



# **INSTRUCTIONAL PACKAGE**

COS 157

Electrical Currents and Hair Removal

Effective Term

2021/2022

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 2021/2022

COURSE PREFIX: COS 157

COURSE TITLE: Electric Currents and Hair Removal

CONTACT HOURS: 3 Lecture 0 Lab

CREDIT HOURS: 3

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

Allows the student to practice with the use and process of electrical current; with regard to skincare products and their role in facial treatments and hair removal.

### **COURSE DESCRIPTION:**

This course is a study of electrical currents as they relate to hair removal services. Emphasis is placed on the types of electrical currents associated with varying equipment. Topics also include proper procedures, safety measures, and sanitation practice.

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

(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 Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Writing Sample ENG155 1 or WS ENG155 with Lab 1 or SAT Critical Reading 380 or ACT Reading 14) and (Credit level COS 151 Minimum Grade of C 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 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.

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.

2021-2022

New Uniforms

New Esthetic Kit

### **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. Describe the machines used in skin analysis.
2. Demonstrate galvanic and high-frequency machines
3. Discuss the safety measures taken with skin care machines.
4. Explain the hair growth cycle.
5. Name the contraindications for hair removal.
6. Provide a thorough client consultation before hair removal.

7. Topic to be Reviewed	Assignments/Reading
<p>Syllabus and course review</p> <p><b>Unit One</b></p> <p><i>Standard Esthetics</i> Chapter 11</p> <p>Lecture:</p> <p>Explaining importance of hair removal</p> <p>Describing structure of hair</p> <p>Explain hair growth cycle</p> <p>Identifying the causes of excessive hair growth</p>	<p>Follow along on MindTap throughout chapter</p> <p>Read pages 455-463</p> <p>Follow along in workbook throughout chapter</p>
<p><b>Unit Two</b></p> <p>Lecture:</p> <p>Comparing temporary and permanent hair removal methods</p> <p>Explain when to use hard wax and soft wax methods of hair removal</p> <p>Lecture: Threading, sugaring, IPL/Laser hair removal, electrolysis</p>	<p>Unit 1 Test</p> <p>MindTap</p> <p>Workbook</p> <p>Read pages 463-477</p> <p>Perform tweezing procedure</p> <p>Perform hard and soft wax facial procedures</p> <p>Threading activity</p>
<p><b>Unit Three</b></p> <p>Lecture:</p> <p>Providing a thorough client consultation</p> <p>Contraindications</p> <p>Room prep and set up</p> <p>Infection control</p>	<p>MindTap</p> <p>Workbook</p> <p>Read pages 478-490</p> <p>Perform client consultations</p> <p>Perform waxing procedures</p> <p>Research sugaring project</p>
<p><b>Unit Four</b></p> <p>Lecture:</p> <p>Leg, underarm and bikini waxing</p>	<p>MindTap</p> <p>Workbook</p> <p>Read pages 491-549</p> <p>Perform facial, underarm, and leg waxing</p> <p>MindTap final chapter exam due</p> <p>Sugaring project due</p> <p>Perform sugaring procedure</p>

<b>Unit Five</b> <i>Standard Foundations</i> Chapter 7: Electricity Lecture: Explaining electricity and electrical safety Outlining electrical theory Practicing electrical equipment safety	Unit 2, 3, and 4 Test MindTap Workbook Read Chapter 7: Electricity Vocabulary Flashcards
<b>Unit 6</b> Lecture: Identifying electrotherapy modalities Discussing light energy	MindTap Chapter 7 Final Exam Workbook
<b>Unit 7</b> State Board hair removal procedures	Perform State Board waxing procedures Test on electricity Workbook due Flashcards due
Review for final	
Written and Practical 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:

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](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto: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](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)