



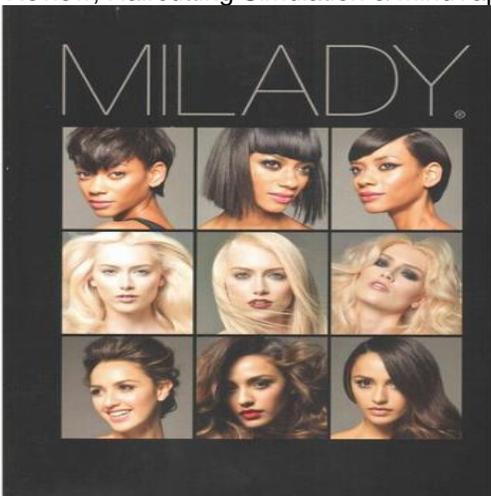
COSM1000/INTRODUCTION TO COSMETOLOGY THEORY COURSE SYLLABUS Fall Semester 2016

Semester: Fall 201712
Course Title: Introduction to Cosmetology Theory
Course Number: COSM 1000
Credit Hours/ Minutes: 4/3000
Class Location: Building 2, Room 162
Class Meets:F2F M 8:00-10:00am 60%/Hybrid 40%
CRN: 20148

Instructor: Peggy Braswell
Office Hours: MTWR 7:00-8:00am & 3:00-5:00pm
Office Location: Building 2, Room 151
Email Address: pbraswell@southeasterntech.edu *preferred contact*
Phone: 478-289-2238
Fax Number: 478-289-2214

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

REQUIRED TEXT: Milady's Cosmetology Textbook Hardcover, 13th edition Milady Standard Cosmetology, bundled with Exam Review, Haircutting Simulation & MindTap ISBN: 9781305784208



REQUIRED SUPPLIES & SOFTWARE: Cosmetology kit, black uniform and black leather, close-toed shoes. Other items may be necessary.

COURSE DESCRIPTION: Introduces fundamental theory and practices in the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state rules, and regulations; state regulatory agency, image; bacteriology; decontamination and infection control, chemistry fundamentals, safety, Hazardous Duty Standards Act compliance, and anatomy and physiology.

MAJOR COURSE COMPETENCIES: State Laws, Rules, and Regulations; Professional Image; Bacteriology; Decontamination and Infection Control; Chemistry Fundamentals; Safety; Hazardous Duty Standards Act Compliance; Anatomy and Physiology.

PREREQUISITE(S): Program Admission

COURSE OUTLINE:

1. State Laws, Rules, and Regulations
2. Professional Image
3. Bacteriology
4. Decontamination and Infection Control

5. Chemistry Fundamentals
6. Safety
7. Hazardous Duty Standards Act Compliance
8. Anatomy and Physiology

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.

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

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, 1st offense:** they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. **2nd offense:** student will be assigned a zero for the activity. **3rd 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, 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.

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. 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.

GRADING POLICY

Assignments	10%
Theory Exams	50%
Final Theory Exam	30%
Work Ethics Exam	10%
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.*

COSMETOLOGY
COSM 1000 Introduction to Cosmetology Theory
FALL SEMESTER 2016 LESSON PLAN

