

# Hays Academy of Hair Design

## Course Outline

Course Title: Nail Technology

Text: Milady's Standard: Nail Technology, Fourth Edition  
Nuts and Bolts Business Training Materials

## Course Description

The Nail Technology Course is a 350-hour program that is normally completed during a eleven-week full-time session during which the students attend eight hours a day, four days per week. Part-time is those students that need to attend classes less than four days per week.

During the 350-hour course, the student will study the basic principles of manicuring, including artificial nails, pedicuring, sanitation, salon management and state laws.

## Course Objectives

In the last two weeks of this course, the school will schedule each student to take a practical examination to prepare him/her for the state examination that is required to receive the nail technology license from the Kansas Board of Cosmetology. The student must receive a minimum grade of 75% on the exam. This test is approximately 1-1/2 to 2 hours, and the student will be tested on each of the items listed below.

1. The student will be able to demonstrate the correct practice of sanitation in the salon, explain the use of the wet and dry sanitizers, the use of alcohol for sanitation, identify the commonly used disinfectants and antiseptics used in the salon, and recite the fundamental rules of first aid.
2. The student will demonstrate a plain manicure on one hand of the model. Evaluation will be on: arrangement of implements and supplies, shaping of the nail, cuticle treatment, polish application, hand and arm massage, and safety and sanitation procedures. An instructor will evaluate the student. This process will be allotted 20 minutes.
3. The student will demonstrate the application of artificial nails on three fingers of a model. Evaluation will be on: arrangement of implements and supplies, shaping, cuticle treatment, smoothness of artificial nails, finished results, polish application, and safety and sanitation procedures. An instructor will evaluate the student with 45 minutes allowed for the process. The student will be allowed to apply sculptured nails or nail tips for this exam.
4. The student will be able to identify and define levels and areas in which an onychologist can be employed. This will be done orally for an instructor.

## Hours in the Manicuring Curriculum

	<u>Min. practices</u>	<u>Hours</u>
<b><u>Scientific Concepts</u></b> .....		60
<b><u>Manicuring skills</u></b> .....		75
(a) Basic manicure .....	25	
(b) Pedicure .....	10	
 <b><u>Artificial nails</u></b> .....		 160
(a) Sculpturing .....	100 nails	
(b) Tipping .....	100 nails	
(c) Wrapping .....	100 nails	
 <b><u>Business practices</u></b> .....		 35
 <b><u>State law</u></b> .....		 20
 Total hours .....		 350

## **Nail technology Curriculum Outline**

- I. Orientation (8 hours)
  - A. Materials and Equipment
    - 1. Distribute textbooks
    - 2. Distribute workbooks
    - 3. Assign lockers
  - B. School Rules
    - 1. Attendance policy
    - 2. Tardiness policy
    - 3. Clinic floor and desk
    - 4. Classroom etiquette
    - 5. Grade and report cards
  - C. Dress Code
    - 1. Professional appearance
    - 2. Proper uniform
  - D. Counseling
    - 1. Student services
    - 2. Learning preference test
      - a. Evaluation
  - E. Nail technology as a Career
    - 1. Career possibilities
    - 2. Salary expectations
  
- II. Your Professional Image (21 hours)
  - A. Qualities of a Professional Nail Technician
  
- III. Bacteria and Other Infectious Agents (12 hours)
  - A. Bacteria
    - 1. Types of bacteria
    - 2. Classifications of pathogenic bacteria
    - 3. Growth and reproduction
    - 4. Movement of bacteria
  - B. Viruses and Fungus
    - 1. Kinds of viruses
    - 2. Exposing the natural nail
    - 3. Prevention
  - C. Parasites
  - D. Understanding Infection
    - 1. Immunity to infection
    - 2. How infections breed in the salon
    - 3. How nail technicians can fight infections
  
- IV. Sanitation and Disinfections ( 12 hours)
  - A. Contamination Control
  - B. Sterilization
  - C. Sanitation

- D. Disinfection
  - 1. Effective use of disinfectants
  - 2. Types of disinfectants
- E. Implements of Other Surfaces
- F. Ultraviolet Ray Sanitizers
- G. Bead Sterilizers
- H. Beware of Formalin
- I. Blood Spills
- J. Disinfectant Safety
- K. Universal Sanitation
  
