**ADVANCED MANICURIST COURSE SYLLABUS**

**300 Hours**

 **LE JEANE ACADEME**

 **2020/2021**

Le Jeane Academe Day Time Class Hours

819 McKay Court, Suite 103 M -W 9:00 – 4:00

Boardman, Ohio 44512 Finish Course in approx. 9 Weeks

Phone: 330/729-9277 Evening Class Hours

Email:lejeaneacademe@aol.com M-W 4:30-9:00 SAT 9:00-4:00

Finish Course in approx. 18 Weeks

**GENERAL INFORMATION:**

Manicuring is a program of clearly defined objectives intended to provide training in all aspects to the student whose goal is to become a knowledgeable Manicurist, including all aspects of the nail care area of cosmetology. Students will be introduced to nail structure and manicuring techniques with ample opportunity to apply these techniques to our guests in the clinic. Students will also be expected to understand and implement client service, including social skills associated with interacting well with clientele, which we feel is a main component to their success. The design of our course, while outlined and guided by the Ohio State Board of Cosmetology, is customized to educate the student and prepare them to work in a true spa/salon setting with emphasis on sanitation, cleanliness, safety, style, technique, manner, preparation, proper execution, customer service, self awareness and pride in their job and themselves. Our theory is that a student is not prepared to start a career in the Cosmetology business unless they are exposed to all aspects of this career and we strive to help them become a well-rounded student during the education process.

**COURSE DESCRIPTION:**

1. The purpose of this course is to introduce the student to the technical and theory skills required to earn an Advanced Manicurist license.
2. The course content is dictated by the Ohio State Board of Cosmetology.
3. The laws, safety practices and the knowledge of sanitation procedures are introduced and practiced throughout the training of the potential cosmetologist.
4. The student will develop the basic manipulative skills through laboratory

practice.

 5. The student will have adequate academic knowledge to apply theory work to

 the field of esthetics

1. The student will be prepared for employment in the Cosmetology field upon

passing the Ohio State Cosmetology Exam.

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**GOALS AND OBJECTIVES**

1. To train all students in the trade of Advanced Manicuring using technical information examinations via retention of the completion of all phases of the course and become licensed in order to become employed in the field of Esthetics.

2. Students will develop communication skills required for employment.

3. Students will develop good communication skills with instructors, fellow students and clients.

4. Students will develop the proper safety and sanitation practices.

5. Through practice, the students will develop skills suitable to be prepared to seek employment in the Cosmetology field with confidence that they are prepared.

6. Students will be exposed to all aspects of the Manicuring field and realize that there are many careers associated with the Manicuring field, giving them the opportunity to pursue their chosen path.

7. Students will develop a sense of work ethic and responsibility in order to hone their skills and build a clientele in the Cosmetology field upon completion of the program.

8. Students will develop or maintain self-discipline.

**OHIO STATE BOARD OF COSMETOLOGY REQUIREMENTS**

1. Infection Control & Principles/Practices

2. Anatomy

3. Nail Care Procedures & Practices

4. Massage

5. Chemistry

6. Nail Enhancements

7. Specialized Equipment

8. Salon Operations & Communication Skills

9. Cosmetology Laws & Rules Manager

10. Public Health & Safety Manager

11. Advanced Techniques – Manager

12. Cosmetology Laws & Rules

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 **EXPECTATIONS OF** **STUDENTS**

1. To successfully pass all Advanced Manicurist competencies and log 300 hours to apply for the Ohio State Cosmetology exam.

2. Daily attendance

3. Be prepared for class daily with the proper items/materials required for classroom/lab/practice activity

4. Dress in proper program uniform as specified in student handbook

5. Look professional daily including hair, make-up and practice proper hygiene

6. Learn General Lab Safety and General Industry Safety to be able to pass safety tests included in the program

7. Pay all fees and tuitions in order to graduate and advance from the program to the Ohio State Cosmetology Board exam.

8. To be evaluated and meet Ohio State Board of Cosmetology criteria

9. Keep a journal of lab skills and turn in weekly as required

10. Deliver homework assignments and projects complete on date due

11. To be respectful of the instructors and fellow students

12. Realize the instructor is there to help you to succeed

13. Accept constructive criticism

14. Be patient and kind to others

15. Put in the work and have the proper mental attitude required to excel in the Cosmetology field

16. Be prepared for class daily mentally and physically

17. Pay close attention to demonstrations and instructions when given

18. Ask for help as soon as needed

19. Be responsible for getting assignments and handouts when absent

20. Realize that practicing perfectly makes for perfect performance

21. Schedule personal appointments outside of school hours as attendance is

 crucial to your grade and classroom performance.

