



WACO, TEXAS

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**Principles of Facial Technology III**  
**CSME 2531**  
**COURSE SYLLABUS**

REVISED:  
2009-2010

**AESTHETICIAN PROGRAM  
COURSE SYLLABUS**

**2009-2010**

**GENERAL COURSE INFORMATION**

Title: Aesthetician Program  
Course Number: Semester I CSME 1420, 1348, 1545  
Semester II CSME 1447, 1421, 2531  
750 Hours

**INSTRUCTOR INFORMATION**

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**COURSE DESCRIPTION**

Semester I:

CSME 1420 - Orientation To Facial Specialist

This course encompasses an overview of the skills and knowledge necessary for the field of facials and skin care.

CSME 1348 - Principles of Skin Care And Related Theory

This course encompasses in depth coverage of the manipulative skill and theory related to sanitation and disinfection, anatomy and physiology, skin disorders, and skin analysis.

CSME 1545 - Principles Of Facial Technology II

This course encompasses a more advanced theory. Topics include chemistry for the aesthetician and cosmetic chemistry.

## SEMESTER II

### CSME 1447 - Principles Of Skin Care

This course encompasses the theory and manipulative skill related to hair removal and make-up artistry.

### CSME 1421 - Principles Of Facial Technology I

This course encompasses an introduction to the principles of facial and aesthetic technology topics include basics of electricity, ingredients, and product selection and organizing the treatment room. This course also includes the manipulative skill related to massage and electrotherapy.

### CSME 2531 - Principals Of Facial Technology III

This course encompasses advanced concepts and theory relating to the salon/spa business, retailing and career planning. Other advanced topics include enzyme peels, alpha-hydroxy acids, aromatherapy, and clinical procedures.

## TEXTBOOK AND MATERIAL

### Required Text

- Milady's Standard: Fundamentals For Estheticians, Milady Publishing Company, 2004
- Milady's Standard: Fundamentals For Estheticians, Workbook 2004
- Milady's Standard: Fundamentals For Estheticians, Exam Review
- E Product Access Code: Thomson Delmar Learning, 2005

## POLICIES AND PROCEDURES: CLASS ATTENDANCE

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

### Student Absences On Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

### **Attendance:**

Classes are in session from 8:00 a.m. - 4:00 p.m. Tuesday through Friday. All students must be clocked in at 8:00 a.m. If student arrives after 8:00 a.m., but before 8:05 a.m., the student must go to theory/lab and may clock in at 9:00 a.m. If the student is not in class by 8:05 a.m., clock in time is 1:00 p.m.

All students must be clocked out by 4:00 p.m. each day, unless the student is with a client. The time clock will be turned off at 4:05 p.m. Failure to clock out at the designated time will result in the student losing their afternoon hours.

Texas Department of Licensing and Regulations

Rule 83.72 (P) (1)

Each student must clock in/out for himself/herself. No student may allow Another person to clock in or out on behalf of that student.

**Make up Assignments:**

All makeup work is the responsibility of the student, not the instructor. All makeup work in the course must be made on arrangement with the instructor. Failure to make up any assignments will result in the student receiving a zero. **Pop Quizzes cannot be made up.** (re: Department Policies and Guidelines)

**Skills Sheet:**

If the student should misplace his/her skills sheet, a duplicate skills sheet will be issued to the student with the following conditions: the lost skills must be made up prior to the due date and during make up hours.

**Cell Phones/Pagers/Purses:**

Any student caught with a cell phone, a ringing cell phone, a vibrating cell phone, or using a cell phone other than during designated break times will clock out for the remainder of the day. Cell phones must be kept in the students locker. Purses must be kept in the students locker. Any purse found in the classroom/lab will result in the student being clocked out for the remainder of the day. (re: Department Policies and Guidelines). Policy will be strictly enforced.

Texas Department of Licensing and Regulations Rule 83.102 - Non cosmetology related supplies must be stored in separate locations.

**Food and Drink:**

Food and drink is allowed in the classroom/lab only during designated break times. Any student having food and/or drink other than bottled water any other time will clock out for the remainder of the day. No food and drink is not permitted in lab drawers.

**Textbook and Supplies:**

Students must have supplies each day for class. A zero will be given each day to students that do not have their supplies.

