



INSTRUCTIONAL PACKAGE

COS 114
Hair shaping

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 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)

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 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*:

Chapter 11 Haircutting

Learning Objectives

LO 1 Explain why cosmetologists need a thorough understanding of haircutting.

LO 2 Define haircutting in terms of lines, sections, angles, elevation, finger angle, guidelines, and overdirection.

LO 3 Describe the role of growth pattern, density, texture, and wave pattern to determine the behavior of hair.

LO 4 Demonstrate and explain the uses of various haircutting shears.

LO 5 Demonstrate how to effectively hold haircutting shears.

LO 6 Demonstrate and explain the uses of the various haircutting tools.

LO 7 Demonstrate three body positions to ensure healthier posture while creating a haircut.

LO 8 List four strategies for proper safety in haircutting.

LO 9 Explain general haircutting techniques for any haircut.

LO 10 Perform the four basic haircuts.

LO 11 Outline cutting techniques for bangs, razor cutting, slide cutting, and shear-over-comb.

LO 12 Explain three different texturizing techniques performed with shears.

LO 13 Explain clipper cut styles and techniques.

Complete Lesson activities listed in CIMA

Instructor Demo / Student Perform

Instructor will review and demonstrate (show a video), and students will practice the following procedures:

11-1: Blunt Haircut

11-2: Graduated Haircut

11-3: Uniform-Layered Haircut

11-4: Long-Layered Haircut

11-5: Basic Clipper Cut

11-6: Taper Fade on Straight Hair

11-7: Classic Fade on Curly Hair

Lecture Why study haircutting Slides 3-5

Group discussion: What do you love about haircutting? Why is haircutting so important to all of the other hair services you will provide?

Lecture Haircutting lines, sections, and angles slides 6-28

Activity 1: Lines, sections, and angles

Learner Assignment 1: Lines sections and angles

Lecture Hair analysis: slides 29-37

Activity 2: hair analysis

Lecture haircutting shears Slides 38-56

Activity 3 personal shear preference

Lecture holding the comb slides 57-62

Activity 4 Holding the shears and comb

Activity 5 haircutting tools

Lecture Haircutting tools Slides 63-84

Activity 5 haircutting tools

Lecture Haircutting tools slides 63-84

Activity 6 holding the razor

Activity 7 show and tell

Lecture demonstrate proper posture and body position Slides 85-89

Activity 8 body posture and positions

Learner assignment 2 body and hand positions

Lecture safety in haircutting slides 90-93

Activity 9 haircutting safety

Lecture general haircutting techniques and tips slides 94-101

Activity 10 haircutting techniques

Lecture four essential haircuts slides 102-123

Activity 11 headsheets

Activity 12 Role play

Activity 13 four basic cuts

Lecture beyond basic haircutting techniques slides 124-134

Activity 14 bangs

Activity 15 Haircutting and texturizing techniques

Learner assignment 3 practice haircutting and texturizing techniques

Lecture clipper cutting slides 148-157

Activity 16 clipper cuts

Activity 17 story moment questions

Written and practical exam

- See instructors course information sheet for Additional assignments, projects and exams

****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%
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	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, F = 69 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