



CSME 1431 – Principals of Nail Technology/ Hybrid

Course Syllabus: Fall 2026

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

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Weekday	Office Hours
Monday	7:00am-8:00am, 11:00am-11:30 & 3:00pm-4:00pm
Tuesday	7:00am-8:00am, 11:00am-11:30 & 3:00pm-4:00pm
Wednesday	7:00am-8:00am, 11:00am-11:30 & 3:00pm-4:00pm
Thursday	7:00am-8:00am, 11:00am-11:30 & 3:00pm-4:00pm
Friday	Online only

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:

A course in the principles of nail technology. Topics include anatomy, physiology, theory and skills related to nail technology.

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

Student Learning Outcomes:

1. Explain the basic anatomy and physiology of the hands, arms and feet.
2. Practice the related skills of manicuring and pedicuring; and identify nail enhancements.

Evaluation/Grading Policy:

In the Manicuring Program, students are graded on both attendance and online assignments due to the hours-based structure of the program.

To progress through the program, students must maintain a minimum average of 70 in all courses and comply with the attendance policy by not exceeding the allowed number of absences.

Student success requires consistent participation in both online coursework and face-to-face lab instruction

throughout each semester.

The breakdown of the course requirements is as follows:

%	Requirement
50%	Chapter tests in Blackboard, CIMA activities, extra credit
40%	Attendance & Class Participation (Weekly Assignment Sheets grades)
10%	Final Exam Average (Avg of Written Final and Practical Final)

Semester grades will be earned as follows:

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

Online Assignments (50%):

Students must follow the online assignment due date chart provided at the beginning of each semester in print and on Blackboard for assignment sequence, chapter coverage, and due dates. Online assignments are issued through Blackboard and CIMA and are to be completed outside of class time as homework. Online work may include chapter exams in Blackboard, CIMA activities, and additional assignments or study materials assigned by instructors. Blackboard tests and CIMA assignments together make up 50% of the overall course grade. Any online assignment submitted after the due date will receive a 20-point deduction but must still be completed and submitted. Students must maintain an overall average of 70 or higher in all courses to progress in the program.

In-Class Assignments (40%):

Daily hands-on lab assignments and classroom activities are assigned by instructors and outlined on weekly assignment sheets distributed each Monday. These assignments are intended to be completed during scheduled class time unless otherwise directed by the instructor. Students receive a weekly Assignment Sheet Grade based on attendance, participation, and completion of daily class activities. A perfect weekly score is 100 points, with each day Monday through Thursday worth 25 points. Absences result in a 25-point deduction per day, and tardies result in a 10-point deduction per occurrence. Weekly Assignment Sheet Grades make up 40% of the overall course grade.

Final Exams (10%):

At the end of each semester, cosmetology students are required to complete both a written and practical final exam. The written final exam is administered through Blackboard, and the practical final exam consists of a mock state board practical. The two exam grades are averaged together and count as 10% of the overall course grade.

Extra Credit:

Extra credit assignments and supplemental study materials may be provided at the instructor's discretion or upon student request. Chapter reviews distributed during lectures may also be submitted for extra credit and will be entered into the 50% online assignment grade category.

Low Grades and Retakes:

Students are encouraged to redo failed or low-scoring Blackboard tests, assignments, and CIMA activities to improve their grades. Blackboard tests may be reopened by instructors upon request throughout the semester, and CIMA assignments remain available for grade improvement. Students must notify instructors after redoing work in CIMA so updated grades can be manually entered into Blackboard.

Required Instructional Materials:

Manicuring Kit – Purchased from NTCC Bookstore in start of Fall semester
Uniform – Purchased from NTCC Bookstore in start of Fall semester
TDLR Laws & Rule Book – Sent to students after paying Student Permit Fee

Milady Standard Cosmetology Text, Exam Prep w/ CIMA Access

Publisher: Milady

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

Optional Instructional Materials:

Students are responsible for replacing Manicuring kit items as they become broken, damaged, or depleted throughout the program. At the beginning of the program, students will receive a required school supply list that includes items such as a binder, clear plastic page protectors, notebook paper or notebooks, pens, pencils, highlighters, permanent markers, and state board packing materials. Students are expected to maintain these supplies and keep them in good condition for the duration of the program. Students are also expected to take notes during lectures and demonstrations and to keep all handouts and worksheets organized in plastic page protectors inside their binders for future reference during client services.