- V. Safety in the Salon (11 hours)
  - A. Common Chemicals Used by Nail Technicians
  - B. Learn About the Chemicals in Your Products
    - 1. MSDS
  - C. OSHA
  - D. Avoiding Overexposure
    - 1. Ventilation Control
    - 2. Local Exhaust
    - 3. Preventing Overexposure to Dusts
  - E. Protecting Eyes
  - F. Other Tips for Working Safely
    - 4. Cumulative Trauma
  
- VI. Product Chemistry (10 hours)
  - A. Understanding Chemicals
    - 1. Matter and energy
    - 2. Molecules and elements
    - 3. Forms of matter
    - 4. Chemical reactions
    - 5. Catalyst
    - 6. Solvents and Solutes
  - B. Adhesion and Adhesives
    - 1. Adhesives
    - 2. Primers
    - 3. A Clean Start
  - C. Fingernail Coatings
    - 1. Monomers and polymers
    - 2. Understanding polymerizations
    - 3. Simple vs. cross-linking polymer chains
    - 4. Light and heat energy
    - 5. Evaporation coatings
  - D. Avoiding Skin Problems
    - 1. Dermatitis
    - 2. Prolonged or repeated contact
    - 3. Irritant contact dermatitis

- 4. Precautions
  - 5. Protection
  - E. Overexposure Principle
- VII. Anatomy and Physiology (21 hours)
- A. Cells
    - 1. Cell growth
    - 2. Cell metabolism
  - B. Tissues
  - C. Organs
  - D. Overview of Systems
  - E. Integumentary System
  - F. Skeletal System
    - 1. Structure of bone
    - 2. Joints
    - 3. Bones of the arm and hand
    - 4. Bones of the legs and foot
  - G. Muscular System
    - 1. Muscle parts
    - 2. Stimulation of muscles
    - 3. Muscles affected by massage
  - H. Nervous System
    - 1. Brain and spinal cord
    - 2. Nerve cells and nerves
  - I. Circulatory System
    - 1. Heart
    - 2. Blood
  - J. Endocrine System
  - K. Excretory System
  - L. Respiratory System
  - M. Digestive System
- VIII. Nail and Its Disorders (21 hours)
- A. Normal Nail Anatomy
    - 1. Chemical content of the nail
  - B. Nail Disorders
  - C. Common Nail Disorders and their symptoms
- IX. Skin and Its Disorders ( 10 hours)
- A. Healthy Skin
    - 1. Function of the skin
  - B. Structure of the Skin
    - 1. Nourishment
    - 2. Nerves
    - 3. Glands
    - 4. Elasticity

- C. Skin Disorders
    - 1. Lesions
    - 2. Inflammations and infectious disorders
    - 3. Fungal infections
  - D. Pigmentation
- X. Client Consultation (3 hours)
- A. Determining the condition of nails and skin
  - B. Determining your client's needs
  - C. Meeting your client's needs
  - D. Completing the client health/record form
  - E. Maintaining the client service and product record
- XIV. Manicuring (40 hours)
- A. Nail Technology Supplies
    - 1. Equipment
    - 2. Implements
    - 3. Sanitation for implements
    - 4. Materials
    - 5. Nail Cosmetics
  - B. Choosing a Nail Shape
  - C. Plain Manicure
    - 1. Three-part procedure
    - 2. Pre-service
    - 3. Actual Procedure
    - 4. Post-service
  - D. Finishing the Nails
  - E. Five Types of Polish Application
  - F. Plain Manicure Post-service
  - G. French and American Manicures
  - H. Reconditioning Hot Oil Manicure
    - 1. Supplies
    - 2. Reconditioning hot oil manicure pre-service
    - 3. Reconditioning warm oil manicure process
  - I. Performing a man's manicure
  - J. Manicure using an electric file
    - 1. Safety and sanitation requirements
  - K. Paraffin Wax Treatment
  - L. Hand and Arm Massage Techniques
  - M. Spa Manicure
- XV. Pedicuring (35 hours)
- A. Pedicure Supplies
  - B. Pedicures
    - 1. Pedicure pre-service
    - 2. Pedicure service

