

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: COSM

Credit Hours: 3-0-3

Clock Hours: 135

Course Title: Manicuring and Pedicuring

Course Prerequisites: None

Textbook: Milady's Standard Cosmetology Package, 2016, Cengage Learning
ISBN-9780357925218

Course Description: This course covers all phases of nail preparation and care. Students will learn the anatomy, physiology, and pathology of the nails and skin, nail beauty techniques, and professional nail products and their uses. This course of study is designed to prepare students for state licensing examination and to provide knowledge and skills that will enable graduates to seek employment as licensed manicurists, product demonstrators, or salon managers/owners.

Learning Outcomes:

On completion of this course, the student should be able to perform the following with a proficiency that complies with the minimum standard of industry:

- A. Describe the structure and composition of nails.
- B. Safely demonstrate the proper use of implements, cosmetics, and materials of manicuring and pedicuring.
- C. Recognize nail diseases and disorders that is not treatable in salon.
- D. Identify safety hazards associated with nail and practical safety.

Course Requirements:

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Course Grading Scale:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

Attendance Policy:

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policy](#).

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Coordinator for SECTION 504 AND ADA

Angie Cao, Student and Disability Services

Specialist Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: acao@bpcc.edu

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.