and safety in the salon Read: Regulations, regulatory agencies and Safety Data Sheets Video: regulatory agencies, laws and	MindTap: Do it: test yourself Test One

	Topic to be Reviewed	Assignments/Reading
	rules	
Week 5 and 6	<p>Unit Three Understanding the principle of infection Read: Infection Principles: Bacteria, Viruses, Fungi, and Parasites, Oh My!</p> <p>Video: Infection principles in action</p>	<p>Read pages 75-84 MindTap: Do it: Matching activity Do it: fill in the blank activity</p>
Week 7 and 8	<p>Unit Four Prevent the spread of disease in salon Read: Cleaning, Disinfecting, and Sterilizing Demystified</p> <p>Video: cleaning and disinfecting in action</p> <p>Discussion topics:</p> <ul style="list-style-type: none"> • Sanitation, disinfection, and sterilization • Choosing a disinfectant • Proper use of disinfectants • Types of disinfectants • Purpose of a logbook 	<p>Read pages 84-90 MindTap: Do it: Apply yourself multiple choice exercise</p> <p>Barbicide Certification</p> <p>Test Two</p>
Week 9 and 10	<p>Unit Five Disinfecting Tools, Implements, Equipment, and Work Surfaces</p> <p>Read: Disinfecting What's Disinfectable</p> <p>Watch: Disinfecting Nonelectrical Tools & Implements</p> <p>Read: Bringing it Home</p>	<p>Read Pages 91-106 MindTap: Do it: Matching Activity</p> <p>Test Two</p>
Week 11	<p>Unit Six Disinfecting Foot Spas & Pedicure Equipment</p>	<p>Read pages 91-106 Test three Test Three</p>

	Topic to be Reviewed	Assignments/Reading
	<p>Read: Disinfecting Foot Spas & Pedicure Equipment</p> <p>Read: Procedure for Disinfecting Whirlpool, Air-Jet, and Pipeless Foot Spas</p> <p>Read: Procedure for Cleaning & Disinfecting Basic Foot Basins or Tubs</p> <p>Watch: Cleaning & Disinfecting Foot Spas or Basins</p> <p>Watch: Cleaning & Disinfecting Non-Whirlpool Foot Spas</p>	
Week 12	<p>Unit Seven Proper Hand Washing</p> <p>Read: Hand Washing: The #1 Infection Prevention Practice</p> <p>Watch: Hand Washing in Action</p>	<p>Review pages 71-106</p> <p>MindTap: Do It: Multiple Choice Activity</p> <p>Test Four</p>
Week 13	<p>Unit Eight Standard Precautions and Your Professional Responsibilities</p> <p>Read: Standard Precautions and Your Professional Responsibilities</p> <p>Read: Handling an Exposure Incident</p>	<p>Review Pages 70-106</p> <p>Review for Exam</p> <p>MindTap: Do It: Putting Yourself in the Situation</p> <p>Blood Exposure Procedure (State Board)</p>
Week 14	<p>Unit Nine Recap Chapter Highlights</p>	<p>Review for Exam</p> <p>MindTap: Do It: Apply Yourself Exercise</p> <p>Flashcards: Key Terms Review</p> <p>Comprehensive Exam</p>

	Topic to be Reviewed	Assignments/Reading
Week 15	Unit Ten Final Exam review Day	
Exam week	Written exam and State board blood exposure procedure	

****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 ([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.

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 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. 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.

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).

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<p>Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228</p>	<p>Jacquelyne Snyder, VP Human Resources <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 Jacquelyne.Snyder@hgtc.edu</p>

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