INSTRUCTIONAL PACKAGE

COS 164

Basic Makeup Application

Effective Term
Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>Fall 2022/Spring 2023/Summer 2023</u>

COURSE PREFIX: COS 164   COURSE TITLE: Basic Makeup 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 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 New ACCUPLACER Reading Comp 235 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 (Background Check Form 1)
*__Online/Hybrid__ courses require students to complete the DLi Orientation Video prior to enrolling in an online course.

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

2022-2023

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.

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
Unit 1 Lecture: Color Theory, color wheel and vocabulary. Understanding warm and cool colors	Read: Chapter 12 Makeup Essentials Read: Pages 551-556 Check In Question 1-4 Dropbox Color Wheel Worksheet Warm VS. Cool Eyeshadow application Online Assignments
Unit 2 Lecture: Makeup color selection. Skin tones. Determine eye color. Hair color. Identify face shapes and proportions for makeup applications	Read: pages 557-565 Check In Questions 5-8 Dropbox Skin Color/ Undertones/Face shape Class Demo Color Selections Activity Pg. 563 Online Assignments
Unit 3 Lecture: Describe different types of cosmetics and their uses. Makeup application techniques.	Read: pages 566-572, 583-590 Practice makeup applications Check in Question 9 DropBox Go Over State Board Make up Order Online Assignments

	Test on Unit 1 and 2
Unit 4 Prepare the makeup station and supplies for clients, makeup brushes. Infection control. Requirements for makeup services.	Read Pg. 572-578 Check in Questions 10-12 DropBox Set up Station Properly Follow Safety For Makeup Application Theme Make Up Project Online Assignments
Unit 5 Lecture: Use highlighting and contouring techniques for balance of proportion. Artificial lashes. Describe lash and brown tint.	Read: pages 591-601 Check In 14-16 DropBox Complete a Make up Look with contour and highlight Test Unit 3 and 4 Online Assignments
Unit 6 Lecture: Conduct thorough makeup consultation.	Read: pages 579-582 Conduct a Client Consultation Perform Look Based on Client Consult Check In Question 13 Drop Box Online Assignments
Unit 7 Lecture: Apply makeup for camera and special events. Permanent makeup. Career makeup.	Read: pages 603-615 Check In Questions 17-21 Drop Box Online Assignments
Unit 8 Clinic Preparation Classwork Review	Test Unit 6 and 7 Online Assignments Clinic Review
Review	Review
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*:

2022-2023

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	30%
Assignments	10%
Projects/Portfolios	10%
Class Participation	30%
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, 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. 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 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 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 #1.

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 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

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