Minimum Technology Requirements:

Students must have access to a laptop or computer and reliable Wi-Fi to complete required online assignments outside of class time. NTCC Wi-Fi is available on campus 24/7, and students may remain on campus after class to use school facilities for homework completion; however, students are required to have their own device to work on. Laptop and computer requirements are reviewed with students prior to acceptance into the Manicure program. Chromebooks are not compatible with Blackboard, My Eagle Portal, or CIMA and are not recommended for school use.

Required Computer Literacy Skills:

Students must be able to access and regularly check their NTCC email account, as it is the official form of college communication. Students are also expected to navigate and use Eagle Portal for student resources, Blackboard for grades, assignments, and course progress, and CIMA for online coursework. Blackboard should be checked frequently throughout the program. Students using Apple devices such as MacBooks or iPads are encouraged to download the complimentary Microsoft Office programs available through NTCC by following the instructions provided on the Computer Services page of the college website. Students may also be required to save and access coursework through their OneDrive account.

Course Structure and Overview:

The Manicure Program is approved and monitored by the Texas Department of Licensing and Regulation (TDLR) and meets all requirements for Texas Manicuring licensure upon successful completion of the program and required state board examinations. Students participate in both face-to-face instruction and online learning through Blackboard and CIMA. The program provides training in all areas within the TDLR scope of practice for a

Texas Manicurist, , nail care, hands or feet. The 600-hour program is designed to be completed in three consecutive semesters: Fall, Spring, and Summer.

Classes are held Monday through Thursday from 8:00-11:00am or 12:00-3:00

This is a hybrid learning program, meaning a portion of required training hours are completed online through the CIMA platform. Online assignments must be completed outside of regular class time as homework.

The program prepares students for the two Texas state board examinations required for licensure: the written examination and the practical examination.

Students are expected to complete all online and in-class assignments within the assigned time frame. Daily assignments are required and may not be skipped due to personal preference or lack of effort. Students are not permitted to “take a zero” on assignments for any reason. All assignments are part of the required curriculum standards established by TDLR and are intended to be completed and mastered.

Students are expected to come to class each day prepared with all required materials, tools, and supplies. Students should arrive in uniform, professionally groomed, and ready to participate in class and clinic activities. Any kit items taken home must be returned to class each day. With instructor approval, students may remain after class when needed to complete or make up hands-on work.

Communications:

NTCC email, Microsoft Teams

Institutional/Course Policy:

Attendance Policy:

The Texas Department of Licensing and Regulation (TDLR) requires cosmetology students to complete 1,000 hours to qualify for the Texas Manicurist licensing examinations. Students earn credit hours daily through attendance, participation, and assignment completion. The program schedule is designed to allow students ample time to complete the required hours if attendance expectations are met.

Students may miss up to 7 class days per semester (10%) without disciplinary action. These absences are intended to account for unavoidable circumstances such as illness, family emergencies, childcare issues, court appearances, or other necessary obligations. If a student misses 8–13 days (20%), a write-up and improvement plan will be issued. If absences exceed 14 days (30% or more), the student may be subject to dismissal from the program unless a reasonable improvement plan can be established, online coursework has remained current, and the student remains in good standing behaviorally and academically. Students who reach a point where successful program completion is no longer achievable may be dismissed from the program.

Attendance and participation are reflected in the weekly Assignment Sheet Grade, which makes up 40% of the overall course grade. Weekly assignment sheet grades are issued throughout each semester.

Absences:

Students are responsible for completing all missed online and in-class assignments during absences. Most class lectures and demonstrations are recorded and uploaded to Microsoft Teams for review. Students are expected to use these recordings to stay current with coursework, as hands-on lessons cannot always be retaught individually due to time limitations. Missed lab work may be completed upon returning to class during available lab time, client days, after class, or at instructor discretion. Online assignments are still expected to be completed by the assigned due date unless extenuating circumstances have been discussed with instructors.

Manicuring Student Handbook:

The Manicure Program is designed to prepare students for professional employment in the nail technology industry. Students are expected to maintain professional behavior, appearance, and maturity throughout the program. Additional expectations and policies are outlined in the Manicure Student Handbook. The handbook is reviewed on the first day of class, and students are required to sign an acknowledgment stating they understand and agree to follow all handbook policies throughout enrollment in the program.

Student Write-Ups:

The Cosmetology and Manicure Department uses Student Write-Up Reports to document concerns related to attendance, grades, behavior, professionalism, or policy violations. Students receiving a write-up will meet with an instructor to discuss the issue, and both parties will sign the documentation before it is placed in the student's confidential file. Students who receive three or more write-ups within one calendar year may be subject to removal from the program.

