CSME 1430– ORIENTATION TO NAIL TECHNOLOGY

Catalog Description: An overview of the fundamental skills and knowledge necessary for the field of nail technology.

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

Prerequisites: Pass entrance exam.

Semester Credit Hours: 4
Lecture Hours per Week: 2
Lab Hours per Week: 8
Contact Hours per Semester: 160

State Approval Code: 1204100000

Class section meeting time:

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

No use of Generative AI permitted.
This option assumes that all work submitted by students will be generated by the students themselves, whether they are working individually or in groups. Students should not have another person or entity do the writing of any portion of an assignment, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Panola College's standards of academic integrity.

Instructional Goals and Purposes: The purpose of this course is to provide students with the knowledge of the history of cosmetology, professional ethics, sanitation and safety, rules and regulations of the institution, department and the state as it relates to the field of Nail Technicians.

Learning Outcomes:
   1. Demonstrate professional ethics, safety and sanitation, rules and regulation of institution, department, and state and perform the fundamental skill of nail technology.

Specific Course Objectives (includes SCANS):
After studying all materials and resources presented in the course, the student will be able to:

1. Demonstrate examples of professional ethics toward clients, employers and coworkers.
   A. ai, bi, bii, biv, bv, bvi, ci, cii, ciii, civ, cv
   B. ai, aii, aiii, aiv, bi, bii, biii, biv, bv, bvi

2. Demonstrate personally the type of appearance you should have as a professional nail technician.
   A. bii, biii, biv, ci, cii, civ

3. Identify the types of infections are likely to occur on the fingernail.
   A. ai, aiv, av, bii, biii, bv, bvi, ci, cv
   B. biii, ci, ciii

4. Name in writing the steps necessary to protect themselves and their client from the spread of infection.
   A. ai, aii, aiv, bi, bii, biii, biv, bv, bvi, ci, cii, cv
   B. biii, biv, bvi, ci, cii

5. Define in writing how to effectively use disinfectants on implements and hard surfaces.
   A. ai, aii, aiii, aiv, bii, ci
   B. aiii, biii, ci, di, dii, eii

6. Identify in writing the early warning signs of overexposure.
   A. ai, aii, aiv, av, bi, bii, biii, biv, bv, bvi, ci, cii, ciii
   B. aiii, biv, bvi, ci, cii, ciii

7. Practice measures to prevent overexposure to vapors and dusts by wearing the appropriate safety articles.
   A. ai, aii, aiii, aiv, bii, biii, biv, bv, bvi, ci, cii, ciii
   B. aiii, bi, bii, biii, biv, ci, cii, ciii, eii, eiii

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. Demonstrate professional ethics.
3. Distinguish between nail disorders and diseases.
4. Provide steps to prevent the spread of infectious diseases.
5. Demonstrate proper manicuring and pedicuring techniques.

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 1 Quiz
2. Chapter 2 Quiz
3. Chapter 3 Quiz
4. Chapter 4 Quiz
5. Chapter 5 Quiz
6. End of Course Exam

Course Grade:
The grading scale for this course is as follows:

- Exams – 35%
- Practical Skills – 35%
- Attendance – 30%

Texts, Materials, and Supplies:
- Milady's Standard: Nail Technology, 8th Edition Delmar Learning
  (a division of) Thomson Learning, Inc. 5 Maxwell Drive,
  Clifton Park, New York 12065-2912 Copyright 2015
- Texas Department of Licensing and Regulation "Regulations and Code Book"
- Nail Technician Kit

Required Readings:
- Chapter 1 History and Career Opportunities
- Chapter 2 Life Skills
- Chapter 3 Your Professional Image
- Chapter 4 Communicating for Success
- Chapter 5 Infection Control: Principles and Practices

Recommended Readings:
- Texas Department of Licensing and Regulations "Regulations and Code Book"

Other:

(Links) https://www.tdlr.texas.gov/
https://home.psiexams.com/#/home?bc=tdlr

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: https://www.panolacollegestore.com
- For testing services, use the following link: https://www.panola.edu/student-services/student-support/academic-testing-center
- 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 https://www.panola.edu/student-services/student-

support/disability-support-services for more information.

- Panola College welcomes pregnant and parenting students as a part of the student body. This institution is committed to providing support and adaptations for a successful educational experience for pregnant and parenting students. Students experiencing a need for accommodations related to pregnancy or parenting will find a Pregnancy and Parenting Accommodations Request form in The Pathfinder or may request the form from the course instructor.

- 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:* https://www.panola.edu/ (located at the bottom under students)

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.