- 3. Pedicure post-service
  - C. Foot Massage
    - 1. Techniques
  - D. More About Pedicuring
    - 1. Soaks
    - 2. Scrubs
    - 3. Massage Preparations
    - 4. Add-on Products
  - E. Pedicure Instruments
- XVI. Electric Filing (10 hours)
- A. Types of Files
    - 1. Belt-driven
    - 2. Cable-driven
    - 3. Micromoter
    - 4. Hand-held micromoter
  - B. Choosing an Electric File
  - C. Tips of Bits Used on the Nail
    - 1. Sanitation and disinfection of bits
    - 2. Rusting
  - D. How to Use the Electric File
    - 1. Application technique
    - 2. Shaping under the nail and c-curves
    - 3. Backfills
    - 4. Finishing
    - 5. Buff oils
  - E. Troubleshooting
    - 1. Heat
    - 2. Left-handed technicians
    - 3. Carpal Tunnel
    - 4. Speed
- XVII. Aromatherapy (5 hours)
- A. What is Aromatherapy
  - B. Essential Oils
  - C. Carrier Oils
  - D. Hands and Manicure
  - E. Feet and Pedicure
  - F. Choosing an Aroma
- XVIII. Nail Tips (20 hours)
- A. Supplies
  - B. Nail Tip Application
    - 1. Pre-service
    - 2. Post-service
  - C. Alternative Tip Applications

1. Tip well cutting application
  2. Tip application with acrylic
  - D. Maintenance and Removal of Tips
- XIX. Nail Wraps (20 hours)
- A. Fabric Wraps
    1. Supplies
    2. Nail wrap pre-service
    3. Nail wrap post-service
  - B. Fabric Wrap Maintenance, Removal, and Repairs
  - C. Paper Wraps
    1. Supplies
  - D. Liquid Nail Wrap
- XX. Acrylic Nails (25 hours)
- A. Acrylic Nails Over Forms
    1. Supplies
    2. Pre-service
    3. Post-service
  - B. Acrylic Backfill
    1. Supplies
  - C. Maintenance and Removal
    1. Crack repair
  - D. Odorless Acrylics
  - E. Light-cured Acrylics
  - F. Colored Acrylics
  - G. Dipping Methods
- XXI. Gels (15 hours)
- A. Light-Cured Gel on Tips or Natural Nails
    1. Supplies
    2. Pre-service
    3. Post-service
  - B. No-Light Gels
    1. Supplies
  - C. No-light Gels and Fiberglass/Silk Wrap
  - D. Gel Maintenance and Removal
- XXII. The Creative Touch (3 hours)
- A. Basics and Foundation of Nail Art
  - B. Creating Nail Art
  - C. Freehand Painting
  - D. Using an Airbrush for Nail Color and Nail Art
  - E. Getting Started and Finished
  - F. Two-color Fade
  - G. Traditional French Manicure



XXVII. The Salon Business (15 hours)

- A. Your Working Environment
  - 1. Full-service Salon
  - 2. Nails only Salon
  - 3. Tanning Salon
  - 4. Salon or Day Spa
- B. Make Your Decision
- C. Types of Compensation
- D. Booth Rental and Salon Ownership
- E. Interviewing with Success
  - 1. Look your best
  - 2. Resume
  - 3. Interview
- F. Keeping Good Personal Records
  - 1. Income
  - 2. Expenses
  - 3. Appointments
- G. Understanding Salon Business Records
  - 1. Using business records
  - 2. Keeping client records
  - 3. Computerization
- H. Booking Appointments
- I. Advertising Yourself
- J. Collecting Payment for Services

XXVIII. Selling Nail Products and Services (15 hours)

- A. Know Products and Services
- B. Know Client's Wants and Needs
- C. Marketing
- D. Present Your Products and Services
- E. Answer Questions and Objectives
- F. Close the Sale
- G. Tracking Your Success

XIX. Kansas Law (15 hours)

- A. Licensing Laws
- B. Licensing Fees
- C. Rules and Regulations

### **Instructional Methods**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities and student participation. Audio visual aids, guest speakers, field trips, projects, activities and other related learning methods are used in the course.

### **Grading Procedure**

Students are assigned theory study according to the scheduled theory class. Theory achievement is evaluated through oral review followed by a written examination for which they receive a numeric grade at the close of study for each unit. They are also made aware of practical experiences that must be performed to achieve graduation requirements. Practical assignments are evaluated as completed and counted toward course completion. Practical skills are evaluated according to the criteria established by the institution (the institution criteria was designed and established in accordance with Kansas State Board of Cosmetology Regulations).

Excellent	100-93%
Very Good	92-85%
Satisfactory	84-75%
Unsatisfactory	74% & below