



**COSM 1070 Nail Care & Advanced Techniques**  
**COURSE SYLLABUS**  
**Fall Semester 2022 (202312)**

**COURSE INFORMATION**

Credit Hours/Minutes:3/5250

Campus/Class Location: Vidalia Campus, Room 330 Main Building.

Class Meets: 86% Face to Face/ 14% Online

Monday 8:00-11:55a.m Monday & Tuesday- Thursday 8:00-8:45 a.m.

Course Reference Number (CRN):20305

Preferred Method of Contact: [aconey-ricks@southeasterntech.edu](mailto:aconey-ricks@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Althea Coney-Ricks

Email Address: [Althea Coney-Ricks aconey-ricks@southeasterntech.edu](mailto:Althea.Coney-Ricks@aconey-ricks@southeasterntech.edu)

Vidalia Campus/Office Location: Room 311B, Main Bldg.

Office Hours: Monday-Thursday 7:00am-8am & 3:30pm -5:00pm

Phone: 912-538-3203

Fax Number: 912-538-3156

**This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the Lesson Plan.**

**SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

**REQUIRED TEXT**

**13<sup>th</sup> edition Milady Standard Cosmetology Bundle**

Includes: Hard Cover Textbook, Exam Review, Haircutting Simulation & MindTap

ISBN: 978-1305942349

**REQUIRED SUPPLIES & SOFTWARE**

Second STC Cosmetology kit, black uniform and black leather closed toe shoes. **Milady's on-line licensing prep**, ISBN 9781439058992. **Other items may be necessary.**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## **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**

Topics include implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure and pedicure techniques, nail product chemistry, safety precautions, and advanced nail techniques.

## **PREREQUISITE(S)**

COSM 1000 Intro to Cosmetology

## **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 Treatments (wraps/tips/acrylic)
8. Safety Precautions

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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 Catalog and Handbook. **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 and an overall average of 70 or better in order to take the final exams. If the average is below 70 for either theory or 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, 1st offense: they will not be allowed to participate in the activity and will have to do another assignment as directed by the instructor. 2nd offense: student will be assigned a zero for the activity. 3rd 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.**

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

## COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## ATTENDANCE GUIDELINES COSMETOLOGY

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" (Failing 0–59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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 4 days a week for 15 weeks, the maximum number of days a student may miss is 6 days during the semester.**

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

## **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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **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. Make-up tests must be taken on the assigned makeup day at the discretion of the instructor. 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 Performance Exams. Late admittance will not be allowed. Make-up exams are not given for Mock State Board Exams, Mid-Term Exams, Semester Review Exams, or Final Exams. No makeup tests are given for performance tests. 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.

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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

Assessment/Assignment	Percentage
Assignments	20%
Theory Exams	25%
Final Theory Exam	25%
Performance Exams	15%
Final Performance Exam	15%