**Theory Supply Requirement:**

(2) packages loose notebook paper

Blue or black ink only - papers will not be accepted in any other color.

(1) folder for Policies and Guidelines, syllabus and skill sheets.

**Additional Comments:**

- A. Students are expected to clock in with their hair styled neatly and makeup applied. Hair styling and makeup application will not be allowed in theory class, during break, or the lab floor. Non compliance will result in the student clocking out for the day and will receive a zero for all assignments.
- B. A duty sheet will be posted giving each student a sanitation duty. Each student is responsible to perform their duty each day.
- C. Please do not chew gum in the classroom or on the lab floor. This looks and sounds very unprofessional. Mints are permitted.

## **Evaluation/Grading:**

Test will be given after each chapter, and will always be announced. Skills test are given periodically in practicum. There will not be makeup work for quizzes. If there is a question, please consult with the instructor.

## **Grading Policy:**

**Course grade will be determined as follows:**

### **Semester I:**

- a. Theory - - Unit chapter test, quizzes, projects, oral presentations, etc.
- b. Skills - One skill grade (average of all skills)

### **Semester II:**

- a. Theory - 35% - Unit chapter test, quizzes, projects, oral presentations, etc.
- b. Skills - 15%
- c. Mock State Board Exam - 50% of average of the written (25%) and practical (25%)\*Includes Makeup Artistry Final Exam.

## **Grading Scale:**

- A = 100 - 90  
B = 89 - 80  
C = 79 - 70  
F = 69 and below - failing

\*A grade of at least "70" must be attained to pass and receive credit for the course. Note: Probationary Measures in Policies and Guidelines.

## **ADA Statement:**

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or [msweatt@mclennan.edu](mailto:msweatt@mclennan.edu).

## **Capstone Experience:**

Upon completion of the Aesthetician Program, the student will be prepared to take the State Licensure examination.

## Course Outline

### SEMESTER I:

#### CSME 1420

- Chapter 1: Skin Care History and Opportunities**
- The History Of Grooming and Skin Care
  - Career Opportunities
  - The Future of Esthetics

- Chapter 2: Your Professional Image**
- Your Professional Appearance
  - Professional Conduct
  - Professional Ethics
  - Life Skills

#### CSME 1348

- Chapter 3: Sanitation and Disinfection**
- Bacteria
  - Viruses
  - How Pathogens Enter the Body
  - Parasites
  - Immunity
  - Principles Of Prevention
  - Universal Precautions
  - Your Professional Responsibility

- Chapter 4: Anatomy and Physiology**
- Cells
  - Tissues
  - Organs
  - Body Systems
  - The Skeletal System
  - 1. Muscular
  - 2. Nervous
  - 3. Circulatory
  - 4. Endocrine
  - 5. Digestive
  - 6. Excretory
  - 7. Respiratory
  - 8. Integumentary
  - 9. Reproductive

## **Chapter 8: Physiology and Histology of the Skin**

- Skin Facts
- Skin Functions
- Layers of the Skin
- Hair and Nail Anatomy
- Nourishment
- Nerves
- Cell Replacement
- Skin Color
- Glands
- Aging of the Skin
- The Sun and its Effects
- Nutrition for the Skin
- Water and the Skin
- Basic Nutrition

## **Chapter 9: Skin Disorders and Disease**

- Dermatology and Estheticians
- Lesions
- Sebaceous (Oil) Gland Disorders
- Disorders of the Sudoriferous (Sweat) Glands
- Inflammations of the Skin
- Pigmentation Disorders
- Hypertrophies
- Skin Cancer
- Contagious Diseases
- Acne
- Causes of Acne
- Acne Triggers
- Grades of Acne

## **Chapter 10: Skin Analysis**

- Skin Types are Genetically Determined
- The Fitzpatrick Scale
- Ethnic Skin
- Skin Types versus Skin Conditions
- Contraindications
- Performing a Skin Analysis
- Performing a Skin Analysis: Step by Step
- Consultations, Client Charts, and Health Screening

