Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

Course Prefix and Number    Course Title
CSME 1430      Orientation to Nail Technology

Hill College is committed to the principal of equal opportunity in education and
employment. The college does not discriminate against individuals on the basis of
age, race, color, religion, sex, national origin, disability, or veteran status in the
administration of its educational programs, activities, or employment policies.

Catalog Description:
An overview of the fundamental skills and knowledge necessary for the field of Nail
Technology.

End-of-Course Outcomes: Demonstrate professional ethics, safety, sanitation and
sterilization; and explain the laws and rules of the state licensing agency.

Lecture Hours: 3      Lab Hours:  6      Semester Credit Hours: 4

Prerequisites: Must have a High School Diploma, G.E.D. or Ability to Benefit

Introduction and Purpose:
The student will exhibit comprehension of professional ethics: demonstrate sanitation
and safety; and reiterate the rules and regulations of the institution, department, and
state.

Instructional Materials:
2004

Supplies and additional materials:
  Designated Uniform      Nail Wrap Kit
  Designated Shoes        Nail Sculpture Kit
  Notebook                 Nail Tip Kit
  Pen                      Standard Manicure Kit

Objectives/ Learning Outcomes:

At the completion of this course the student should be able to:
  1. Student will develop and understand the importance of professional ethics
     including hygiene, good grooming and professional attitudes relating to the
workplace.

2. Identify and demonstrate the definitions, importance, and methods of sanitation and safety measures.

3. Identify the safety measures associated with hazardous chemicals.

4. Explain the rules and regulations of the institution, department, and state.

Methods of Instruction:

This course will be taught using the traditional lecture with a question and answer period daily. Audio-visual materials and computer based technology will be used when appropriate. Students will be shown how to use a calculator where appropriate.

Methods of Evaluation:

A series of chapter tests will be administered through the semester, including three major tests and a written/practical final.

WORKBOOK  20%
CHAPTER TESTS  20%
MAJOR TESTS  10%
FINAL EXAM  10%
CLASSWORK  40%

Letter grades for the course will be based on the following percentages:

90-100%  A
80-89%  B
70-79%  C
60-69%  D
Below 60%  F

Course Outline:

Class Policies:
Regular attendance at all class meetings is expected. Disruptions in class will not be tolerated.

Disabilities/ADA:
In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), Hill College’s designated ADA coordinator, Debra Hargrove, Vice President, Human Resources and Organizational Development, shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Salley Schmid, Director of Counseling, at (254) 659-7651 or sschmid@hillcollege.edu.
Course Requirements:
   A. Regular and punctual attendance
   B. Turn in all assignments on time
   C. Proper classroom behavior

Topics and Tests:
I. Milady’s Standard Nail Technology
   1. History and Career Opportunities
   2. Life Skills
   3. Professional Image
   4. Communicating For Success

Scans Skills: Scans is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by the industry. Each objective listed relates to one or more of these skills standards. The translation for these standards is attached to the end of this syllabi. More information about SCANS may be found in the book “Skills and Tasks for Jobs- A SCANS report for America 2000” published by the U.S. Department of Labor. The book may be purchased from the U.S. Government Printing Office under ISBN 0-16-036177-x.

   Comprehend vocabulary of manicuring as a profession.
      C5, C6, C7, C15, F5, F6, F8.

   Uses professional ethics in dealing with clients.
      C4, C5, C6, C7, F3, F11.

   Applies sanitation and safety precautions to each individual client.
      C5, C6, C7, C11, C14, C19, F1, F5, F13, F15.

   Works according to Texas Department of Licensing and Regulations sanitation, rules, and regulations. Also Department, College and State Rules and Regulations
      C5, C6, C7, C11, C14, C19, F1, F5, F13, F15.

