



INSTRUCTIONAL PACKAGE

COS 110
Scalp and Haircare

Effective Term
Fall 2023/Spring 2024/Summer 2024

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Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: COS 110

COURSE TITLE: Scalp and Haircare

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.

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

ADDITIONAL REQUIREMENTS:

Cosmetology kit, Scrubs

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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*:

- LO 1 Explain the importance of understanding hair and scalp properties.
- LO 2 Describe the hair root's structures and their functions.
- LO 3 Identify the hair shaft's three main layers and their functions.
- LO 4 Explain hair's chemical composition, and what gives it strength, elasticity, and color.
- LO 5 Compare the different factors considered during a scalp and hair analysis.
- LO 6 Describe the three hair types and the three hair growth cycles.
- LO 7 Explain the importance of understanding hair and scalp disorders and diseases.
- LO 8 Explain the causes of the most common types of hair loss.
- LO 9 Identify the most common hair disorders.
- LO 10 Identify the most common scalp disorders.

Hair and scalp properties Chapter 7

Learning objectives

- LO 1 Explain the importance of understanding hair and scalp properties.
- LO 2 Describe the hair root's structures and their functions.
- LO 3 Identify the hair shaft's three main layers and their functions.
- LO 4 Explain hair's chemical composition, and what gives it strength, elasticity, and color.
- LO 5 Compare the different factors considered during a scalp and hair analysis.
- LO 6 Describe the three hair types and the three hair growth cycles.

CIMA lesson activities and learner assignments

Lecture why study hair and scalp properties slides 3-6

- Group discussion What stands out about the health of your own hair? Do you notice the health of your hair changes from time to time? Have you ever thought about why or what causes it to change? What about your hair growth? Does it seem that sometimes it really grows? Do you feel sometimes you have just a ton of hair falling out? Ever thought about why? The why is what this chapter is all about.
- Activity 1 Why study hair and scalp properties

Lecture Hair root structure Slides 7-13

- Activity 2 Hair root structure
- Activity 3 Hair root drawing
- Learner assignment 1 Three-dimensional model of the hair root

Lecture Hair shaft structure slides 14-18

- Activity 4 Hair shaft
- Learner assignment 2 three – dimensional model of the hair shaft
- Lecture Chemical composition of the hair Slides 19-31
- Activity 5 polypeptide chains
- Group discussion Reviewing Table 7-2, discuss how the various side bonds are broken and reformed.
- Activity 6 Sunscreen
- Activity 7 Wave pattern

Lecture Scalp and Hair analysis slides 32-44

- Activity 8 Hair analysis
- Learner assignment 3 do your research.

Lecture: Hair growth Slides 45-49

- Activity 9 Hair Growth
- Activity 10 Story moment questions

Chapter 9 hair and scalp disorders and diseases

Learning objectives

- LO 1 Explain the importance of understanding hair and scalp disorders and diseases.
- LO 2 Explain the causes of the most common types of hair loss.
- LO 3 Identify the most common hair disorders.
- LO 4 Identify the most common scalp disorders.
 - Lesson activities listed in CIMA

Lecture – Why study hair and scalp disorders and diseases Slides 3-5

- Group discussion: Are you familiar with any hair or scalp diseases or disorders? Explain

Lecture: Hair loss slides 6-7

- Activity 1 – alopecia images
- Activity 2 – Hair loss role play
- Learner assignment 1 look good feel better/ the Rapunzel project.

Lecture: Hair disorders slides 18-24

- Activity 3 Hair disorders

Lecture: Scalp Disorders slides 25-32

- Activity 4 scalp disorders
- Activity 5 Story moment questions
- See instructors course information sheet for additional assignments, projects and test dates.

****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*

Tests	20%
Assignments	20%
Projects/Portfolios	20%
Class Participation	20%
Final Exam	20%
	100%

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

GRADING SYSTEM:

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is

obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, 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 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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or

pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator or designee.

*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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu