



INSTRUCTIONAL PACKAGE

COS 108
Nail Care

Effective Term
Fall 2025/Spring 2026/Summer 2026

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2025/Spring 2026/Summer 2026

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)

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 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
Why Study Manicuring? Manicure Station Equipment Optional Manicure Station Equipment Multiuse Manicuring Implements Single-Use Manicuring Implements	LO 1 Explain why manicuring is important to a cosmetologist. LO 2 List required manicure station equipment. LO 3 Describe optional nail service equipment. LO 4 Identify multiuse manicuring implements. LO 5 List single-use nail service implements.	As assigned in D2L/ CIMA
Nail Service Materials Professional Nail Products Used During a Manicure Manicure Consultation The Basic Manicure Nail Polish Application	LO 6 List single-use nail service implements. LO 7 Describe the different types of professional products used during a manicure. LO 8 Explain things to know about your client before performing a nail service. LO 9 Name and describe the three-part procedure used in basic manicures. LO 10 Outline nail polish application steps.	20-1: Pre-Service Procedure 20-2: Performing a Basic Manicure 20-3: Post-Service Procedure 20-4: Polish the Nails 20-5: Hand and Arm Massage As assigned in D2L/ CIMA
Hand and Arm Massage Spa and Basic Manicures	LO 11 List the massage movements for a hand and arm massage.	As assigned in D2L/CIMA

Compared Paraffin Wax Treatments with Manicures Services for Clients with Disabilities Upgrading Your Manicure with Nail Art	LO 12 Explain the differences between spa and basic manicures. LO 13 Describe different paraffin wax application methods. LO 14 Describe manicure approaches for clients with physical and intellectual disabilities. LO 15 Describe basic nail art concepts.	
Why Study Nail Structure and Growth? The Natural Nail Unit Nail Structures Nail Growth	LO 1 Explain why cosmetologists need to understand nail structure and growth. LO 2 Define the natural nail unit. LO 3 Label nail structures. LO 4 Define the factors that affect nail growth.	As assigned in D2L and CIMA
Why Study Nail Diseases and Disorders? Unhealthy Nails Hand, Nail, and Skin Analysis Scope of Practice	LO 1 Explain why cosmetologists need to understand nail disorders and diseases. LO 2 Identify unhealthy nail conditions LO 3 Perform a hand, nail, and skin analysis on a client. LO 4 Outline the scope of practice for your license related to nail structure, disorders, and diseases.	As assigned in D2L and CIMA
Why Study Pedicuring? Pedicuring Equipment Pedicuring Implements Unique Pedicure Materials Professional Pedicure Products	LO 1 Explain why pedicure knowledge is important to a cosmetologist. LO 2 Identify necessary and optional pedicure equipment. LO 3 Describe pedicure implements. LO 4 Identify materials unique to pedicures. LO 5 List professional pedicure products.	As assigned in D2L and CIMA
Client Consultation Pedicure Services Pedicure Massage Benefits Clients with Disabilities Cleaning and Disinfecting Footbaths	LO 6 List the steps in a pedicure client consultation. LO 7 Explain the differences between a basic pedicure and a spa pedicure. LO 8 Identify pedicure massage benefits. LO 9 Describe approaches to pedicures for clients with health considerations. LO 10 Summarize the importance of cleaning and disinfecting a pedicure footbath.	21-1: Performing the Basic Pedicure 21-2: Foot and Leg Massage 21-3: Cleaning and Disinfecting Whirlpool, Air-Jet, and Pipeless Footbaths 21-4: Cleaning and Disinfecting Basic Footbaths As assigned in D2L and CIMA
Why Study Nail Extensions and Resin Systems? Preparing the Natural Nail for Nail Enhancements Nail Tip Types Advantages of Nail Forms Common Nail Extension Shapes	LO 1 Explain why cosmetologists should learn about nail extensions and resin systems. LO 2 Explain how to prepare natural nails for a nail enhancement service. LO 3 Describe different nail tip types. LO 4 List the advantages of using	22-1: Dry Manicure 22-2: Nail Tip Application 22-3: Nail Tip Removal 22-4: Disposable Nail Form Application As assigned in D2L and CIMA

	nail forms. LO 5 Name the eight most commonly requested nail extension shapes.	
Properly Structured Nail Enhancements Nail Resin and Nail Resin Systems Strengthening with Nail Wraps Dip System Advantages	LO 6 Identify the qualities of a properly structured nail enhancement. LO 7 Define nail resin and nail resin systems. LO 8 Describe how nail wraps strengthen nails. LO 10 Outline the advantages of applying a dip system.	22-5: Dip System One-Color Application 22-6: Resin System Removal As assigned in D2L and CIMA
Why Study Liquid and Powder Nail Enhancements? Chemistry of Liquid and Powder Nail Enhancements Liquid and Powder Nail Enhancement Service Supplies Liquid and Powder Nail Art Liquid and Powder Nail Enhancement Maintenance and Removal	LO 1 Explain why cosmetologists should learn about monomer liquid and polymer powder nail enhancements. LO 2 Describe liquid and powder nail enhancement chemistry. LO 3 Identify liquid and powder nail enhancement supplies. LO 4 Describe two ways to create nail art using liquid and powder. LO 5 Outline the processes of liquid and powder nail enhancement maintenance and removal.	23-1: One-Color Liquid and Powder Overlay 23-2: Two-Color Liquid and Powder Nail Enhancements Using Forms 23-3: One-Color Liquid and Powder Maintenance 23-4: Liquid and Powder Nail Enhancement Removal As assigned in D2L and CIMA
Why Study LightCured Gels? Gel Chemistry UV and LED Light Gel Types Gel Application Supplies Storing, Using, and Removing Gels When to Choose Gel Services	LO 1 Explain why cosmetologists should learn about light-cured gels. LO 2 Discuss light-cured gel chemistry. LO 3 Explain the difference between UV and LED light used to cure gels. LO 4 Distinguish between different nail service gel types. LO 5 List gel application supplies. LO 6 Describe how to store, use, and remove gels. LO 7 Recognize when to choose gel services.	24-1: One-Color Hard Gel Overlay 24-2: Two-Color Hard-Gel Overlay 24-3: One-Color Hard-Gel Sculpture Extensions 24-4: One-Color Polymer Gel Overlay 24-5: Hard-Gel Maintenance 24-6: Soak-Off Gel Polish over Nail Enhancements 24-7: Soak-Off Gel Polish on Natural Nails 24-8: Hard Gel and Polymer Gel Removal 24-9: Soak-Off Gel or Gel Polish Removal 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/Quiz	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.

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](#).