



# INSTRUCTIONAL PACKAGE

COS 116

Hair Styling I

2018-2019

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## PART I: COURSE INFORMATION

Effective Term: 2018-10 and 2018-20

COURSE PREFIX: COS 116

COURSE TITLE: Hair Styling I

CONTACT HOURS: 0 Lecture 12 Lab

CREDIT HOURS: 4

### RATIONALE FOR THE COURSE:

The Purpose of Hair Styling is to introduce the students to the basic concepts of consulting with clients to determine their needs and preferences. While providing professional salon products in a safe environment which will help to achieve styling and finishing techniques to complete a hairstyle to the satisfaction of the client.

### COURSE DESCRIPTION:

This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

### PREREQUISITES/CO-REQUISITES:

( ACT Math 15 or COMPASS Pre-Algebra 22 or ACCUPLACER Arithmetic 024 or New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or COMPANION Arithmetic 024 or Multiple Measures Math 1 or Credit level MAT 032 Minimum Grade of C\* 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 or SAT Mathematics 400 or New SAT Mathematics 350) and ( ACT Reading 14 or COMPASS Reading 65 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or Multiple Measures English 1 or Credit level ENG 032 Minimum Grade of C\* or Credit level ENG 155 Minimum Grade of C or Credit level ENG 100 Minimum Grade of C\* or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC or SAT Critical Reading 380) and ( Background Check Form 1) or (Credit level MAT 032 Minimum Grade of C\* and Credit level ENG 032 Minimum Grade of C\*) and ( Background Check Form 1) and (Credit level COS 114 Minimum Grade of C or Credit level COS 114 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)

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### 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.

March 2018

**ADDITIONAL REQUIREMENTS:**

New Manikin for State Board Procedures  
New Uniforms, if old uniforms are soiled.  
Cosmetology Kit  
Pack of artificial Hair for Braiding  
Track Hair for Wig Making  
Wig Glue  
Hair Needle  
Thread for sewing

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L 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\*:**

1. List the five elements of hair design and how they relate to hairstyling
2. Explain the five principles of hair design and recognize their specific contribution to a hairstyle.
3. Identify how hair type and texture influence the end results of the hair design.
4. Identify the seven different facial shapes and design a beneficial hairstyle for each.
5. Explain the two considerations for men.
6. Execute finger waving, pin curling, roller setting and hair wrapping.
7. Perform various blow-dry techniques and learn the proper use of tools.
8. Demonstrate the proper use of a flat iron and heat settings.
9. Demonstrate various thermal iron techniques.
10. Perform the four basic curl patterns.
11. Discuss the three types of hair pressing
12. Identify the importance of preparation, sectioning, pinning, and balance when performing an updo.
13. Explain how to prepare the hair for braiding
14. Perform the six types of braiding techniques: rope, fishtail, halo, invisible, single, and single braids with extensions.
15. Explain the techniques for textured sets and styles
16. Demonstrate the procedures for starting locks and lock grooming.

17. Explain the difference between human hair and synthetic hair
18. Examine the two basic types of wigs
19. Identify the types of hairpieces and uses
20. Discuss the different methods of attaching hair extensions.

	<b>Topic to be Reviewed</b>	<b>Assignments/Reading</b>
Week 1	<p>*Syllabus and course review</p> <p><b>Unit One</b></p> <p><b>Principles of Hair Design</b></p> <ul style="list-style-type: none"> <li>• The Philosophy of Design</li> <li>• Hair design elements</li> </ul> <p>MindTap: Video: Learning motivation Video: Elements of Hair Design Video: Texture</p> <p><b>Unit Two</b></p> <p>Video: Why Study Hairstyling Video: Finger waving Video: More about Finger Waves</p> <p>Video: Pin Curls and Waves Video: Pin Curls</p>	<p>Read pages 296-302</p> <p>MindTap: Pre-assessment quiz Do it: Matching Quiz Do it: Matching activity Do it: Elements of hair design Quiz Read pages: 445-446 Finger Waving Pathbrite activity Finger Waving Do it: Matching activity Practical activity: Pin curls and Finger Waves Do It: Multiple Choice quiz</p>
Week 2	<p><b>Unit Three</b></p> <p><b>Identify the Principles of Hair Design</b></p> <ul style="list-style-type: none"> <li>• Proportion</li> <li>• Balance</li> <li>• Rhythm</li> <li>• Emphasis</li> <li>• Harmony</li> </ul> <p>Video: Hair Design Principles</p> <p><b>Unit Four</b></p> <p>Roller Curls Video: Roller Curls Video: More about Rollers Comb out Techniques Video: Master comb out techniques Video: Review what you learned</p>	<p>Read pages: 303-306 Do it: Pathbrite activity</p> <p>Read: 450-453 Do It: Multiple Choice Quiz Do it: Drop and Drag</p> <p>Do it: Multiple Choice quiz Practical application: Rollers and comb out</p> <p><b>Test on Unit One and Two</b></p>
Week 3	<p><b>Unit Five</b></p> <p>The influence of hair type and texture</p> <ul style="list-style-type: none"> <li>• Straight</li> <li>• Fine</li> <li>• Course</li> <li>• Curly</li> </ul> <p>Video: Principles of hair design Video: Facial structure Creating harmony between hairstyle and facial structure Design for men</p>	<p>Read pages 306-308 Read page 308-317 Pathbrite activity Do it: Multiple choice quiz</p> <p>Read Page: 455 Read pages 456-460 Pathbrite activity on Hair Wrapping Do it: Multiple Choice quiz Practical workshop: hair wrapping and Blow-dry Techniques</p>

