COURSE #: COS 3101  
SEMESTER: Varies  
TITLE: Manicurist  
INSTRUCTOR: M. Cole

COURSE DESCRIPTION
This course provides the necessary training for students wishing to enter the field of manicuring. Upon completion of this 360 hour course and having passed all required tests and assignments, the student will be eligible to take the North Carolina State Board Examination.

TEACHING STRATEGIES
- Lecture  
- Exercises  
- Audiovisuals  
- Reports  
- Demonstration  
- Small Group Discussion  
- Tutorials  
- DVD  
- Demonstrations  
- Programmed Instruction  
- Field Work  
- Role Playing  
- Select Handouts  
- Performance  
- Labs

PROGRAM OBJECTIVES
Upon completion of this course, the student should be able to:
1. Use the latest technology to apply nail enhancements.
2. Improve the health of a client’s nails. With the learned knowledge of healthy nails and skin.
3. Be able to recognize nail and skin diseases as well as the disorders of the skin and nails.
4. To perform manicures and pedicures to all state standards, improving the appearance of the client’s feet and nails, improve the overall health of the hands and feet, relieve stress.
5. Be able to advise the client on proper nail and foot care.
6. Handle the business aspects of the profession.
7. Be able to advise clients on the proper choice of nail services to suit the individual needs of the client.
8. The student will be able to accurately apply nail color and designs to properly finish the nail enhancement service and meet the individual needs of the clients.

