



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Manicuring and Related Theory
CSME 1443.01**

Rosie Tull

Manicuring and Related Theory CSME 1443.01

Course Description:

CSME 1443 Manicuring and Related Theory:

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

The topics covered in this course are nail structure and growth, nail disorders and diseases, manicuring and pedicuring.

Semester Hours 4 (2 lec/8 lab)

Prerequisites and/or Corequisites:

- A. Reading Assessment-809 or higher-No remediation required
- B. High School Diploma or GED
- C. Meet all college entrance requirements

Course Notes and Instructor Recommendations:

- Most lab assignments require hands-on participation. The assignments can vary depending on the course. Students who register for Cosmetology courses should be prepared to physically engage in all practical assignments.
Physical expectations include, but are not limited to:
 - Standing for long periods of time
 - Exposure to chemical vapors
 - Sitting on a low stool to perform pedicures
 - Ability to perform all practical skill requirements while gaining state mandated clock hours.
- Theory workbooks are due ***prior*** to each chapter test. Student will receive a grade of 100 if workbook is 100% complete and a zero will be given if in-complete. If workbook is not turned in prior to test, a grade of 50 will be given if 100% complete and turned in prior to next theory class.
- When servicing clients, student's appearance must be professional. Hair must be styled neatly and makeup must be worn (for female students). This will be considered part of your uniform requirements.
- Students are expected to participate in lecture/theory class. *Working on homework, workbooks, or other assignments during theory is unacceptable.* Points will be deducted from student's professionalism grade.
- All students are responsible for their own actions. A reflection of student's professionalism will be evaluated on the department approved Performance Standard Form. This is 15% of student's overall grade. A copy of the Performance Standard Form will be issued to each student on the first class day.

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- Phones must be kept out of sight or in your lockers unless you have specific permission. No charging of cell phones in the lab or classroom is allowed. Points will be deducted from your Performance Standard grade.
- No phones will be allowed during any test. If a student has a phone out for any reason they will receive a grade of 0% on that test. Keep your phone in your locker or on instructor's desk during tests.
- No fidgets allowed in class.

General Course and Instructor Information

Title:	Manicuring and Related Theory
Course Number:	CSME 1443
Contact Hours:	160 hours per semester
Semester Hours:	04
Lecture Hours:	02
Lab Hours:	08

Name:	Rosie Tull
MCC E-Mail:	rtull@mclellan.edu
Office Telephone:	(254) 299-8705
Office Address:	CSC B4
Office Hours:	7:30am or 4:00pm

Required Text & Materials:

1 each	Bundle Milady ISBN 978130578112 consisting of:
1 each	Milady's Standard Textbook of Cosmetology 13 th edition
1 each	Milady Standard Cosmetology Exam Review 13 th edition
1 each	Milady's Online Licensing Preparation 13 th edition
1 each	Milady's Theory Book 13 th edition

Title:	Cosmetology Laws and Rules Book
Edition:	Latest Edition
Publisher:	Texas Department of Licensing and Regulations

Cosmetology Kits

Required Uniform

Misc. Supplies – A list will be provided the first day of class which will include a due date.

[MCC Bookstore Website](#)

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

The instructor will use lecture, labs, practical skills, computer assignments, videos, role playing, clinic labs, and class demonstrations to present the material. Periodic guest speakers and/or field trips may be scheduled during this course.

Each task will be assigned a maximum point value. The performance of each student in be evaluated against that maximum value and a percentage will be assigned. More detail on this grading process is provided later in the syllabus.

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Course Objectives and/or Competencies:

End-of-Course Outcomes:

Define terminology related to nail services; demonstrate the basic procedures of nail services; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in nail services.