22. Classroom cleanliness is essential and is a part of your chosen field. Take it

 seriously and practice it daily.

23. Follow all lab and school policies.

24. Practice professional personal hygiene

25. Don’t store items in your pockets or on your self (State Board)

26. No cell phones during classroom, lab or practice

27. No smoking on the Le Jeane Academe premises

28. No slang talk, personal private talk, profanity. Speak in G-Rated professional tones

29. No food or drink in classroom/lab/practice

30. Responsible for clocking in yourself. Nobody shall clock in for you.

31. Be able to work with manual dexterity and have the stamina and willingness to spend long hours standing.

32. Students will be expected to practice to build upon salon skills and time

 management.

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**REQUIRED MATERIALS**

To successfully complete the course, each student will be required to have the following materials. These materials may be kept in each student’s assigned locker.

1. Lined notebook paper to last the entire course

2. Pencils and Pens to last the entire course

3. 2 Medium size plastic containers with lid (sandwich size) and 2 small plastic

 containers with lid (snack size). (Must have for State Board exam.)

4. Available technology outside of school such as a computer and printer for

 research and other computer assignments. It is the student’s responsibility

 to find access at a library, family friend etc. if they do not have a computer.

5. As the year progresses, there may be added materials requirements.

Milady Standard Nail Technology, Milady Standard Nail Technology Theory Workbook, and Milady Standard Nail Technology Exam Review Book are supplied by Le Jeane Academe and are included in the student’s tuition. These items are required in class and lab each day. Points will be deducted if books are needed and student does not have books in class or in lab.

**ONLINE RESOURCES**

1. Cos.ohio.gov

2. Quizlet.com

**SAFETY**

Safety is the number one priority for our students and for the clients they will be working with. Safety and sanitation should be practiced at all times and each student will be taught the proper practices for sanitizing and disinfecting equipment for the protection of both the student and the client according to the Ohio State Board of Cosmetology Rules and Regulations. Safety procedures will be taught continually throughout the course of the entire program to employ safety and sanitation measures daily.

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**EVALUATION PROCEDURES**

1. Grading and evaluation guidelines are established by attendance, punctuality, lab journals, exams, homework assignments.

2. Plagiarism and cheating will not be tolerated and disciplinary action will be taken.

3. Students will meet Ohio State Board of Cosmetology criteria

4. Evaluation of practical skills will be given daily and at the completion of projects

5. Grades will be calculated on a points system.

6. Students will be required to keep a journal of lab skills. This journal will be

 turned in weekly, graded weekly and worth 20 points.

7. Attendance and participation will be monitored and awarded accordingly at

 10 points per day.

8. Grading Scale:

 A 92-100

 B 91-83

 C 82-74

 D 73-66

 F 65-0

9. All homework and projects will be assigned a due date and all work is expected to be completed by that time. After that date, the teacher, at his or her discretion and depending on the circumstances, may allow a **one day extension,** however, all late work **will be reduced in value by 15%** (100 % will now be 85%, 75% will now be 60% etc.). No work will be accepted more than one day late and a “0” will be awarded for work not completed.

10. Absence from class does not extend the deadline for work assigned. If a student is absent on a day an assignment is due, the work will be due immediately upon their return to class.

11. A final exam will be given and required to be passed in order to establish suitability for the Ohio State Board of Cosmetology Licensing Exam.

 **DISTANCE LEARNING**

Le Jeane Academe will offer web-based distance learning based on the State Board

approved Milady Text Book, Workbook, and Exam Book. Practical learning will be

offered to students via Zoom and Facetime for each course. Le Jeane Academe will

be tracking and recording students’ performance outcomes using Canvas software.

If distance learning becomes required by the State, the percentage of distance learning hours permitted is 75% of the total program hours for cosmetology and branch of cosmetology programs. Any hours or equivalent credit hours attained in this manner may not be recognized by other states or schools.

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**SIGNATURE PAGE**

PARENT AND STUDENT SIGNATURE ARE BOTH REQUIRED IF STUDENT IS A MINOR

I have read and understand the above student 2020 Advanced Manicurist Program Syllabus. I understand that I must follow the syllabus and will take responsibility for my own actions if I do not follow the syllabus. I agree to sign and date this document to ensure knowledge of the 2020 Advanced Manicurist Syllabus.

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Parent Signature Date

Parent Phone Number