

MANICURING COURSE OUTLINE

TEXTS: Milady's Art and Science of Nail Technology
Milady's Art and Science of Nail Technology Theory Workbook
Milady's Art and Science of Nail Technology Exam Review

COURSE DESCRIPTION: The primary purpose of the Manicuring course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry-level positions as a Nail Technician or related career avenue. The 600 hour course is measured in clock hours.

COURSE OBJECTIVES: Upon completion of the course of training and all course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, poise, and effective communication skills.
3. Understand employer / employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills in manicuring, pedicuring and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in nail technology and related fields.

EVALUATION: OF ACHIEVEMENT IN A GIVEN SUBJECT IS THE OFFICIAL RESPONSIBILITY OF THE ASSIGNED INSTRUCTOR. GRADING OF ACHIEVEMENT IS BASED UPON PREDETERMINE CRITERIA WHICH ARE ANNOUNCED TO THE STUDENT AT THE BEGINNING F THE COURSE.

GRADING: Students are assigned theory study and a minimum number of practical experiences required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Cosmetology Skills Competency Evaluation Criteria. Students must maintain a theory grade average of 75% or greater and pass a written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Written:	93-100	EXCELLENT	Practical:	4	EXCELLENT
	85-92	VERY GOOD		3	VERY GOOD
	75-84	SATISFACTORY		2	SATISFACTORY
	BELOW 75	FAILING		1	FAILING

INSTRUCTIONAL METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student

participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for course delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF INSTRUCTION AND HOURS:

SUBJECT	HOURS
ORIENTATION, THEORY, SALON MANAGEMENT	120
State Laws, Regulations, Professional Image, First Aid, Chemistry, Electricity, Job Seeking, Ethics, Hygiene, Grooming, Personality Development, Success Principles, Sales, Communications, Business Planning, Written Agreements, Salon Operations, Policies And Practices, Employees Compensation, Payroll Deductions, Telephone Use, Advertising, Public Relations, Insurance, Goal Setting, Occupational Safety, Health	
STERILIZATION, SANITATION, BACTERIOLOGY, MISCELLANEOUS	40
Public Sanitation, Sanitation Methods, Chemical Agents, Types and Classifications, Bacterial Growth And Infections	
MANICURING, PEDICURING, NAIL EXTENSIONS	440
Nail Diseases, Disorders, Anatomy, Nail and Hand Care, Theory of Massage, Terms, Implements, Treatments, Plain, Hot Oil, Electric, and Men's Manicure, Pedicures, Nail Extensions, and Advanced Nail Techniques	
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