



INSTRUCTIONAL PACKAGE

COS 110

Scalp and Hair Care

Fall 2017

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2017

COURSE PREFIX: COS 110

COURSE TITLE: Scalp and Hair Care

CONTACT HOURS: 0 Lecture 9 Lab

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

The Purpose of Scalp and Hair Care is to introduce the student to the basic concepts and vocabulary. It will give skills to consult with clients to determine their needs and preferences while giving services in a safe environment and taking measures to prevent the spread of infectious and contagious diseases.

COURSE DESCRIPTION:

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

PREREQUISITES/CO-REQUISITES:

(Credit level COS 220 Minimum Grade of C or Credit level COS 220 Minimum Grade of TC) and
(Credit level COS 201 Minimum Grade of C or Credit level COS 201 Minimum Grade of TC) and
(Credit level COS 222 Minimum Grade of C or Credit level COS 222 Minimum Grade of TC)

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

*I am responsible for printing and reading a Horry-Georgetown Technical College – Cosmetology Student Manual; this can be found on WaveNet/D2L.

- 1 – New Manikin for State Board Procedures
- New Uniforms, if old uniforms are soiled.
- Cosmetology Kit Cosmetology.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

1. Name and describe the structures of the hair root.
2. List and describe the three layers of the hair shaft.
3. Describe the three types of side bonds in the cortex.
4. List the factors that should be considered in a hair analysis.
5. Describe the process of hair growth.
6. Discuss the types of hair loss and their causes.
7. Describe the options for hair loss treatment.
8. Recognize hair and scalp disorders commonly seen in the salon and school, and know which can be treated by cosmetologists.
9. Describe the different types of skin diseases and their causes.
10. Identify the difference between irritant reactions.
11. Identify how a hair follicle forms and grows.
12. Describe the structure of hair.
13. Describe the different types of hair and where they are found.
14. Explain normal daily hair loss.
15. Describe the factors that influence hair color.
16. Describe the chemical composition of hair.

UNIT ONE: Trichology and Hair

- Explain, analyze, and compare the hair parts and hair structures.
- Explain the structure of the hair root and hair shaft.

UNIT TWO: Chemical Composition of Hair

- Identify the keratinization and Protein in the hair.
- Explain the COHNS elements, Amino Acids, Side Bonds on the Cortex.

At the completion of week two a quiz will be given to identify and assess the comprehension of material.

UNIT THREE: Hair Analysis

- Define hair texture, hair density, hair porosity and hair elasticity.
- Discuss are hair growth patterns?

UNIT FOUR: Hair Loss

- Explain why men have severe hair loss?
- Explain why women have hair loss?

At the completion of week four a quiz will be given to identify and assess the comprehension of material.

UNIT FIVE: Disorders of the Hair and Scalp

- Define the vocabulary of the disorders.
- Explain the treatments of the hair and scalp.
- Why is taking care of the scalp and hair important to you and your client?

At the completion of week five a quiz will be given to identify and assess the comprehension of material.

At the completion of week nine a test will be given to identify and assess the comprehension of all material.

WEEKLY SCHEDULE

Week 1 and 2	UNIT ONE: Trichology and Hair <ul style="list-style-type: none">• Explain, analyze, and compare the hair parts and hair structures.• Explain the structure of the hair root and hair shaft. Chapter 11 Read pgs. 224-227 <ul style="list-style-type: none">• Watch Video on MindTap on The Structure of Hair• Complete activity on MindTap Chapter 11 Do it: Structure of Hair Labeling Game UNIT TWO: Chemical Composition of Hair <ul style="list-style-type: none">• Identify the keratinization and Protein in the hair.• Explain the COHNS elements, Amino Acids, Side Bonds on the Cortex. Chapter 11 Read pgs. 227-231 Complete MindTap activities under Composition of Hair <ul style="list-style-type: none">• Do it: Matching activity• Watch: Hair Structure Video• Do it: Drop and Drag activity

	<i>Quiz on the above topics in Unit One and Two</i>
Week 3 and 4	<p>UNIT THREE: Hair Analysis</p> <ul style="list-style-type: none"> • Define hair texture, hair density, hair porosity and hair elasticity. • Discuss are hair growth patterns? <p>Read pgs. 232-224 Read pgs. 242-247</p> <p>Watch MindTap Videos</p> <ul style="list-style-type: none"> • Hair Growth • Hair Growth 2 • Complete MindTap exam Chapter 11 Test 1 <p>UNIT FOUR: Hair Loss</p> <ul style="list-style-type: none"> • Explain why men have severe hair loss? • Explain why women have hair loss? <p>Read pgs. 234-237</p> <ul style="list-style-type: none"> • Watch MindTap Video: Hair Loss • Complete MindTap activity: Multiple Choice Quiz <p><i>Quiz on the above topics Units Three and Four</i></p>
Week 5 and 6	<p>UNIT FIVE: Disorders of the Hair and Scalp</p> <ul style="list-style-type: none"> • Define the vocabulary of the disorders. • Explain the treatments of the hair and scalp. • Why is taking care of the scalp and hair important to you and your client? <p>Read pgs. 237-242 Complete MindTap Activity: Do It: Drag and Drop activity 1 and 2 Watch video on Hair Disorders Do it: Multiple Choice quiz Complete MindTap Chapter 11 Test 2 <i>Quiz on the above topics in Unit Five</i></p>
Week 7 and 8	<p>MindTap: Complete Final Exam review located in the Chapter resources Complete MindTap Chapter 11 Exam review (under the test Category) There are two exams to take on MindTap</p>
Week 9 and 10	<p>Clinic – review for State Exam State Board Practical review will be held on Tuesdays and Thursdays <i>Week nine – Exam on all covered topics</i></p>
Exam week	<p>Written exam 100 questions MC All Chapters Practical exam</p>

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Practical Component (Lab and Clinical Participation)

- Students will be assessed on class participation rubric
- Activities assigned in MindTap 40%

Written Component (Tests, Assignments, Projects, Portfolios, Discussions, Etc.)

- 3 quizzes and one Exam 40%

Final Exam (Written and Practical) 20%

100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Cosmetology Departmental Grading System:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

***** PLEASE SEE THE COSMETOLOGY STUDENT MANUAL FOR ATTENDANCE POLICY DUE TO OUR PROGRAMS HAS A MORE STRICT ATTENDANCE POLICY...**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

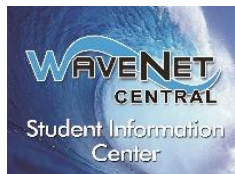


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Title IX Requirements

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs
Building 1100, Room 107A, Conway Campus
843-349-5228

Melissa.Batten@hgtc.edu

Jacquelyne Synder, AVP of Human Resources
Building 200, Room 212A, Conway Campus
843-349-5212

Jacquelyne.Synder@hgtc.edu

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).