Date	Chap	Content	Assignments & Tests Due	Comp Area
120 min a week M F 2 F	Textbook, Exam Review, & MindTap			
Aug 15 Mon	State Website & Chapter 3 in Textbook, Exam Review Book, & MindTap	State Laws, Rules, & Regulations Professional Image WE-Appearance	<p>Hybrid assignment due August 22. Go to www.sos.georgia.gov and read & study the laws, rules & regulations pertaining to the cosmetology profession.</p> <p>MindTap-Chapter 3-Do It: Pre-Assessment Quiz, Watch: the Basics of Personal Hygiene, Watch: Personal Grooming & Professional Behavior</p> <p>Class: Discussion of state rules & regulations.</p> <p>Homework: Read Chapter 3 in the cosmetology text. Answer questions in Exam Review Chapter 3.</p>	1,2 a,b,c
Aug 22 Mon	Chapter 3 & 5 in Textbook, Exam Review Book, & MindTap	Bacteriology Decontamination & Infection Control WE-Character	<p>Class: Lecture/review/exam over professional image.</p> <p>Demonstration of disinfectant mixing and use.</p> <p>Hybrid assignment due August 29th.</p> <p>Read Chapter 5 in the Standard Textbook, answer the questions on page 107.</p> <p>In MindTap for Chapter 5: Watch: Learning Motivation, Watch: Why Study Infection Control, Do It: Pre-Assessment Quiz, Watch: Regulatory Agencies: Law & Rules, Do It: Test Yourself, Watch: Infection Principles in Action, Do It: Matching Activity, Do It: Fill in the Blank Activity, Watch: Cleaning and Disinfecting Practices in Action, Do It: Apply Yourself Multiple Choice Exercise, Watch: Disinfecting Nonelectrical Tools & Implements, Do It: Matching Activity, Watch: Cleaning & Disinfecting Foot Spas or Basins, Watch: Cleansing & Disinfecting Non-Whirlpool Foot Spas, Watch: Hand Wasing in Action, Do It: Multiple Choice Activity, Do It: Putting Yourself in the Situation, Recap: Chapter Highlights, Do It: Apply Yourself Exercise, and Comprehensive Exam</p> <p>Homework: Answer questions for Chapter 5 in the Exam Review Book.</p>	3,4 a,b,c
Aug 29 M	5 & 12 in Textbook, Exam Review Book, & MindTap	Chemistry Fundamentals WE-Organizational Skills	<p>Class: Lecture, review, exam over bacteriology & decontamination & infection control.</p> <p>Mixing of disinfectant & use.</p> <p>Hybrid Assignment due September 12 @8:00am.</p> <p>Read Chapter 12, "Basics of Chemistry" in the Standard Text.</p> <p>Do the Smartpants activity on http://lor.qvtc.org/uploads/COS058/millionaire_content.html (You may have to copy and paste the address)</p>	5 a,c

			<p>MindTap Chapter 12 Basics of Chemistry: Do It: Pre-Assessment Quiz, Watch: An Introduction to the Basics of Chemistry, Watch: Experience Learning About Chemistry, Watch: Chemistry and Matter Slideshow, Watch: Properties of Matter Slideshow, Watch: Substances & Mixtures Slideshow, Do It: Multiple Choice Quiz, Do It: Matching Quiz, Watch: pH Potential Hydrogen video, Do It: pH Scale Labeling Game, Do It: Media Quiz, Recap Chapter Highlights, Chapter 12: Comprehensive Exam</p> <p>Homework: Answer questions on page 268 of the Standard Textbook and for chapter 12 of the Exam Review Book.</p>	
Sept 12 Mon	12 in Textbook, Exam Review Book, & MindTap	Chemistry Fundamentals Safety Hazardous Duty Standards Act Compliance WE-Attendance	<p>Class: Review, & exam over chemistry fundamentals.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid assignment due September 19th 8:00am</p> <p>Read pages 3-17 in the Cosmetology Handbook.</p> <p>Go to www.osha.gov and then <u>Requirement to disclose all chemicals having scientific evidence that they pose a health risk regardless of concentrations present in the product on the MSDS.</u> (2005, April 4).</p> <p>Go to www.osha.gov and then Then click on "For Workers" and choose "Workers Rights" from the drop down menu.</p> <p>Be familiar with the 5 hazard communication symbols and what they each mean. MSDS is now SDS.</p> <p>Search the internet and print an SDS for Acetone.</p>	5 a,c
Sept 19 Mon	Chapter 6 in Textbook, Exam Review Handout	Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology WE-Attitude	<p>Class: Discussion over safety issues in the department, college, and career field.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid assignment due September 26th.</p> <p>Read pages 114-118 and answer questions 1-6 on page 141 in the standard text.</p> <p>MindTap: Understand the Importance of Anatomy & Physiology to the Cosmetology Profession, Do It: Pre-Assessment Quiz, Watch: Organs & Body Systems, Watch: Tissues, Do It: Matching Activity, Listen:</p>	6,7 a,c

