



## **COSM 1070 Nail Care and Advanced Techniques**

### **COURSE SYLLABUS**

### **Fall Semester 2017**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/5250  
Class Location: Building 2 Room 2142  
Class Meets: T 8:00am-3:30pm  
CRN: 20187

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Edna Lawrence  
Office Location: 2151  
Office Hours: MT 3:30-4:00pm W 1:00-1:30pm  
Email Address: elawrence@southeasterntech.edu  
Phone: 478-289-2238  
Fax Number: 478-289-2276

#### **REQUIRED TEXT**

Milady's Cosmetology Textbook Hardcover, 13<sup>th</sup> edition Milady Standard Cosmetology, bundled with Exam Review, Haircutting Simulation & MindTap ISBN: 9781305784208

#### **REQUIRED SUPPLIES & SOFTWARE**

Cosmetology kit, black uniform and black leather, close-toed shoes, Online Licensing Prep ISBN 9781439058992. Other items may be necessary

#### **COURSE DESCRIPTION**

Provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, and advanced nail techniques (wraps/tips/acrylics).

#### **MAJOR COURSE COMPETENCIES**

Implements; Products and Supplies; Hand and Foot Anatomy and Physiology; Diseases and Disorders; Manicure Techniques; Pedicure Techniques; Advanced Nail Techniques (Wraps/Tips/Acrylics); Safety Precautions.

#### **PREREQUISITE(S)/CO-REQUISITES**

None/ COSM 1000 Introduction to Cosmetology Theory

#### **COURSE OUTLINE**

1. Implements
2. Products and Supplies
3. Hand and Foot Anatomy and Physiology
4. Diseases and Disorders
5. Manicure Techniques
6. Pedicure Techniques

7. Advanced Nail Techniques (Wraps/Tips/Acrylics)
8. Safety Precautions

## GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS

Students are expected to complete all performance exercises, tests and assignments within the scheduled time. Students who miss a test will be assigned a grade of zero. Students are responsible for policies and procedures included in the STC E- Catalog. At the end of the semester, students must have an AVERAGE of 70 or higher on the Theory exams and an AVERAGE of 70 or higher on the Practical exams in order to take the final exams. If an average of 70 is not earned for both theory and practical exams, students will be unable to take final exams; a grade of D will be assigned for the course. Students must bring all required materials to class per assignments for the day and must be dressed in black uniform and black leather, closed toe shoes. **When a student fails to bring required materials to class**, 1<sup>st</sup> offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2<sup>nd</sup> offense: student will be assigned a zero for the activity. 3<sup>rd</sup> offense: student will be dismissed, receive a tardy or absence as appropriate and receive a zero for the assignment. **A student not wearing their student ID will be dismissed from class**, given a tardy or absence, until they return with the student ID

## ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

## ADDITIONAL PROVISIONS

### HEALTH SCIENCE AND COSMETOLOGY PROGRAMS

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

### ATTENDANCE FOR COSMETOLOGY

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets   1   days a week for   15   weeks, the maximum number of days a student**

may miss is   2   days during the semester.

### **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)**

When a student is tardy for or misses a test, a grade of zero is assigned until the makeup test is taken. Written make-up tests must be taken on the assigned day at the discretion of the instructor. **No makeup tests are given for performance tests. An 11 point penalty will be assessed for all make-up tests. Only one (1) make-up test will be given per student.** Students are required to be on time for all Written and Practical Exams; late admittance will not be allowed. Make-up exams are not given for Mid-Term Exams, Semester Review Exams or Final Exams. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any missed assignments, performance labs or quizzes. Any zeroes recorded will be included in the final score calculation

## UNPLANNED INSTRUCTOR ABSENCES

Most instructor absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned instructor absence, students should remain in class unless otherwise instructed by another instructor, administrator or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

## CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: SCHOOL POLICY

Use of cell phones, pagers, CD players and/or similar devices is not permitted in the classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and could lead to dismissal. **Instructor Policy:** In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom. Therefore, it is best to put them away and out of sight. **When a student violates this policy, 10 points will be deducted from the most recent test score. On the 3<sup>rd</sup> offense the student will be dismissed from class and receive an absence for the day.**

## ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## **GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

## **ACCESS TO TECHNOLOGY**

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

## **TCSG GUARANTEE/WARRANTY STATEMENT**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## **GRADING POLICY**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Assignment	20%
Theory Exams	25%
Final Theory Exam	25%
Practical Exams	15%
Final Practical Exam	15%
Total	100%

