COURSE SYLLABUS

Course Prefix and Number            Course Title
CSME 1543                          Manicuring and Related Theory

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:
CSME 1543
Manicuring and Related Theory
Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology.

End-of-Course Outcomes: Identify terminology related to nail services; demonstrate the basic procedures of nail services; and practice workplace competencies in nail services.

Lecture Hours: 2       Lab Hours: 8       Semester Credit Hours: 4

Pre/co-requisites: CSME 1401 Orientation to Cosmetology

Introduction and Purpose:
The student will identify terminology related to chemical reformation; demonstrate the proper application of chemical reformation; and exhibit workplace competencies related to chemical reformation.

Instructional Materials:
Textbooks: (Bundled)
               Milady's Online Licensing Prep
               Web Tutor on Blackboard
               Student Reference for Anatomy & Physiology, 2005, Delmar.
Supplies and Materials:
- Prescribed Uniform
- Prescribed Shoes
- Student Kit #1 Model
- Paper/Pen

Objectives/Student Learning Outcomes:
SCANS is a list of skills developed by the Department of Labor to insure students are trained on necessary skills required by 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.

1. Gain basic knowledge and terminology of manicuring and related theory. * C-1, C-3, C-5, C-6, C-7, C-18, C-19, F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-10, F-11, F-15, F-17

2. Acquire a basic level of manipulative skill as required in performing all levels of manicuring. * C-1, C-2, C-3, C-5, C-6, C-7, C-11, C-15, C-18, C-19, F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-10 F-11, F-15, F-16, F-17 F-11, F-15, F-16, F-17

3. Select the proper tools and procedure needed to service their clients. * C-1, C-3, C-4, C-5, C-6, C-7, C-11, C-13, C-14, C-15, C-18, C-19, C-20, F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-10, F-11, F-15, F-16, F-17

4. Identify and solve problems related to manicuring. *C-1, C-3, C-5, C-6, C-7, C-11, C-12, C-13, C-14, C-15, C-16, C-18, C-19, C-20, F-1, F-2, F-3, F-5, F-6, F-8, F-9, F-10, F-11, F-12, F-13 F-15, F-16, F-17

The students’ success in completing these objectives will be measured using a set of examinations and assignments described, in detail under the section of this syllabus headed “Method of Evaluation”.

Annual Assessment Plan will be implemented each year to review course.

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 required to complete a lab requirement.

Methods of Evaluation:
Grades in this course will be based on the following evaluation criteria:

Tests: short essay and objective (4 tests) 20%
Worksheets: research papers (4 workbook assignments) 20%
Lab projects (1 project sheet) 40%
Final examination 20%

All following guidelines detailed by Texas Department of Licensure and Regulation.

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:
1. Nail Diseases and Disorders
2. Manicuring
3. Pedicuring
4. Nail Tips, Wraps, and No-Light Gels
5. Acrylic Nails
6. UV Gels

BIBLIOGRAPHY

Milady’s Standard Textbook of Cosmetology
2004 Edition
Milady Publishing

State Exam Review for Cosmetology
The Professional's Reflexology Handbook
Shelly Hess
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: 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 1543
Assessment Plan
(Lecture and Practical)
**Cosmetology Assessment Plan Statement #1**

**Intended Outcome # 1.** Students taking Manicuring and Related Theory will gain basic knowledge and terminology of manicuring and related theory. Students will effectively communicate with patrons regarding their expectations as to services they are receiving in manicuring and related terminology.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Manicuring and Related Theory will complete a final practical and written examination in which related above subjects have been embedded. Faculty will evaluate students’ performance on the embedded applications.

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each draping and shampooing practical application on the final examination.

*See practical exam score card.

**Cosmetology Assessment Plan Statement #2**

**Intended Outcome # 2.** Students taking Manicuring and Related Theory will acquire a basic level of manipulative skill as required in performing all levels of manicuring. They will identify the terminology associated with manicuring and related theory.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Manicuring and Related Theory will complete a final practical and written examination, in which practical and written applications related to the above have been embedded. Faculty will evaluate students’ practical and written applications in the embedded exam.

**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each practical application of haircutting correctly on the final practical examination.

**Cosmetology Assessment Plan # 3**

**Intended Outcome #3.** Students taking Manicuring and Related Theory will select the proper tools and procedure needed to service their clients and will develop a basic manipulative skill required to perform all practical applications required in Manicuring and related theory.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Manicuring and Related Theory will complete a final practical examination, in which applications related to the above have been embedded. Faculty will evaluate students’ practical application of the above subject in the embedded practical examination.
**Assessment Criteria/Expected Results.** At least 80 percent of students will perform each practical application of a basic manicure on the final practical examination.

**Cosmetology Assessment Plan # 4**

**Intended Outcome #4.** Students taking Manicuring and Related Theory will identify and solve problems related to manicuring in relation to services required and communicate with client as to their expectation of their service.

**Assessment Measures, Techniques, and Target Courses/Activities.** Students taking Manicuring and Related Theory will complete a final examination, in which applications related to the above will be assessed. Faculty will evaluate students’ practical application of the above during the final practical examination.

**Assessment Criteria/Expected Results.** At least 80 percent of students will consistently perform a permanent wave 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. Each Intellectual Competency listed above will be evaluated to measure its attainment by Faculty.