			Overview, Watch: General Anatomy & Physiology Video, Do It: Matching Quiz Homework: Answer questions in exam review pertaining to intro to anatomy, cells, organs, & systems.	
Sept 26 Mon	Chapter 6 in Textbook, Exam Review Book, & MindTap	Anatomy & Physiology-The Skeletal System WE-Cooperation	Class: Review, & exam over intro to basic anatomy. Mixing disinfectant, cleaning and disinfecting surfaces and implements safely. Hybrid assignment due October 3 rd @8:00am. Read pages 118-122 and answer question 7 on page 141 of the standard text. MindTap: Do It: Drag & Drop Quiz, Do It: Drag & Drop Quiz, Do It: Drag & Drop Quiz Homework: Answer questions 10-16 and 52 in the exam review book.	8 a,c
Oct 3 Mon	Chapter 6 in Textbook, Exam Review Book, & MindTap	Anatomy & Physiology-The Muscular System WE-Teamwork	Class: Review, & exam over skeletal system. Mixing disinfectant, cleaning and disinfecting surfaces and implements safely. Hybrid assignment due October 10 th . Read pages 122-128 in the standard text. MindTap: Do It: Muscles, Face & Neck Game, Do It: Muscles of the Shoulder & Arm Game, Do It: Multiple Choice Quiz Homework: Answer questions 17-20, 26, 27, and 29 in the exam review book.	8 a,c
Oct 10 Mon	Chapter 6 in Textbook, Exam Review Book, & MindTap	Anatomy & Physiology-The Nervous System WE-Productivity	Class: Review, & exam over the muscular system. Mixing disinfectant, cleaning and disinfecting surfaces and implements safely. Hybrid assignment due October 17 th @ 8:00am Read pages 128-132 and answer question number 8 on page 141 of the standard text. MindTap: Do It: Neuron Image Labeling Game, Do It: Putting Yourself in the Situation Homework: Answer questions 21, 22, 28, 30-32, 34, 40 & 54 in the exam review book.	8 a,c
Oct 17 Mon	Chapter 6 in Textbook, Exam Review Book, & MindTap	Anatomy & Physiology-The Circulatory System, The Lymphatic/Immune System, The Integumentary System, The Endocrine System & The The Reproductive System We-Communication	Class: Review, and exam over the nervous system. Mixing disinfectant, cleaning and disinfecting surfaces and implements safely. Hybrid assignment due October 24 th @8:00am Read pages 132-140 and answer questions 9 & 10 on page 141 of the standard text. MindTap: Do It: Heart Image Labeling Game, Do It: True/False Quiz, Watch: Review The Body Systems, The Integumentary System- Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Final Chapter Exam. Homework: Read the circulatory system on pages 131-137 of the standard text.	8 a,c
Oct 24	Chapter 6 in	Anatomy & Physiology	Class: Review exam over the circulatory,	8

Mon	Textbook, Exam Review Book, & MindTap	WE-Teamwork	<p>lymphatic/immune, integumentary, endocrine and reproductive systems.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid assignment due October 31st @8:00am</p> <p>Homework: Read pages 137-141 in the standard text.</p>	a,c
Oct 31 Mon	Chapter 6 in Textbook, Exam Review Book, & MindTap	Anatomy & Physiology History & Career Opportunities WE-Respect	<p>Class: Review, & exam over endocrine, digestive, excretory, respiratory, integumentary, & reproductive systems.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid assignment due November 7th @ 8:00am.</p> <p>Read Chapter 1 and answer questions on page 19 of the standard text.</p> <p>MindTap, Chapter 1, Learning Motivation, Do It: Pre-Assessment Quiz, Watch: A Brief History of Cosmetology, Do It Putting Yourself in the Situation, Do It: Matching Historical People to Events, Do It: Fill in the Blank Activity, Do It: Apply Yourself Matching Quiz, Recap: Chapter Highlights, Final Chapter Exam</p> <p>Homework: Answer questions for Chapter 1 in the exam review book.</p>	8 a,c
Nov 7 Mon	Chapters 1 & 2 Textbook, Exam Review Book, & MindTap	History & Career Opportunities Work Ethics Life Skills	<p>Class: Review and exam over work ethics.</p> <p>Review and exam over Chapter 1.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid assignment due November 14th @ 8:00am</p> <p>Read Chapter 2 and answer questions on page 35 of the standard text.</p> <p>MindTap: Chapter 2, Do It: Pre-Assessment Quiz, Do It: The Interests Self-Test, Do It: Situational Problem, Do It: Matching Activity, Watch: Defining Your Core Values, Watch: Staying Motivated, Do It: Multiple Choice Quiz, Do It: Goal-Setting Activity, Do It: Time Management Activity, Watch: Become a Time Master, Do It: Media Quiz, Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Final Chapter Exam</p> <p>Homework: Answer chapter 2 questions in exam review book.</p>	1,2 a,c
Nov 14 Mon	Chapters 2 & 4 Textbook, Exam Review Book, &	Life Skills Communicating for Success	<p>Class: Lecture, review and exam over Life Skills.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid assignment due November 21st.</p>	3,4,8 a,b,c

