



# INSTRUCTIONAL PACKAGE

COS 221

Facial Practice I

2019-2020

Fall/Spring

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 2019\_2020

COURSE PREFIX: COS 221

COURSE TITLE: Facial Practice I

CONTACT HOURS: 0 Lecture 6 Lab

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

Practical application of acquired skills is a necessary step to solidify the learning process for the Esthetician. This course gives the student the opportunity to use and increase their skills through public clinics that replicate a business atmosphere.

### **COURSE DESCRIPTION:**

This course is an integration of massage and facial skills in a simulated salon environment.

### **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 157 Minimum Grade of C and Credit level COS 164 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.

2 – New Uniforms

New Esthetic Kits

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

**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 the steps involved in preparing for and passing the licensing exam.
2. Perform the services of an esthetician.
3. Demonstrate client consults and scheduling.
4. Demonstrate How to Schedule Client Appointments
5. Perform Basic Office Procedures
6. Demonstrate proper Client Interaction
7. Perform Basic Facial Services
8. Perform Expanded Facial Services
9. Perform Facial and Body Waxing
10. Perform Body Treatments
11. Perform Treatment Room Setup and Cleanup
12. Dispensary Duty
13. Discuss the essentials of becoming test-wise.
14. Demonstrate effective techniques for writing a good resume.
15. Discuss methods for exploring the job market and researching potential employers.
16. Describe the different methods of compensation that are utilized in esthetics.

	Topic to be Reviewed	Assignments/Reading
Week 1	<i>Standard Foundations</i> Chapter 8 Career Planning Lecture: Explain career planning. Review state board licensing examination process. Practical written exams. Discuss potential employers and networking.	Read Chapter 8 Career Planning 209-239 Workbook and MindTap
Week 2	Lecture: Resume and cover letter. Interviews.	Work on Workbook and MindTap Build resume and cover letter
Week 3	Chapter 9 On the Job Lecture: Describe expectations of moving from school to work.	Read pages 241-266 MindTap and Workbook Test on Chapter 8

	Topic to be Reviewed	Assignments/Reading
	Summarize employment options in real world. Wage structures.	Workbook, MindTap, and Vocabulary due for Chapter 8
Week 4	Lecture: Employee evaluation. Money management. Repaying debts. Reporting income. Selling in the spa. Marketing. Rebooking clients.	Chapter 8 Vocabulary Workbook and MindTap Chapter 9 Vocabulary
Week 5	Chapter 10 The Beauty Business Lecture: Opening a business. Elements of a successful spa. Marketing for building a business. Types of business ownership. Importance of record keeping.	Read pages 269-297 Workbook, MindTap, and Vocabulary Chapter 9 Test MindTap, Workbook, Vocabulary Chapter 9 due
Week 6	Portfolio project Service menu, business card, mission statement, slogan, social media, client demographics, business name.	Work on portfolio project
Week 7	Portfolio project Service menu, business card, mission statement, slogan, social media, client demographics, business name.	Test on Chapter 10 Workbook, MindTap, Vocabulary Chapter 10 due
Week 8	Clinic	State Board review
Week 9	Clinic	State Board review
Week 10	Clinic	State Board review
Week 12	Clinic	State Board review
Week 13	Clinic	State Board review
Week 14	Clinic	State Board review
Week 15	State Board review Review for final	State Board review

	Topic to be Reviewed	Assignments/Reading
Exam Week	Written and practical exam	

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

## **General Education Outcomes**

This course fulfills the following General Education Outcomes through the Portfolio assignment. ( Upon completion of this course, students will be able to:

- Communicate effectively;
- Think critically;
- Self and professional development.

## **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.

### **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 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</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>



<b>Inquiries regarding the non-discrimination policies:</b>	
<a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a> _	