



## **Course Syllabus**

### **CSME 1431 – Principles of Nail Technology I**

**Catalog Description:** A course in the principles of nail technology. Topics include anatomy, physiology, theory, and related skills of nail technology.

**For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.**

**Lecture hours = 2, Lab hours = 8**

**Prerequisites:** CSME 1430

**Semester Credit Hour: 4**

**Lecture Hours per Week: 2**

**Lab Hours per Week: 8**

**Contact Hours per Semester: 160**

**State Approval Code: 1204100000**

**Class section meeting time:**

**Instructional Goals and Purposes:** The purpose of this course is to identify the basic anatomy and the hands, arms, and feet; to explain the basic physiology of the hands, arms, and feet; and to demonstrate related skills of manicuring and pedicuring

**Learning Outcomes:**

1. demonstrate knowledge of anatomy relating to nail technology and the skills performed in manicuring and pedicuring

**Specific Course Objectives (includes SCANS):**

After studying all materials and resources presented in the course, the student will be able to:

1. Perform the two main categories of nail coatings on manikin, student or client.
  - A. ai, aiii, aiv, av, bi, bii, biii, biv, bv, bvi, ci, civ
  - B. ai, aii, aiii, bi, biii, biv, bv, bvi, di, dii, eii, eiii
2. Explain orally how an understanding of anatomy and physiology will help you become a better nail technician.
  - A. ai, aiv, av, bi, bvi, ciii
  - B. ai, aii, biii, bvi, ci, cii, ciii

3. Identify the muscles that are affected by massage on anatomy chart.
  - A. ai, aii, aiv, av, bii, biii, biv, bv, bvi, ci, ciii,
  - B. aiii, biii, bvi, ci, cii, ciii, ei, eii
4. Identify the basic parts of the nail unit on anatomy chart in writing.
  - A. ai, aii, aiv, av, biv, bv, bvi
5. Name in writing the nail disorders that can be serviced by a nail technician.
  - A. ai, aii, aiv, av, bii, biii, biv, bv, bvi, ci, cii, ciii, civ, cv
  - B. aii, aiii, biii, biv, bv, bvi, ci, cii, ciii
6. Perform a client consultation.
  - A. aiv, av, bi, bii, biii, bv, bvi, ciii, civ, cv
  - B. ai, aii, bii, biii, bv, ci, cii, di, dii, diii
7. Describe in writing when it is necessary to refer a client to a physician.
  - A. ai, aii, aiv, av, bii, biii, biv, ci, ciii, cv
  - B. aii, biii, biv, bvi, ci, ciii,
8. Demonstrate the correct handling of nail technology tools.
  - A. aiv, av, biv, bv, ci
  - B. aiii, biii, biv, bvi, eii, eiii
9. Perform the hand and arm massage movements associated with manicuring.
  - A. aiv, av, bv, ciii,
  - B. ai, aiii, bi, biii, bvi
10. Demonstrate the proper procedures and precautions for a pedicure.
  - A. aiv, av, bii, biii, biv, bv, bvi, ci, ciii, civ
  - B. ai, aiii, bi, biii, biv, bv, bvi, ciii
11. Demonstrate your ability to perform foot massage properly.
  - A. aiv, av, bv, ciii
  - B. ai, aiii, bi, biii, bvi

**Course Content:**

A general description of lecture/discussion topics included in this course are listed in the Learning Objectives / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Pass all theory tests.
2. Understand human anatomy as related to nail technology.
3. Perform a client consultation.
4. Demonstrate use of nail technology tools.
5. Exhibit the proper set up of a manicure table.
6. Perform necessary steps for sanitation and safety while performing nail services.
7. Demonstrate the use of nail enhancements.

**Methods of Instruction/Course Format/Delivery:**

This course is offered in a face to face setting. Students will also have access to this course through Canvas. Resources provided in Canvas include the following: study guides, printable handouts, and chapter notes. Students will attend theory class every morning from 8:00 a.m. until 9:00 a.m.. The instructor will use a combination of text book, handouts, demonstrations, and the use of audio/ visual equipment during this class. After theory class, the students begin the practical skills portion of the course. Students will learn by actually completing hands on tasks demonstrated by the instructor.

**Major Assignments / Assessments:**

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

**Assignments**

1. Practical Skills #1
2. Practical Skills #2
3. Practical Skills #3
4. Practical Skills #4
5. Monthly Talley Sheet

**Assessment(s):**

1. Chapter 6 Quiz
2. Chapter 7 Quiz
3. Chapter 8 Quiz
4. Chapter 9 Quiz
5. Chapter 13 Quiz
6. Chapter 14 Quiz
7. End of Course Exam

**Course Grade:**

The grading scale for this course is as follows:

- Exams – 35%
- Practical Skills – 35%
- Attendance – 35%

**Texts, Materials, and Supplies:**

- Milady's Standard: Nail Technology, Seventh Edition  
Delmar Learning (a division of) Thomson Learning, Inc.  
5 Maxwell Drive, Clifton Park, New York 12065-2912  
Copyright 2015
- Milady's Standard: Nail Technology Theory Workbook
- Milady's Standard: Nail Technology Exam Review
- Texas Department of Licensing and Regulation "Regulations and Code Book"
- Nail Technician Kit

**Required Readings:**

- Chapter 6 Gen. Anatomy and Physiology
- Chapter 7 Skin Structure, Growth, and Nutrition
- Chapter 8 Structure and Growth
- Chapter 9 Nail Disorders and Diseases
- Chapter 13 Manicuring
- Chapter 14 Pedicuring

Other: (LINKS) [www.tdlr.license.state.tx.us](http://www.tdlr.license.state.tx.us)

[www.psiexams.com](http://www.psiexams.com)

- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Administration Building or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

## SCANS CRITERIA

### 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
  - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
  - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
  - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
  - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
  - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
  - i) Creative Thinking: generate new ideas.
  - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
  - iii) Problem Solving: recognize problems and devise and implement plan of action.
  - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
  - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
  - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
  - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
  - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
  - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
  - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
  - v) Integrity and Honesty: choose ethical courses of action.

### 2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
  - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
  - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
  - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
  - i) Participate as a Member of a Team: contribute to group effort.
  - ii) Teach Others New Skills.
  - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.