

Manicure Program Syllabus

Description:

The manicure program meets the minimum requirement by the State of Texas. The Texas Department of Licensing and Regulation has approved the school and its curriculum. The scheduled finish time for this 600-clock hour course is 4 months for full-time and 8 months for part-time. Students will attend two phases for this program. Phase I is the initial basic training, and Phase II is building confidence, speed and self sufficiency.

Objective:

Upon completion of the manicure course requirements, the graduate will be able to

1. display personal integrity with self confidence and a positive attitude
2. display effective communication skills, visual poise and proper grooming.
3. display effective employer-employee skills
4. perform all Manicuring skills at or above a basic level
5. apply learned theory, technical information and related matter to assure sound judgments, decisions, and procedures

To continue to grow as a Manicurist, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

References:

Instruction methods will come from various sources including but not limited to:

- Pivot Point Salon Fundamentals Textbook and Workbook for all Students
- Milady's Standard Nail Technology Textbook for reference purposes
- OPI workbooks and videos
- Nail Structure and Product Chemistry Second Edition

Instruction Methods:

Pivot Point Salon Fundamentals curriculum is used in the program. Specific tasks necessary for state board preparation and entry-level job skills are taught in sequential steps. Clinic equipment, implements and products are comparable to those used in the industry. Each student receives instruction related to performing useful, creative and productive career-oriented activities. Education methods used include lecture, demonstration, textbook study, hands-on practice, audio-visuals, guest speakers, field trips not to exceed 30 hours, projects and activities.

Phase I:

The first four weeks of class are designed to introduce each new enrolling student to both the basic skills and State Board practical exam requirements. Each day a set of practical skills will be demonstrated; students are expected to practice over and over in their non-demonstration time during the first four weeks. During this time students will also attend theory and complete the workbook, assignment, and test for each chapter covered in Phase I. An exam guideline will be provided for preparation of the mock state board practical exam. Completion of Phase I is indicated by the passing of a Mock State Board Practical Exam.

Phase II:

The next eleven weeks will focus mainly on performing services on clients. This practice will allow the student to refine their skills learned in Phase I and to increase speed. During this time students will also attend theory complete the workbook, assignment, and test for each chapter covered in Phase II. All missing and late work will be turned in before the student will be allowed to take the two final exams. Tracking of all applications will be

done on a provided monthly calendar. Completion of Phase II is indicated by the passing of a second Mock State Board Practical exam, passing of two finals with an 80% or better and clocking 600 hours.

Course Structure:

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge	Product Knowledge
8:30-10:00	Theory	Theory	Theory	Theory	Test
10:00-4:00	Practical and Practice	Practical and Practice	Practical and Practice	Practical and Practice	Practical and Practice
Various Times	Lunch	Lunch	Lunch	Lunch	Lunch
4:00-4:30	Sanitation	Sanitation	Sanitation	Sanitation	Sanitation

Grading:

Students must maintain a minimum grade average of 75% to be making satisfactory academic progress. Students are graded on theory, practical and clinic work. All grades will be on a 100-point scale. Written tests are generally given on Friday after each textbook chapter. In addition to the test, the workbook and assignment are due on the Friday after each textbook chapter. If the student does not pass a chapter test, the score will be recorded; but the student has one opportunity to re-test. If the re-test score is higher, it will replace the first score. A 10-point penalty applies on each assignment for each day work is late. Two comprehensive written finals are given at the completion of all chapter tests; the minimum passing score on a written final is 80%.

The grading scale is:

A	90 -100	Excellent
B	80 -89	Good
C	75 -79	Satisfactory
F	0 -74	Unsatisfactory

Content of Units of Instruction:

Unit Description	Textbook Chapter or Source
Personal Development	Chapter 1
Business Basics	Chapter 2
Nail Salon Ecology	Chapter 3
Anatomy	Chapter 4
Chemistry	Chapter 5
Nail and Skin Physiology	Chapter 6
Client Care	Chapter 7
Natural Nail Services	Chapter 8
Artificial Nail Services	Chapter 9
Specialty Nail Services	Chapter 10
Texas Laws and Rules	TDLR Rules and Laws Book

Graduation:

To graduate from the manicure program, each student will:

- Accumulate at least 600 hours
- Complete all chapters of the textbook, tests, and assignments
- Complete a TDLR exam
- Complete all practical calendars
- Complete two written exams with a minimum score of 80%
- Pass two Mock State Board Exams
- Perform a complete set of artificial nail enhancements on a client
- Perform all basic manicuring and pedicuring procedures on a client
- Complete an exit interview and exit paperwork
- Make satisfactory arrangements for payment of all debts to the school.