BIBLIOGRAPHY
Milady’s Standard Textbook of Cosmetology
2004 Edition
Milady Publishing

State Exam Review for Cosmetology
2000 Edition
Milady Publishing
Cosmetology Dictionary
Milady Publishing

Airbrushing for Nails
Elizabeth Anthony
Milady Publishing

Guide to Owning and Operating Nail Salon
Joanne Wiggins
Milady Publishing

Adding It Up: Math for Your Cosmetology Career
Kathi Dunlap
Milady Publishing

Milady’s Standard Textbook, Professional Barber Styling
1999 Revised Edition
Milady Publishing

Art and Science of Nail Technology
Second Edition
Milady Publishing

Nail Technology State Exam Review
Second Edition
Milady Publishing

Nail Art & Design
Tammy Bigan
Milady Publishing

Professional Instructor for Cosmetology, Barber-Styling and Nail Technology
Linda J. Howe
Milady Publishing

Exam Review for Milady’s Professional Instructor
Milady Publishing

On Becoming a Cosmetology Instructor
James K. Nighswander & A. Dan Whitley
Milady Publishing
Creative Teacher: Instructors Guide
Darla Del Duca
Milady Publishing

Nail Q & A Book
Vicki Peters
Milady Publishing

Nail Structure and Product Chemistry
Douglas D. Schoon
Milady Publishing

The Professional’s Reflexology Handbook
Shelley Hess
Milady Publishing

Technails: Extensions, Wraps, and Nail Art
Tammy Bigan
Milady Publishing

Spa Manicuring for the Salon and Spa
Janet McCormick
Milady Publishing

The Salon Professional’s Guide to Foot Care
Godfrey Mix, DPM
Milady Publishing

Salons and Computers: A Starter’s Guide for Success
Gambino
Milady Publishing

Salon Client Care
J. Elaine Spear
Milady Publishing

101 Salon Promotions
Robert Oppenheim
Milady Publishing
You and Your Clients: Human Relations for Cosmetologists  
Leslie Edgerton  
Milady Publishing

Salon Ovations’ Public Relations for the Salon  
Milady Publishing

The Motivated Salon  
Mark D. Foley  
Milady Publishing

Texas Cosmetologist  
Laws and Rules, 2008  
Texas Department of Licensing and Regulation

PSI licensure: Nail Tech certification  
Texas Department of Licensing and Regulation  
Cosmetology Operator License Examination  
Candidate Information Bulletin

Above manuscripts have been approved by The Texas Department of Licensing and Regulations for use in the instruction of cosmetology either as texts or resource materials

Cosmetology 1430  
Assessment Plan

Cosmetology Assessment Plan Statement #1

Intended Outcome #1. Students taking Orientation to Nail Technology will Comprehend vocabulary of manicuring as a profession.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Orientation to Nail Technology will complete a final examination, in which questions related to the above assessment have been embedded. Faculty will evaluate students’ answers in the embedded questions.

Assessment Criteria/Expected Results. At least 80 percent of students will answer each embedded question correctly on the final examination.

*See data report 1 and the Report of Assessment Findings.

Cosmetology Assessment Plan Statement #2

Intended Outcome #2, Students taking Orientation to Nail Technology use practice
professional ethics in dealing with clients.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Orientation to Nail Technology will complete a final examination, in which questions related to the above assessment have been embedded. Faculty will evaluate students’ answers in the embedded questions.

Assessment Criteria/Expected Results. At least 80 percent of students will answer each embedded question correctly on the final examination.

Cosmetology Assessment Plan # 3

Intended Outcome #3. Students taking Orientation to Nail Technology will apply sanitation and safety precautions to each individual client. follow techniques and apply theory to nail tips, nail wraps, and acrylic nails.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Orientation to Nail Technology will complete a final examination, in which questions related to rules and regulation have been embedded. Faculty will evaluate student’s answers in the embedded questions.

Assessment Criteria/Expected Results. At least 80 percent of students will consistently follow the rules and regulations set by the state, college, and department.

Cosmetology Assessment Plan # 4

Intended Outcome #4 Students taking Orientation to Nail Technology will works according to Texas Department of Licensing and Regulations sanitation, rules, and regulations. Also Department, College and State Rules and Regulations.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Principles of Nail Technology II will complete a final examination, in which questions related to procedures for clients have been embedded. Faculty will evaluate students answers in the embedded questions.

Assessment Criteria/Expected Results. At least 80 percent of students will consistently answer correctly the embedded question on final exam.