



INSTRUCTIONAL PACKAGE

COS 114
Hair shaping

Effective Term
Fall 2022/Spring 2023/Summer 2023

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Part I: Course Information

Effective Term: Fall 2022/Spring 2023/Summer 2023

COURSE PREFIX: COS 114

COURSE TITLE: Hair Shaping

CONTACT HOURS: 1 lecture 9 lab

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

The purpose of Hair Shaping is to introduce the students to the basic concepts of consulting with clients to determine their needs and preferences. The students will learn to apply proper shaping techniques with regard to the client's face shape to achieve a hairstyle which is satisfactory to the client.

COURSE DESCRIPTION:

This is an introductory course to the techniques of hairshaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

PREREQUISITES/CO-REQUISITES:

(ACT Math 15 or New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or New SAT Mathematics 350 or Multiple Measures Math 1 or Credit level [MAT 155](#) Minimum Grade of C or Credit level [MAT 155](#) Minimum Grade of TC or Credit level [MAT 101](#) Minimum Grade of C or Credit level [MAT 101](#) Minimum Grade of TC) and (ACT Reading 14 or New ACCUPLACER Reading Comp 235 or WS ENG155 with Lab 1 or Writing Sample ENG155 1 or Writing Sample ENG101 1 or WS ENG101 with Lab 1 or Multiple Measures English 1 or Credit level [ENG 155](#) Minimum Grade of C or Credit level [ENG 155](#) Minimum Grade of TC or Credit level [ENG 101](#) Minimum Grade of TC or Credit level [ENG 101](#) Minimum Grade of C or SAT Critical Reading 380) and (Background Check Form 1) and (Credit level [COS 116](#) Minimum Grade of C or Credit level [COS 116](#) Minimum Grade of TC) and (Credit level [COS 155](#) Minimum Grade of C or Credit level [COS 155](#) Minimum Grade of TC) and (Credit level [COS 206](#) Minimum Grade of C or Credit level [COS 206](#) Minimum Grade of TC) and (Credit level [COS 210](#) Minimum Grade of C or Credit level [COS 210](#) Minimum Grade of TC) and (Background Check Form 1)

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

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

TECHNICAL REQUIREMENTS:

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

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.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Identify the reference points on the head and explain their role in haircutting.

1. Define lines, Sections, elevations and guidelines.
2. List the factors involved in a successful client consultation.
3. Explain the uses of the various tools for haircutting
4. Name three things you can do to ensure good posture and body portion while cutting hair.
5. Perform the following haircuts:
6. Solid form
7. Increase layered
8. Graduated
9. Uniform
10. Combination Form Haircut
11. Square Form/Uniform Haircut
12. Over comb Techniques

13. Fade Haircut
14. Discuss and explain the different texturizing techniques.
15. Infection Control and Safety
16. Identify the proper techniques for a client Consultation.
17. Explain what a clipper cut is.
18. Identify the uses of trimmer.

	Topic to be Reviewed	Assignments/Reading
	Syllabus and course review Chapter 16 Haircutting Learning Objectives Watch: Why Study Haircutting Video Understand the Basic Principles of Haircutting Read: Learn the Basic Principles of Haircutting Hair Analysis Wave and curl pattern	Syllabus and course preview Read pages: 246-255 Chapter 11 Haircutting CIMA assignments (See instructors course information sheet)
	Show Proper Use of Haircutting Tools Lecture: Haircutting shears <ul style="list-style-type: none"> • Cast vs forged • Parts of shear • Maintenance • Blade length Texturizing shears Specialty shears Purchasing shears Holding the shears and comb Demo: Razor cutting page 268-269	Test 1 over pages 246-255 Read pages: 264-269 Show Proper Use of Haircutting Tools CIMA assignments (See instructors course information sheet) Students will demo razor cutting
	Lecture: Holding the comb Clippers Trimmers	Read Pages 269-272 CIMA assignments (See instructors course information sheet) Students will demo clipper, trimmer, and facial hair trimming.

	Topic to be Reviewed	Assignments/Reading
	<p>Demo: Clipper cut Trimmers Trimming facial hair</p>	
	<p>Lecture: Demonstrate proper posture and body position Safety in Haircutting</p> <p>Lecture: General haircutting techniques and tips</p>	<p>Test 2 over pages 269-272</p> <p>Read Pages 273-278 CIMA assignments (See instructors course information sheet)</p>
	<p>Lecture: Four Essential Haircuts</p> <ul style="list-style-type: none"> • Blunt haircut (procedure 11-1, page 301-312) • Graduated Haircut (procedure 11-2, page 313-321) • Layered haircut (procedure 11-3, page 322-326) • Long layered haircut (procedure 11-4, page 327-330) <p>Instructor will demonstrate: Blunt haircut</p>	<p>Test 3 over pages 273-278</p> <p>Read Pages 280-288 CIMA assignments (See instructors course information sheet)</p> <p>Students will attempt: Blunt haircut</p>
	<p>Lecture: Beyond Basic Haircutting Techniques</p> <p>Instructor Demonstration: Graduated Haircut Layered haircut Long layered haircut</p>	<p>Read Pages 288-298 CIMA assignments (See instructors course information sheet)</p> <p>Students will attempt: Graduated Haircut</p> <p>Activity: Collect photos and identify which forms are used in the application of the haircut</p>

	Topic to be Reviewed	Assignments/Reading
	Instructor Demonstration: Point Cutting Sliding Cutting Razor cutting	Test 4 over pages 280-298 Students will attempt: Point cutting Sliding Cutting Razor cutting
	Instructor Demonstration: Fade with Clippers (Men's Cut) Pompadour Men's Cut Flat Top (Men's Cut)	Students will attempt: Fade with Clippers (Men's Cut) Pompadour Men's Cut Flat Top (Men's Cut)
	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Intermediate and complex skills are due
	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Demonstrate Men's Basic Clipper Cut
	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Demonstrate Trimming Facial Hair
	Students will perform Intermediate and Complex skills on all cuts that are required for each module.	Review for exam week
		Exam Week – written and practical (Model needed)

****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 ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@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.

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 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, 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 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

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu