



INSTRUCTIONAL PACKAGE

COS 116
Hairstyling I

Effective Term
Fall 2025/Spring 2026/Summer 2026

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Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

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:

(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 (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:

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 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 complete identity 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 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*:

Module Subject	Learning Obejctives	Assignments/Assessments
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Why Study Principles of Hair Design? Design Philosophy Five Elements of Hair Design Five Principles of Hair Design	<p>LO 1 Explain hair design principles and how they are the basis of every professional style design.</p> <p>LO 2 Outline the components of a successful design philosophy.</p> <p>LO 3 Identify the five elements of hair design and how they relate to hairstyling.</p> <p>LO 4 Outline the five principles of hair design and their specific contributions to a hairstyle.</p>	As assigned in D2L/ CIMA
Head Forms Hair Type and Texture Hairstyle and Facial Shapes Profiles and Proportions Sideburns	<p>LO 5 Identify the different head shapes and reference points of the head.</p> <p>LO 6 Explain the influence of hair type and texture on design.</p> <p>LO 7 Identify the seven different facial shapes and design a beneficial hairstyle for each.</p> <p>LO 8 Describe how profiles and proportions contribute to hairstyles.</p> <p>LO 9 Outline principles of hair design as applied to sideburns. Why Study Principles of Hair Design?</p>	As assigned in D2L/ CIMA
Why Study Hairstyling? Hairstyling Consultation Brushes, Combs, and Implements Styling Aids Blowdryers	<p>LO 1 Explain professional hairstyling and how it can enhance your beauty career.</p> <p>LO 2 Detail the steps for an effective hairstyling consultation.</p> <p>LO 3 Describe professional hairbrushes, combs, and implements, and their specific uses.</p> <p>LO 4 Identify the different types of styling aids and their many uses.</p> <p>LO 5 Explain the features and benefits of professional blowdryers and the safety precautions to take when using them.</p>	<p>12-1: Preparing the Hair for Styling</p> <p>12-2: Blowdrying Highly Textured Hair Prior to Thermal Setting</p> <p>12-3: Blowdrying and Thermal Setting to Produce Full, Smooth Hair</p> <p>12-4: Blowdrying Short, Curly Hair in Its Natural Wave Pattern</p> <p>12-5: Diffusing Curly Hair in Its Natural Wave Pattern</p> <p>12-6: Blowdrying Straight or Wavy Hair for Maximum Volume</p> <p>12-7: Blowdrying Blunt or Long-Layered, Straight to Wavy Hair into a Straight Line</p> <p>As assigned in D2L/CIMA</p>
Thermal Irons Thermal Pressing Natural Hairstyling Understanding and Creating Curls Wet Sets Special-Occasion Styles	<p>LO 6 Describe the different types of thermal irons used by salon professionals, including their safety precautions and demonstrate curling iron and smoothing techniques.</p> <p>LO 7 Discuss thermal pressing in terms of type of pressing tools, products, and procedures.</p> <p>LO 8 Describe and demonstrate natural textured styles.</p> <p>LO 9 Describe and demonstrate curl formation and teasing techniques.</p> <p>LO 10 Explain the different types of wet sets and demonstrate how to</p>	<p>12-8: Marcel Manipulations (Thermal Curling)</p> <p>12-9: Hollywood Waves (Thermal Waving)</p> <p>12-10: Curly and Coily Methods</p> <p>12-11: Double-Strand Twist</p> <p>12-12: Coil Comb Technique—Nubian Coils and Starting Locs</p> <p>12-13: Cultivating and Grooming Locs</p> <p>12-14: Wet Set with Rollers</p> <p>12-15: Horizontal Finger-Waving</p> <p>12-16: Hair Wrapping on Coarse, Coily Hair</p> <p>12-17: Curling Short, Relaxed Hair</p> <p>12-18: Silk Press</p> <p>12-19: Chignon</p>

	perform them. LO 11 Describe the importance of updo preparation, sectioning, pinning, and balance, and create two foundational updos for styling long hair.	12-20: Chignon Curly Updo 12-21: French Pleat or Twist As assigned in D2L and CIMA
Why Study Braiding and Braid Extensions? Braiding Salons Tools and Materials for Braiding and Extensions Braiding the Hair	LO 1 Explain the advantages of learning basic braiding and braid extension styles. LO 2 Explain braiding salons and the braiding consultation. LO 3 Describe how to use each of the tools and materials for braiding and extensions. LO 4 Describe six types of foundational braiding techniques: rope, fishtail, halo, invisible, single, and cornrow.	13-1: Preparing Textured Hair for Braiding 13-2: Halo Braids 13-3: Single Braids with Extensions 13-4: Basic Cornrows As assigned in D2L and CIMA
Why Study Wigs and Hair Additions? Hair Addition Consultations Hair Addition and Wig Fibers Hair Extension Methods Wigs Hairpieces	LO 1 Explain why cosmetologists should study wigs and hair additions. LO 2 List the considerations for effective hair addition consultations. LO 3 Describe the different hair and fiber types used for hair additions and wigs. LO 4 Outline several different methods of attaching hair extensions. LO 5 Describe different types of wigs and hairpieces and how to care for them. LO 6 Describe several types of hairpieces and their uses.	As assigned in D2L and CIMA

****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	10%
Assignments	40%
Projects/Portfolios	25%
CIMA Assignments	10%
Final Exam	15%
	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.

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 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 Academic Coaching for 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 or coaching, 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 SSTC [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. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. 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 have librarians and staff who can aid with research, computers to support academic research and related school-work, and

individual/group study rooms. Printing is available as well at each location. 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.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

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. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to

every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

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

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator 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).

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PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon

as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).