



# **INSTRUCTIONAL PACKAGE**

COS 116  
Hairstyling I

Effective Term  
Fall 2022/Spring 2023/Summer 2023

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2022/Spring 2023/Summer 2023

COURSE PREFIX: COS 116

COURSE TITLE: Hairstyling I

CONTACT HOURS: 0 Lecture 12 Lab

CREDIT HOURS: 4

### RATIONALE FOR THE COURSE:

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 New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 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 or New SAT Mathematics 350) 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 C or Credit level [ENG 101](#) Minimum Grade of TC or SAT Critical Reading 380) 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 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:**

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.  
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.

## **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. Explain 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>
<p>*Syllabus and course review</p> <p><b>Unit One</b>  <b>Principles of Hair Design</b></p> <ul style="list-style-type: none"> <li>• Design Philosophy</li> <li>• Elements of hair design</li> </ul> <p><b>Unit Two</b></p> <ul style="list-style-type: none"> <li>• Why study hairstyling</li> <li>• Hairstyling consultation</li> </ul>	<p>Read pages 168-176</p> <p>CIMA assignments (see instructor course information sheet)</p> <p>Read pages: 356-359            Practical activity: Pin curls and Finger Waves</p>
<p><b>Unit Three</b>  <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> <ul style="list-style-type: none"> <li>• Brushes, combs, and implements</li> <li>• Styling aids</li> </ul>	<p>Read pages: 177-180</p> <p>Read: 360-366</p> <p>CIMA assignments (see instructor course information sheet)</p> <p>Practical application:            Rollers and comb out</p> <p><b>Test One</b></p>

<b>Topic to be Reviewed</b>	<b>Assignments/Reading</b>
<p><b>Unit Five</b> 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><b>Unit Six</b></p> <ul style="list-style-type: none"> <li>• Blow dryers</li> <li>• Thermal irons</li> <li>• Flat irons</li> <li>• Thermal pressing</li> <li>• Natural hairstyling</li> </ul>	<p>Read pages 180-187 Read page 188-199</p> <p>Read Page: 366-378 Read pages 379-391</p> <p>Practical workshop: hair wrapping and Blow-dry Techniques</p> <p>CIMA assignments (see instructor course information sheet)</p> <p><b>Test Two</b></p>
<p><b>Unit Seven</b></p> <ul style="list-style-type: none"> <li>• Understanding and creating curls</li> <li>• Curl shapes</li> <li>• Curl patterns</li> <li>• Wet sets</li> <li>• Base placement</li> </ul>	<p>Read pages: 391-406 MindTap: Practical application Thermal Styling State Board Thermal Curl</p> <p>CIMA assignments (see instructor course information sheet)</p> <p><b>Test Three</b></p>
<p><b>Unit Eight</b></p> <ul style="list-style-type: none"> <li>• Special occasion styles</li> </ul>	<p>Read pages 407-409</p> <p>CIMA assignments (see instructor course information sheet)</p> <p>Practical application hair straightening and pressing</p> <p><b>Test Four</b></p>

<b>Topic to be Reviewed</b>	<b>Assignments/Reading</b>
<b>Unit nine</b> <ul style="list-style-type: none"> <li>• Braiding and extensions</li> <li>• Materials for braiding and extensions</li> </ul>	Read pages 486-490 Practical application  CIMA assignments (see instructor course information sheet)
<b>Unit Ten</b> <ul style="list-style-type: none"> <li>• Braiding the Hair               <ul style="list-style-type: none"> <li>Halo braid</li> <li>Single braid with extensions</li> <li>Basic cornrows</li> </ul> </li> </ul>	Read pages: 490-509  CIMA assignments (see instructor course information sheet)  <b>Test Five</b>
<b>Unit Eleven</b> Wigs and Hair Additions Hair extension methods	Read pages 514-524  CIMA assignments (see instructor course information sheet)  <b>Test six</b>
<b>Unit Twelve</b> <ul style="list-style-type: none"> <li>• Wigs</li> <li>• Hairpieces</li> </ul>	Read 524-533 Practical worksheets Blow-dry Roller sets Pin curls Finger waves Thermal curl <b>Test Seven</b>
<b>Unit Twelve Continued</b> Demonstration and practical application	Practical worksheets Wigs and hair additions Braiding Up styles
<b>Unit Twelve Continued</b> Demonstration and practical application	Practical worksheets Blow-dry Roller sets Pin curls Finger waves Thermal curl

Topic to be Reviewed	Assignments/Reading
<b>Unit Twelve Continued</b> Demonstration and practical application	Practical worksheets Wigs and hair additions Braiding Up styles
<b>Unit Twelve Continued</b> Demonstration and practical application	Practical worksheets Blow-dry Roller sets Pin curls Finger waves Thermal curl
<b>Unit Twelve Continued</b> Demonstration and practical application	Practical worksheets Wigs and hair additions Braiding Up styles
<b>Unit Twelve Continued</b> Demonstration and practical application Review for Final exam	Review for final exam –State Board Thermal Curl
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%
	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](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto: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.

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