

## COURSE OUTLINE - MANICURE

### 600 HOURS

#### COURSE TITLE

Manicure

This course is 150 hours longer than the minimum standards required by the State of Indiana. The added hours enhance the minimum curriculum, required by the State of Indiana. The additional subjects include, but are not limited to essential oils, advanced massage, paraffin modalities, advanced artificial nails, and spa studies. The job descriptions required by the employer are more demanding than what is required in a basic 450-hour program.

This course includes free employment assistance and includes but is not limited to classes/Career Path in professionalism, resume development, interview preparation, and job search skills.

#### COURSE DESCRIPTION

This course is divided into two levels of study. The **first level, 0 – 300 hours**, presents an introduction to manicuring/pedicuring. The student will learn the basic skills of manicuring and pedicuring, while the **second level, 301-600 hours**, introduces the student to artificial nail techniques and the lab area. Additionally, it provides the student with the opportunity to practice all skills in the lab area. This level will include theories, various techniques, and procedures for those skills preferred when working in a day spa.

All levels of training provide theory lectures/demonstrations.

#### COURSE OBJECTIVES/GOALS

The goal of the manicuring course is to provide the learner with the opportunity to obtain their manicure license and to enter the job market with entry level skills.

#### PROJECTS/ASSIGNMENTS

The student must complete the Indiana Progress Book and any independent assignments given during classroom activity.

The student's progress during each of the three levels of training is evaluated quantitatively. The following is the list of required MINIMUM assignments:

0 - 300 Hours    75 Assignments  
351 - 600 Hours    288 Assignments/Defined at time of class

#### EVALUATION/GRADING

Theory exams are given weekly. Pre-state evaluations are given at 300 and 550 hours.

A cumulative score comprised of attendance, weekly theory exams, quantitative assignment completion and applicable practical evaluations are used to determine satisfactory progress throughout the course.

#### GRADUATION EVALUATION

All assignments, projects, tests, and hours must be completed before the student is eligible for graduation. School finals completed with a minimum score of 80% enable the student to file for their licensing exam.

Grading scale A > 95 % - 100 % B > 94 % - 90 % C > 89 % - 80 % F > 0 - 79 %

#### ATTENDANCE

The maximum time frame for course completion is 150%. To complete the course within the contractual obligations, the student must attend class 90% of the time. Students will be billed for hours/work required beyond the terms of their enrollment contract.

### TEXTBOOKS/REFERENCES/PERIODICALS

Milady's Art and Science of Nail Technology  
Nail Magazine  
Nail Pro Magazine

### LAB

Lab activities are applicable periodically throughout both the junior and senior levels of training. The intent of lab activity is to prepare the student for the salon and its various job descriptions.

### INSTRUCTORS

Miss Jan  
Miss Michelle  
Miss Becky

### COURSE CONTENT/UNITS

Sanitation	40 Hours
Anatomy/Physiology	25 Hours
Statues/Rules	10 Hours
Nail Techniques	200 Hours
Manicure	60 Hours
Pedicure	35 Hours
Chemistry	10 Hours
Salesmanship;	
Career Development/Career Path	15 Hours
Electric Drill/File	20 Hours
Discretionary	<u>185 Hours</u>
<b>TOTAL</b>	<b>600 Hours</b>

### **COURSE FORMAT**

A portion of this program is done online. Students will receive a hardcopy textbook and an online version of the same; this will require dependable online access off site. The portion of the studies done online will require the student provide and/or have regular access to a computer, printer, ink, and paper.

This course will combine various methods of instruction, which will include lecture, demonstration, and participation of the student, evaluations, and actual "hands on" experiences. This course will enable the student to begin and learn theory and practical skills on their clients as well as prepare for the salon/spa experience. Instructional techniques will be enhanced with the aid of guest lecturers, as well as various audio-visual materials