EASTERN ARIZONA COLLEGE

Manicuring IV
Course Design
2015-2016

Course Information
Division: Business
Course Number: COS 152
Title: Manicuring IV
Credits: 4
Developed by: Debbie John/Revised by Nicole Lucas
Lecture/Lab Ratio: 1 Lecture/9 Lab
Transfer Status:

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<th>ASU</th>
<th>NAU</th>
<th>UA</th>
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<td></td>
<td>Non Transferable</td>
<td>CTE Departmental Elective</td>
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Activity Course: No
CIP Code: 12.0410
Assessment Mode: Portfolio
Semester Taught: Upon Request
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No

Prerequisites
COS 150 or concurrent enrollment in COS 150

Educational Value
Provides knowledge of cosmetology, at a professional level, for those preparing to become a licensed manicurist.

Description
Final manicuring course for students seeking a manicuring license. Emphasis is on polishing all manicuring skills in preparation for a mock state board exam. Additional instruction in salon management and nail product/services sales.

Supplies
Student nail kit
Competencies and Performance Standards

1. Perform manicuring services at a professional level.

Learning objectives
What you will learn as you master the competency:

a. Perform the steps in pre-service.
b. Polish basic to advanced manicuring techniques.
c. Perform repair procedures for nail and skin disorders.
d. Conduct client consultations.

Performance Standards

Competence will be demonstrated:

- during supervised practicals
- on the clinic floor
- in completion of Phase II Exams

Criteria - Performance will be satisfactory when:

- learner performs the steps in pre-service
- learner polishes basic to advanced manicuring techniques
- learner performs repair procedures for nail and skin disorders
- learner conducts client consultations

2. Identify issues related to salon management.

Learning objectives
What you will learn as you master the competency:

a. Compare advantages and disadvantages of a full-service salon or a nail-only salon.
b. Identify managerial responsibilities.
c. Demonstrate knowledge of income, expenses, and business records.
d. Demonstrate proper booking and appointment control.
e. Diagram an appropriate physical layout of a salon.
f. Evaluate employment procedures.

Performance Standards

Competence will be demonstrated:

- during supervised practicals
- on the clinic floor
- in completion of Phase II Exams

Criteria - Performance will be satisfactory when:

- learner compares advantages and disadvantages of a full-service salon or a nail-only salon
- learner identifies managerial responsibilities
- learner demonstrates knowledge of income, expenses, and business records
- learner demonstrates proper booking and appointment control
- learner diagrams an appropriate physical layout of a salon
- learner evaluates employment procedures
3. Describe issues related to nail product/nail services sales.

**Learning objectives**

*What you will learn as you master the competency:*

a. Demonstrate acceptable sales approaches.
b. Explain importance of maintaining inventory records.
c. Demonstrate advertising skills.
d. Demonstrate appropriate displays.

**Performance Standards**

*Competence will be demonstrated:*

- during supervised practicals
- on the clinic floor
- in completion of Phase II Exams

*Criteria - Performance will be satisfactory when:*

- learner demonstrates acceptable sales approaches
- learner explains importance of maintaining inventory records
- learner demonstrates advertising skills
- learner demonstrates appropriate displays

**Types of Instruction**

- Classroom Instruction
- Demonstration
- Supervised Practicals
- Actual Work Experience

**Grading Information**

**Grading Rationale**

<table>
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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Customer service skill</td>
<td>33.3%</td>
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<tr>
<td>Performance/technical skill</td>
<td>33.3%</td>
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<tr>
<td>Clinic work</td>
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**Grading Scale**

- **A** 90% - 100%
- **B** 80% - 89%
- **C** 70% - 79%
- **D** 60% - 69%
- **F** Below 59%