Signing In and Out:

Although the NTCC Manicure Program operates as a credit-hour program rather than a clock-hour program, TDLR requires students to sign in and out daily to document attendance. The sign-in/sign-out sheet is located at the door of the Manicure room entrance (BT 125). Students are responsible for signing themselves in and out each day. Signing in or out for another student is a violation of TDLR policy and may result in disciplinary action.

Fighting and Behavioral Issues:

Fighting, threatening behavior, or inappropriate interactions between students or instructors will not be tolerated. Any student involved in a violent incident or physical altercation on campus may be immediately removed from the program. NTCC Security may be contacted, and students may be escorted from campus if necessary.

Cell Phone and Earbud Policy:

Cell phones must remain silent and out of sight during class time to prevent distractions and ensure students receive important instruction and safety information. Phones may be used during breaks or in the hallway in the event of an emergency. Earbuds and headphones are not permitted during class unless specifically authorized by instructors for instructional purposes.

Uniform Policy:

All Manicure students are required to wear the approved manicure uniform daily. The required uniform jacket is purchased through the NTCC bookstore prior to the beginning of classes and must be worn with pants, closed-toe shoes, and a student name badge. Students may also purchase approved Nail Technician T-shirts or sweatshirts through the bookstore, which must also be worn with pants, closed-toe shoes, and a name badge. Uniform jackets should be kept at the student's station or locker and worn especially during client services to protect clothing.

The following items are not permitted: sweatpants, pajamas, see-through or revealing clothing, tank tops, crop tops, skirts or shorts above the knee, beanies, oversized jackets, hoodies, or open-toed shoes.

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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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 Schedule:

Week 1: August 24-28

Topic: Ch. 1 History and Career Opportunities

Assignments: Chapter 1 Blackboard Test and CIMA activities

Due Date: Monday, August 31 at 11:59pm

Week 2: August 31-September 3

Topic: Foundations Ch. 5 Infection Control (Foundations Textbook)

Assignments: Foundations Chapter 5 Blackboard Test and CIMA activities

Due Date: Monday, September 14 at 11:59pm

Week 3: September 7-10

Topic: Foundations Ch. 5 Infection Control Continued

Assignments: Foundations Chapter 5 Blackboard Test and CIMA activities

Due Date: Monday, September 14 at 11:59pm

Week 4: September 14-17

Topic: Ch. 2 General Anatomy & Physiology

Assignments: Chapter 2 CIMA activities no Blackboard Test

Due Date: Monday September 21st at 11:59pm

Week 5: September 21-24

Topic: Ch. 6 Manicuring

Assignments: Chapter 6 Blackboard Test and CIMA activities

Due Date: Monday, September 28 at 11:59pm

Week 6: September 28-October 1

Topic: Foundations Ch. 4 The Healthy Professional (Foundations Textbook)

Assignments: Chapter 4 Blackboard Test and CIMA activities

Due Date: Monday, October 5 at 11:59pm

Week 7: October 5-8

Topic: Ch. 3 Skin Structure, Disorders and Diseases

Assignments: Chapter 3 Blackboard Test and CIMA activities

Due Date: Monday, October 12 at 11:59pm

Week 8: October 12-15

Topic: MID-TERM Week

Assignments: Mid-term hands on and written in Blackboard

Due Date:

Week 9: October 19-22

Topic: Ch. 4 Nail Structure, Disorders and Diseases

Assignments: Chapter 4 Blackboard Test and CIMA activities

Due Date: Monday, October 26 at 11:59pm

Week 10: October 26-29

Topic: Ch. 7 Pedicuring

Assignments: Chapter 7 Blackboard Test and CIMA activities

Due Date: Monday, November 2 at 11:59pm

Week 11: November 2-5

Topic: Project Week

Assignments: No homework

Week 12: November 9-12

Topic: Foundations Ch. 1 Life Skills (Foundations Textbook)

Assignments: Foundations Chapter 1 Blackboard Test and CIMA activities

Due Date: Monday, November 16 at 11:59pm

Week 13: November 16-19

Topic: Ch. 12 Gel Enhancements

Assignments: Chapter 12 Blackboard Test and CIMA activities

Due Date: Monday, November 23 at 11:59pm

Week 14: November 23-26

Topic: Thanksgiving Week- No Class

Week 15: November 30-December 3

Topic: Review Week

Week 16: December 7-10

Topic: Finals Week

Assignments: Hands on Final and Written Final in Blackboard

- You come only on your designated testing day for your hands on

Due Date: Wednesday December 9 at 11:59pm