	MindTap		<p>@8:00am.</p> <p>Read Chapter 4 and answer questions on page 65 of the standard text.</p> <p>MindTap-Chapter 4, Do It: Pre-Assessment Quiz, Do It: Matching Exercise, Do It: True/False Quiz, Listen: Communication Styles, Watch: An Effective Client Consultation, Do It: Multiple Choice Quiz, Watch: 10 Step Consultation Method Watch: Bringing it Home: The most important parts of any service begins with an excellent client consultation. Do It: Social Media Activity, Do It: Putting Yourself in the Situation, Listen: An Unhappy Client Service Watch: How to Handle Tough Conversations, Do It: Put Yourself in the Situation, Do It: Preparing for Real Life Scenarios Through Role Playing Watch: Treat Everyone with Respect, Do It: In-Salon Communication, Recap: Chapter Highlights, Final Chapter Exam</p> <p>Homework: Answer questions over chapter 4 in the exam review book.</p>	
Nov 21 Mon	Chapters 1,2,3,4,5,6, 12 in Textbook, Exam Review Book, & MindTap	Professional Image- Communicating for Success Life Skills Cosmetology, History & Career Opportunities Bacteriology Decontamination & Infection Control Chemistry Fundamentals Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology	<p>Class: Lecture, review and exam over chapter 4.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p> <p>Hybrid Assignment: due Monday, November 28 @8:00am</p> <p>Review chapters 1-6 and 12 in the standard text and on MindTap.</p> <p>Review the glossary of chapter 6 & 12.</p> <p>MindTap-Do the "Flashcards" for chapters 1-6 and 12. You may print but you do not have to.</p> <p>Homework: Read and review chapters 1-6 and 12 in the standard text.</p>	5,8 a,b,c
Nov 28 Mon	Chapters 1,2,3,4,5,6, 12 in Textbook, Exam Review Book, & MindTap	Professional Image- Communicating for Success Life Skills Cosmetology, History & Career Opportunities Bacteriology Decontamination & Infection Control Chemistry Fundamentals Safety Hazardous Duty Standards Act Compliance Anatomy & Physiology	<p>Class: Review for and take the final exam.</p> <p>Mixing disinfectant, cleaning and disinfecting surfaces and implements safely.</p>	1,2,3,4,5,6 ,7,8, a,b,c

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

*** Competency Areas:**

- | | |
|--|--|
| 1. State Laws, Rules, and Regulations | 6. Safety |
| 2. Professional Image | 7. Hazardous Duty Standards Act Compliance |
| 3. Bacteriology | 8. Anatomy and Physiology |
| 4. Decontamination and Infection Control | |
| 5. Chemistry Fundamentals | |

****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.

Syllabus Addendum-

Please note the following classroom/lab courtesies, which are designed to maximize your classroom experience.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class and at the end of breaks/lunch periods.
 - Arriving late is disruptive, which is inconsiderate to your instructor and your fellow classmates.
 - Failure to be present and accounted for at the beginning of class may result in your being counted absent.
- In an attempt to simulate a work environment, please notify your instructor if you are absent or tardy by emailing or leaving a voice message. See instructor contact information on the syllabus. Detailed explanations are NOT necessary; however, you would call in if you were absent from your job. Treat your class as such.
- Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call.
 - Also, no texting will be allowed during class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
 - You may not use your cell phone as a calculator during class.
- No food or drinks in the department.
- No hats, caps, scarves, etc.; covering the head.
- No long dangly earrings, no long necklaces, and no large or dangly bracelets.
- All equipment should be brought to school. If it is in your car it is the same as having left it at home. Any assignment you are given in class for the courses you are in that you don't have your equipment for will mean a zero for the lab grade. No borrowing or lending.
- It is your responsibility to have pencil, paper, syllabi, rubric or grade sheet.
- You should keep up with your service credits/time on your time sheet daily. Do not expect to be allowed to copy from someone else's. They should be signed by an instructor daily. It is your responsibility to have them signed. If they are not signed you will not get credit for that time.
- When you have to be out get the days assignments and what we did in the lab from a classmate. Come back to class prepared to do what we are doing. You cannot come back in and catch up the next day; you are expected to do what everyone else is doing.
- Makeup assignments, both lab and written will be made up at the end of the semester along with the time missed.

I have read the above courtesies and agree to abide by them.

Signature _____ Date _____