

Course Syllabus

NOTE: This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

Department	:	Cosmetology
Course Title	:	Manicuring & Related Theory
Section Name	:	CSME 1443.71
Start Date	:	01/18/2011
End Date	:	05/12/2011
Modality	:	FACE-TO-FACE
Credits	:	4

Instructor Information

Name	:	Theresa Vaughn
OC Email	:	tvaughn@odessa.edu
OC Phone #	:	(432) 335-6451

Course Description

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. The student will identify terminology related to nail technology: demonstrate the application of nail technology.

Prerequisites/Corequisites

Orientation to Cosmetology. Pass the Reading portion of the Compass test.

Scans

(Scans 1,2,5,8)

Course Objectives

After Completing this course, the student should be able to demonstrate competency in:

1.00 Professionalism

3.00 Histology of Hair, Skin, and Nails

5.00 Cosmetics Ingredients and Chemistry

8.00 Sanitation, Sterilization, and Bacteriology

9.00 Manicuring Procedures

10.00 Massage

11.00 Pedicuring Procedures

13.00 Safety Precautions

All students must:

1. Attend class on a regular basis, whenever absent notify instructor.
2. Record clock hours required by TDLR by clocking-in on a computer.
3. Wear required uniform to be permitted to attend class and to receive hours.
4. Write a report on an assigned topic and possibly report orally.
5. Bring supplies and textbook daily.
6. Complete exams covering specified unit material.
7. Perform in class, the skills taught in theory in an effort to reinforce learned knowledge.
8. Participate in class assignments by working on manikin, models or another classmate and allowing other students perform temporary services them.

Required Readings/Materials

a) You must purchase the following **required** readings/materials: Milady's Standard Cosmetology

Textbook, workbook.

b) You are encouraged to buy the following *optional* books/materials

Course Requirements (Lectures, Assignments and Assessments)

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Identify the four types of Nail implements	Discussion	Workbook, quiz	TBA
Demonstrate the safe and correct handling of implements	Demonstration	Workbook/hands on	TBA
Proper set-up of a manicure table	Demonstration/hands on	Workbook/hands on	TBA
Do actual manicure	Demonstration	hands on	TBA
Demonstrate correct technique for applying polish	Demonstration	hands on	TBA

Week 2

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Perform hand and arm massage	Demonstration	Do actual hand and arm massage on model	TBA
Display all sanitation, disinfection and safety requirements	Discussion	Quiz and must pass rubric demonstrating using sanitation procedures	TBA
Define and understand aromatherapy	Terms	Define terms, workbook	

Week 3

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Open entry concept students will continue demonstrating manicuring procedures throughout training	manicures	30 manicures must be completed by the end of the students training	TBA

Week 4

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)		Description	Due
<i>Pedicuring procedures</i>	Demonstration	Perform a pedicure properly	TBA
Safety Precautions	Application	Students will demonstrate using safety precautions with implements	TBA
Demonstrate Safety correct safety practices on the job	Application	Students will demonstrate safety procedures	TBA

Week 5

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Students must complete practical applications	Practical Applicaitons	Skills Sheets students will complete, pedicures, manicures, massage etc.	12/09/2010
Students will continue to work on Practical throughout semester	Practial Applications	Skill Sheets students will complete: haircuts, perms, color, hairstyles etc.	12/10/2010

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Demonstrate Hot Oil Manicures			

Week 7

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 8

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 9

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 10

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 11

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 12

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 13

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 14

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 15

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Enter assignment name here.</i>	<i>Enter type assignment/activity in this column</i>	<i>Enter description of the assignment in this column</i>	<i>Enter day due in this column mm/dd/yyyy</i>
<i>ex. Intro to Music Theory</i>	<i>ex. Discussion/Quiz/Exam</i>		<i>mm/dd/yyyy</i>

Week 16

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Semester Exams	Exam	Practical and Written	<i>05/10/2011</i>

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted. After I send feedback each week, I will post a notification in the **Main** forum.

Late assignments receive a 10% deduction for each day they are late if assignments are not posted by 11:59 p.m. central on the day they are due. Assignments more than 5 days late will not be accepted. Technological issues will not be considered as valid grounds for late assignment submission. In the event of a server outage, students should submit assignments to the instructor.

Percentage %	Grade
Theory Unit exams, special reports, final exams	25%
Attendance/	25%
Skill Sheets. Monitored skill progression and grade out for St. Board	50%

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).