



# **INSTRUCTIONAL PACKAGE**

COS 155

Sanitation Procedures in Cosmetology

Effective Term

Fall 2023/Spring 2024/Summer 2024

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

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 New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or Multiple Measures Math 1 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 New SAT Mathematics 350) and ( ACT Reading 14 or New ACCUPLACER Reading Comp 235 or WS ENG155 with Lab 1 or Writing Sample ENG155 1 or Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Multiple Measures English 1 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.

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 learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

### **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\*:**

Infection control Foundation Book

#### **Learning Outcomes**

1. Explain infection control
  2. Describe federal and state regulatory agencies.
  3. Recognize the principles of infection.
  4. Identify different types of pathogens.
  5. Employ the principles of prevention.
  6. Follow Standard Precautions to protect yourself and your clients.
  7. Demonstrate safe work practices and safety precautions.
- CIMA Activity at the start of class, review the Learning Objectives and Why Study video with students.
  - CIMA Activity discover what students know before starting the lesson by completing the Infection Control Case Study and Warm Up.
  - group discussion/discussion board:
    - How comfortable do you feel with your current knowledge on this chapter? Why?
    - Do you feel there is more to learn?

- CIMA Activity Before beginning this chapter, confirm students have read Chapter 5 Infection Control in their print or eBook
- CIMA lesson activities listed in Course Management Guide

### **Lecture Explain Infection Control Slides 4-5**

- CIMA Activity Have students watch the animation 3 Kinds of Clean.
- CIMA Activity Have students watch the animation 3 Kinds of Clean.
- CIMA Activity Before beginning this section, confirm students have read the section Describe Federal and State Regulatory Agencies in their print or eBook.

### **Lecture: Describe Federal and State Regulatory Agencies Slides 6-9**

- CIMA Activity Have students complete the Regulatory Agencies Activity.
- CIMA Activity Before beginning this section, confirm students have read the section Recognize the Principles of Infection in their print or eBook.

### **Lecture: Recognize the Principles of infection Slides 10-14**

- CIMA Activity Have students complete the Modes of Transmission Quiz
- CIMA Activity Before beginning this section, confirm students have read the section Identify Different Types of Pathogens in their print or eBook.

### **Lecture: Identify Different Types of Pathogens Slides 15-28**

- CIMA Activity Have students complete the Terms and Definitions Quiz.
- CIMA Activity Have students complete the Acronyms Quiz.
- CIMA Activity Have students complete the Harmful Organisms Poster Activity
- CIMA Activity Before beginning this section, confirm students have read the section Employ the Principles of Prevention in their print or eBook.
- CIMA Activity Before beginning this section, confirm students have read the section Employ the Principles of Prevention in their print or eBook.

### **Lecture: Employ the Principles of Prevention Slides 29-46**

- CIMA Activity Have students watch the video Proper Hand Washing
- CIMA Activity Have students complete the Hand Washing, Soaps and Sanitizers Quiz
- CIMA Activity Have students complete the Hand Washing, Soaps and Sanitizers Quiz
- ACTIVITY: The Right Disinfectant Complete Lesson Activity 5.
- CIMA Activity Have students complete the Disinfectant Safety Quiz
- CIMA Activity Have students complete the Containers and Logbooks Quiz.
- CIMA Activity Have students watch the video Cleaning and Disinfecting Nonporous Reusable Items.  
CIMA Activity Before beginning this section, confirm students have read the section Follow Standard Precautions to Protect Yourself and Your Clients in their print or eBook.
- Lecture: Follow Standard Precautions to Protect yourself and your clients Slides 47-51
- CIMA Activity Have students watch the video Handling an Exposure Incident: Client Injury and Handling an Exposure Incident: Employee Injury
- CIMA Activity Have students complete the Standard Precautions Quiz
- CIMA Activity Before beginning this section, confirm students have read the section Demonstrate Safe Work Practices and Safety Precautions in their print or eBook.

- CIMA Activity Put students into small groups or chat rooms and discuss Hazardous Analysis Discussion

**Lecture: Demonstrate Safe work practices and safety precautions Slides 52-59**

- CIMA Activity Have students complete the Safety Precautions Quiz

**Lecture: Apply Infection Control Slides 60-51**

- CIMA Learning Assignments Reading Check In: Ask students to make sure they have read Chapter 5 in its entirety. Test their knowledge using the chapter review questions.
- Essential Discoveries Discussion: Have students discuss what they learned in Chapter 5 by posting at least three new things they have learned in the chat room.
- Chapter Review: Slides: To prepare for the final chapter exam, have students review the slides for
- Chapter 5.
- Chapter Review: Flashcards: To prepare for the final chapter exam, have students work individually or
- in pairs and study Chapter 5 Flashcards.
- Chapter Review: Word Review: Have students test their knowledge of Chapter 5 key terms by
- completing this quiz.
- CIMA Exam Have students complete the CIMA chapter exam.

**Final Exam**

**Additional tests, quizzes and assignments will be added \* see instructors course information sheet.**

***\*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, F = 69 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, contact the SSTC at [ssc@hgtc.edu](mailto:ssc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). 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.



## 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 #1.



## HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a 2023-2024

variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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, [Title VII](#), 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, Section 504, and Title II 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**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

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