**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 & Advance Techniques Fall Semester 2022 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
			All Mind Tap assignments are due on Thursdays @ 11:00pm	
August 15-18 Week 1	9	<b>Nail Structure &amp; Growth</b> <b>In-Class:</b> <ul style="list-style-type: none"> <li>• Instructor lecture over Chapter 9 on Tuesday. Review over Ch 9 Thurs.</li> </ul> <b>Online:</b> <ul style="list-style-type: none"> <li>• Read Chapter 9</li> <li>• Complete Mind Tap Ch. 9 assignments.</li> </ul>	Read/Discuss Chapter 9 Mind Tap due Thursday @ 11:pm /Salon	1-8 a, c
August 22-25 Week 2	10	<b>Nail Disorders &amp; Diseases</b> <b>In-Class:</b> <ul style="list-style-type: none"> <li>• Instructor lecture over Chapter 10 on Monday. Play Milady chapter review games and quiz-let.</li> <li>• Review over Ch.10 a little each day.</li> <li>• Ch.10 practice test Thursday.</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>• Read Chapter 10</li> <li>• Complete Mind Tap Ch. 10 assignments</li> </ul>	<b>Test Monday Aug. 22 Chapter 9</b> Read/Discuss Chapter 10 Mind Tap assignments due for Ch 10 on Thursday Aug 25 @ 11:00pm Salon/ Task sheet	1-8 a, c
August 29-September 1 Week 3	25	<b>Manicuring</b> <b>In-Class</b> <ul style="list-style-type: none"> <li>• Instructor lecture over Ch. 25 on Monday. Play Milady chapter review games and quiz-let</li> <li>• Review/learn manicure implements</li> <li>• Review/learn manicure techniques</li> <li>• Practice techniques on artificial hand</li> <li>• Practice test on Thursday Ch.25</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>• Read Ch.25</li> <li>• Complete Ch.25 Mind-Tap assignments</li> </ul>	<b>Test Monday Aug. 29 Chapter 10</b> Read/Discuss Chapter 25 Mind Tap assignments due for Ch. 25 on Thursday Sept 1 @ 11:00pm Salon/Task sheets	1-8 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
			All Mind Tap assignments are due on Thursdays @ 11:00pm	
September 6-8 Week 4	26	<b>Holiday Monday</b> Pedicuring <b>In-Class</b> <ul style="list-style-type: none"> <li>• Instructor lecture over Ch. 26 on Monday. Play Milady chapter review games and quiz-let</li> <li>• Review/learn pedicure implements</li> <li>• Review/learn pedicure techniques</li> <li>• Practice techniques on artificial feet</li> <li>• Practice test on Thursday Ch.26</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>• Read Ch.26</li> <li>• Complete Ch.26 Mind-Tap assignments</li> </ul>	<b>Test Tuesday Sept. 6</b> <b>Chapter 25</b> Read/ Discuss Chapter 26 Mind Tap assignments due Thursday Sept 8 @ 11 :00pm Salon/ Task sheets	1-8 a, c
September 12-15 Week 5	27	<b>Nail Tip &amp; Wraps</b> <b>In-Class</b> <ul style="list-style-type: none"> <li>• Instructor lecture over Ch. 27 on Monday. Play Milady chapter review games and quiz-let</li> <li>• Demonstration, Instructional DVD</li> <li>• Review/learn tips &amp; wrap products</li> <li>• Review/learn nail tip &amp; wrap techniques</li> <li>• Complete nail wraps on artificial hands, full set for sign off</li> <li>• Practice test on Thursday Ch.27</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>• Read Ch.27</li> <li>• Complete Ch.27 Mind-Tap assignments</li> </ul>	<b>Test Monday Sept. 12</b> <b>Chapter 26</b> Read/ Discuss Chapter 27 11:00pm Mind Tap assignments due for Ch. 27 due Thursday Sept 15 @ 11:00pm Practice nail wraps, Salon/Task sheets	1-8 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
			All Mind Tap assignments are due on Thursdays @ 11:00pm	
September 19-22 Week 6	28	<p>Monomer Liquid &amp; Polymer Powder Nail Enhancement</p> <p><b>In-Class</b></p> <ul style="list-style-type: none"> <li>• Instructor lecture over Ch. 28 on Monday.</li> <li>• Play Milady chapter review games and quiz-let</li> <li>• Demonstration, Instructional DVD</li> <li>• Review/learn acrylic products</li> <li>• Review/learn acrylic techniques</li> <li>• Practice acrylic techniques on nail sheet</li> <li>• Complete acrylics on hand, full set for sign off</li> <li>• Practice test on Thursday Ch.28</li> </ul> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Read Ch.28</li> <li>• Complete Ch.28 Mind-Tap assignments</li> </ul>	<p><b>Test Monday Sept 19 Chapter 27</b></p> <p>Read/ Discuss Chapter 28</p> <p>Mind Tap assignments due for Ch. 28 due Thursday Sept 22 @ 11:00pm Practice acrylic application Salon/Task sheets</p>	1-8 a, c
September 26-29 Week 7	29	<p>Gels</p> <p><b>In-Class</b></p> <ul style="list-style-type: none"> <li>• Instructor lecture over Ch. 29 on Monday. Play Milady chapter review games and quiz-let</li> <li>• Review/learn Gel products</li> <li>• Review/learn Gel techniques</li> <li>• Practice Gel techniques on fingers and hand</li> <li>• Complete Gel techniques on hand, full set for sign off</li> <li>• Practice test on Thursday Ch.28</li> </ul> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Read Ch.29</li> <li>• Complete Ch.29 Mind-Tap assignments</li> </ul>	<p><b>Test Monday Sept 26 Chapter 28</b> Mind Tap assignment due for Ch. 29 due Thursday Sept 29 @ 11:00pm Practice Gel application Salon/Task sheets</p>	1-8 a, c
October 3-6 Week 8	9, 10, 25, 26, 27, 28, 29	<p>Nail Enhancements</p> <p><b>In-Class</b></p> <ul style="list-style-type: none"> <li>• Review Chapters 9, 10, 25-29 for Mid-Term Test</li> <li>• Practice State Board Time Procedure</li> </ul> <p><b>Online</b></p> <ul style="list-style-type: none"> <li>• Milady online practice test for nail chapters</li> </ul>	<p><b>Test Monday Oct. 3 Chapter 29</b> Review for Mid-Testing Practice acrylic application, Salon/ Task sheets</p>	1-8 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
			All Mind Tap assignments are due on Thursdays @ 11:00pm	
October 10-13 Week 9	5-29	<b>Mid-Term In-Class</b> <ul style="list-style-type: none"> <li>Mock State Board Performance</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>Written State Board Exam</li> </ul>	<b>Mid-Term Testing</b> Exams Salon/Task sheets	1-8 a, c
October 17-20 Week 10	27-29	Nail Tips and Wraps, Nail Enhancements, UV Gels <b>In-Class</b> <ul style="list-style-type: none"> <li>Review procedure &amp; technique</li> <li>Practice timed state board procedure</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>Continue to study and review all nail chapters</li> </ul>	Practice manicuring, pedicuring, gels, acrylic applications & Enhancements Salon/Task sheets	1-8 a, c
October 24-27 Week 11	27-29	Nail Tips and Wraps, Nail Enhancements, UV Gels <b>In-Class</b> <ul style="list-style-type: none"> <li>Review procedure &amp; technique</li> <li>Practice timed state board procedure</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>Continue to study and review all nail chapters</li> </ul>	Practice manicuring, pedicuring, gels, acrylic applications & Enhancements Salon/Task sheets	1-8 a, c
October 31-Nov 3 Week 12	27-29	Nail Tips and Wraps, Nail Enhancements, UV Gels <b>In-Class</b> <ul style="list-style-type: none"> <li>Review procedure &amp; technique</li> <li>Practice timed state board procedure</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>Continue to study and review all nail chapters</li> </ul>	Practice manicuring, pedicuring, gels, acrylic applications & Enhancements Salon/Task sheets	1-8 a, c
November 7-10 Week 13	9, 10, 26-29	Nail Structure & Growth, Nail Disease & Disorders, Manicures, Pedicures, Nail Tips and Wraps, Nail Enhancements, UV Gels <b>In-Class</b> <ul style="list-style-type: none"> <li>Review procedure &amp; technique</li> <li>Practice timed state board procedure</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>Continue to study and review all nail chapters</li> </ul>	Practice manicuring, pedicuring, gels, acrylic applications & Enhancements Salon/Task sheets	1-8 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
			All Mind Tap assignments are due on Thursdays @ 11:00pm	
November 14-17 Week 14	9,10,25- 29	Nail Structure & Growth, Nail Disease & Disorders, Manicures, Pedicures, Nail Tips and Wraps, Nail Enhancements, UV Gels <b>In-Class</b> <ul style="list-style-type: none"> <li>• Review all nail chapters</li> <li>• Practice timed state board procedures</li> </ul> <b>Online</b> <ul style="list-style-type: none"> <li>• Review &amp; study all nail chapters from Mind Tap &amp; Milady online practice test</li> </ul>		1-8 a, c
November 21-22 Week 15		Prepare for finals <b>Thanksgiving Holidays</b>		1-8 a, c
November 28- Dec 1		<b>Finals</b>		

