



**COSM 1060/FUNDAMENTALS OF  
SKIN CARE  
COURSE SYLLABUS  
Fall Semester 2016**

**Semester:** 201712

**Course Title:** Fundamentals of Skin Care

**Course Number:** COSM 1060

**Credit Hours/ Minutes:** 3/5250

**Class Location:** Bldg. 3, Room 3105

**Class Meets:** M 8:00am-3:30pm

**Instructor:** Edna Lawrence

**Full Time Instructor:** Peggy Braswell

**Office Hours:** MTWR 7:00-8:00am & 3:00-5:00pm

**Office Location:** Bldg. 3, Room 3105

**Email Address:** pbraswell@southeasterntech.edu

**Phone:** 478-289-2238

**Fax Number:** 478-289-2214

**CRN:** 20145

**REQUIRED TEXT:** Milady's Standard Cosmetology Hardcover Text bundled with Exam Review, Study Guide, Haircutting Simulation, and MindTap ISBN: 9781305784208

**REQUIRED SUPPLIES & SOFTWARE:** Cosmetology kit, black uniform and black leather, close-toed shoes, Online Licensing Prep ISBN 9781439058992. Other items may be necessary.

**COURSE DESCRIPTION:** This course provides a comprehensive study in care of the skin for theory and practical application. Emphasis will be placed on client consultation, safety precautions, skin conditions, product knowledge, basic facials, facial massage, corrective facial treatments, hair removal, and make-up application. Other topics in this course include advanced skin treatments in electrotherapy, light therapy, galvanic current, high frequency, and microdermabrasion.

**MAJOR COURSE COMPETENCIES:** Diseases and Disorders; Basic Facial; Client Consultation and Skin Analysis; Hair Removal; Implements; Electrotherapy and Light Therapy; Advanced Facial Treatments; Safety Precautions.

**PREREQUISITE(S):** None

**CO-REQUISITE(S):** COSM 1000 Introduction to Cosmetology Theory

**COURSE OUTLINE:**

1. Diseases and Disorders
2. Basic Facial
3. Client Consultation and Skin Analysis
4. Hair Removal
5. Implements
6. Electrotherapy and Light Therapy
7. Advanced Facial Treatments
8. Safety Precautions

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

**STUDENT REQUIREMENTS:** Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams or be unable to take final exams; a grade of D will be assigned for the course. Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed toe shoes. **When a student fails to bring required materials to class**, 1<sup>st</sup> offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2<sup>nd</sup> offense: student will be assigned a zero for the activity. 3<sup>rd</sup> offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. **A student not wearing their student ID will be dismissed from class**, given a tardy or absence, until they return with the student ID.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive, may receive a grade of F and face financial aid repercussions in upcoming semesters.

## **ADDITIONAL PROVISIONS**

### ***Health Sciences and Cosmetology Programs***

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

**ATTENDANCE FOR COSMETOLOGY:** Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class which meets 1 day a week for 15 weeks, the maximum number of days a student may miss is 2 days during the semester.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126 or [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** – Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES:** (Tests, exams, quizzes, homework, projects, etc.): When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Written make-up tests must be taken on the assigned day at the discretion of the instructor. **No makeup tests are given for performance tests. An 11 point penalty will be assessed for all make-up tests. Only one (1) make-up test will be given per student.** Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation.

**UNPLANNED INSTRUCTOR ABSENCES:** Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: School Policy:** Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3rd offense the student will be dismissed from class and receive an absence for the day.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the **provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of** handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu). The Career Services Office is here to assist you with Job Readiness Skills. They provide resume' assistance and job referrals. Be sure to place your resume' on the e-Recruiting website to allow them the opportunity to assist you with job placement. You can access the system by visiting the STC Career Services Website or contacting Cindy Phillips, [cphillips@southeasterntech.edu](mailto:cphillips@southeasterntech.edu).

