



INSTRUCTIONAL PACKAGE

COS 158

Facial Treatments

2018-2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2018-10 and 2018-20

COURSE PREFIX: COS 158

COURSE TITLE: Facial Treatments

CONTACT HOURS: 0 Lecture 6 Lab

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

Facial treatments are the core of the Estheticians services. Through this course the student will learn the skills necessary to complete this process and understand the benefits behind each step of the procedure.

COURSE DESCRIPTION:

This is an introductory course in the procedures for various skin treatments and safety.

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 COMPASS Reading 65 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 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 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)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

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.

New Uniforms

New Esthetic Kit

New Makeup Kit

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.

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. Set up a treatment room to include a workstation.
2. Demonstrate how to use supplies, accessories, and small equipment.
3. Perform a complete basic facial.
4. Perform a man's facial.
5. Describe the extrinsic and intrinsic factors of aging.
6. Explain the key elements in treating sensitive skin.
7. Identify the basic concepts of electrotherapy.
8. Understand how to maintain a hot-towel cabinet.
9. Explain how the vacuum machine is used.
10. Explain how the spray machine is used.
11. Safely use and maintain the steamer.

COS 158	Topic to be Reviewed	Assignments/Reading
Week 1	Syllabus and course review Unit One Lecture: treatment room and creating a professional atmosphere Lecture and Video: Treatment room set up Lecture: Treatment room supplies, disposable and products Lecture: Three part procedure Lecture and video: Room Preparation Lecture and Video: Additional Services	Sign Syllabus Read: Chapter 14 The Treatment Room Do: Pre-Assessment quiz Do: True/False Do: Test your knowledge Do: Putting yourself in the situation Do: Matching Room set- up Do: Putting yourself in the situation Do: ConnectYard Do: time Yourself Do: test your knowledge

		<p>Do: Cost of setting up a treatment room</p> <p>Do: Exercises for the wrist and hands</p> <p>Do: Putting yourself in the situation</p> <p>Do: Putting yourself in the situation</p> <p>Do: Final Chapter review</p> <p>Do: ConnectYard</p> <p>Prepare facial room</p> <p>Set up facial bed</p> <p>Set up a sanitized maintenance area</p>
Week 2	<p>Unit Two</p> <p>Lecture Facial Treatment benefits</p> <p>Lecture: Esthetician Skills and Techniques</p> <p>Lecture and video: Client treatment and prep</p> <p>Skin Analysis</p> <p>Skin Types</p> <p>Sensitive Skin</p> <p>Fitzpatrick Scale</p>	<p>Read: Chapter 15 Facial Treatments</p> <p>Do: pre-assessment quiz</p> <p>Do: Connect Yard</p> <p>Do: True/False</p> <p>Do: Test your knowledge</p> <p>Do: Putting yourself in the situation</p> <p>Do: Putting yourself in the situation</p> <p>Do: ConnectYard</p> <p>Identify skin types</p> <p>Identify Fitzpatrick scale</p>
Week 3	<p>Unit Three</p> <p>Lecture and video: Key elements of a basic facial</p> <p>Procures:</p> <p>Eye makeup removal</p> <p>Cleansing the skin</p> <p>Removing product</p> <p>Basic facial application</p> <p>Skin types vs Skin conditions</p> <p>Healthy habits for skin</p> <p>Performing skin analysis</p>	<p>Read Chapter 15 Key elements of a basic facial</p> <p>Perform a step by step skin analysis</p> <p>Do: Test your knowledge</p> <p>Do: putting yourself in the situation</p> <p>Practical exercise on basic facial</p> <p>Test Unit 1 and 2</p>
Week 4	<p>Unit Three</p> <p>Lecture and video: Treatment masks and other products</p> <p>Lecture: Mini facial</p> <p>Skin care products and ingredients</p> <p>Cosmetic chemistry</p> <p>Product safety</p> <p>Ingredients</p> <p>Aromatherapy</p>	<p>Read assigned chapters</p> <p>Choose a main ingredient and write a short essay about the ingredient</p> <p>Share essay with class and compare product ingredients</p> <p>Do: Beauty secrets research</p>

Week 5	<p>Unit Four Lecture and video: Treatments for different skin types and conditions Lecture and video: acne Facials Lecture and video: extractions Demo:</p>	<p>Read: Treatments for different skin types and conditions Do: True/False Do: Putting yourself in the situation Read: Acne Facial Do: Putting yourself in the situation Read: extractions Perform: Facial treatments Cleansing demo Facial treatments Full facial demo Facial treatments Extractions Microdermabrasion demo Facial treatments Exfoliation demo</p>
Week 6	<p>Unit Five Lecture: Men's facials</p>	<p>Read: Men's facials Do: Putting yourself in the situation Chapter review Do: ConnectYard 1 and 2 Perform facial cleansing and product removal Test Unit 3 and 4</p>
Week 7	<p>Unit Six Lecture and Video: Electrotherapy Lecture and Video: Towel Cabinet, Mag and Woods Lamp Lecture and Video: Rotary Brush and Steamer Lecture and video: Vacuum Machine Demo: Equipment</p>	<p>Read: Chapter 17 Facial Machines Do: Pre-Assessment quiz Do: Drag and Drop Do: True/False Do: Putting yourself in the situation Do: Matching Rotary Brush and Steamer Do: Putting yourself in the situation Do: Procedure steps for Vacuum Practical application on equipment</p>
Week 8	<p>Unit Seven Lecture and Video: Galvanic Current Lecture and Video: High Frequency Practical demo on Galvanic and High frequency</p>	<p>Read: Galvanic and High Frequency Do: Putting yourself in the situation Do: Test your knowledge Do: Drag and Drop</p>

		<p>Do: Putting yourself in the situation</p> <p>Do: True/False</p> <p>Practical application using Galvanic and high Frequency in facials</p> <p>Test Unit 5 and 6</p>
Week 9	<p>Unit Eight</p> <p>Lecture and Video: Spray machines, Paraffin wax, Electric Mitts and Boots</p> <p>Practical application on lecture information</p> <p>Lecture: Purchasing Equipment</p>	<p>Read: Spray machines, Paraffin wax, electric mitts and boots</p> <p>Do: Putting yourself in the situation</p> <p>Do: Test your knowledge</p> <p>Practical application</p> <p>Do: Research activity</p> <p>Do: Pathbrite</p> <p>Perform electrotherapy facial</p>
Week 10	<p>Unit Nine</p> <p>Review and clinic preparation</p>	<p>Review:</p> <p>Do: Final chapter exam</p> <p>Apply paraffin mask</p> <p>Infuse products</p>
Week 12	<p>Unit Ten</p> <p>Public clinic</p>	<p>Perform facial and body treatments</p> <p>Test 7 and 8</p>
Week 13	<p>Unit Eleven</p> <p>Public Clinic</p>	<p>Perform facial and body treatments</p>
Week 14	<p>Public Clinic</p>	<p>Perform facial and body treatments</p>
Week 15	<p>Public Clinic</p>	<p>Perform facial and body treatments</p>
Exam Week	<p>Final Exam Written and practical</p>	

****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%
<u>Final Exam</u>	<u>20%</u>
	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.

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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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

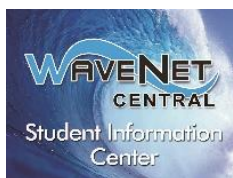


The Student Success and Tutoring Center (SSTC)

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. Room locations and Live Chat is available on the SSTC website.



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 Jocelyn Williams, 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*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 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 Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i>	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i>
Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu