



CSME 1443 Manicuring and Related Theory-Hybrid

Course Syllabus: Summer 2025

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	2-3 PM	2-3 PM	2-3 PM	2-3 PM		

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.

Prerequisite(s): Students must have submitted a completed application packet to enroll in the course.

Students must successfully complete this course in grades and attendance, in order to enroll in the second 'spring' semester

Student Learning Outcomes:

1. Define terminology related to nail services.
2. Demonstrate the basic procedures of nail services; practice safety and sanitation according to laws and rules of the state licensing agency.
3. Exhibit workplace competencies in nail services.

Evaluation/Grading Policy:

Weighted Grade Categories:	%
Weekly Assignment Sheets (Attendance/Participation)	40%
CIMA Assignments, Chapter Tests (in BB), Practical Rubrics	50%
Final Exams	10%
Current Class Average	100%

Required Instructional Materials:

Publisher: Milady

ISBN Number: 978-0-357-99389-7

Milady Standard Nail Technology Textbook, & Exam Prep w/ CIMA Access

Cosmetology Manicure Kit – purchased from NTCC Bookstore

Uniform: **To be determined.**

TDLR Law & Rule Book (Sent to students from TDLR)

PSI Candidate Information Bulletin (available in blackboard)

Northeast Texas Community College Student Handbook (available on NTCC's website, www.ntcc.edu)

Optional Instructional Materials:

Students must purchase a 'tool kit' which has been reserved for purchase in the NTCC Bookstore. This kit contains necessary tools and items which will be used in the course of training for all semesters. Some items will need to be replaced as they become broken or depleted. There will possibly be a school 'supply' list of miscellaneous items which is distributed to students.

Usual school supplies such as binder, filler paper, pens, pencils, highlighters, permanent markers, and a small inexpensive calendar will necessary purchases for the student. A complete list of school supplies is in the student handbook.

Minimum Technology Requirements:

Must be able to navigate/have access to a computer and internet, student may utilize the college computers and internet during college hours but outside of class time.

Required Computer Literacy Skills:

Must be able to log-in to their student email for communication, understand and use CIMA for hours and grades, and use blackboard for testing and submitting reviews weekly. Student may be required to save materials to their OneDrive account or a flash drive for use during classes.

NTCC Course Information:

- **Face-to-face** classes will have limited numbers of students allowed in each classroom to maintain social distancing.
- **Fully online classes** will be delivered using NTCC's traditional online format through the Blackboard Learning Management System.
- **Live Remote classes** will connect the instructor and the student in a virtual classroom where the student will
 - Receive live instruction and be able to interact directly with the faculty member during the course's class time.
- **Hybrid classes** will have a combination of an on-campus face-to-face component with additional material being delivered online.

Institutional/Course Policy:

Missed worksheet assignments cannot be made up, missed test(s) may be made up with instructor approval. It is up to the student to contact the instructor if they miss a test to request a makeup exam. Students must login to CIMA, do all required assignments, and accrue required hours of log in participation. All students will receive a Cosmetology/Manicurist Student Handbook, and must abide by the contents in order to remain in the class.

Other Course Policies:

The cosmetology/manicure course is designed to train individuals to be able to enter the field of nail technology upon receiving their manicurist license. For a student to be completely be ready to enter the world of the salon, student must display a professional maturity and appearance, which is required during training throughout the course.

If a student wishes to drop courses, it is the student's responsibility to drop themselves from the manicure program courses through the admissions office.

For this reason, a Student Tech Handbook of Professional Integrity is issued to every student. The guidelines within require students to dress in a professional manner and behave in a professional manner.

Cell phones have become a part of our lives; however, we cannot let them take over our day. Vital information will not be heard if a student is using a cellphone during class. Cell phones should only be used during break.

- Students must wear professional uniform as described in Career Information Day or in personal interview.
- Students must clock in looking professional with makeup applied, and hair styled as needed.
- Students must come to class with all the necessary materials, tools, and supplies as needed daily.
- Fighting between students, and/or inappropriate interaction between students/instructor is not allowed-students will be immediately dropped from this course if a student initiates or takes any part in a violent episode or behavior. NTCC Security will be called and the student will be escorted from the campus, along with their possessions.
- A professional and positive attitude of good will and helpfulness is a requirement for a professional entering the career world and is required during training in this course.

Failure to adhere to the course guidelines/Manicurist Student Handbook will be just cause for discipline action such as 1st Offense-verbal or written warning, 2nd Offense-Write Up, suspension from class for 3 days, 3rd Offense-suspension or drop from the course

NTCC Cosmetology Attendance Guideline Chart

Percentage of Semester Missed	Absences (Number of Days Missed)	Resulting Action
10%	1 to 4 Days Missed	The whole program
20%	5 to 8 Days Missed	Write Up(s) and Plan of improvement with Instructors
30%	8 to 12+ Days Missed	Dismissal from Program

Video Recording of Course Activities:

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all

students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to adjust this timeline at any point in the term)

Manicurist Summer Class Assignments - 2025					
Course	Week	Dates	Theory Chapter	Due Dates	Assignments Due
CSME 1431	1	June 9-11	Foundations Chapter 5 <i>Infection Control</i>	June 16th by 11:59 PM	CIMA Chapter 5 work, Test Review and BB Test
	2	June 16-18	Chapter 6 <i>Manicuring</i>	June 23rd by 11:59 PM	CIMA chapter 6, Test Review and BB Test
	3	June 23-25	Chapter 7 <i>Pedicuring</i>	June 30th by 11:59 PM	CIMA chapter 7, Test Review and BB Test
	4	June 30-July 2	Chapter 11 <i>Monomer and Polymer Nail Enhancements</i>	July 7th by 11:59 PM	CIMA Chapter 11, Test Review and BB Test
CSME 1441	5	July 7-9	Chapter 12 <i>Gel Enhancements</i>	July 14th by 11:59 PM	CIMA Chapter 12, Test Review and BB Test, MID-TERM
	6	July 14-16	Chapter 4 <i>Nail structure, Disorders and Diseases</i>	July 21st by 11:59 PM	CIMA Chapter 4, Test Review and BB Test
	7	July 21-23	Chapter 3 <i>Skin Structure Disorders, and Diseases</i>	July 28th by 11:59 PM	CIMA Chapter 3, Test Review and BB Test
	8	July 28-30	Chapter 9 <i>Nail Tips and Forms</i>	August 4th by 11:59 PM	CIMA Chapter 9, Test Review and BB Test
CSME 1443	9	Aug 4-6	Chapter 10 <i>Nail Resin Systems</i>	August 11th by 11:59 PM	CIMA Chapter 10, Test Review and BB Test Hands on Final
	10	Aug 11-13	REVIEW WEEK	August 18th by 11:59 PM	OFF WEEK/make up work
	11	Aug 18-20	ONLINE Chapter 8 <i>Electric Filling</i>	August 25th by 11:59 PM	CIMA chapter 8 or TBD
	12	Aug 25-27	ONLINE Chapter 13 <i>Nail Art</i>	September 1st by 11:59 PM	CIMA Chapter 13 or TBD
- CSME 2430	13	Sept 1-3	ONLINE Foundations Chapter 8 <i>Career Planning</i>	September 15th by 11:59 PM	CIMA Chapter 8 or TBD
	14	Sept 8-10	FINAL for written		ALL ASSIGNMENTS AND LATE WORK DUE. Grades submitted