**GRADING POLICY**

Assignments	10%
Practical Exams	15%
Final Practical Exam	15%
Theory Final	30%
Theory Exams	30%
Total	100%

**GRADING SCALE**

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

**TCSG GUARANTEE/WARRANTY**

**STATEMENT:** *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**\*Instructor reserves the right to change the syllabus and/or lesson plans as necessary\***

**COSM1060 FUNDAMENTALS OF SKIN CARE  
FALL SEMESTER 2016 LESSON PLAN**

<b>Date</b>	<b>Chapter</b>	<b>Content</b>	<b>Due Dates Lectures &amp; Exams Assignments &amp; Tests Due</b>	<b>Comp Area</b>
Aug 15 M	8	"Start Here" Diseases & Disorders	Go to "Start Here" in Blackboard lessons and read the directions and then the Cosmetology Handbook. Print out the forms and sign them and bring them to class by Thursday. Also, read the course syllabus. Read chapter 8 in the cosmetology textbook, answer questions on pages 103-107 and questions in the exam review book for chapter 8. This will be due Monday morning, August 22. Go to MindTap then chapter 8 and then take the comprehensive exam. This should be done before coming to class on Monday, August 22.	1 a,c
Aug 22 M	7	Skin Structure	Lecture and exam over diseases & disorders of the skin. Read chapter 7 in the cosmetology textbook, answer questions on page 166 & questions in the exam review book for chapter 7 Go to MindTap and then chapter 7 and Do It: Test Yourself and take the comprehensive exam over the Structure of the Skin. This will be due Monday August 29.	1 a,c
Aug 29 M	23	Basic Facial	Lecture and exam over Skin Structure. Demo of basic facial. Read pages 766-780, 787-806 and answer questions 1-7, & 10-12 in the standard text, answer questions 1-12, 17-36, & 40-47 in the exam review. Go to Blackboard and view "Facials Lecture" and "Facials_Demo" videos. Go to MindTap, Chapter 23-Watch: An Introduction to Facials, Watch: Analysis of	2, 3, 5 a,c

			<p>Clients Skin, Watch: Consultation &amp; Skin Analysis, Do It: Situational Problems Quiz, Do It: Matching Activity, Watch: An Introduction to Skin Care Products, Watch: Cleansing the Skin, Do It: Situational Problem Quiz, Watch: An Introduction to Facial Massage, Watch: Performing a Facial Massage, Do It: Situational Problem Quiz</p> <p>This is due Monday September 12.</p>	
Sept 12 M	23	Client Consultation & Skin Analysis	<p>Lecture &amp; exam over Basic Facial. Practice basic facials. Read pages 766-780 in the standard text and answer questions 1-7 on page 807. Complete chapter 23 in the exam review book. Go to Blackboard and take the Client Consultation and Skin Analysis Practice Exam. Demo skin analysis and consultation. This is due Monday, September 19.</p>	3 a,c
Sept 19 M	22	Hair Removal	<p>Lecture &amp; exam over Client Consultation and Skin Analysis. Practice consultation and analysis. Read chapter 22 in the cosmetology textbook, answer questions on page 762 and questions for chapter 22 in the exam review book. Go to Blackboard and view the video "Superfluous Hair Removal" and answer questions on the practice exam. Demonstrate hair removal techniques. This is due Monday, Sept 26.</p>	4 a,b,c
Sept 26 M	13,23	Hair Removal Implements Electrotherapy & Light Therapy	<p>Lecture and exam over Hair Removal. Practice hair removal. Read pages 787-795 in the standard text and answer questions 10-12 on page 807. Go to MindTap-Chapter 23-Watch: Facial Treatments &amp; Equipment, Watch: Mechanical Exfoliation Using a Brushing Machine, Do It: Multiple Choice Quiz, Watch: Facial Treatment for Dry Skin, Watch: Facial Treatment for Oily or Acneic Skin, Watch: Facial Treatments for Men's Skin, Chapter 13-Watch: Electrotherapy, Do It: Drop &amp; Drag Quiz, Do It: Multiple Choice Quiz, Watch: Light &amp; Therapy, Do It: Complete the Quiz. This is due Monday, Sept. 26.</p>	5,6 a,c
Oct 3 M	13	Electricity	<p>Lecture and exam over Implements and Electrotherapy &amp; Light Therapy. Practice facials, facial massage, &amp; hair removal. Read chapter 13 and answer questions on page 289 of the standard text. Answer questions for chapter 13 in Exam Review book. Go to MindTap Chapter 13-Do It: Pre-Assessment Quiz, Watch: The Basics of</p>	6,8 a, c