## **CSME 1545**

## **Chapter 5: Chemistry for Estheticians**

- Branches of Chemistry
- Matter
- Acidity and Alkalinity
- Chemical Reactions

- Chemistry of Applied to Cosmetics

#### **Chapter 6: Cosmetic Chemistry**

- Cosmetic Ingredients
- Natural Ingredients
- Making Products for Salon Use
- Product Safety

### **SEMESTER II:**

#### **CSME 1447**

#### **Chapter 16: Hair Removal**

- Morphology of the Hair
- Hair Growth Cycle
- Indicator of Health
- Excessive Hair Growth
- Characteristics and Differences in Hair Growth
- Methods of Hair Removal
- Waxing
- Room Preparation
- Contraindications for Hair Removal
- Client Consultations
- Eyebrows

#### **Chapter 18: The World Of Makeup**

- Psychological Aspects of Makeup
- Make up Services Overview
- Make up Products
- Make up Color Theory
- Assessing the Client's Features
- Analyzing Features and Face Shapes
- Corrective Makeup
- Skin Tones
- Client Consultation
- Special - Occasion Make up
- Artificial Eyelashes

#### **CSME 1421**

#### **Chapter 7: Basics of Electricity**

- Electricity
- Electrical Equipment Safety
- Electrotherapy
- Light Therapy

## **Chapter 11: Product Selection and Ingredients**

- Basic Skin care Products and Their Benefits
- Home - Care Products for Different Skin Types and Conditions
- Choosing a Product Line
- Ingredients
- Components Of Product Formulations
- Ingredients in Skin Care

## **Chapter 12: The Treatment Room**

- The Estheticians Presentation
- Creating a Professional Atmosphere
- Furniture Equipment and Room Set Up
- Treatment Room Supplies, Disposables, and Products
- Room Presentation
- After the Facial: Clean-Up Procedures and Sanitation

## **Chapter 13: Massage**

- The Benefits of Massage
- Massage Contraindications
- Incorporating Massage During the Facial Treatment
- Types of Massage Movements
- Dr. Jacquet Movements
- Other Massage Techniques

## **Chapter 14: Basic Facials and Treatments**

- Facial Treatment Benefits
- Esthetician Skills and Techniques
- Treatment and Client Preparation
- Consultations/Contraindications
- Key Elements of the Basic Facial Treatment
- Treatments for Oily, Dry, Dehydrated Sensitive, and Mature Skin
- Acne Facials
- Acne Treatment Care
- Men's Skin Care

## **Chapter 15: Machines**

- Magnifying Lamp (Loupe)
- Wood's Lamp
- Rotary Brush
- Vacuum Machine
- Spray Machine
- Steamer
- Electric Mitts and Boots
- High - Frequency Machine
- Galvanic Current
- Inotophoresis
- Heat Mask

- Microcurrent Machines
- Other Tools and Accessories
- Hot Towel Cabinet
- Lucas Sprayer
- Microdermabrasion
- Lasers
- Light Therapy

## **CSME 2531**

### **Chapter 17: Advanced Esthetics Topics: An Industry Overview**

- Free Radicals
- Antioxidants
- Peels For Skin Care Therapists
- The Peel Procedure For AHA's
- Enzyme Peels (Masks)
- Mature Skin and Hormones
- The Value of Aromatherapy
- Spa Body Treatments
- Pre and Postoperative Care
- Other Clinical Procedures
- Body Procedures

### **Chapter 19: The Salon/Spa Business**

- Skin Care Services Today
- Succeeding in a Service Profession
- Going into Business for Yourself
- The Importance of Keeping Good Records
- Operating a Successful Skin Care Business
- Public Relations

### **Chapter 20: Selling Products and Services**

- Selling in the Salon
- Know Your Products and Services
- Understanding Client Needs
- Client Retention
- Marketing
- Building a Clientele
- Presenting Your Products and Services
- Closing the Sale
- Tracking Your Success

### **Chapter 21: Career Planning**

- Moving From School To Work
- Preparing for Licensure
- Preparing Your Resume
- The Job Search
- The Job Description

- Employee Evaluation
- Compensation
- Managing Money
- Meeting Financial Responsibilities
- Developing Effective Communication Skills
- Finding the Right Role Models
- Continuing Education
- Planning Your Success

## COURSE COMPETENCIES

After completing these chapters, the students should be able to:

### SEMESTER I

#### CSME 1420

##### *Chapter 1*

1. Describe the cosmetics and skin care practices of earlier cultures. 3,6
2. Discuss the changes in skin care and grooming in the twentieth century 3,6
3. Name and describe the career options available to licensed estheticians. 3,6,7
4. Explain the development of esthetics as a distinct, specialized profession. 3,6

##### *Chapter 2*

5. List the basic habits of daily personal hygiene. 3,6
6. Demonstrate proper standing and sitting posture. 3,6
7. List the characteristics of a healthy, positive attitude. 3,6
8. Explain the attributes of a strong work ethic. 3,6
9. Define ethics. 3,6
10. List the most effective time management techniques. 1,3,6

#### CSME 1348

##### *Chapter 3*

11. List the types and classifications of bacteria. 3,6
12. Define hepatitis and AIDS and explain how they are transmitted. 3,6
13. Discuss the different types of disinfectants and how they are used. 3, 6, 7
14. Describe how to safely sanitize and disinfect various salon tools and surfaces. 3,6,7
15. Explain the differences between sterilization, disinfection, and sanitation. 3,6,7

##### *Chapter 4*

16. Explain the importance of anatomy and physiology to the cosmetology profession. 3,6
17. Describe cells, their structure, and their reproduction. 3,6
19. Name the 10 main body systems and explain their basic functions. 3,6

##### *Chapter 8*

20. Describe the functions of the skin. 3,6
21. Explain the structure and layers of the skin. 3,6
22. Discuss the anatomy of the skin. 3,6
23. Define collagen and elasticity. 3,6
24. Explain how skin gets its color. 3,6
25. Name the glands of the skin. 3,6
26. Discuss sun damage and sun protection. 3,6
27. Explain how the skin ages. 3,6
28. Discuss nutrients, vitamins, and the benefits of proper nutrition. 3,6

### *Chapter 9*

29. Identify the common skin conditions and disorders. 3,6
30. Explain the different types of skin lesions. 3,6
31. Identify which disorders you would not address. 3,6,7
32. Know which disorders to refer to a physician. 3,6,7
33. Understand acne and the causes of the disorder. 3,6,7
34. Recognize the different grades of acne. 3,6

### *Chapter 10*

35. Identify skin types. 3,6
36. Identify skin conditions. 3,6,7
37. Be familiar with the causes of skin conditions. 3,6
38. Be aware of treatment contraindications. 3,6,7
39. Perform a skin analysis. 3,6,7
40. Perform client consultations. 3,6
41. Fill out skin-analysis charts. 3,6

## **CSME 1545**

### *Chapter 5*

42. Define chemistry and its branches
43. Explain matter and its structure. 3,6
44. Discuss the properties of matter and how matter changes. 3,6
45. Explain the differences between solutions, suspensions and emulsions. 3,6,7

### *Chapter 6*

46. Describe the most common cosmetic ingredients and their functions. 3,6
47. Explain FDA regulations regarding cosmetic claims and product safety, 3,6

## **SEMESTER II**

## **CSME 1447**

### *Chapter 16*

48. Explain the morphology of hair and its growth stages. 3,6
49. Identify methods of temporary and permanent hair removal. 3,6
50. Identify different hair removal equipment, tools and accessories. 3,5,6,7
51. Describe the proper way to set up a treatment room. 3,6,7
52. Name the conditions that contraindicate hair removal. 3,6,7
53. Provide a thorough client consultation prior to hair removal. 3,6,7

### *Chapter 18*

54. Describe the different types of cosmetics and their uses. 3,6
55. Demonstrate an understanding of cosmetic color theory. 3,6
56. Consult with clients to determine their needs and preferences. 3,6,7
57. Identify different facial types and demonstrate procedures for basic corrective makeup. 3,6
58. Demonstrate a basic makeup procedure for any occasion. 3,6
59. Demonstrate the application and removal of artificial lashes. 3,6

## CSME 1421

### *Chapter 7 -*

60. Define the nature of electricity and the two types of electric current. 3,6
61. Describe the four types of electrotherapy and their uses. 3,6
62. Explain electromagnetic radiation and the visible light spectrum. 3,6
63. Describe the rays used in light therapy and their benefits. 3,6

