



## INSTRUCTIONAL PACKAGE

COS 164

Basic Makeup and Application

2018-2019

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: 2018-10 and 2018-20

COURSE PREFIX: COS 164

COURSE TITLE: Basic Makeup and Application

CONTACT HOURS: 3 Lecture 0 Lab

CREDIT HOURS: 3

### RATIONALE FOR THE COURSE:

Makeup artistry is a valuable tool for the Esthetician. This course will give the student the knowledge and basic understanding of makeup products, color theory, and its application in different career settings available to the Esthetician.

### COURSE DESCRIPTION:

This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, 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 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 ( 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.

March 2018

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. Explain how hard and light colors affect objects.
2. Demonstrate how to set up a makeup station.
3. Describe a standard face shape and its deviations.
4. Demonstrate contouring with foundation.
5. Perform a client consultation.
6. Demonstrate day and evening make-up applications.

	Topic to be Reviewed	Assignments/Reading
Week 1 and 2	Syllabus and course review <b>Unit One</b> Introduction to Make Up Lecture and videos: Why study makeup Lecture and video: Color Theory Color wheel and vocabulary Understanding tones	Read: Chapter 20 The world of makeup color theory Do: Pre-assessment quiz Do: Activity Do: Putting yourself in the situation Do: True/False
Week 3 and 4	<b>Unit Two</b> Lecture and Videos: Makeup products Explore Brands and usages Lecture and video: Make up brushes List the importance of tool usage Lecture and video: Product, tools supplies and infection control Infection control procedures	Read: Makeup products and Formulations Research your assigned time period of makeup Do: Putting yourself in the situation Do: test your knowledge Read: Makeup brushes Do: Name that type of brush Do: Drag and Drop

		<p>Do: Putting yourself in the situation</p> <p>Base makeup application</p> <p>Make up Company project</p> <p><b>Test Unit 1</b></p>
Week 5 and 6	<p><b>Unit Three</b></p> <p>Lecture and Video: Client consultation for makeup</p> <p>Lecture and Video: Selecting makeup colors</p> <p>Lecture and Video: Makeup application techniques</p>	<p>Read: Client Consultations</p> <p>Do: Download Client form</p> <p>Mock Client consultations/role play</p> <p>Read: Select makeup colors</p> <p>Do: Three activities in selecting makeup colors</p> <p>Practical Makeup application procedure</p> <p>Do: Quiz</p> <p>Do: Color application activity</p> <p><b>Test Unit 2</b></p>
Week 7 and 8	<p><b>Unit Four</b></p> <p>Lecture and video: Face shapes, proportions and corrective makeup</p> <p>Identifying Face shapes</p> <p>Identifying eye shapes</p> <p>Identifying Facial features</p>	<p>Read: Face shapes</p> <p>Do: Putting yourself in the situation</p> <p>Do: Brow shape activity</p> <p>Do: Pathbrite</p> <p><b>Test Unit 3</b></p>
Week 9 and 10	<p><b>Unit Five</b></p> <p>Lecture and video: Specialty makeup</p> <p>Demo: specialty makeup, airbrush and camouflage</p> <p>Wedding and special occasion make up</p> <p>Contouring</p>	<p>Read : Specialty Makeup</p> <p>Application of specialty makeup</p> <p>Do: Pathbrite</p> <p><b>Test Unit 4</b></p>
Week 11 and 12	<p><b>Unit Six</b></p> <p>Lecture and video: Eyelash and brow services</p> <p>Procedures for eyelash application</p> <p>Procedures for lash and brow tinting</p> <p>Lecture and video: Permanent makeup</p>	<p>Read: Eyelash and brow services</p> <p>Practical application for lash extensions and tinting</p> <p>Read: Permanent makeup</p> <p>Do: Putting yourself in the situation</p> <p><b>Test Unit 5</b></p>
Week 13 and 14	<p><b>Unit Seven</b></p> <p>Lecture and video: Career in makeup</p> <p>State Board prep on makeup application and lash application</p>	<p>Read: Career in makeup</p> <p>Do: Pathbrite</p> <p>Do: Putting yourself in the situation</p> <p>Do: Activity</p> <p>Do: Pathbrite</p> <p>Do: Final Chapter exam</p> <p>State board activity</p> <p><b>Test Unit 6</b></p>

Week 15	Review	Review
Week 16 Exams	Written and Practical exam	

***\*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, 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

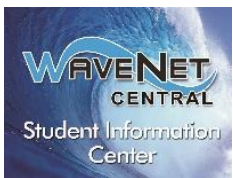


### The Student Success and Tutoring Center (SSTC)

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).

<b>Inquiries regarding the non-discrimination policies:</b>	
<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 Associate 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 Associate Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, AVP 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, AVP 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>