



INSTRUCTIONAL PACKAGE

COS 108
Nail Care

Effective Term
AY 2020/2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Spring 2021

COURSE PREFIX: COS 108

COURSE TITLE: Nail Care

CONTACT HOURS: 1 Lecture 6 Lab

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

The Purpose of Nail Care is to introduce the student to the basic concepts and vocabulary of nail care. Basic skills for manicuring and pedicure techniques and will include services in a safe environment, taking measures to prevent the spread of infectious and contagious diseases.

COURSE DESCRIPTION:

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

PREREQUISITES/CO-REQUISITES:

(Credit level COS 155 Minimum Grade of C or Credit level COS 155 Minimum Grade of TC) and (Background Check Form 1)

***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.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

New manicure kit (Mandatory purchase by end of the first week of class)

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. Identify the characteristics of normal healthy nails.
2. List the basic parts of the nail.
3. Discuss nails growth.
4. List and describe the various nail diseases and disorders.
5. Perform a hand, nail, and skin analysis.
6. Identify the types of nail tools required to perform a manicure.
7. Explain single use and multiuse implements.
8. Perform a manicure
9. Explain the importance of client consultations in nail care.
10. List the five basic nail shapes.
11. List the massage movements for hand and arm massage.
12. List the equipment used in pedicuring.
13. Perm a basic and spa pedicure.
14. Discuss and identify the importance of sanitation and disinfection of a pedicure bath.
15. Identify the supplies needed for nail tip applications.
16. Name the three types of nail tips available and how to correctly fit the nail tip.
17. Demonstrate how to apply and remove fabric nail wraps.
18. Explain the chemistry behind monomer liquid and polymer powder and how it works.
19. List the tools needed for perform a nail enhancement service.
20. Demonstrate a nail enhancement using monomer and polymer products.
21. Discuss the safety and sanitation when performing any nail service.
22. Explain why you would use a light cured gel product.
23. List the different types of light cured gel products.
24. Discuss the differences between light cured lamps and bulbs.
25. Explain how to correctly apply and remove a light cured gel product

	Topic to be Reviewed	Assignments/Reading
Week 1	<p>Syllabus and course review</p> <p>Unit One</p> <p>Nail structure and growth</p> <p>Video: manicuring</p> <p>Video:</p> <ul style="list-style-type: none"> ○ Describe the characteristics of normal healthy nails ○ Describe the nine basic parts of the nail <p>Nail growth and malformation</p> <p>Basic manicure and pedicure steps</p>	<p>Read pages Chapter 9 Nail Structure and Growth 198-203</p> <p>MindTap:</p> <p>Do it: Pre-assessment quiz</p> <p>Do it: Fill in the blank quiz</p> <p>Demonstrate Manicure and pedicure procedures</p> <p>Complete all MindTap Activities</p>
Week 3	<p>Unit Two</p> <p>Lecture and Videos: Nail disorders and diseases</p> <ul style="list-style-type: none"> ○ Describe various disorders and diseases ○ Recognize what should not be treated in the salon 	<p>Read: Chapter 9 Nail Diseases and disorders</p> <p>Nail disease/disorder project</p> <p>Complete all MindTap activities</p>
Week 4	<p>Unit Three</p> <p>Lecture and Videos: Anatomy</p> <ul style="list-style-type: none"> ○ Bones in the hand, wrist and arm <p>Manicuring</p> <ul style="list-style-type: none"> ○ Identify the four types of nail technology tools required to perform a manicure ○ Name and describe the five basic nail shapes ○ List the massage movements for performing a hand and arm massage ○ Explain the benefits of paraffin wax in manicuring 	<p>Read: Chapter 6 Anatomy</p> <p>Manicure and pedicure procedure project sheet</p> <p>Nail art</p> <p>Assigned reading Chapter 25 Manicuring and MindTap activities</p> <p>Test Unit 1 and 2</p>
Week 5	<p>Unit Four</p> <p>Lecture and Videos: Anatomy</p> <ul style="list-style-type: none"> ○ Muscles of the arm and hands <p>Pedicuring</p> <ul style="list-style-type: none"> ○ Describe the equipment and material used when performing a pedicure ○ Describe the functions of callus softener ○ Define reflexology ○ Summarize the importance of 	<p>Assigned reading Chapter 6 Anatomy and MindTap activities</p> <p>Manicure and pedicure project sheet including French manicure polish procedure</p>

	Topic to be Reviewed	Assignments/Reading
	cleaning and disinfecting a pedicure bath	
Week 6	<p>Unit Five</p> <p>Lecture and videos: Nail tips and wraps</p> <ul style="list-style-type: none"> ○ Identify the supplies needed for nail tip application and explain their use ○ Explain the methods for applying nail tips ○ List the types of fabrics used ion nail wraps and their benefits ○ Demonstrate how to remove the fabric wraps and what to avoid 	<p>Read Chapter 27</p> <p>Nail wrap demonstration</p> <p>Assigned reading and MindTap activities</p> <p>State board procedure for nail tip application</p> <p>State board procedure for manicure</p> <p>Test Unit 3 and 4</p>
Week 7	<p>Unit Six</p> <p>Lecture and videos: Monomer liquid and polymer powder nail enhancements</p> <ul style="list-style-type: none"> ○ Explain the monomer liquid and polymer powder nail enhancements and how it works ○ Name the specific tools needed to perform this type of enhancement ○ Demonstrate the procedure for nail enhancements ○ Nail art created using monomer and polymer products 	<p>Read Chapter 28</p> <p>Nail enhancement procedure and project sheet</p> <p>Assigned reading and MindTap activities</p>
Week 8	<p>Unit Seven</p> <p>Lecture and videos: Light Cured gels</p> <ul style="list-style-type: none"> ○ Describe the chemistry and ingredients of light cured gels ○ List the different types of light cured gels ○ Determine when to use a light cured gel ○ Discuss the difference between light cured lamps and bulbs ○ Identify the advantages of light curd gels ○ Explain how to remove light cured gels 	<p>Read Chapter 29</p> <p>Demonstration of light cured gels</p> <p>Assigned reading and MindTap activities</p> <p>Project sheet on all services previously discussed</p> <p>Test Unit 5 and 6</p>

	Topic to be Reviewed	Assignments/Reading
Week 9	Friends and family week Practical exam review	Review assigned topics
Week 10	Unit Eight Worksheet on manicure Worksheet on Pedicure Worksheet on nail wraps	Review assigned topics
Week 12	Worksheet on nail tips and acrylic	Review assigned topics Test Unit 7 and 8
Week 13	Worksheet on Sculptured nails	Review assigned topics
Week 14	Worksheet on Nail wraps and gel nails	Review assigned topics
Week 15	Worksheet on Gel nail polish	Review Prep for exam
Exam Week	Written and State Board 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

appointments using TutorTrac, visit the Student Services tab in WaveNet. 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.



CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **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).

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 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 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