MANICURING

PROGRAM DESCRIPTION

The program provides the fundamentals of manicuring, pedicuring, nail art, gels and acrylics, use of equipment, and planet essentials. Students will apply their theoretical knowledge to advance their technique through extensive guest experiences. Students will learn business skills including product retail, customer care, sales, resume writing, interviewing and job search skills.

PROGRAM OBJECTIVES

The objective of the program is to prepare students for the State of Wisconsin licensing examination in Manicuring. Upon completion, students will have the knowledge of Aveda products and spa techniques and the skills to seek employment as a manicurist.

INSTRUCTIONAL METHODS

The Institute is committed to providing quality education utilizing a method of instruction that engages all learning styles. Instructional methods include, but are not limited to, theory and lecture, hands-on workshops, clinic floor practice, audio/video presentations and instruction, online research, textbooks, exams and assignments, technical evaluations, salon and spa tours, and visiting guest educators.

PERFORMANCE STANDARDS

- *Productivity – Producing and achieving high academic and industry-aligned results.*
- *Professionalism – A commitment to act and speak with respect, honesty, and integrity towards others as a student and service provider.*
- *Positivity – The practice and/or approach of being positive or optimistic in attitude.*

STUDENT RESPONSIBILITIES

Students are responsible for their learning, productivity, and academic achievement. Students are responsible for maintaining Satisfactory Academic Progress (SAP):

- *achieve a 90% or higher attendance percentage to graduate.*
- *achieve 80% or a higher grade-point average percentage to graduate.*

Students are responsible for reading The Institute of Beauty and Wellness course catalog standards, policies, and procedures.



Pictured Above: Manicuring Clinic Floor at The Aveda Institute of Beauty and Wellness Milwaukee

REV. 3/11/2026

MANICURING

300 COURSE HOURS
131 HRS THEORY + 169 HRS PRACTICAL

DAY (PART-TIME, 11 WEEKS)*
Mon.-Thurs. 8:30am-4pm
*Milwaukee Campus Only

EVENING (PART-TIME, 15 WEEKS)
Mon.-Thurs. 4:30pm-9:30pm

THEORY/PRACTICAL HOURS BY SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introduction: law and codes; bookkeeping; business management; history; ethics. including resumes, interviewing, job search skills	36	-
Safety, Sanitation and Sterilization, First Aid and Bacteriology	10	25
Nails and Skin Disorders	24	10
Anatomy and Physiology	18	8
Manicuring and Pedicuring	24	112
Introduction to Advertising	12	-
Individual student needs and electives (Theory hours may include structured visits conducted by the school outside of the classroom at one or more barbering cosmetology, or manicuring establishments.)	7	14
THEORY VS. PRACTICAL	131 HRS	169 HRS
TOTAL COURSE HOURS	300 HRS	

GRADING PROCEDURES

For academic work, students must meet at least 80 percent grade point average to be in good standing and as a condition of graduation. Final written and practical tests must be 80 percent or better. All other assignments and tests' percentages and scales are as follows:

GRADING BREAKDOWN	
Chapter Tests	25%
Student Projects	25%
Mock State Board & Written Exam	25%
Technical Evaluations	25%
Overall	**100%**

GRADING SCALE	
Honor Roll	98-100%
Very Good	94-97%
Good	87-93%
Satisfactory	80-86%
Unsatisfactory	79%-Below

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