

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Basic Salon Functions for Estheticians

**CODE NO. :** EST136-5

**SEMESTER:** 1

**PROGRAM:** Esthetician

**AUTHOR:** Silvana Bassanello

**DATE:** Sept. 2005

**PREVIOUS OUTLINE DATED:** N/A

**APPROVED:**

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DEAN

\_\_\_\_\_

DATE

**TOTAL CREDITS:** 3

**PREREQUISITE(S):** None

**HOURS/WEEK:** 2 (1 hour theory and 1 hour lab)

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*For additional information, please contact the Dean,*

*School of Health and Human Services*

*(705) 759-2554, Ext. 603/689*

**I. COURSE DESCRIPTION:**

This course will introduce the student to the professional world of esthetics and personal care. The student will recognize and learn to project a professional image while maintaining a safe and well-functioning salon environment. Appropriate ethical behaviour in a business environment will be stressed.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Knowledge of the health and beauty habits of the past.

Potential Elements of the Performance:

- a. describe the cosmetics and skin care practices of earlier cultures
- b. describe the evolution in skin care in the twentieth century
- c. describe the career opportunities available to licensed estheticians

2. Practice professional and ethical standards associated with the profession.

Potential Elements of the Performance:

- a. demonstrate accountability for own personal and professional growth
- b. Identify your role as an esthetician in the personal care sector. Be aware of all opportunities available to you, but also be aware of own boundaries
- c. comply with the policies and procedures set forth by Sault College and practice expectations by:
  - Demonstrating an interest and enthusiasm in learning
  - Dressing appropriately
  - Being punctual
  - Reporting absenteeism
  - Demonstrating competency
  - Adhering to personal grooming and appearance policies
- d. demonstrate effective and professional communication towards peers, faculty and clients
- e. accept feedback positively to promote further learning
- f. accept accountability for own decisions and actions
- g. demonstrate effective and professional communication skills in conflict situations
- h. have knowledge of and demonstrate the ethical standards by which a successful career is built and a client base is expanded

3. Project the professional image necessary to build a successful career.

Potential Elements of the Performance:

- a. understand the importance of personality development and attitude and its role with professional conduct
  - b. demonstrate the importance of physical presentation
  - c. understand and demonstrate effective communication skills in conflict situations with new clients, co-workers, managers etc.
  - d. implement ergonomically correct methods of providing services in order to ensure a healthy physical state
  - e. build effective time management skills which help reduce stress
4. Practice and display different methods of sterilization and health and safety practices.

Potential Elements of the Performance:

- a. demonstrate knowledge of and identify:
  - types of bacteria
  - viruses
  - infections
  - parasites
- b. identify and use sterilization equipment and disinfecting materials properly and effectively during practical classes.
- c. Demonstrate proper personal hygiene by:
  - washing hands regularly and properly
  - using hand sanitizers
  - wearing protective gloves
  - bathing/showering daily
  - keeping nails short, clean and free of polish
- d. identify limits in role as esthetician and recognize when to refuse service to clients or when to refer them to a physician
- e. demonstrate aseptic procedure in order to prevent cross-contamination of equipment and supplies
- f. identify and perform First Aid techniques in a salon setting according to WHMIS (Workplace Hazardous Materials Information System) standards
- g. Identify and comply with information on Material Safety Data Sheets found on all chemical agents provided by manufacturers

**III. TOPICS:**

1. Health and Beauty Practices for Past Cultures
2. Employment Opportunities for Licensed Estheticians
3. Professional Standards
4. Ethical Standards
5. Professional Image
6. Personality Development
7. Building Effective Communication Skills
8. Ergonomics in the Salon/Spa Setting
9. Bacteria
10. Sterilization Methods and Equipment
11. WHMIS – Material Safety Data Sheets
12. Professional Terminology
13. Building and Retaining a Client Base
14. Operating a Successful Salon

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

*Milady's Standard Fundamentals for Estheticians* (9<sup>th</sup> ed.) by J. Gerson, J. D'Angelo, S. Lotz (2004) Milady (with Exam Review)

*Milady's Standard Fundamentals for Estheticians Workbook* (9<sup>th</sup> ed.) by J. Gerson, J. D'Angelo, S. Lotz (2004) Milady

*Milady's Standard Cosmetology* (1<sup>st</sup> ed.) (2004) Milady

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Test #1 October 6 20%

Bacteria  
Sanitizing, disinfecting, sterilizing esthetic equipment  
WHMIS)

Test #2 November 10 20%

Health & Beauty Practices of Past Cultures  
Operating a Successful Salon  
Ethical Standards  
Professional Image  
Personality Development and Attitude

Test #3 December 1 20%

Career Opportunities  
The Selling You  
Attracting and Retaining Your Client Base

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Health and Beauty Project	
Written Portion	15%
Oral Class Presentation	15%
Attendance/Professional Image/conduct	10%

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

**VI. SPECIAL NOTES:**

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.