



# INSTRUCTIONAL PACKAGE

COS 158

Facial Treatments

2019/2020

Fall/Spring

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 20910 201920

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 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 221 Minimum Grade of C) and (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 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 (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.

[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.

## **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. ***\*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

COS 158	Topic to be Reviewed	Assignments/Reading
Week 1	Syllabus and course review <b>Unit One</b> 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	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

COS 158	Topic to be Reviewed	Assignments/Reading
	Lecture and video: Room Preparation Lecture and Video: Additional Services	Do: Putting yourself in the situation Do: ConnectYard Do: time Yourself Do: test your knowledge Do: Cost of setting up a treatment room Do: Exercises for the wrist and hands Do: Putting yourself in the situation Do: Putting yourself in the situation Do: Final Chapter review Do: ConnectYard Prepare facial room Set up facial bed Set up a sanitized maintenance area
Week 2	<b>Unit Two</b> Lecture Facial Treatment benefits Lecture: Esthetician Skills and Techniques Lecture and video: Client treatment and prep Skin Analysis Skin Types Sensitive Skin Fitzpatrick Scale	Read: Chapter 15 Facial Treatments Do: pre-assessment quiz Do: Connect Yard Do: True/False Do: Test your knowledge Do: Putting yourself in the situation Do: Putting yourself in the situation Do: ConnectYard  Identify skin types Identify Fitzpatrick scale
Week 3	<b>Unit Three</b> Lecture and video: Key elements of a basic facial Procures: Eye makeup removal Cleansing the skin	Read Chapter 15 Key elements of a basic facial Perform a step by step skin analysis Do: Test your knowledge

COS 158	Topic to be Reviewed	Assignments/Reading
	Removing product Basic facial application Skin types vs Skin conditions Healthy habits for skin Performing skin analysis	Do: putting yourself in the situation Practical exercise on basic facial <b>Test Unit 1 and 2</b>
Week 4	<b>Unit Three</b> Lecture and video: Treatment masks and other products Lecture: Mini facial Skin care products and ingredients Cosmetic chemistry Product safety Ingredients Aromatherapy	Read assigned chapters Choose a main ingredient and write a short essay about the ingredient Share essay with class and compare product ingredients Do: Beauty secrets research
Week 5	<b>Unit Four</b> Lecture and video: Treatments for different skin types and conditions Lecture and video: acne Facials Lecture and video: extractions Demo:	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
Week 6	<b>Unit Five</b> Lecture: Men's facials	Read: Men's facials Do: Putting yourself in the situation Chapter review

COS 158	Topic to be Reviewed	Assignments/Reading
		Do: ConnectYard 1 and 2 Perform facial cleansing and product removal <b>Test Unit 3 and 4</b>
Week 7	<b>Unit Six</b> 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	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
Week 8	<b>Unit Seven</b> Lecture and Video: Galvanic Current Lecture and Video: High Frequency Practical demo on Galvanic and High frequency	Read: Galvanic and High Frequency Do: Putting yourself in the situation Do: Test your knowledge Do: Drag and Drop Do: Putting yourself in the situation Do: True/False Practical application using Galvanic and high Frequency in facials <b>Test Unit 5 and 6</b>
Week 9	<b>Unit Eight</b> Lecture and Video: Spray machines, Paraffin wax, Electric Mitts and Boots Practical application on lecture information Lecture: Purchasing Equipment	Read: Spray machines, Paraffin wax, electric mitts and boots Do: Putting yourself in the situation Do: Test your knowledge Practical application Do: Research activity

COS 158	Topic to be Reviewed	Assignments/Reading
		Do: Pathbrite Perform electrotherapy facial
Week 10	<b>Unit Nine</b> Review and clinic preparation	Review: Do: Final chapter exam Apply paraffin mask Infuse products
Week 12	Unit Ten Public clinic	Perform facial and body treatments <b>Test 7 and 8</b>
Week 13	Unit Eleven Public Clinic	Perform facial and body treatments
Week 14	Public Clinic	Perform facial and body treatments
Week 15	Public Clinic	Perform facial and body treatments
Exam Week	Final Exam Written and practical	

### 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, 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)**

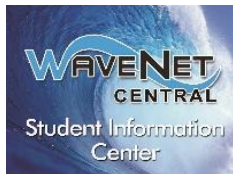
The SSTC offers to all students the following **free** resources:

- 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.

## 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](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, 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](mailto: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).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>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.</p>	<p>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.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b> <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, VP Human Resources</b> <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 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>