## **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# COSM 1070 Nail Care and Advanced Techniques

## Fall Semester 2017 lesson plan

Date/Week 350 Minutes a Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
August 15 Tuesday	6	Hand and Foot Anatomy and Physiology	Read pages 121-122, 125-128, 131-132, & 136 in the cosmetology textbook.  MindTap: Chapter 6-Do It: Muscles of the Shoulder & Arm Game, Do It: Nerves of the Arm and Hand Labeling Game  This will be due Tuesday August 22 at 8:00am	3 a,c
August 22	6,9	Hand & Foot Anatomy & Physiology  Nail Structure & Growth	Lecture & exam over hand & foot anatomy & physiology. <b>Homework:</b> Read chapter 9 in the standard text and answer questions at the end of the chapter.  MindTap-chapter 9: Do It: Pre-Assessment Quiz, Watch: Manicuring, Characteristics of Healthy Nails-Do It: Fill in the Blank Quiz, Watch: Nail Composition, Watch Nail Anatomy, Nail Growth-Do It: Situational Problems, Do It: Five Basic Nail Shapes Labeling Game, Do It: Various Shapes of Nails, Recap: Chapter Highlights, Final Chapter Exam  This will be due Tuesday August 29 at 8:00am	3 a,c

Date/Week 350 Minutes a Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
August 29	10	Nail Structure & Growth Diseases & Disorders	<p>Lecture &amp; exam over nail structure and growth.</p> <p>Read chapter 10 in the cosmetology textbook, answer question for chapter 10.</p> <p>MindTap: Chapter 10-Watch: Experience Learning About Nail Disorders &amp; Diseases, Do It: Pre-Assessment Quiz, Watch: A Presentation About the Nail Disorders You May See in the Salon, Do It: Matching Exercises, Do It: Fill In the Blank Activity, Watch: A Presentation About the Nail Diseases You May See in the Salon, Do It: Multiple Choice Quiz, Do It: Putting Yourself in the Situation, Recap: Chapter Highlights, Comprehensive Exam</p> <p>This will be due Tuesday September 5 at 8:00am</p>	4 a,c,d

Date/Week 350 Minutes a Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
September 5	5,25	Diseases & Disorders Manicure Techniques Implements Products & Supplies Safety Precautions	<p>Lecture &amp; exam over diseases &amp; disorders.</p> <p>Read chapter 25 in the cosmetology textbook, answer questions for chapter 25 in the exam review book.</p> <p>MindTap-Chapter 25-Manicuring, Do It: Pre-Assessment Quiz, Watch: An Introduction to the Creative World of Manicuring, Watch: All About Nail Technology Tools, Watch: All About Nail Products, Do It: Situational Problem Activity, Do It: Matching Activity, Watch: An Introduction to the Basic Manicure, Watch: The Three Part Procedure &amp; The Manicure Consultation, Watch: Performing A Basic Manicure, Watch: Applying Polish, Do It: Match Activity, Do It: Multiple Choice Quiz, Watch: Additional Manicure Services, Watch: Hand &amp; Arm Massage, Do It: Situational Problem Activity, Watch: The French Manicure Using Polish, Recap: Chapter Highlights, Final Chapter Exam</p> <p>This will be due Tuesday September 12 @ 8:00am.</p> <p>Demonstration manicure techniques.</p> <p>Practice manicure techniques.</p>	5,8 a,c,d



Date/Week 350 Minutes a Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
September 12	5,25,26	Manicure Techniques Pedicure Techniques Safety Precautions	<p>Lecture &amp; exam over manicure techniques.</p> <p>Read chapter 26 in the cosmetology textbook, answer questions for chapter 26 in the exam review book.</p> <p>MindTap-Chapter 26- Do It: Pre-Assessment Quiz, Watch: Pedicure Tools Part 1, Watch: Pedicure Tools Part 2, Do It: Multiple Choice Quiz, Watch About Pedicures, Do It: Matching Quiz, Watch: Client Consultation, Do It: Multiple Choice Quiz, Watch: Basic Pedicure, Do It: Matching Activity, Watch: Disinfection Practices, Do It Matching Activity, Do It: Multiple Choice Quiz, Recap: Chapter Highlights, Final Chapter Exam</p> <p>This will be due Tuesday, September 19 at 8:00am.</p> <p>Demonstration pedicure techniques. Practice pedicure techniques. Lecture &amp; exam over pedicure techniques.</p>	6,8 a,c,d