			Electricity, Do It: Situational Problem Activity, Watch: Safety with Electricity, Do It: Multiple Choice Quiz This is due Monday, October 3.	
Oct 10 M	24	Advanced Facial Treatments-Facial Makeup	Lecture and exam over Electricity. Demo facial makeup. Read chapter 24 and answer questions at end of chapter and in the exam review for chapter 24. Go to MindTap-Chapter 24-Do It: Pre-Assessment, Watch: Brushes, Watch: Makeup Products, Do It: Test Your Knowledge, Watch: Color Theory, Do It: Multiple Choice Quiz, Watch: Color Theory (expert makeup), Watch: Warm & Cool Colors, Watch: Face Shapes, Do It: Test Your Knowledge, Watch: Makeup Application, Do It: Multiple Choice Quiz, Watch: Makeup Application (consultation), Do It: Multiple Choice Quiz, Do It: Test Your Knowledge, Watch: Special Occasion Makeup, Do It: Activity, Recap: Chapter Highlights, Final Chapter Exam Practice facial makeup. This is due Monday, October 10.	7 a,c
Oct 17 M	24	Advanced Facial Treatment-Microdermabrasion	Lecture and exam over Advanced Facial Treatments Facial Makeup. Demo machine facial & Microdermabrasion. Practice machine facial & microdermabrasion. Review in textbook page 776 & 792. This should be done before class on Monday October 17, 2016.	7 a,c
Oct 24 M	24	Advanced Facial Treatment-Fantasy Makeup	Lecture and exam over Advanced Facial Treatment-Microdermabrasion. Go to: <a href="https://www.youtube.com/watch?v=AQc4LG0EzeY">https://www.youtube.com/watch?v=AQc4LG0EzeY</a> Go to: You Tube and watch some fantasy makeup, then choose a theme and apply fantasy to your manikin Practice the designs on your manikin.	7 a,c
Oct 31 M	23	Basic Facials-Machine Facial	Go to Blackboard and read the directions for employing a machine facial using the steamer, brushes, suction, and spray. Practice using the machine for facial services.	2 a,c
Nov 7 M	8,7,13	Diseases & Disorders Skin Structure Electricity Electrotherapy & Light Therapy	Go to standard text and MindTap and review diseases, disorders, skin structure, electricity, and electrotherapy and light therapy. This will be reviewed in order to prepare for the theory final.	1,6 a,c
Nov 14 M	22, 23	Basic Facial Client Consultation & Skin Analysis	In standard textbook and MindTap review Basic Facial, Client Consultation & Skin Analysis, Hair Removal, and Implements in	2,3,4,5 a,c

		Hair Removal Implements	preparation of theory final.	
Nov 21 M	24	Advanced Facial Treatments Safety Precautions	In standard text and MindTap review Advanced Facial Treatments and Safety Precautions in preparation of theory final.	7,8 a,c
Nov 28 M	4,7, 8, 13, 22, 23, 24	Diseases & Disorders Skin Structure Electricity Basic Facial Client Consultation & Skin Analysis Hair Removal Implements Electrotherapy & Light Therapy Advanced Facial Treatments Safety Precautions	Practice facials, facial massage, facial makeup for practical final and take the final practical. Review on MindTap for theory final.  Practical and Theory Final	1,2,3,4,5,6 ,7,8 a,c

**\* Competency Areas:**

1. Diseases and Disorders
2. Basic Facial
3. Client Consultation and Skin Analysis
4. Hair Removal
5. Implements
6. Electrotherapy and Light Therapy
7. Advanced Facial Treatments
8. Safety Precautions

**\*\*General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.