

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.

Manicuring

Occupation Codes: Clock Hours: 400 hours

- DOT# 330.674-010
 - CIP# 12.0410
- Delivery Method: Residential

Class Sessions & Length of Program:

- 24 hours per week

Course Description:

Basic Manicuring is a 400 Clock hour course that prepares students to become licensed Manicurists in the State of California.

Course Objectives:

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

Methods of Instruction:

The education is provided through a set of learning steps that 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:

- Lecture
- Teaching aids
- Testing (oral/written)
- Video
- Demonstration

Manicuring Course Outline

Topic	Clock Hours	Hours/ Operations Min
I. Cosmetology Act: State Rules/ Regulations A. Licensing Requirements B. Salon Operational Procedures Required by California C. Regulation Review	10	
II. Manicuring Chemistry A. Chemical Composition B. Purpose of Nail Care Preparation	10	
III. Health & Safety/Hazardous Substances A. Chemical Awareness	25	

B. MSDS Sheets C. Health in the Workplace D. Protection and Awareness of Communicable Diseases E. Safety in the Workplace		
IV. Disinfection and Sanitation A. Proper Sanitation Measures B. Client Protection C. Technician Protection D. State Law	10	10
V. Bacteriology, Anatomy, and Physiology	10	
VI. Water and Oil Manicures A. Nail Analysis B. Complete Hand/Arm Massage C. Nail Structure D. D. Nail Disorders	15	40
VII. Pedicuring A. Nail Analysis B. Foot and Leg Massage C. Caring for the Feet D. Structure of the Foot and Nails	10	20
VIII. 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	180
IX. Job Search Training/ Business Skills A. Selecting a Job B. Finding Employment Openings C. Preparing for the Job Interview D. Job Interview Techniques E. Career Ladders - Keeping and Advancing on the Job F. Professional Ethics G. Effective Communication and Human Relations H. Compensation Packages and Payroll Deductions I. Fundamentals of Business Management		20
X. Additional Training		30
TOTAL	100	300

Evaluation Methods:

All students receive a complete theory and practical test after 300 hours. It simulates actual State Board Procedure and constitutes a final exam. Individual tutoring if needed is available in preparation for the State examination.

Theory: Lectures are given on all cosmetology practices; including personal hygiene, good grooming; salesmanship, courtesy, neatness, attitude in meeting the public; and antiseptics. Each student will be tested at the end of each lesson/chapter in theory.