Date/Week 350 Minutes a Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
September 19	5,27	Pedicure Techniques Advanced Nail Techniques (wraps/tips) Safety Precautions	Practice pedicure techniques. Lecture & exam over pedicure techniques. Read chapter 27 in the cosmetology textbook and answer questions at the end of the chapter and answer questions for chapter 27 in the exam review book. MindTap-Watch: Nail Tips & Wraps, Do It: Pre-Assessment Quiz Watch: An Introduction To Nail Tips & Wraps, Watch: Nail Tip Application, Do It: Multiple Choice Quiz, Nail Tip and Wrap Supplies, Nail Wraps, Do It: Matching Activity, Watch: Nail Maintenance, Do It: Multiple Choice Quiz, Watch: Fabric Wrap and Tip Removal, Recap Chapter Highlights,, Final Chapter Exam This will be due September 26 at 8:00pm. Demonstration tips and wraps. Practice tips and wraps.	7,8 a,c,d
September 26	5,27,28	Advanced Nail Techniques (Sculptured Nails) Safety Precautions	Lecture & exam over tips and wraps. Read chapter 28 in the cosmetology textbook, answer questions for chapter 28 in the exam review book. MindTap-Watch: Monomer Liquid & Polymer Powder Nail Enhancements, Watch: The Chemistry of Nail Enhancements, Do It: Multiple Choice Quiz, Watch: Tools & Materials, Do It: Matching Activity, Watch: One Color Nail enhancement Over Nail Tips, Watch: Maintenance & Removal, Do It: Quiz, Watch: One Color Monomer Liquid & Polymer Powder, Do It: Quiz, Watch: One Color Maintenance, Watch: Crack Repair, Recap: Chapter Highlights, Final Chapter Exam This will be due October 3 at 8:00am. Demonstration of Sculptured Nail techniques. Practice Sculptured Nail techniques.	7,8 a,c,d

Date/Week 350 Minutes a Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
October 3	5,6,9,10, 25,26,27, 28,29	Advanced Nail Techniques (Sculptured Nails) (Light Cured Gels) Practice Nail Techniques Safety Precautions	Lecture & exam over chapter 28 Sculptured Nails. Read chapter 29 and answer the questions at the end of the chapter in the cosmetology text. Answer questions in the state board exam review for chapter 29.  MindTap-Chapter 29-Do It: Pre- Assessment Quiz, Watch: An Introduction to Light Cured Gels, Watch: One-Color UV or LED Gel on Tips or Natural Nails, Do It: Matching Exercise, Watch:UV Gel Supplies, Watch: UV or LED Gel Extensions Over Forms, Do It: Quiz, Watch: An Introduction to Light Cured Gel Maintenance & Removal, Watch: UV or LED Gel Maintenanc, Watch: UV or LED Gel Removal- Traditional Hard Gel,Watch: UV or LED Soft Gel Polish Application & Removal, Recap: Chapter Highlights, Final Chapter Exam  This will be due October 10 at 8:00am.  Practice manicures, pedicures, wraps and tips, acrylics following all safety precautions.	1,2,3,4,5, 6,7,8 a,c
October 10	5,6,9,10 25,26,27, 28,29	Advanced Nail Techniques (Light Cured Gels) Practice Nail Techniques Safety Precautions	<u>Lecture &amp; exam over light cured nails.</u> Practice manicures, pedicures, wraps, tips, acrylics, and UV gels following all safety precautions.	1,2,3,4,5, 6,7,8 a,c
October 17	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Safety Precautions	Practice manicures, pedicures, wraps, tips, acrylics, and UV gels following all safety precautions.	1,2,3,4,5, 6,7,8 a,c
October 24	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Safety Precautions	Practice manicures, pedicures, wraps, tips, acrylics, and UV gels following all safety precautions.	1,2,3,4,5, 6,7,8 a,c
October 31	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Safety Precautions	Practice manicures, pedicures, wraps, tips, acrylics, and UV gels following all safety precautions	1,2,3,4,5, 6,7,8 a,c
November 7	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Safety Precautions	Practice manicures, pedicures, wraps, tips, acrylics, and UV gels following all safety precautions.	1,2,3,4,5, 6,7,8 a,c

<b>Date/Week 350 Minutes a Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
November 14	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Safety Precautions	Practice manicures, pedicures, wraps, tips, acrylics, and UV gels following all safety precautions.	1,2,3,4,5, 6,7,8 a,c
November 21	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Implements Products & Supplies Hand & Foot Anatomy & Physiology Diseases & Disorders Manicure Techniques Pedicure Techniques Advanced Nail Techniques (Wraps/Tips/Acrylics) Safety Precautions	Review for practical and written final	1,2,3,4,5, 6,7,8 a,c
November 28	5,6,9,10, 25,26,27, 28,29	Practice Nail Techniques Implements Products & Supplies Hand & Foot Anatomy & Physiology Diseases & Disorders Manicure Techniques Pedicure Techniques Advanced Nail Techniques (Wraps/Tips/Acrylics) Safety Precautions	Practice manicures, pedicures, wraps, tips, acrylics, and UV gels. Practical and written exam final.	1,2,3,4,5, 6,7,8 a,c

**Instructor reserves the right to change the syllabus and/or tentative lesson plans as necessary. Students will be notified of any changes to test, assignments, or due dates. If you do not receive the syllabus from your instructor on the first day of class or it is not the one contained in your Blackboard course then it is for planning purposes only.**

#### **Competency Areas:**

1. Implements
2. Products and Supplies
3. Hand and Foot Anatomy and Physiology
4. Diseases and Disorders
5. Manicure Techniques
6. Pedicure Techniques
7. Advanced Nail Techniques (Wraps/Tips/Acrylics)
8. Safety Precautions

#### **General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