### *Chapter 11 -*

64. Describe the basic products used in facials. 3,6
65. List and describe the main categories of professional skin care products. 3,6
66. Safely use a variety of salon products while providing client services. 3,6,7
67. Recommend home care for different skin types and conditions. 3,6
68. Understand product formulation for different skin types. 3,6,7
69. Recognize and understand the benefits of many ingredients. 3,6

### *Chapter 12 -*

70. Describe what equipment and supplies are needed for facials. 3,5,6,7
71. Explain why the room setup should be comfortable for the esthetician. 3,6,7
72. Prepare and setup the treatment room for services. 3,6,7
73. Sanitize and clean the treatment room.

### *Chapter 13 -*

74. Describe the benefits of massage. 3,6
75. Understand contraindications for performing massages. 3,6
76. Explain the different types of massages. 3,6
77. Define and demonstrate the different massage movements. 3,6

### *Chapter 14 -*

78. Describe the benefits to each step in a facial treatment. 3,6
79. Perform extractions using different methods. 3,6,7
80. Explain the key elements of the basic facial treatment. 3,6
81. List and describe the products used in a facial treatment. 3,6,7
82. Be familiar with different facial treatment philosophies and methods. 3,6,7
83. Perform the step-by-step facial treatment. 3,6,7
84. Perform sanitation procedures and provide a safe environment for clients. 3,6
85. Understand the special needs for oily, dehydrated, sensitive, and mature skin treatments. 3,6,7
86. Discuss men's skin care and treatments. 3,6,7

### *Chapter 15 -*

87. Explain electrotherapy. 3,6
88. Identify the machines used in skin care treatments. 3,5,6,7
89. Explain the function and benefits of each machine. 3,5,6,7
90. Safely use machines and know machine contraindications. 3,5,6,7

## CSME 2531

### *Chapter 17-*

91. Recognize advanced ingredients. 3,6
92. Explain how AHA's work. 3,6
93. Understand aroma therapy. 3,6
94. Describe spa body treatments. 3,6
95. Identify clinical skin care procedures. 3,6

### *Chapter 19-*

96. Describe the qualities necessary to be successful in a service profession. 1,2,3,6,7,8
97. Evaluate options for going into business for yourself. 1,2,3, 6,7,8
98. Lists the most important factors to consider when opening a salon. 1,2,3,6,7,8
99. Name and describe the types of ownership under which a skin care salon or spa may operate. 1,2,3,6,7,8
100. Explain why it is necessary to keep accurate business record. 1,2,3,6,7
101. Demonstrate the best practices for telephone use. 1,2,3, 6, 7, 8

### *Chapter 20*

102. List the basic principles of selling products and services in the salon. 1,3,6,7,8
103. Explain the purpose of marketing and promotions. 1,3,6,7,8
104. Discuss the best methods of advertising to promote sales in the salon. 3, 6, 7,8
105. Explain the importance of understanding client needs in selling products and services. 1,3,6,7
106. List the most effective ways to build a clientele. 3,6,7
107. Discuss the value of the brochure in promoting sales. 3,6
108. Demonstrate the best practices in setting up retail displays. 1,3,6,7
109. Describe the most effective ways to close the sale. 3,6,7,8

### *Chapter 21 -*

110. Describe those qualities that are needed to be successful in a service profession. 1,2,3,5,6,7,8
111. Explain the steps involved in preparing for and passing the licensing exam. 1,3,6,7
112. Demonstrate effective techniques for writing a good resume. 3,6,7
113. Discuss methods for exploring the job market and researching potential employers. 3,6,7
114. Describe the different types of esthetics practices and determine your employment options. 3,6
115. Be prepared to complete a successful job interview. 3,6,7,8
116. Recognize the importance of a job description. 3,6,7,8
117. Describe the different methods of compensation that are utilized in esthetics. 1,3,6
118. Explain the importance of meeting financial responsibilities and managing money well. 1,3,6,7
119. Describe the best methods for communicating effectively. 3,6,7,8
120. List ways you can benefit from good role models. 3,6,7,8
121. Understand the importance of continuing your education. 3,6,7,8