



CSME-1443-221C6-4011
Manicuring and Related Theory
Summer 2025
June 2, 2025 - August 7, 2025
Monday, Tuesday, Wednesday and Thursday
5:00pm-9:00pm

Instructor Information: Ashley Johnson, ajohnson66@com.edu, 409-933-8480 and
Nickey R. Fowler, nfowler@com.edu, 409-933-8480

Student hours and location: Mondays- Thursdays, 5-9pm at COM City Centre, Room 137

Required Textbook/Materials: Milady's Standard Cosmetology 14th Edition

CIMA by Milady Online Learning, Milady Online Exam Preparation for Operators
www.milady.com, Delmar Publishing, Thompson Learning

Texas Cosmetology Laws and Rules, Texas Department of Licensing and Regulation

Course Description: This course will help the student identify fundamental concepts related to manicuring. Classroom skills are required by the Texas Department of Licensing and Regulation: Cosmetology Division.

Course requirements: An online portfolio of all the students' work will be required at the end of the course in a PowerPoint format with pictures and a detailed description of each skill. Students will also participate in a Nail Project. They will choose a theme and use acrylic to create 5 nails with 3D art. The online portfolio and nail project for this course will be counted as 20% of the student's grade.

Determination of Course Grade/Detailed Grading Formula: Determination of Course Grade/Detailed Grading Formula:

Attendance	10%
Professionalism	10%
Daily grades & practical skills sheet	20 %
Chapter Tests	20%
Virtual E-Portfolio & Nail Project	20%
Final Written Exam	20%

Grading Scale:

90 o 100 B- 80 to 89 C- 70 to 79 D- 60 to 69 F- 59 and below

Late Work, Make-Up, and Extra-Credit Policy: Make-Up Policy: Arrangements for written exams must be made up the next day of class. If a student misses classwork, it must be turned in the following class period after the work was given. Late work is not excepted, all work must be turned in on time or the student will receive a zero.

Tests/Exams:

Missed written test arrangements must be made up and turned in on the day the student returns to school. The student is responsible for scheduling the makeup test session with the course instructor
If the test is not made up within the week of the absence, the student will receive a zero

Attendance Policy:

Every class is important to your success in school. Make every effort to attend all classes.

A sign-in-sheet will be provided in class. Each student must sign themselves in and out daily. If a student misses more than an hour of class, the grade will reflect an absence. Any time missed will affect the total number of days

required for completion. Attendance grades are calculated as follows: Each tardy is 5 points off the attendance grade. Each absence is 10 points off the attendance grade.

If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be eligible for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

Tardiness Policy: Entering the classroom after the time class begins or leaving before class has ended is considered tardy. If a student enters the class late and misses more than an hour of class time it will no longer be considered a tardy, it will be considered an absence. If student leaves class early and misses more than an hour of class time the same rule would apply. Four tardies equal one absence.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statements requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Active Participation	Engage in active learning	Students will engage in online class participation while doing skills work
2. Utilize Information	Apply literacy knowledge to hands on practice	Upon reading from textbook, student will put that knowledge to use while practicing skills
3. Personal Responsibility	Apply literacy knowledge to hands on practice	Sanitizing implements, workstation, and tools
4. Think Critically	Students will develop and practice analytical skills, and problem-solving skills	Students will use computers and technology as appropriate in their course of study
5. Technology proficiency	Students will demonstrate computer and technology skills	Students will use computers and technology as appropriate in their course of study

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The students involved will be referred to the Office of Student Conduct for the appropriate discipline.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Department Chair Jamie Hunsucker, jhunsucker1@com.edu, 409-933-8608

Course outline: IMPORTANT DATES

Chapter 5 Test: Nail Structure and Nail Growth/ Wednesday June 11, 2025

Group Presentations: "Teach the Class"

Chapter 6: Nail Disorders and Diseases Group Presentations.... Each group will present their Nail Disorders and Diseases via PowerPoint, Poster Board or Notebook Binder (each student should be actively involved and will be graded according to the rubric, individually and as a group) Due Wednesday June 25, 2025. We will begin presenting promptly at 5:15pm

Chapter 6 Test: Nail Disorders and Diseases/Monday June 30, 2025

Chapter 20 Test: Manicuring/ Wednesday July 7, 2025

Chapter 21 Test: Pedicuring/ Monday July 14, 2025

Chapter 22 Test: Nail Extensions and Resins Systems/Monday July 21, 2025

Chapter 23 & Test: Liquid and Powder Enhancements & Light-Cured Gels/ Wednesday July 30, 2025

Practical Final Exam: Tuesday July 29, 2025 (two time slots 5:30pm and 7:30pm)

Class Project: Due by 8:45pm/ Wednesday July 30, 2025

Written Final Exam, Virtual Portfolio Due, Skills Sheet Due: Tuesday August 5, 2025

Times and Dates are subject to change due to the discretion of the instructors.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 5-week session is June 30. The last date to withdraw from the 10-week session is July 29. The last date to withdraw for the 2nd 5-week session is August 1.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Academic Dishonesty: Any incident of Academic Dishonesty will be dealt with in accordance with College of the Mainland Policy and Student Handbook. Academic dishonesty, such as cheating on an exam, plagiarism and collusion is a serious offense and will result with the grade of a zero on that exam. The student/ students involved will be referred to the Office of Student Conduct for the appropriate discipline.

IMPORTANT: Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

Notice to Students Regarding Licensing: Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: www.tdlr.texas.gov Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit www.tdlr.texas.gov and request a "Criminal History Evaluation": This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Disclaimers/Additional Policies: Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

Professionalism Grading Rubric: Prompt, Prepared, Uniform & Compliance & Hair/Make- up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

Zero Tolerance Policies:

1. Bullying. Physical or Mental. We will strive to maintain a positive atmosphere at all times.
2. Uniform. Wear it or return home, get in uniform and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

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Manicuring and Related Theory
CSME 1443.221

**I, _____ have received, read, and
understand this syllabus and class schedule.**

Student signature _____

Date _____

College of the Mainland Summer 2025

Manicuring & Related Theory

Class Schedule

<p>Week 1 June 2nd Monday</p> <p>Go over syllabus, class schedule, and rules. Complete kit packing and student folders, etc.</p>	<p>Tuesday Chapter 5 Nail Structure & Growth</p> <ul style="list-style-type: none"> • The Natural Nail Unit (p.106-107) • The Basic Manicure (p.871-877) • Watch Video • Demo Basic Manicure <p>Basic Manicure</p> <hr/> <p>Home Work Ch. 5 CIMA Online</p>	<p>Wednesday Chapter 5 Nail Structure & Growth</p> <ul style="list-style-type: none"> • Nail Structures (p.107-110) <p>Basic Manicure</p> <hr/> <p>Home Work Ch. 5 CIMA Online</p>	<p>Thursday Chapter 5 Nail Structure & Growth</p> <ul style="list-style-type: none"> • Nail Growth (p.110-111) • Review for Ch. 5 Test <p>Basic Manicure</p> <hr/> <p>Home Work Ch. 5 CIMA Online</p>
<p>Week 2 June 9th Monday Chapter 5 Nail Structure & Growth</p> <ul style="list-style-type: none"> • Spa & Basic Compared (p.877-882) • Demo Spa Manicure • Demo Paraffin <p>Spa Manicure with Paraffin</p> <hr/> <p>Home Work Ch. 5 CIMA Online</p>	<p>Tuesday Chapter 5 Nail Structure & Growth</p> <ul style="list-style-type: none"> • Worksheet • Watch Video <p>Spa Manicure with Paraffin</p> <hr/> <p>Home Work Ch. 5 CIMA Online</p>	<p>Wednesday Chapter 6 Nail Disorders & Diseases</p> <p>*Chapter 5 Test* *Ch. 5 CIMA Due*</p> <p>*Model Night* Basic or Spa Manicure</p> <hr/> <p>Home Work Ch. 6 CIMA Online</p>	<p>Thursday Chapter 6 Nail Disorders & Diseases</p> <ul style="list-style-type: none"> • Why Study Nail Disorders & Diseases (p.116-117) <p>*Model Night* Basic or Spa Manicure</p> <hr/> <p>Home Work Ch. 6 CIMA Online</p>

<p>Week 3 June 16th</p> <p>Monday Chapter 6 Nail Disorders & Diseases</p> <ul style="list-style-type: none"> Nail Disorders (p.117-119) Worksheet Show Examples of Nail Art <p>Manicure with Nail Art</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>	<p>Tuesday Chapter 6 Nail Disorders & Diseases</p> <ul style="list-style-type: none"> Nail Infections/Proper Cleaning & Disinfecting (p.120) Nail Art (p.882-885) Worksheet Nail Art Assignment (Choose an inspiration picture and re-create it on a nail) <p>Nail Art Assignment</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>	<p>Wednesday Chapter 6 Nail Disorders & Diseases</p> <p>*Model Night* Manicure with Nail Art</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>	<p>Thursday Chapter 6 Nail Disorders & Diseases</p> <p>*Model Night* Manicure with Nail Art</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>
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<p>Week 4 June 23rd</p> <p>Monday Chapter 6 Nail Disorders & Diseases</p> <ul style="list-style-type: none"> Nail Diseases (p.120-124) Dip System (p. 954-956) Worksheet Demo Dip Application <p>Dip Application</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>	<p>Tuesday Chapter 6 Nail Disorders & Diseases</p> <ul style="list-style-type: none"> Hand, Nail, and Skin Analysis (p.125-126) Worksheet <p>Dip Application</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>	<p>Wednesday Chapter 6 Nail Disorders & Diseases</p> <p>*Group Presentation* “Teach The Class”</p> <p>Dip Application</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>	<p>Thursday Chapter 6 Nail Disorders & Diseases</p> <ul style="list-style-type: none"> Review for Ch. 6 Test <p>*Model Night* Dip Application</p> <p>_____</p> <p>Home Work Ch. 6 CIMA Online</p>
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<p>Week 5 June 30th Monday Chapter 20 Manicuring</p> <p>*Chapter 6 Test* *Ch. 6 CIMA Due*</p> <ul style="list-style-type: none"> • Station Equipment (p.856-862) • Worksheet • Demo Basic Pedicure <p>Basic Pedicure</p> <hr/> <p>Home Work Ch. 20 CIMA Online</p>	<p>Tuesday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Multi/Single Use Materials & Nail Service Materials (p.862-871) • Watch Video Foilayage <p>Basic Pedicure</p> <hr/> <p>Home Work Ch. 20 CIMA Online</p>	<p>Wednesday Chapter 20 Manicuring</p> <p>*Model Night* Basic Pedicure</p> <hr/> <p>Home Work Ch. 20 CIMA Online</p>	<p>Thursday Chapter 20 Manicuring</p> <ul style="list-style-type: none"> • Review for Ch. 20 Test <p>*Model Night* Basic Pedicure</p> <hr/> <p>Home Work Ch. 20 CIMA Online</p>
<p>Week 6 July 7th Monday Chapter 21 Pedicuring</p> <p>*Chapter 20 Test* *Ch. 20 CIMA Due*</p> <ul style="list-style-type: none"> • Pedicuring equipment, implements, materials, & products (p.906-916) • Worksheet • Demo Spa Pedicure <p>Spa Pedicure with Paraffin</p> <hr/> <p>Home Work Ch. 21 CIMA Online</p>	<p>Tuesday Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> • Consultation & Services (p.916-925) • Worksheet <p>Spa Pedicure with Paraffin</p> <hr/> <p>Home Work Ch. 21 CIMA Online</p>	<p>Wednesday Chapter 21 Pedicuring</p> <p>*Model Night* Spa Pedicure</p> <hr/> <p>Home Work Ch. 21 CIMA Online</p>	<p>Thursday Chapter 21 Pedicuring</p> <ul style="list-style-type: none"> • Review for Ch. 21 Test <p>*Model Night* Spa Pedicure</p> <hr/> <p>Home Work Ch. 21 CIMA Online</p>

<p>Week 7 July 14th Monday Chapter 22 Nail Extensions & Resin Systems</p> <p>*Chapter 21 Test* *Ch. 21 CIMA Due*</p> <ul style="list-style-type: none"> Nail Extensions & Shapes (p. 944-951) Worksheet Demo TDLR Monomer & Polymer Over Tip <p>TDLR Monomer & Polymer Over Tip</p> <hr/> <p>Home Work Ch. 22 CIMA Online</p>	<p>Tuesday Chapter 22 Nail Extensions & Resin Systems</p> <ul style="list-style-type: none"> Nail Resin & Wraps (p.952-953) Watch Video Worksheet <p>TDLR Monomer & Polymer Over Tip</p> <hr/> <p>Home Work Ch. 22 CIMA Online</p>	<p>Wednesday Chapter 22 Nail Extensions & Resin Systems</p> <p>*Model Night* Service of Choice</p> <hr/> <p>Home Work Ch. 22 CIMA Online</p>	<p>Thursday Chapter 22 Nail Extensions & Resin Systems</p> <ul style="list-style-type: none"> Review for Ch. 22 Test <p>*Model Night* Service of Choice</p> <hr/> <p>Home Work Ch. 22 CIMA Online</p>
<p>Week 8 July 21st Monday Chapter 23 Liquid & Powder Enhancements</p> <p>*Chapter 22 Test* *Ch. 22 CIMA Due*</p> <ul style="list-style-type: none"> Chemistry of Nail Enhancements & Service Supplies (p.976-984) Demo Acrylic Application <p>Practice with Acrylics</p> <hr/> <p>Home Work Ch. 23 CIMA Online</p>	<p>Tuesday Chapter 23 Liquid & Powder Enhancements</p> <ul style="list-style-type: none"> Liquid & Powder Nail Art (p.985-987) Review for Checkpoint 3 Test <p>Practice with Acrylics</p> <hr/> <p>Home Work Ch. 23 CIMA Online</p>	<p>Wednesday Chapter 23 Liquid & Powder Enhancements</p> <p>Work on Class Project</p> <hr/> <p>Home Work Ch. 23 CIMA Online</p>	<p>Thursday Chapter 23 Liquid & Powder Enhancements</p> <ul style="list-style-type: none"> Review for Ch. 23 & 24 Test <p>Work on Class Project</p> <hr/> <p>Home Work Ch. 23 CIMA Online</p>

<p>Week 9 July 28th Monday Chapter 24 Light-Cured Gels</p> <ul style="list-style-type: none"> • Light-Cured Gels (p.1000-1009) • Review for Practical Final • Demo Light-Cured Gels <p>UV Gel Manicure</p> <hr/> <p>Home Work Ch. 24 CIMA Online</p>	<p>Tuesday Chapter 24 Light-Cured Gels</p> <p>*Practical Final Exam*</p> <p>Home Work Ch. 24 CIMA Online</p>	<p>Wednesday Chapter 24 Light-Cured Gels</p> <p>*Chapter 23 & 24 Test* *Ch. 23 & 24 CIMA Due*</p> <p>*Class Project Due*</p> <p>*Model Night* UV Gel Manicure</p> <hr/> <p>Home Work Ch. 24 CIMA Online</p>	<p>Thursday Chapter 24 Light-Cured Gels</p> <ul style="list-style-type: none"> • Review for Written Final <p>*Model Night* UV Gel Manicure</p> <hr/> <p>Home Work Study for Final Exam</p>
<p>Week 10 August 4th Monday</p> <ul style="list-style-type: none"> • Study for Final Exam • Work on Virtual Portfolio • Complete any unfinished skills 	<p>Tuesday</p> <p>*Written Final Exam*</p> <p>*Virtual Portfolio Due* *Skills Sheet Due*</p>	<p>Wednesday</p> <p>Enjoy the rest</p>	<p>Thursday</p> <p>of your summer!</p>

Syllabus May Change at the Discretion of the Instructor