



**SOUTHERN  
CRESCENT**  
TECHNICAL COLLEGE

**Course: COSM 1000 - Introduction to Cosmetology Theory**

**Type:**

**Term:** Fall 2023

**CRN:** 24727

**Credit Hours:** 4

**Class Day(s):** Mon. – Fri.

**Classroom Location:** 401/602 Lab

**Class Time(s):** 10:10AM – 11:30AM

**Instructor's Name:** Elbretta Carpenter

**Email:** [elbretta.Carpenter@sctech.edu](mailto:elbretta.Carpenter@sctech.edu) or [elbretta.carpenter@henry.k12.ga.us](mailto:elbretta.carpenter@henry.k12.ga.us)

**Phone:** (770) 320-7997

**Availability:** 2:30 PM -3:30

**Response time:** 24 hours

**Course Description:** Introduces fundamental both theory and practices of 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.

**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.

**Course Outcomes:** Describe Georgia State Board of Cosmetology sanitary regulations for salons and schools, Summarize and define personal and public hygiene, Describe hygiene guiding principles and rules for cleanliness., Demonstrate good grooming ethics, Define bacteriology, List types of bacteria and classifications, Identify causes of disease and terms associated to disease., Comply with protective covering policies and regulations i.e., shoes, lab jacket, Differentiate between sanitation and disinfection, Identify proper use of disinfectants and safe handling guidelines when using and disposing of chemicals used in the salon, Differentiate between organic and inorganic chemistry, Define atom and molecules, Describe composition of elements, compounds, and mixtures, Describe solutions, suspensions and emulsions. Explain the pH scale, Differentiate between acidity and alkalinity, Describe proper maintenance of electrical and mechanical equipment, Describe first aid for minor cuts and chemical reactions, Participate in emergency evacuation procedures, Describe regulatory agencies and each agencies purpose; i.e., EPA, OSHA, Define MSDS; explain the importance of this law and the repercussions for not abiding by these regulations. Define the terms physiology and anatomy, Describe physiological cells and tissues, and recognize the systems of the body and their functions.

**Required Course Text:**

**Milady's Standard Cosmetology 13<sup>th</sup> edition Student Bundle:**

Standard Hardcover Textbook and MindTap

ISBN- 9781305721937

**Required Materials for this Course:** #2 pencil with eraser, notebook paper, Shampoo Tech Kit, required uniform and any other tools or equipment needed to perform assigned course tasks. SCTC ID BADGES REQUIRED, visible above the waist.

**Attendance Policy:**

**\*The student must complete an Official Drop/Add form in order to withdraw from classes.**  
**\*\*See the SCTC Student Handbook for policy information.**

**Academic Grade:** Students will receive an academic grade based on numerical averages. The numerical grade is converted to a letter grade according to the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

**A minimum passing grade of 70 is required for both written and practical averages.**

**Computation of Academic Grades:**

Written Average	20%
Lab Activities	30%
Work Ethics	25%
Final Written Exam	25%

**Course Calendar: First Day of Class:**

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**Student Assignments, Lectures, and/or Course Materials:**

The student is expected to complete all reading assignments and complete all lab activities assigned by the instructor. Lab work will be graded and averaged with written and production tests. Production tests are administered throughout the semester at the discretion of the instructor. All production tests must be performed in the classroom or lab in order to receive credit.

**Grading Expectations and Deductions:**

The student is required to take all written/practical tests administered during the semester. If a student is absent or tardy on scheduled date and time, it is the responsibility of the student to obtain any and all information relative to any test material the student may have missed due to an absence/tardy and schedule an appointment with instructor to discuss or schedule a makeup test time. This grading policy applies to all exams, both in the classroom and/or on BBL. Any written documentation to support student's absence/tardy must be presented at time of discussion. A determination of eligibility to make up any missed test is based on individual situations and is at the discretion of the instructor.

**Work Ethic Assessment:**

Southern Crescent Technical College instructs and evaluates students on work ethic in all programs of study: Ten work ethic traits have been identified as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect and teamwork.

**Equity Statement:**

The Technical College System of Georgia and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the

full realization of equal opportunity. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, Fayette County Center, and Jasper County Center) Eben Risper, Assistant Director of Student Support Services, [eben.risper@sctech.edu](mailto:eben.risper@sctech.edu), 501 Varsity Road, Building 100, Room 102, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, Fayette County Center, and Jasper County Center) Teresa Brooks, Special Services Coordinator, [teresa.brooks@sctech.edu](mailto:teresa.brooks@sctech.edu), 501 Varsity Road, Building 100 Room 103, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Mary Jackson, Special Services Coordinator, [mary.jackson@sctech.edu](mailto:mary.jackson@sctech.edu), 1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224; Title IX/Equity and ADA/Section 504, (Employee complaints) Beth Burns, Director of Human Resources, [beth.burns@sctech.edu](mailto:beth.burns@sctech.edu), Human Resources, 501 Varsity Road, Building 100, Room 131, Griffin, GA 30223, 770-229-3454. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Dr. Xenia Johns, Vice President for Student Affairs, [xenia.johns@sctech.edu](mailto:xenia.johns@sctech.edu), 501 Varsity Road, Dundee Education Technology Center, Room 115, Griffin, GA 30223, 770-228-7348.

### **Technical Education Warranty:**

If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer. The Technical Education Warranty applies to any SCTC graduate who is employed in the field of his/her training and is in effect for a period of two years after graduation.