

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	:	8/22/11
End Date	:	12/16/11
Modality	:	FACE-TO-FACE
Credits	:	

Instructor Information

Name	:	Donna Kilgore
OC Email	:	dkilgore@odessa.edu
OC Phone #	:	432-335-6888

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; and exhibit workplace competencies in nail technology.

Prerequisites/Corequisites

Orientation to Cosmetology, Pass the reading portion of the Compass or TAKS tests

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

PLEASE PUT YOUR DEPARTMENT SPECIFIC INFORMATION IN THIS AREA

Required Readings/Materials

Textbook: Milady's Standard Cosmetology, Thompson Delmar Learning ISBN #.....

Student practice Kit

Course Requirements (Lectures, Assignments and Assessments)

- 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. Bring supplies and textbook daily.
5. Write a report on an assigned topic and possible report orally.
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 to perform temporary services on them.

Week 1

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 2: Life Skills	Client Consultations	Students will Role Play different client scenarios.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 2

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 4: Communicating For Success</i>	<i>Phone Etiquete</i>	<i>Students will Role Play different client phone scenarios.</i>	TBA
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 3

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 5: Infection Control	Universal Precautions	Students will demonstrate understanding of Univ. Precautions and process of disinfection and blood spill procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 4

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 8: Nail Structure and Growth</i>	<i>Manicure Table</i>	<i>Students will demonstrate proper set up of manicure table.</i>	<i>TBA</i>
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	<i>TBA</i>
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 5

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 25: Manicuring</i>	<i>Basic Manicure</i>	<i>Students will demonstrate understanding of basic manicures</i>	TBA
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 6

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Hot Oil Manicures	Students will demonstrate understanding of Hot Oil manicures	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 7

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 25: Manicuring	Massaging Techniques	<i>Students will demonstrate understanding of massage manipulations and techniques and the uses for each.</i>	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 8

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due

Week 9

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>Chapter 25: Manicuring</i>	<i>State Board Manicure</i>	<i>Students will demonstrate understanding in proper state board style manicure procedures.</i>	TBA
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 10

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 26: Pedicures	Basic Pedicure	<i>Students will demonstrate understanding in basic pedicure procedures.</i>	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 11

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 26: Pedicures	Spa Pedicure	Students will demonstrate understanding in spa pedicure procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 12

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 28: Acrylic Nails	Acrylics	Students will demonstrate understanding in spa pedicure procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 13

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
<i>No School</i>	<i>Thanksgiving</i>	<i>Thanksgiving Break</i>	<i>11/26/2011</i>

Week 14

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 29: UV Gels	<i>Gel Nails</i>	<i>Students will demonstrate understanding in proper gel applications and procedures.</i>	TBA
	<i>Vocabulary</i>	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 15

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 27: Wraps	Silk / Fiberglass Wraps	Students will demonstrate understanding in silk and fiberglass applications and procedures.	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

Week 16

Topic/Overview: This week focuses on

Summary of Week 1 Assignments & Activities

Item(Name)	Type	Description	Due
Chapter 10: Basics of Chemistry	pH Testing	Students will demonstrate understanding of pH balances in various types of chemicals	TBA
	Vocabulary	Students will write out Terminology and definitions.	TBA
	Theory Workbook	Students will complete the review questions in the Theory Workbook	TBA

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.

Percent age %	Grade
Instructors: please enter grade percent age.	Instructors: enter letter grade.

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](#).