



## **COSM 1060 Fundamentals of Skin Care**

### **COURSE SYLLABUS**

**Spring Semester 2018**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/5250

Class Location: Building 2 Room 2142

Class Meets: Monday, 11:45 am-1:15 pm, Wednesday 8:00 am-12:00 pm

Course Reference Number (CRN): 40077

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Peggy Braswell

Office Location: Building 2 Room 2147

Office Hours: Monday through Thursday 7:00-8:00 am, Monday through Wednesday 3:00 -5:00 pm

Email Address: [Peggy Braswell mailto:pbraswell@southeasterntech.edu](mailto:Peggy.Braswell@southeasterntech.edu)

Phone: 478-289-2238

Fax Number: 478-289-2276

#### **SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

#### **REQUIRED TEXT**

Milady's Standard Cosmetology Hardcover Text bundled with Exam Review, 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)/CO-REQUISITES

None/ **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

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. 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 Catalog and Handbook. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams and an overall average of 70 or higher in order to take the final exams. If an average of 70 is not earned for both theory and practical exams and overall average, students will 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 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 a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

## **ADDITIONAL PROVISIONS**

### **HEALTH SCIENCE 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 2 days a week for 15 weeks, the maximum number of days a student may miss is 3 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

### **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" (Withdrawn) 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 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, 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.

### **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 third offense the student will be dismissed from class and receive an absence for the day.**

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

#### **1. 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.

#### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

### 3. 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 third 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.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a></p>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## **TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

### **GRADING POLICY**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Assignments	20%
Theory Exams	25%
Theory Final Exam	25%
Practical Exams	25%
Total	100%

### **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# COSM 1060 Fundamentals of Skin Care

## Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Jan 8 and 10 Monday and Wednesday	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 Wednesday. 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.	1 a,c
January 17 Wednesday	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.	1 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 22 and 24 Monday and Wednesday	23	Basic Facial	<p>Lecture and exam over Skin Structure.</p> <p>Demo of basic facial.</p> <p>Read pages 766-780, 787-806 and answer questions 1-7, &amp; 10-12 in the standard text, answer questions 1-12, 17-36, &amp; 40-47 in the exam review. Go to Blackboard and view "Facials Lecture" and "Facials_Demo" videos.</p> <p>Go to MindTap, Chapter 23- Watch: An Introduction to Facials, Watch: Analysis of 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>	2,3,5 ac
January 29 and 31 Monday and Wednesday	23	Client Consultation and Skin Analysis	<p>Lecture &amp; exam over Basic Facial.</p> <p>Practice basic facials.</p> <p>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.</p> <p>Demo skin analysis and consultation.</p>	3 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 5 and 7 Monday and Wednesday	22	Hair Removal	<p>Lecture &amp; exam over Client Consultation and Skin Analysis.</p> <p>Practice consultation and analysis.</p> <p>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.</p> <p>Demonstrate hair removal techniques.</p>	4 a,b,c
February 12 and 13 Monday and Wednesday	13,23	Hair Removal Implements Electrotherapy and Light Therapy	<p>Lecture and exam over Hair Removal.</p> <p>Practice hair removal.</p> <p>Read pages 787-795 in the standard text and answer questions 10-12 on page 807.</p> <p>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.</p>	5,6 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 19 and 21 Monday and Wednesday	13	Electricity	<p>Lecture and exam over Implements and Electrotherapy &amp; Light Therapy.</p> <p>Practice facials, facial massage, &amp; hair removal.</p> <p>Read chapter 13 and answer questions on page 289 of the standard text. Answer questions for chapter 13 in Exam Review book.</p> <p>Go to MindTap Chapter 13-Do It: Pre-Assessment Quiz, Watch: The Basics of Electricity, Do It: Situational Problem Activity, Watch: Safety with Electricity, Do It: Multiple Choice Quiz</p>	6,8 a,c
February 26 and 28 Monday and Wednesday	24	Advanced Facial Treatments Facial Makeup	<p>Lecture and exam over Electricity.</p> <p>Demo facial makeup.</p> <p>Read chapter 24 and answer questions at end of chapter and in the exam review for chapter 24.</p> <p>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 &amp; 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.</p>	7 a,c

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
March 5 and 7 Monday and Wednesday	24	Advanced Facial Treatments Microdermabrasion	Lecture and exam over Advanced Facial Treatments Facial Makeup.  Demo machine facial & Microdermabrasion.  Practice machine facial & microdermabrasion.  Review in textbook page 776 & 792.	7 a,c
March 12 and 14 Monday and Wednesday	24	Advanced Facial Treatment Fantasy Makeup	Lecture and exam over Advanced Facial Treatment- Microdermabrasion.  Go to: You Tube and watch some fantasy makeup videos, then choose a theme and apply fantasy to your manikin  Practice the designs on your manikin.	7 a,c
March 19 and 21 Monday and Wednesday	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
March 26 and 28 Monday and Wednesday	7,8,13	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
April 2 and 4 Monday and Wednesday	22,23	Basic Facial Client Consultation & Skin Analysis Hair Removal Implements	In standard textbook and MindTap review Basic Facial, Client Consultation & Skin Analysis, Hair Removal, and Implements in preparation of theory final.	2,3,4,5 a,c
April 9 and 11 Monday and Wednesday	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

<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
April 16 and 18 Monday and Wednesday	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

### **DISCLAIMER STATEMENTS**

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

The official copy of the syllabus is located inside the student's Blackboard course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

### **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.