SAN JUAN COLLEGE

COSD **113 Nail Theory I Section Name Section Credit Hours Credits Syllabus**

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Instructs in the knowledge of communication, professional image, infection control, anatomy, skin structure, growth, nutrition, nail structure and growth, nail disorder and diseases, chemistry, nail product chemistry, electricity, manicuring, pedicuring, electric filing, nail tips, wraps, enhancements, and gels.

Prerequisites: RDNG-099 ENGL-1110(ENGL-111)

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

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1. Discuss the most effective ways to manage time.
2. Explain ergonomic principles and demonstrate ergonomically correct postures and movements.
3. List the golden rules of human relations.
4. Define hepatitis and human immunodeficiency virus (HIV) and explain how they are transmitted.
5. Describe how to safely clean and disinfect salon tools and equipment.
6. Name the 11 main body systems and explain their basic functions.
7. Describe the structure and composition of the skin.
8. Describe the structure and composition of nails.
9. List and describe the various disorders and irregularities of nails.
10. Explain the difference between organic and inorganic chemistry.
11. Discuss the basic chemistry of nail salon products.
12. Describe how to safely use electrical equipment in the salon.

13. Identify the four types of nail implements and/or tools required to perform a manicure.

14. Explain the differences between a basic pedicure and a spa pedicure.

15. Discuss the different types of electric files that are used most often by nail professionals.

16. Identify the supplies needed for nail tip application and explain why they are needed.

17. Explain monomer liquid and polymer powder nail enhancement chemistry and how it works.

18. Describe when to use the one-color and two-color methods for applying UV gels.

19. Define nail art brushes and their uses.

20. Discuss how to explore the job market, research potential employers and the legal aspects of employment,

and complete an employment application.

21. Describe the characteristics necessary to thrive in a service profession.

22. Explain why selling services and products is a vital aspect of a salon's success.

Required Texts and/or Materials

image not available

Salon Fundamentals Nails Combo Textbook and Study Guide, Second Edition
9781936349500
Pivot Point International, Incorporated
2010-03-01
Salon Fundamentals Exam Prep

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

Practicals/Comprehensive Assessments

You will have the opportunity to put their study skills into practice by answering comprehensive multiple-choice questions. Some theory practical assessments will require you to complete hands-on

applications at home. The assessment is a pass or fail. Students must score 75 percent in order to receive credit. Any scores below 75 percent will not receive credit.

The examination will be available beginning Friday at 8:00 am (Mountain Time) and ending Monday at 11:59 pm, (Mountain Time). The exam will be over concepts covered from the selected Module. Guidelines for the examination will be listed on Pivot Point's website.

The number of multiple-choice questions will vary for each assessment. Examinations can range from requiring you to dedicate 15 minutes for a test and up to an hour. Most weekly assessments are under an hour. The final comprehensive written examination for this course will require at least an hour of your time to complete. Learners are expected to find a quiet place that they will not be disturbed when taking each assessment and the final comprehensive exam. After completion of each assessment, the assigned instructor will post the test results on Canvas for you to review.

All practicals are due by 11:59 MT on Monday.

Projects

Students will have the opportunity to work in small groups. Each group can contain no more than 4 people. I recommend reaching out to your peers in the student forum and creating an efficient system to complete the project. Each person within the group has to submit the group's project separately in order to receive credit. All group work must list everyone's name that contributed to the project in order to avoid plagiarism.

All projects are due by 11:59 MT on Sunday

Participation

Students are expected to complete all assignments each week. Students' participation for each module will be assessed by the Participation Rubric. The instructor will input the students' grade for that week.

Student Evaluations

Students will be evaluated for their performance each week. Student Conduct/Evaluations seeks to measure or rate the quality of a students' work or behavior using a scoring guide. A 10-point rubric was designed to focus on work or behavior typically in order to improve employability skills. This assessment is meant to be used as a benchmark so students can adjust performance and increase levels of academic achievement. The instructor will input the students' grade for that week.

Other Classroom Policies and Expectations

Other Classroom Policies and Expectations

E-Mail

Students must use their school emails when trying to communicate with their instructor. Do not send emails from non-university accounts (i.e. Gmail, Yahoo, etc.). Communication with the instructor will be conducted using messaging through the Canvas Learning Management system. Students can expect an e-mail reply from the instructor within 48 hours using Mountain Standard Time (MST).

Student Forum

In online courses, it is normal to have many questions about things that relate to the course, such as clarification about assignments, course materials, or assessments. Students will post these in the Student Forum located in the Student Forum Module. This is an open forum, and you are encouraged to give answers and help each other.

In order to be successful in an online course, students must be proactive and regulate/manage their time and learning. Students will need to assess their own comprehension of concepts. If students are unclear, have concerns, or need further explanation for assignments, it is their responsibility to contact the instructor with questions about assignments through the student forum. The instructor will look at the forum within 72 hours to answer student questions.

Grading

Final grades are calculated based on the following...

Weighted Grades

Category

Weight

Assignments	10
Essay	15
Exams	20
Practicals/Comprehensive Assessments	15
Projects	25
Participation	10

Course Time Commitment

Students should expect to spend about an average of 12 hours each week on assignments for this course.