OBJECTIVES
1. Describe the origins of personal beautification.
2. Name the advances made in nail technology during the twentieth and early twenty-first century.
3. List the career opportunities available to a licensed nail technician.
4. List the principles that contribute to personal success.
5. Explain the concept of self-management.
6. Create a mission statement
7. Explain how to set short term and long term goals.
8. Discuss the most effective ways to manage time.
9. Describe good study habits.
10. Define ethics.
11. List the characteristics of a healthy, positive attitude.
12. Understand professional hygiene.
13. Explain the concept for dressing of success.
14. Demonstrate an understanding of ergonomic principals and correct postures and movements.
15. List the golden rules of human relations.
16. Explain the importance of effective communication.
17. Conduct a successful client consultation.
18. Handle delicate communications with your clients.
19. Build open lines of communications with your coworkers and salon managers.
20. Understand state laws and rules and the differences between them.
21. List the types and of classifications of bacteria.
22. Define hepatitis and HIV and explain how they are transmitted.
23. Explain the differences between cleaning, disinfecting, and sterilizing.
24. Lists the types of disinfectants and how they are used.
25. Discuss Universal precautions.
26. Lists your responsibilities as a salon professional.
27. Describe how to safely clean and disinfect salon tools and equipment.
28. Define and explain the importance of anatomy, physiology, and histology to the nail profession.
29. Describe cells, their structure, and their reproduction.
30. Define tissue and identify the types of tissues found in the body.
31. Name 11 main body systems and explain their basic functions.
32. Describe the structure and composition of the skin.
33. Lists the functions of the skin.
34. Describe how to maintain skin health and why it is important.
35. Describe the aging process and the factors that influence aging of the skin.
36. Define important terms relating to skin disorders and list which skin disorders may be handled in the salon, and which should be referred to a physician.
37. List ways to prevent skin problems from occurring as a result of visiting the nail salon.
38. Describe the structure and composition of nails.
39. List and describe the various disorders and irregularities of the nails.
40. Recognize diseases of the nails that should not be treated in the salon.
41. Explain the difference between organic and inorganic chemistry.
42. Discuss the different forms of matter: elements, compounds, and mixtures.
43. Explain the differences between solutions, suspensions, and emulsions.
44. Explain PH and the PH scale.
45. Understand the basic chemistry of nail salon products.
46. Explain adhesion and how adhesives work.
47. Identify the two main categories of nail coatings.
48. Describe the basic chemistry of all nail enchantments.
49. Describe the overexposure principal and its application to nail care products.
50. Define the nature of electricity and the two types of electrical current.
51. Define electrical measurements.
52. Understand the principals of electrical equipment safety.
53. Identify the four types of nail implements and/or tools required to perform a manicure.
54. Explain the difference between reusable and disposable implements.
55. Name and describe the Three Part Procedure used in the performance of a basic manicure.
56. Describe the importance of hand washing in nail services.
57. Explain why a consultation is important every time a client has a service in the salon.
58. Name the five basic nail shapes for women.
59. Name the most popular nail shape for men.
60. List the types of massage movement most appropriate for hand and arm massage.
61. Explain the difference between a basic and a spa manicure.
62. Describe how aromatherapy is used in manicuring services.
63. Explain the use and benefits of paraffin wax in manicuring.
64. Name the correct cleaning and disinfection procedure for all nail implements and tools.
65. Lists the steps in the post-service procedure.
66. List the steps taken if there is an exposure incident in the salon.
67. Describe the proper setup for the manicuring table.
68. List the steps taken for a basic manicure.
69. Describe the proper technique for application of nail polish.
70. Describe the procedure for a paraffin wax treatment before a manicure.
71. Identify and explain the equipment used when performing a pedicure.
72. Identify and explain three materials used when performing pedicures.
73. Describe a callus softener and describe how it is best used.
74. Explain the differences between a basic pedicure and a spa pedicure.
75. Describe reflexology and its use in pedicuring.
76. Know why consistent cleaning of pedicure baths must be performed.
77. Know and describe the steps involved in the proper cleaning and disinfecting of whirlpool foot spas and air jet basins.
78. List and perform the steps in the pedicure pre-service procedure.
79. Describe the proper tool and technique to use to reduce the instance of ingrown toenails.
80. Demonstrate the proper procedures for a basic pedicure.
81. Demonstrate proper foot and leg massage.
82. Name the type of electric files most often used by nail professionals.
83. Define RPM.
84. Define tolerance.
85. Define variable speed.
86. Understand the need for bits to be concentric.
87. Determine which shank sizes cannot be used in professional electric files.
88. Identify the types of bits that have grits.
89. Explain how carbide bits differ from bits with grits.
90. Name which bits are one use only.
91. Perform the practice technique for the cuticle area.
92. Understand the causes of excess heat when nails are being filed.
93. Know the procedure for cleaning and disinfecting metal file bits.
94. Identify the supplies needed for nail tip application and explain why they are needed.
95. Name and describe the three types of nail tips available and describe the importance of correctly fitting nail tips.
96. List the types of fabric used in nail wraps and how they are used.
97. Explain the benefits of using each type of nail wrap.
98. Demonstrate the stop rock and hold method of applying nail tips.
99. Demonstrate the proper procedure and precautions to use in applying nail tips.
100. Demonstrate the proper procedure for removal of tips.
101. Demonstrate the proper procedures and precautions used in a fabric wrap application.
102. Describe the two-week fabric wrap Maintenance procedure.
103. Describe the Four-week fabric wrap Maintenance procedure.
104. Demonstrate the proper procedures and precautions for fabric wrap removal.
105. Explain monomer liquid and polymer powder nail enhancement chemistry and how it works.
106. Describe the apex, stress area, and sidewall, and where they are located on the nail enhancement.
107. Demonstrate the proper procedure for applying one-color monomer liquid and polymer powder nail enhancements over tips and on natural nails.
108. Demonstrate the proper procedures for applying two-color monomer liquid and polymer powder nail enhancements using forms over nail tips and on natural nails.
109. Describe how to perform one-color maintenance service on nail enhancements using monomer liquid and polymer powder.
110. Demonstrate how to perform crack repair procedures.
111. Implement the proper procedure for removing monomer liquid and polymer powder nail enhancements.
112. Describe the chemistry and main ingredients of UV gels.
113. Name and describe the types of UV gels used in current systems.
114. Identify the supplies needed for UV gel application.
115. Determine when to use UV gels.
116. Identify which type of UV gel is best suited for a service.
117. Discuss the differences between UV light units and UV lamps.
118. Describe how to apply one-color UV gel on tips and natural nails.
119. Describe how to apply UV gel over forms.
120. Describe how to maintain UV gel nail enhancements.
121. Describe how to correctly remove hard UV gels.
122. Explain how to correctly remove soft UV gels.
123. Describe the most effective ways to introduce nail art to clients.
124. List and describe the way color is classified on the color wheel.
125. Explain how nail polish can be used in the creation of nail art.
126. Describe nail art brushes and their uses.
127. Recognize the basic techniques used in hand painted nail art.
128. Know how to use monomer liquid and polymer powder to create 3-d nail art.
129. Describe the use of UV gel in the creation of an inlaid nail art design.
130. Understand what an embellishment is and when to use one.
131. Describe how an airbrush machine is used to create nail art.
132. Explain the benefits of nail art competition.
133. Understand the process of passing your state licensing examination and securing the required credentials for nail technology.
134. Start networking and preparing to find a job by using the inventory of Personal Characteristics and Inventory of Technical Skills forms.
135. Describe the different types of salon business categories.
136. Write a cover letter, develop a resume, and prepare an employment portfolio.
137. Know how to explore the job market, research potential employers, and understand the legal aspects of employment.
138. Describe the characteristics necessary to thrive in a service profession.
139. Understand the importance of and how to use a job description.
140. Understand the most common ways that nail technicians are compensated.
141. Manage a personal budget.
142. Suggest ticket upgrades or up sell services to salon clients.
143. Effectively market nail services to expand client base.
144. Understand the importance of rebooking appointments with clients.
145. Identify two options for going into business for yourself.
146. Understand the responsibilities of a booth renter.
147. List the basic factors to be considered when opening a salon.
148. Distinguish the types of salon ownership.
149. Identify the information that should be included in a business plan.
150. Understand the importance of record keeping.
151. Recognize the elements of successful salon operations.
152. Explain why selling services and products is a vital aspect of a salon’s success.

