



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

COS 108
Nail Care

Effective Term
Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

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).

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.
- Access to CIMA

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. 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

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor’s Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

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.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System “The Student Code” (3-2-106.1) applies to all HGTC students. The Student Code sets

forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

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 Multiuise 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.	As assigned in D2L/ CIMA

	LO 5 List single-use nail service implements.	
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 Compared Paraffin Wax Treatments with Manicures Services for Clients with Disabilities Upgrading Your Manicure with Nail Art	LO 11 List the massage movements for a hand and arm massage. 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	As assigned in D2L/CIMA

	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	LO 6 List the steps in a pedicure client consultation. LO 7 Explain the differences	21-1: Performing the Basic Pedicure 21-2: Foot and Leg Massage 21-3: Cleaning and Disinfecting

Clients with Disabilities Cleaning and Disinfecting Footbaths	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.	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 nail forms. LO 5 Name the eight most commonly requested nail extension shapes.	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
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	LO 1 Explain why cosmetologists should learn about monomer liquid and polymer powder	23-1: One-Color Liquid and Powder Overlay 23-2: Two-Color Liquid and Powder Nail Enhancements Using

Powder Nail Enhancements Liquid and Powder Nail Enhancement Service Supplies Liquid and Powder Nail Art Liquid and Powder Nail Enhancement Maintenance and Removal	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.	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%
CIMA Assignments	10%
Projects/Portfolios	25%
Final Exam	15%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

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, and Is also negatively impact academic progression and financial aid status.

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 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, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers 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.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, 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 SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers 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. You may also call (843) 349-5199.

**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 HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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 age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law 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.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, 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 sexual harassment, 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).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

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](#).