Paul Mitchell The School Milwaukee

MANICURIST COURSE INFORMATION

MANICURIST COURSE DESCRIPTION

Manicurist: ***Standard Occupational Classification (SOC) 39-5092.00***
Classification of Instructional Programs (CIP) Code 12.0410

The curriculum involves 300 hours to satisfy Wisconsin state requirements. The course includes instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation and development, retail skills, client record keeping, business ethics, state laws and regulations, salon-type administration, and job interviewing.

****Graduates are prepared for an entry level manicurist.***

This course is taught in English. Textbooks and course materials are only offered in the English Language.

MANICURIST COURSE OVERVIEW

Course Hours: 300 clock hours

The course is divided into pre-clinical instruction, clinical service and distance education learning experiences.

- **Pre-clinical Classroom Instruction:** The first 60-75 hours are devoted to pre-clinical classroom instruction where Future Professionals develop foundational knowledge and practical skills through classroom workshops, demonstrations, theory instruction, and guided practice. Instruction emphasizes design principles, technical procedures, safety and sanitation, professional conduct, and readiness for supervised services.
- **Clinic Learning Experience:** Future Professionals apply classroom learning through supervised practical instruction and guest services. With coaching and guidance from Learning Leaders, they refine technical skills, consultation and communication, guest experience, product recommendations, and professional work habits. Learning continues through mini-classes, feedback, and structured practice.
- **Distance Education Learning Experience:** A student enrolled in a program with distance education may earn up to 50% of the program's total clock hours through distance education.

MANICURIST COURSE OUTLINE

- **Core Curriculum**: The Core Curriculum introduces the foundational principles and skills of the program through theory instruction, demonstrations, and hands-on practice. Future Professionals build essential technical knowledge, safety and sanitation practices, client care, and professional habits. Learning Leaders monitor progress, and learning is evaluated through written, oral, and practical methods, as applicable. Completing Core successfully prepares students for the next phase of their education, including supervised clinic classroom experiences.
- **Clinic Classroom Learning Experience:** In the clinic classroom, Future Professionals provide services to guests under Learning Leader supervision. They keep learning and reinforce classroom instruction through coaching, mini-classes, practical worksheets, and progress evaluations. They practice consultations, service planning, technical proficiency, guest communication, sanitation and safety, and professional service habits.
- **Classroom Learning Experience:** Instruction combines theory, demonstrations, and practical application. Additional learning opportunities may address retailing and product knowledge, communication, professional development, motivation, and career readiness, facilitated by appropriate school team members or guest artists.

MANICURIST COURSE SUBJECTS

The instructional program of Paul Mitchell The School Milwaukee meets or exceeds the state requirements.

Subject	Theory Hours	Practical Hours
1. Introduction: Law and Codes, Bookkeeping, Business Management, History and Ethics	36	0
2. Safety, Sanitation, Sterilization, First Aid and Bacteriology	10	25
3. Nails and Skin Disorders	24	10
4. Anatomy and Physiology	18	8
5. Manicuring and Pedicuring, including nail enhancement	24	112
6. Introduction to Advertising	12	0
7. Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or manicuring establishments.)	7	14
TOTAL HOURS	**131**	**169**
TOTAL CLOCK HOURS	**300**	

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

MANICURIST PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 300-hour course:

1. **Academic theory exams:** Students must receive a grade of 70% or higher on each assigned theory exam. Depending on the length of the module, theory exams will occur weekly or bi-monthly, within the distance education hours. The theory exams will evaluate the student's academic performance for each subject of the distance education curriculum.
2. **Final exam**: This test covers an overview of all related manicuring (e.g., anatomy, chemistry, etc.), Wisconsin State law and other covered manicure exams. Students must receive a grade of 70% or higher on all final exams. The Final Exam written test must be completed within the school facility and cannot be taken through distance education.
3. **Clinic Practical Skill Assessments:** Students progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.
4. **Distance education assessments**: Students must complete a distance education written assessment and practical skill assessment. These are based on performance and must be completed on-campus each month. The distance education assessment will focus on the distance education subjects covered during that time period. Students must receive a grade of 70% or higher on each distance education written assessment and each practical skill assessment. Only students enrolled in the distance education program are required to complete these assessments.

Grading Scale: A = 90-100% B = 80-89% C = 70-79% Below 70% = Failing

MANICURIST INSTRUCTIONAL TECHNIQUES AND METHODS

The Manicurist 300 clock hour course 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 well-

developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lecture, demonstration, distance education and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

In order to enroll in the hybrid program of study, the Future Professional must have the following hardware, software, and network requirements:

1. Apple iPad (Wi-Fi 32GB)
2. High-Speed Internet minimum of 5-10 Mbps for HD 3-5 Mbps for SD
3. Milady CIMA
4. Google Chrome
5. Zoom, Google Classroom and Google Hangout