

*Operations:* Hands on practice of clinical operations. Each student is graded monthly in his/her practical work, attendance, appearance, and attitude.

The grading system is as follows:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Signifying</u>
94 - 100%	A	Outstanding
87 - 93%	B	Above Average
80 - 86%	C	Average
75 - 79%	D	Below Average
Below 75%	F	Failing

Progress reports are generated monthly by our computer system. Students receive a copy, and a signed copy is maintained in the student's academic file. Students are counseled bi-monthly. The school maintains complete records on each student/graduate for reference, as required by the state.

## **Advanced Manicuring**

Occupation Code:            Clock Hours: 600 hours

- DOT# 331.674-010
- CIP# 12.0410            Delivery Method: Residential

Class Sessions & Length of Program:

- 24 hours per week

Course Description:

Advanced Manicuring is a 600 hours course that prepares students to become licensed Manicurists in the State of California.

Course Objectives:

- A. To successfully prepare the student to pass the State Board exam.
- B. To prepare students for entry level employment.
- C. To develop personality skills as well as mechanical skills suitable for the field of manicuring.
- D. To develop marketing and sales skills to become a successful manicurist.
- E. To instruct the students in the fundamentals of manicuring for the effective advancement in the field of nails.
- F. To instruct the student in all safety and sanitary measures in patron protection.
- G. To train students in basic procedures.
- H. To help instill in student's attitudes and good habits of:
  1. Creativity
  2. Self-assurance
  3. Responsibility
  4. Ethics

Methods of Instruction:

The education is provided through a set of learning steps which address specific tasks necessary for State Board preparation, graduation, and job entry level skills. Clinic equipment, implements, kits, and products are comparable to those used in the industry. The methods of instruction shall include but are not limited to the following:

1. Lecture
2. Teaching aids
3. Testing (oral/written)
4. Video
5. Demonstration

### Advanced Manicuring Course Outline

Topic	Clock Hours	Hours/ Operations Min.
I. Cosmetology Act: State Rules and Regulations	10	
A. Licensing Requirements		

B. Salon Operational Procedures Required by California C. Regulation Review		
II. Manicuring Chemistry A. Chemical Composition B. Purpose of Nail Care Preparation.	10	
III. Health & Safety/Hazardous Substances A. Chemical Awareness B. MSDS Sheets C. Health in the Workplace D. Protection and Awareness of Communicable Diseases E. Safety in the Workplace	25	
IV. Disinfection and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	10	20
V. Electricity	10	
VI. General Science/ Bacteriology, Anatomy, and Physiology A. Infection Control B. Anatomy and Physiology C. Skin Structure and Growth D. Nail Structure and Growth E. Nail Diseases and Disorders F. Chemistry G. Nail Products	30	
VII. Water and Oil Manicures A. Nail Analysis B. Complete Hand/Arm Massage C. Nail Structure D. Nail Disorders	15	50
VIII. Pedicuring A. Nail Analysis B. Foot and Leg Massage C. Caring for the Feet D. Structure of the Foot and Nails	10	40
IX. Application of Artificial Nails A. Acrylic a. Extensions b. Overlays c. Fills d. Products/Techniques B. Nail Tips a. Application Techniques b. Acrylic with Tips c. Wraps with Tips d. Gels with Tips e. Care and Maintenance C. Nail Wraps and Repairs a. Mending Nails b. Various Wraps: Silk-Paper-Linen c. Care of Nail Wraps	30	205
X. Electric Filing A. Types of Electric Files	5	40