Student Learning Outcomes

Upon successful completion of CSME 1443, the student should be able to:

1. Describe the characteristics of normal, healthy nails, and the nine basic parts of the nail unit.
2. Discuss how the nail grows.
3. List and describe the various disorders and irregularities of nails.
4. Recognize diseases of the nails that should not be treated in the salon.
5. Define scope of practice.
6. Describe the potential consequences if a nail technician works outside the state's scope of practice.
7. Identify the four types of nail technology tools required to perform a manicure.
8. Explain the difference between multiuse and single-use implements.
9. Name and describe the three-part procedure used in the performance of the basic manicure.
10. Explain why a consultation is important before a service in the salon.
11. Name five basic nail shapes for women and the most popular nail shape for men.
12. List the massage movements for performing a relaxing hand and arm massage.
13. Explain the difference between a basic manicure and a spa manicure.
14. Describe how aromatherapy is best used in manicuring services.
15. Explain the use and benefits of paraffin wax in manicuring.
16. Name the correct cleaning and disinfection procedure for nail implements and tools.
17. Describe a proper setup for the manicuring table.
18. List the steps taken if there is an exposure incident in the salon.
19. List the steps in the basic manicure.
20. Describe the proper techniques for the application of nail polish.
21. Describe the procedure for a paraffin wax hand treatment before a manicure.
22. Identify and explain the equipment used when performing pedicures.
23. Identify and explain three materials used when performing pedicures.
24. Describe a callus softener and how it is best used.
25. Describe the difference between a basic and a spa pedicure.
26. Describe reflexology and its use in pedicuring.
27. Know why consistent cleaning and disinfection of pedicure baths must be performed.
28. Know and describe the steps involved in the proper cleaning and disinfecting of whirlpool foot spa and air-jet basins.
29. Demonstrate the proper procedures for a basic pedicure.

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30. Demonstrate a foot and leg massage.

Course Outline or Schedule:

The following is a TENTATIVE schedule. Circumstances may cause the schedule to be modified. These learning activities are designed to lead the student to the successful acquisition of the student learning outcomes.

WEEKLY COURSE CALENDAR

Day 1:	Orientation, Student Handbook, and Syllabus	
Week 1:	Chapter 1	History and Career Opportunities
	Chapter 2	Life Skills
Week 2:	Chapter 3	Your Professional Image
	Chapter 4	Communicating for Success
Week 3&4:	Chapter 5	Infection Control: Principles and Practices
Week 5:	Chapter 6	General Anatomy & Physiology
Week 6:	Chapter 9	Nail Structure and Growth
	Chapter 10	Nail Disorders and Diseases
Week 7:	Chapter 11	Properties of the Hair and Scalp
Week 8:	Chapter 15	Scalp Care, Shampooing, and Conditioning
Week 9:	Spring Break	
Week 10:	Chapter 16	Haircutting
Week 11:	Chapter 17	Hairstyling
Week 12:	Chapter 20	Chemical Texture Services
Week 13:	Chapter 25	Manicuring
	Chapter 26	Pedicuring
Week 14:	Chapter 23	Facials
Week 15:	Review for Final Exam	
Week 16:	Final Exam	

Special Materials:

1. Supplies and materials to perform all skills requirements in this course.
2. Textbooks, loose leaf notebook paper for assignments / test.
3. Blue or Black ink only.
Points will be deducted from the assignment if guidelines are not followed. You may have supplies of your choice for note taking.
4. Sharpies(fine point): black, and silver or gold.
5. Miscellaneous supply list.

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Course Grading Information:

Evaluation/Grading

Student learning outcomes will be measured by the instructor. The final course grade will be based on the following grading percentages:

1	Theory	Test Grades, Quizzes, Projects	60	Percent
2	Skills	Practicum Skill Text	25	Percent
3	Professionalism	Performances Standard Sheet	15	Percent
Total Percent			100	Percent

Grade Scale

Letter Grade	A	B	C	F
Total Grade	100-90	89-80	79-70	69 or below

W-----WITHDREW- This grade is given for an instructor or student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 day point, an instructor may authorize a course withdrawal and assign a W if passing work was being accomplished or an F (NC- Non completion for a student enrolled in a developmental class) if the student was failing work. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term. **No credit for the course will be given.**

I-----INCOMPLETE- This grade is given when a course is incomplete because of student's absences caused by illness or other reasons acceptable to the Instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F **and the course must be repeated if credit is to be given.**

Late Work, Attendance, and Make Up Work Policies:

Students will be permitted to make up class work and assignments missed, with documentation, due to absences caused by:

- (a) Authorized participation in official college functions.
- (b) Personal illness with documentation
- (c) Illness or a death in the immediate family.
- (d) Religious holy day

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Student, whether present or absent, is responsible for all assignments presented or assigned. All students are accountable for all assignments in the determination of course grade. The instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons.

