Hill College
112 Lamar Drive
Hillsboro, Texas 76645

COURSE SYLLABUS

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1431</td>
<td>Principles of Nail Technology I</td>
</tr>
</tbody>
</table>

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:
A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology.

End-of-Course Outcomes: Identify and explain the basic anatomy and physiology of the hands, arms, and feet. Practice the related skills of manicuring, pedicuring, and nail enhancement.

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:
Identify and explain the basic anatomy and physiology of the hands, arms, and feet, and demonstrate the related skills of manicuring and pedicuring.

Instructional Materials:


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

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

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-
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. Infection Control
   2. Anatomy and Physiology
   3. Skin and Nail Structure and Growth
   4. Nail Diseases and Disorders
   5. Basic Chemistry
   6. Basic Electricity

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.

A. Identifies anatomy of feet, hands, and arms using pictures and objects.  
   C3, C5, C6, C7, F1, F2.

B. Interprets anatomy of feet, hands, and arms through theory.  
   C5, C6, C7, F5, F6.

C. Understands the basic physiology of the hands, arms, and feet by applying massage methods to clients.  
   C5, C6, C7, C11, F1, F5.

D. Understands and identifies nail and skin disorders  
   C5, C6, C7, F5, F6

E. Uses learning techniques such as video, and observation of other students, and instructor to develop skills in giving an oil and water manicures to clients.  
   C5, C6, C7, C11, F5, F6

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: Extentions, 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
Cosmetology Assessment Plan

Intended Outcome # 1. Students taking Principles of Nail Technology I will display proficiency in identifying and interpret anatomy of feet, hands and arms.

Assessment Measures, Techniques, and Target Courses/Activities. Students taking Principles of Nail Technology I will complete a final examination, in which questions related to anatomy and physiology of feet, arms, and hands that 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 Principles of Nail Technology I will understand and identify nail and skin disorders; demonstrate the appropriate methods to ensure sanitation and safety measures.

Assessment Measures, Techniques, and Target Courses/Activities. Students Principles of Nail Technology I will complete a final examination, in which questions related skin and nail disorders with related sanitation and safety that 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 #4.** Students taking Principles of Nail Technology I will follow all rules and regulations set by the state, college, and department.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Principles of Nail Technology I will complete a final examination, in which questions related to rules and regulation have been embedded. Faculty will evaluate students 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 #5.** Students taking Principles of Nail Technology I will understand nail product chemistry as related to nail technology.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Principles of Nail Technology I will complete a final examination, in which questions related to nail product chemistry have been embedded. Faculty will evaluate students answers in the embedded questions.

**Assessment Criteria/Expected Results.** At least 80 percent of students will consistently perform a pedicure on the final practical examination.

The above assessments is addressed in section E of the scans. Assessment practical exam will be conducted in house using the practical exam score card attached. Assessment practical will also be assessed by TDLR Examination at the completion of 1500 hours and completion of written examination. Practical and Written statistics assessed on TDLR Web site. Assessment written test will be posted on Blackboard