



**I. COURSE DESCRIPTION:**

This course will introduce students to the anatomy of the hand, arm, foot, and leg. This course builds on the knowledge and skills acquired in the introductory course Nail Care Techniques 1. Students will gain skills in client consultations, pedicures, and manicure procedures. Sanitation and sterilization of manicure and pedicure implements will be practiced.

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

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

1. Show an understanding of the anatomy of the hand, arm, foot, and leg.

Potential Elements of the Performance:

- a. Identify the bones of the hand, arm, foot and leg.
- b. Identify the muscles of the hand, arm, foot and leg.

2. Distinguish between normal and abnormal nail disorders and diseases.

Potential Elements of the Performance:

- a. Identify disorders that may be treatment in the salon and those that must be treated by a doctor
- b. Practice proper sterilization and sanitation procedures

3. Practice safe and effective use of implements.

Potential Elements of the Performance:

- a. Identify implements needed for a manicure and for a pedicure
- b. Describe what each is used for
- c. Identify implements that are reusable and need to be sterilized
- d. Identify implements that are disposable
- e. Practice sterilization and sanitation

4. Apply nail cosmetics.

Potential Elements of the Performance:

- a. Identify different types of nail cosmetics
- b. Describe their purpose
- c. Apply proper application technique

5. Setup a manicure table and a pedicure station.

Potential Elements of the Performance:

- a. Identify all implements, nail cosmetics and materials needed to perform a manicure or pedicure
- b. Demonstrate proper placement of implements, nail cosmetics and materials
- c. Organize and maintain a tidy work station
- d. Provide a safe and sanitary environment
- e. Practice sterilization and sanitation

6. Conduct a client consultation.

Potential Elements of the Performance:

- a. Apply effective communication skills
- b. Apply professional conduct
- c. Record information
- d. Identify conditions where precautions must be taken
- e. Identify products to be used
- f. Discuss products and services

7. Shape nails and perform cuticle work.

Potential Elements of the Performance:

- a. Discuss clients needs
- b. Discuss recommendations
- c. Perform proper filing technique for fingernails
- d. Perform proper filing technique for toenails
- e. Perform cuticle work in a safe and effective manner

8. Perform a hand and foot massage.

Potential Elements of the Performance:

- a. Describe the benefits of a massage
- b. Identify conditions where precautions must be taken
- c. Knowledge of the amount of pressure to use
- d. Perform massage in proper order

9. Perform a post service procedure

Potential Elements of the Performance:

- a. Record information of service and recommendations
- a. Perform sanitation and sterilization of all equipment and implements

10. Perform a manicure, a French manicure, and a pedicure

Potential Elements of the Performance:

- a. Set-up of manicure table and pedicure station
- b. Conduct a client consultation
- c. Display professional conduct
- d. Display effective communication skills
- e. Identify nail disorders and diseases
- f. Identify precautions
- g. Discuss nail shapes
- h. Discuss recommendations
- i. Identify implements to be used
- j. Apply safe and effective use of implements
- k. Identify nail cosmetics to be used
- l. Apply nail cosmetics using proper technique
- m. File nails using proper technique
- n. Perform cuticle work in a safe and effective manner
- o. Perform massage in proper order
- p. Record service and recommended products
- q. Perform sanitation and sterilization of all equipment and implements

11. Perform a hot oil manicure and a paraffin wax treatment

Potential Elements of the Performance:

- a. Identify when to offer this treatment
- b. Describe the benefits
- c. Identify precautions

12. Explain the difference between a female manicure and a male manicure.

Potential Elements of the Performance:

- a. Describe the nail shapes for a male
- b. Describe the nail shapes for a female
- c. Perform nail buffing

## II. TOPICS:

1. Bones Of The Arm And Hand
2. Bones Of The Leg And Foot
3. Muscles Affected By Massage
4. Review Of Nail Disorders And Diseases
5. Pedicures
6. Pedicure Supplies, Implements and Equipment
7. Performing a pedicure – Pre-Service, Pedicure Service, Post Service
8. Foot Massage
9. More About Pedicuring – Soaks, Scrubs, Massage Preparations And Add-On Products

**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:**

Theory Test	10%
Hands On Mid Term Test	35%
Hands On Final Test	35%
Attendance, Professional Image & Participation	20%
Total	100%

**NOTE: Attendance is mandatory.**

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%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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 2703 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 the *Student Code of Conduct*. 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.