INSTRUCTIONAL PACKAGE

COS 108
Nail Care

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 108   COURSE TITLE: Nail Care

CONTACT HOURS: 1 lecture 1 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 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 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.
myHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION:

2022-2023

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.](Online)

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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

2022-2023

Unit one
Chapter 9 and 25
Learning objectives
1. Describe the characteristics of a normal healthy nail
2. Describe the nine basic parts of the nail unit
3. Discuss how nails grow

Instructor lecture – nail structure, nail anatomy and nail growth
Student assignments – end of chapter questions, vocab and CIMA assignments
Learning Objectives
1. Define the scope of practice
2. Describe the potential consequences if a nail technician works outside the state's scope of practice
3. Identify the four types of nail technology tools required to perform a manicure
4. Explain the difference between multiuse and single use implements
5. Name and describe the three-part procedure used on the performance of the basic manicure
6. Explain what a consultation is important before a service in the salon
7. List and describe the five basic nail shapes
8. List the massage movements for performing a relaxing arm and hand massage
9. Explain the difference between spa manicures and basic manicures
10. Describe how aromatherapy is best used in manicuring services
11. Explain the benefits of paraffin wax in manicuring

Instructor lecture: nail technology and tools
Instructor lecture: basic manicure
Instructor demo – basic manicure
Student practical lab – basic manicure
Instructor lecture: spa manicure, aromatherapy, paraffin wax
Instructor demo – paraffin wax
Student practical lab – paraffin wax
Instructor lecture- nail art
Student practical lab – nail art
Student assignments – end of chapter questions, vocab, and CIMA assignments

Unit two
Chapters 10 and 26
Learning objectives
1. List and describe the various disorders and irregularities of the nails
2. Recognize the diseases of the nails that should not be treated in the salon
3. Perform a hand, nail, and skin analysis on a client

Instructor lecture – nail disorders
Instructor lecture – nail diseases
Student project – nail diseases and disorders
Learning objectives
1. Describe the equipment used when performing pedicures
2. Identify materials only used when performing pedicures
3. Describe the function of callus softener in a pedicure procedure
4. Explain the difference between a basic pedicure and a spa pedicure
5. Define reflexology and its use during a pedicure procedure
6. Summarize the importance of cleaning and disinfecting a pedicure bath

Instructor lecture -tools and materials used during a pedicure
Instructor lecture – pedicure products, service, scheduling
Instructor lecture – disinfecting and sanitation for pedicure procure and foot spas
Instructor demo – basic pedicure – foot and leg massage
Student practical lab – basic pedicure – foot and leg massage
Test on chapters 9 and 25 – refer to instructors' packet and D2L for dates.
Student assignments – end of chapter questions, vocab, and CIMA assignments

Unit 3
Chapters 27, 28 and 29
Test on Chapters 10 and 36 – see instructors packet and D2L for specific dates
Learning objectives
1. In addition to your basic manicure table set up, identify any supplies that are needed for nail tip application and explain their use
2. Name and describe the three types of nail tips available, and describe the importance of correctly fitting the nail tip
3. Demonstrate the stop, rock, and hold method of applying tips
4. List the types of fabrics used in nail wraps and explain the benefits of using each
5. Describe the main difference between performing the two-week fabric wrap maintenance and the four-week fabric wrap maintenance
6. Demonstrate how to remove fabric wraps and what to avoid

Instructor lecture – nail wraps application and maintenance
Instructor demo – nail tip application
Instructor demo - nail wrap application

2022-2023

Instructor demo- fabric wrap maintenance and removal
Student practical lab – tip application and nail wrap
Learning objectives
1. Explain monomer liquid and polymer powder nail enhancement and how it works
2. Name the specific tools, equipment and supplies required to perform monomer liquid and polymer powder nail enhancements
3. List the steps to apply nonacid and acid free nail primers
4. Explain how to properly store monomer liquid and polymer powder products
5. Describe the apex, stress area, and sidewall and tell where each is located on the anil enhancement
6. Describe how to perform a one-color maintenance service on nail enhancements using monomer liquid and polymer powder
7. Demonstrate how to perform crack and repair procedures
8. Implement the proper procedure for removing monomer liquid and polymer powder nail enhancements
9. Describe the general process for using odorless products
10. List two ways to create nail art from monomer and liquid and polymer powder

Instructor lecture – monomer liquid and polymer powder nail enhancements
Instructor lecture – Safety and storage for nail enhancements
Instructor lecture- nail enhancement maintenance
Instructor lecture – odorless monomer liquid and polymer powder products
Instructor demo- one color monomer liquid and polymer powder nail enhancements
Student practical lab – application of one-color monomer liquid and polymer powder nail enhancements
Instructor demo – two color monomer liquid and polymer powder nail enhancement using forms
Student practical lab - two color monomer liquid and polymer powder nail enhancement using forms

Instructor demo- one color monomer liquid and polymer product powder maintenance
Student practical lab - one color monomer liquid and polymer product powder maintenance
Learning objectives
1. Describe the chemistry and main ingredients of light cured gels
2. Explain when you would use a one color or two-color method for applying UV or LED gels
3. List the different types of light cured gel used in current systems
4. Identify the supplies needed for light cured gel application
5. Determine when to use light cured gels on your client
6. List the four guidelines that will assist you in choosing the proper light cured gel technology for your client
7. Discuss the difference between light cured lamps and bulbs
8. Identify the advantages of using light cured gel polish
9. Describe how to maintain light cured gel nail enhancements
10. Explain how to correctly remove hard light cured gels
11. Identify the correct way to remove soft light cured gels

Instructor lecture – chemistry of light cured gels, typed of light cured gels
Instructor lecture – supplies for light cured gels when to use light cured gels, the differences between light cured bubs and lamps
Instructor demo – light cured gels and removal of gels
Student practical lab – light cured gel application and removal
Instructor demo- hard gel application
Student practical lab – application of hard gel
Student assignments – end of chapter questions, vocab, and CIMA assignments
Test on chapters 27, 28 and 29 – see instructors' packet and D2L for dates

Student assignments – end of chapter questions, vocab and CIMA assignments

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%

2022-2023

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 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**.

2022-2023

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.

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 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.

2022-2023

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