



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

Manicuring and Related Theory

**Course Prefix and Number**

CSME 1443

**Department – Division**

Workforce Education - Cosmetology

**Course Type** – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
4	2	8

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## **Course Catalog 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 proper application of nail technology; and exhibit workplace competencies in nail technology.

## **Prerequisites/co requisites**

Must have high school diploma or GED

## **Topical Outline**

Manicuring:

1. Nail technology Supplies
2. Choosing a Nail Shape
3. Basic Manicure
4. French and American Manicures
5. Conditioning Oil Manicure
6. Performing a Man's Manicure
7. Paraffin Wax Treatment
8. Hand and Arm Massage
9. Spa Manicure
10. Aromatherapy

## **Course Learning Outcomes**

After completing this course you will be able to:

- a. identify the four types of nail implements and/or tools required to perform a manicure.
- b. demonstrate the safe and correct handling of nail implements and tools.
- c. exhibit proper setup of a manicuring table.
- d. demonstrate the necessary three-part procedure requirements for nail services.
- e. identify the five basic nail shapes.
- f. perform a basic and conditioning oil manicure incorporating all safety, sanitation, and disinfection requirements.
- g. perform the five basic nail polish applications.
- h. perform the hand and arm massage movements associated with manicuring.
- i. perform a paraffin-wax hand treatment.
- j. display all sanitation, disinfection, and safety requirements essential to nail and hand care services.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
x	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
x	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
x	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

Milady's Standard Cosmetology Textbook

**Optional Text(s)**

None

**Material/Technology to be supplied by the student.**

Students will be required to purchase books, the cosmetology student kit, uniforms and shoes, and supplemental supplies.

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

**Course Requirements:**

1. Attend class and lab regularly and participate in class discussion, exercises, Etc.
2. Take exams and turn in assigned workbooks.
3. Perform assigned services on clients.
4. Perform state board applications.

**Semester Grade Computations:**

1. You must make a score of 70 to pass the course.
2. Your daily grades will count as 1/3 of your final grade.
3. Your tests grades will count as 1/3 of your final grade.
4. Your final grade will count as 1/3 of your final grade.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by Janet Cotton	Signature	Date 03/05/2008
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date