OUTLINE

Unit 1: History and opportunities
Unit 2: Life skills
Unit 3: Your professional image
Unit 4: Communicating for success
Unit 5: Infection control: principles and practices
Unit 6: General anatomy and physiology
Unit 7: Skin structure and growth
Unit 8: Nail structure and growth
Unit 9: Nail diseases and disorders
Unit 10: Basics of chemistry
Unit 11: Nail product chemistry simplified
Unit 12: Basics of electricity
Unit 13: Manicuring
Unit 14: Pedi curing
Unit 15: Electric filing
Unit 16: Nail tips & wraps
Unit 17: Monomer liquid and polymer powder/ nail enhancements
Unit 18: UV gels
Unit 19: The creative touch
Unit 20: Seeking employment
Unit 21: On the job
Unit 22: The salon business
METHODS OF EVALUATING OUTCOMES

- X Assignments
- X Written Tests
- X Class Participation
- X Oral Tests
- X Class Performance
- X Instructor Assessment & Observation
- X Demonstration of Skills

REQUIRED TEXT:
Milady’s Standard Nail Technology by Joel Gerson. 7th Edition

GRADING CRITERIA
Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study. Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 75 percent and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 93-100 EXCELLENT
- 85-92 VERY GOOD
- 75-84 SATISFACTORY
- 70-74 NEEDS IMPROVEMENT

DISABILITY SERVICES
Disability Services are available for students who require academic accommodations due to any physical, psychological, and/or learning disability. To determine eligibility for services, contact the ADA Counselor in the Admissions area of the Administration Building or call 252.527.6223 extension 331. The College is very concerned about protecting our students, employees, and visitors on campus and at our off campus centers. You can help the college protect everyone by reporting any threats that you receive (or hear about) to your instructor, to security, or to another college official. The College always takes steps to protect anyone who has reason to believe that he/she is in danger. Also, remember to keep your belongings in secure places and report any suspicious activities to college officials. Together, we can help our campus to be a safer place.