

## Course Syllabus

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NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

**Department** : Cosmetology

**Course Title** : Manicuring and Related Theory

**Section Name** : CSME 1443.71

**Start Date** : 8/22/11

**End Date** : 12/16/11

**Modality** : FACE-TO-FACE

**Credits** : 4

### Instructor Information

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**Name** : Theresa Vaughn

**OC Email** : tvaughn@odessa.edu

**OC Phone #** : (432) 335-6451

## **Course Description**

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In depth coverage of the theory and practice of skin care, facials, and cosmetics. The student will identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics.

## **Prerequisites/Corequisites**

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Orientation to Cosmetology. Pass the Reading portion of the Compass test.

## **Scans**

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(Scans 1,2,5,8)

## **Course Objectives**

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After Completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism

- 3.00 Histology of Hair, Skin, and Nails
  - 5.00 Cosmetics Ingredients and Chemistry
  - 8.00 Sanitation, Sterilization, and Bacteriology
  - 9.00 Manicuring Procedures
  - 10.00 Massage
  - 11.00 Pedicuring Procedures
  - 13.00 Safety Precautions
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All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR by clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.
4. Write a report on an assigned topic and possibly report orally.
5. Bring supplies and textbook daily.
6. Complete exams covering specified unit material.
7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikin, models or another classmate and allowing other students perform temporary services them.

## Required Readings/Materials

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a) You must purchase the following **required** readings/materials: Milady's Standard Cosmetology Textbook, workbook.

b) You are encouraged to buy the following *optional* books/materials

## Course Requirements (Lectures, Assignments and Assessments)

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### *Week 1*

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**Topic/Overview:** This week focuses on

Skin Care/Masks/Cleansing

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Cosmetics	Worksheets	Description	TBA
Skin Care Masks	Lab		TBA

*Week 2*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Cosmetics	Demonstration		
Makeup	Discussion		
Color Theory	Terms		

*Week 3*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Facial Makeup	Demonstration	Lab	TBA

*Week 4*

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**Topic/Overview:** This week focuses on

Chp. 23 Facials

**Summary of Week 1 Assignments & Activities**

Item(Name)		Description	Due
Facials	Demonstration		TBA
Cosmetics for Facial Makeup	Application		TBA

*Week 5*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due

*Week 6*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Skin Analysis and Consultation	Lab	Discussion	TBA

*Week 7*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 8

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 9

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 10

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

*Week 11*

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 12

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 13

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**



Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 14

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 15

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 16

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**Topic/Overview:** This week focuses on

**Summary of Week 1 Assignments & Activities**

Item(Name)	Type	Description	Due
Semester Exams	Exam	Practical and Written	<i>05/10/2011</i>

**Grading Policy**

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Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory Unit exams, special reports, final exams	25%
Attendance/	25%
Skill Sheets. Monitored skill progression and grade out for St. Board	50%

### Special Needs

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Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss

your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### **Learning Resource Center (Library)**

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The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

### **Student E-mail**

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

### **Student Portal**

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Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

### **Technical Support**

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For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### **Important School Policies**

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).