Assignments missed due to emergency absences (out of student's control) may be made up upon students return to class.

Assignments missed due to non-emergency absences may be made up during scheduled times with the class instructor.

Ethics

Student found to be guilty of academic dishonest are subject to college policy as found in MCC Student Handbook.

In addition, in this program, students are subject to the following discipline in our policies and guidelines.

Courtesy & Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Student Behavioral Expectations or Conduct Policy:

In general, **students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.** The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be found from McLennan homepage.

MCC Academic Integrity Statement:

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website. [.](#)

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Please refer to the Highlander Guide for the complete policy

The Highlander Guide recognizes that the Cosmetology Department has a unique attendance policy.

* **[Click Here for the MCC Academic Integrity Statement](#)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* **[Click Here for the MCC Attendance/Absences Policy](#)**

(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* **[Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are

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here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

COSMETOLOGY PROGRAM															
ASSESSMENT MATRIX															
STUDENT LEARNING OUTCOMES		SCANS	1405	1451	1443	1431	1453	2401	2439	2237	1447	2443	2441	Chapter Test	Demo of Skills
1	Explain the differences between sanitation, disinfection, sterilization and the universal precautions that are your responsibility as a salon professional.	1,2,3,4,5,7	X	X	X	X	X	X	X	X	X	X	X	X	
2	Demonstrate proper shampooing and conditioning procedures.	1,2,4,5		X		X								X	
3	Demonstrate the mastery of haircutting with the razor and clipper tool.	1,2,3,4,7		X						X				X	X
4	Demonstrate basic roller setting, finger waving, braids, pincurl, blowdrying, thermal straightening, and curling.	1,2,3,4,5,7	X	X	X		X		X					X	X
5	Demonstrate basic permanent wave wrapping.	1,2,3,4,5	X		X	X	X								X

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6	Demonstrate basic and conditioning oil manicures incorporating all safety, sanitation and disinfection requirements.	1,2,4,5	X		X	X								X	X
7	Identify, describe and define cells and tissue of the human body. Explain the 10 body systems and their functions	1,2,4,5		X			X							X	
8	Demonstrate and explain the physical and chemical actions of cold waves, relaxers and curl-reformation services and their chemical used.	1,2,3,4,5,7					X							X	X
9	Identify color theory, list four basic categories of color and demonstrate the application of each and explain each effect on the hair. Explain the action of hair lighteners, demonstrate application techniques and explain the effects and action on the hair.	1,2,3,4,7						X						X	X
10	Students will be able to discuss the essentials of preparing for licensure and employment.	1,2,4,5,6,7,8									X			X	
11	Students will obtain skills in resume' writing and be able to complete an effective interview.	1,2,3,4,5,6,7,8									X			X	
12	Students will be able to list beginning a small business and be able to explain the importance of keeping accurate business records.	1,2,3,4,5,6,7,8									X			X	
	STUDENT LEARNING OUTCOMES	SCANS	1405	1451	1443	1431	1453	2401	2439	2237	1447	2443	2441	Chapter Test	Demo Of Skills
13	Students will be able to describe the structure/composition of the skin and will be able to list the functions of the skin.	1,4,5									X			X	
14	Students will be able to explain the difference between organic and inorganic chemistry and discuss different forms of matter, elements, compounds, and mixtures.	1,2,4,5,7									X			X	
15	Students will be able to demonstrate the procedure for a basic facial and able to describe different types of products used in facial treatments and understand basic types of electrical equipment for facial treatments.	1,2,4,5,7									X			X	X
	Students will be able to define relating to skin disorders. They will be able to list and describe various skin types and conditions.														
17	Students will be able to demonstrate a basic make-up application and will be able to discuss cosmetic color	1,2,4,5,7									X			X	X

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	theory.														
18	Students will be able to demonstrate written competencies, and practical skills that are mandated by Texas Department of Licensing and Regulations and PSI for the state licensure examination.	1,2,3,4,5,8											X	X	X