Canvas Participation and Expectations

Announcements will be posted in Canvas on a regular basis. Students will be expected to log into the Canvas at least three times per week to be aware of possible announcements/reminders to pace their progress in the course.

Participation and Attendance Policy

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The Cosmetology faculty believes that the habits and work pattern established while an individual is a student will be reflected in the work setting when the transition is made to cosmetology practitioner. Therefore, every effort should be exerted to establish good work ethics, or patterns of good attendance, promptness, and responsibility. This applies to all didactic and laboratory courses, and clinical rotations.

- Turning in assignments late or responding to peers' post after the set deadline reflects irresponsible behavior, lack of respect for faculty and other students, and serves as a distraction to others. Students are expected to turn in assignments at the designated time.
- The cosmetology program will not excuse students from assignments due to employment schedules. Students are expected to meet their obligations to the course of study.

Acceptable Reasons for Late Assignment with Appropriate Documentation

Student sickness (Document must be filled out by an appropriate licensed medical professional with approved dates of the student's absence).

Student's observance of a religious holiday.

Death in the student's family or other emergencies beyond the control of the student's family.

Mandated court appearance

Educational opportunities preapproved by the appropriate instructor.

Instructor Response Times & Regular Interaction Expectations

In regards to assignment feedback, the instructor's goal is to provide timely feedback (comments, rubric evaluation, and grades) in an efficient manner that provides specific guidance for improving future assignments. In order to be helpful, it is necessary to devote a certain amount of time to the development of quality comments that truly assist the student. This time frame, of course, varies due to class size, and the nature and complexity of the assignment. As such, the instructor will make every effort to provide prompt feedback that can be applied to future assignments. In most instances, this will be within one week after the submission due date.

Key Dates to Remember

Full Academic Calendar

Course Schedule

COSD 113 Course Schedule Date Feb 8- Feb 14

Week	Activities
Ecology	Rave Alert-Sign Up!
	Introduction
	Orientation Agreement
	Respect
	Emergency Contact
	Student Information Sheet

	Professionalism Pledge
	Student Acknowledgment of Information
	Chapter 3 (Ecology) and Glossary
	Methods of Communication Discussion
	Coaching Discussion
	Words Matter Discussion
	Test Taking Essay
	Handbook Quiz
	State Board Practice Chapter 3 Quiz
Bacteria and Viruses	(Group Friendly) Milady Ecology Glossary
	Ecology (Chapter 3) SmartNotes
	Reflection Paper Ecology (Chapter 3)
	Chapter 3 Nail Test
Anatomy	Chapter 4 (Anatomy) and Glossary
	CND Product Knowledge Project
	Motivational Speech
	Priorities Discussion
	Relationships Discussion
	Survivor Discussion
	State Board Practice Chapter 4 Quiz
Building Blocks of the Human Body	(Group Friendly) Milady Anatomy Glossary
	Anatomy (Chapter 4) SmartNotes
	Reflection Paper Anatomy (Chapter 4)
	Chapter 4 Nail Test
Employability Skills	Chapter 5 (Chemistry) and Glossary
	Scenario Social Media

	Late Assignments Discussion
	To-Do List Discussion
	Teamwork
	Ergonomics
	Organic vs Inorganic Chemistry
	State Board Practice Chapter 5 Quiz
Chemistry	(Group Friendly) Milady Chemistry Glossary
	Conflict Discussion
	Chemistry (Chapter 5) SmartNotes
	Reflection Paper Chemistry (Chapter 5)
	Chapter 5 Nail Test
Physiology	Chapter 6 (Nail Diseases and Disorders) and Glossary
	Situation Discussion
	Team experience Discussion
	Writing Skills Discussion
	Safety When Using Electrical Equipment
	State Board Practice Chapter 6 Quiz
Disease and Disorders	(Group Friendly) Milady Nails Disorders and Diseases Glossary
	Nail Disorders and Diseases (Chapter 6) SmartNotes
	Reflection Paper Nail Disorders and Diseases (Chapter 6)
	Chapter 6 Nail Test
Nail Services	Chapter 8 (Natural Nail Services) and Glossary
	Scenario Hair Event
	Compliment Discussion
	Cooperation Discussion

	Different Planet Discussion Thank You Nail Art Brushes Usage State Board Practice Chapter 8 Quiz
Basic Manicure/Pedicure	(Group Friendly) Milady Natural Nail Services Glossary Basic Manicure/ Pedicure (Chapter 8) SmartNotes Reflection Paper Natural Nail Services (Chapter 8) Chapter 8 Nail Test
Artificial Nails	Chapter 9 (Artificial Nails) and Glossary Serving Others Solve a Problem Discussion Thoughts Discussion Textbook List Job Market Research Discussion State Board Practice Chapter 9 Quiz
Acrylic	(Group Friendly) Milady Artificial Nails Glossary Chapter 9 Artificial Nails (Chapter 9) SmartNotes Reflection Paper Artificial Nails (Chapter 9) Chapter 9 Nail Test Final Comprehensive Mock State Board Examination

Program Handbook

2020_2021 Cosmetology Online Student Handbook.docx

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

 A course fee of $5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical

testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.