**Instructor reserves the right to change the syllabus and/or lesson plans as necessary**

**Competency Areas: (will vary for each course/taken from state standards)**

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 Treatments (wraps/tips/acrylic)
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.

## Sculptured Nail 20 Minutes

Service	Task	Possible Points	Yes	No	Score
		<b>100</b>			
Preparation					
	Disinfects work area and uses protective covering	4.54			
	Sets up work area with all supplies needed clearly labeled in English/original container	4.54			
	Sanitizes Hands	4.54			
	Sets up implements that are visibly clean & sanitary	4.54			
	Hand has tips already pre-applied & applied correctly	4.54			
	Sanitizes hand	4.54			
	Pushes cuticle/removes shine from nail plate safely				
	Cleanses nail plate & cuticle of dust	4.54			
Application of sculptured nail product		4.54			
	Applies nail form to fit snugly under free edge area	4.54			
	Applies primer safely	4.54			
	Applies sculptured product to extend free edge	4.54			
	Applies sculptured product to cover nail plate	4.54			
Final Appearance of the nail		4.54			
	Finished sculptured nail is smooth, even, and beveled/tapered	4.54			
	Contour of sculptured nail is balanced	4.54			
	Nail plate is covered by sculptured nail product				
	Cuticle & surrounding skin remains free of sculptured nail product & remain undamaged	4.54			
Safety & Infection control		4.54			
	Disposes of soiled materials using infection control procedures	4.54			

<b>Service</b>	<b>Task</b>	<b>Possible Points</b>	<b>Yes</b>	<b>No</b>	<b>Score</b>
	Disposes of items to be disinfected in properly labeled receptacle	4.54			
	Practices infection control procedures safely throughout service	4.54			
	Maintains work area in a safe manner throughout service	4.54			
	Completes all procedures according to instructions given	4.54			
	All tasks completed in time allotted				
	<b>Total</b>	<b>100</b>			