	<b>Unit Six</b> Hair Wrapping Video: Hair Wrapping Basic Blow-dry techniques Video: Blow-dry styling	<b>Test on Units Three and Four</b>
Week 4	<b>Unit Seven</b> Thermal Styling Video: Thermal Styling Safety in thermal styling Video: Thermal Iron Styling	Read pages: 460-467 MindTap: Do it: final Chapter exam 14 Pathbrite activity Thermal Styling Practical application Thermal Styling Do it: Multiple Choice quiz – thermal styling State Board Thermal Curl <b>Test on Units Five and Six</b>
Week 5	<b>Unit Eight</b> Thermal Hair straightening (Hair Pressing) Video: Thermal Hair Straightening Video: Hair Pressing	Read pages 467-472 Do It: Multiple choice quiz Hair pressing Do it: Multiple Choice quiz Hair pressing Pathbrite activity Practical application hair straightening and pressing <b>Test on Unit Seven</b>
Week 6	<b>Unit nine</b> Long Hair Design Video: stylish updos Video: Styling long hair Video: Pleated Up do	Read pages 472-474 Practical application Do it: Final chapter exam Pathbrite activity <b>Test on Unit Eight</b>
Week 7	<b>Unit Ten</b> Braiding and Extensions Video: Why study braiding Video: into to braiding Video: single braid with extensions Video: procedure for basic cornrows Extensions Textured Sets and Styles	Read pages: 528-533 Do it: Pre-assessment quiz Do it: Put yourself in the situation Read pages 533-543 Do it: media quiz Do it: comprehensive exam <b>Test on Unit Nine</b>
Week 8	<b>Unit Eleven</b> Wigs and Hair Additions Video: learn about hair pieces Video: two basic categories of wigs	Read pages 572-593 Do it: Pre-assessment Quiz Do it Multiple choice quiz Do it: apply what you have read

	<p>Video: wigs and Hair pieces Video: attaching hair extensions</p>	<p>Do it Multiple Choice quiz Do it: Matching exercise Do it: apply what you have learned - hairpieces Do it: hair extensions – apply what you have read Do it multiple choice quiz Practical application Do it: Comprehensive exam <b>Test on Unit Ten</b></p>
Week 9	<p><b>Unit Twelve</b> Demonstration and practical application</p>	<p>Practical worksheets Blow-dry Roller sets Pin curls Finger waves Thermal curl <b>Test on Unit Eleven</b></p>
Week 10	<p><b>Unit Twelve Continued</b> Demonstration and practical application</p>	<p>Practical worksheets Wigs and hair additions Braiding Up styles</p>
Week 11	<p><b>Unit Twelve Continued</b> Demonstration and practical application</p>	<p>Practical worksheets Blow-dry Roller sets Pin curls Finger waves Thermal curl</p>
Week 12	<p><b>Unit Twelve Continued</b> Demonstration and practical application</p>	<p>Practical worksheets Wigs and hair additions Braiding Up styles</p>
Week 13	<p><b>Unit Twelve Continued</b> Demonstration and practical application</p>	<p>Practical worksheets Blow-dry Roller sets Pin curls Finger waves Thermal curl</p>
Week 14	<p><b>Unit Twelve Continued</b> Demonstration and practical application</p>	<p>Practical worksheets Wigs and hair additions Braiding Up styles</p>

Week 15	<b>Unit Twelve Continued</b> Demonstration and practical application Review for Final exam	Review for final exam –State Board Thermal Curl
Exam week	Written and Practical exam	

***\*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%
	<hr/>
	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.

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.**

**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

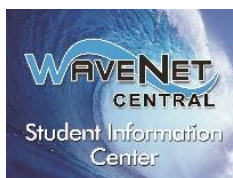


### The Student Success and Tutoring Center (SSTC)

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:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)



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.

## **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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*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).

<b>Inquiries regarding the non-discrimination policies:</b>	
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 Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.

**Dr. Melissa Batten, AVP 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](mailto:Melissa.Batten@hgtc.edu)

**Jacquelyne Snyder, AVP Human Resources**

*Section 504, Title II, and Title IX Coordinator*

Building 200, Room 212A, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5212

[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)