



INSTRUCTIONAL PACKAGE

COS 155

Sanitation Procedures in Cosmetology

Effective Term

2021/2022

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2021/2022

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)

***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.

TECHNICAL REQUIREMENTS:

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. 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	<p>Unit One Review Syllabus Why it's important to understand infection control Video: Learning motivation Video: Why study infection control</p>	<p>Read pages: 70-75 MindTap: Do it: Pre-assessment quiz</p>
Week 3 and 4	<p>Unit Two Current regulation for health and safety in the salon Read: Regulations, regulatory agencies and Safety Data Sheets Video: regulatory agencies, laws and rules</p>	<p>MindTap: Do it: test yourself</p> <p>Test One</p>
Week 5 and 6	<p>Unit Three Understanding the principle of infection Read: Infection Principles: Bacteria, Viruses, Fungi, and Parasites, Oh My! 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 Video: cleaning and disinfecting in action 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 Read: Disinfecting What's Disinfectable</p>	<p>Read Pages 91-106 MindTap: Do it: Matching Activity</p> <p>Test Two</p>

	Topic to be Reviewed	Assignments/Reading
	Watch: Disinfecting Nonelectrical Tools & Implements Read: Bringing it Home	
Week 11	Unit Six Disinfecting Foot Spas & Pedicure Equipment Read: Disinfecting Foot Spas & Pedicure Equipment Read: Procedure for Disinfecting Whirlpool, Air-Jet, and Pipeless Foot Spas Read: Procedure for Cleaning & Disinfecting Basic Foot Basins or Tubs Watch: Cleaning & Disinfecting Foot Spas or Basins Watch: Cleaning & Disinfecting Non-Whirlpool Foot Spas	Read pages 91-106 Test three Test Three
Week 12	Unit Seven Proper Hand Washing Read: Hand Washing: The #1 Infection Prevention Practice Watch: Hand Washing in Action	Review pages 71-106 MindTap: Do It: Multiple Choice Activity Test Four
Week 13	Unit Eight Standard Precautions and Your Professional Responsibilities Read: Standard Precautions and Your	Review Pages 70-106 Review for Exam MindTap: Do It: Putting Yourself in the Situation

	Topic to be Reviewed	Assignments/Reading
	Professional Responsibilities Read: Handling an Exposure Incident	Blood Exposure Procedure (State Board)
Week 14	Unit Nine Recap Chapter Highlights	Review for Exam MindTap: Do It: Apply Yourself Exercise Flashcards: Key Terms Review Comprehensive Exam
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%
	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 sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@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