



INSTRUCTIONAL PACKAGE

COS 158
Facial Treatments

Effective Term
Fall 2025/Spring 2026/Summer 2026

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Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

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 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)

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:

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 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 complete identity 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 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*:

Module Subject	Learning Objectives	Assignments/Assessments
<i>Chapter 5 Fundamentals</i> Skin Analysis Skin Types Fitzpatrick Skin Types	LO1 Explain the process of skin analysis. LO2 Identify the four genetic skin types through visualization, palpation, and consultation. LO2 Identify the four genetic skin types through visualization, palpation, and consultation. LO3 Differentiate the six Fitzpatrick skin types and accurately identify them.	As assigned in D2L/ CIMA
Sensitive Skin Skin Color	LO4 Distinguish the characteristics of sensitive skin. LO5 Recognize the intricacies involved with treating skin of color	As assigned in D2L/ CIMA

Treatment Options Skin Conditions	LO6 Identify treatment options for the neck and décolleté. LO7 Illustrate examples of skin conditions. LO8 Explain the causes of skin conditions.	As assigned in D2L/ CIMA
Healthy Habits Contraindications Skin Analysis	LO9 Describe healthy habits for the skin LO10 Determine treatment contraindications through evaluation, analysis, and consultation. LO11 Perform a skin analysis.	As assigned in D2L/ CIMA
Treatment Room	LO1 Explain why treatment room preparation is an integral part of providing treatments.	As assigned in D2L/ CIMA
Professional Appearance Structural Features Furniture and Equipment	LO2 Review the elements of an esthetician's professional appearance. LO3 Outline essential room and station structural features. LO4 Describe the ideal ambience, furniture, and equipment for facials.	As assigned in D2L/ CIMA
Pre-Service and Post-Service Procedures	LO5 Properly manage treatment room supplies and products. LO6 Be able to set up a facial treatment area, such as a facial bar or station. LO7 Prepare the treatment room for services. LO8 Properly clean and disinfect the treatment room. LO9 Perform pre- and post-service procedures to meet safety and health requirements.	As assigned in D2L/ CIMA
Facial Treatments Benefits Essential Skills	LO1 Explain the importance of facial treatments as the foundation for all skin care services. LO2 Describe the benefits of a facial treatment. LO3 List the essential skills needed to successfully perform facials.	As assigned in D2L/ CIMA

Pre-Service Procedures	LO4 Perform the facial setup procedures. LO5 Explain the key steps of the basic facial treatment.	As assigned in D2L/ CIMA
At Home Care Basic Facial Variations	LO6 Describe how to consult clients on home care. LO7 Discuss variations of the basic facial.	As assigned in D2L/ CIMA

Treatment Goals Acne	LO8 Outline the treatment goals for six skin types/conditions (dry, dehydrated, mature, sensitive, hyperpigmentation and oily skin). LO9 Describe acne facials. L10 Perform an acne treatment procedure.	As assigned in D2L/ CIMA
Skin Care For Men Facial Treatment Procedures	LO11 Discuss men's skin care treatment options LO12 Perform the facial treatment procedures	As assigned in D2L/ CIMA
Facial Devices and Technology Electrotherapy	LO1 Explain the importance of the use of facial devices and technology. LO2 Identify the basic concepts of electrotherapy	As assigned in D2L/ CIMA
Facial Equipment	LO3 Explain the benefits of the hot towel cabinet. LO4 Discuss the magnifying lamp and its uses. LO5 Discuss the Wood's lamp and its uses. LO6 Demonstrate how to safely and effectively use the rotary brush. LO7 Demonstrate how to safely and effectively use the steamer. LO8 Demonstrate how to safely and effectively use the vacuum machine.	As assigned in D2L/ CIMA

Safe and Effective Use	LO9 Demonstrate how to safely and effectively use galvanic current. LO10 Demonstrate how to safely and effectively use the high-frequency machine. LO10 Demonstrate how to safely and effectively use the high-frequency machine.	As assigned in D2L/ CIMA
Paraffin Wax Benefits Electrical Mitts and Boots Purchasing Equipment	LO12 State the benefits and use of paraffin wax LO13 State the benefits and use of electric mitts and boots. LO14 Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.	As assigned in D2L/ CIMA

****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/Quizzes	10%
Assignments	40%
Projects	25%
CIMA Assignments	10%
Final Exam	15%
	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.

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 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 Academic Coaching for 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 or coaching, 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 SSTC [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. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. 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 have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. 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 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.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status,

pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

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

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

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).