



COURSE OUTLINE

EST0A113

Prepared: Roya Ghassemkani Approved: Martha Irwin

Course Code: Title	EST0A113: NAIL TECHNIQUES - MANICURE
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semester/Term:	17F
Course Description:	With the assistance from a learning specialist, students will learn theoretical knowledge of the structure of the nails, development and growth of the nails and nail disorders and diseases relative to manicures. Students will develop skills in conducting client consultations and will develop the practical skills required to perform manicure procedures, and polish applications. Emphasis will be on the practice of safety, sanitation and disinfection of workstations and implements as instructed by the Algoma Public Health. Students will be introduced to the Spa at Sault College where emphasis will be on customer service, retailing of products and services and the overall development of practical skills.
Total Credits:	4
Hours/Week:	4
Total Hours:	105
Essential Employability Skills (EES):	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>#7. Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>#8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>#9. Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>#10. Manage the use of time and other resources to complete projects.</p> <p>#11. Take responsibility for ones own actions, decisions, and consequences.</p>
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation &	Minimum of 80% attendance requirement must be met in order to complete this course



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Assessment Requirements: successfully.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	15%
Final exam	45%
Practical evaluations	30%
Theory test	10%

Course Outcomes and Learning Objectives:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1.

Conduct a professional client consultation

Learning Objectives 1.

- a. Conduct self in a professional manner and demonstrate effective communication skills
- b. Analyze information on the clients health history form to determine service expectations, customized treatments, modifications, and contraindications
- c. Recognize when to refuse a treatment due to health and safety concerns and when to refer to a physician
- d. Recommend the use of esthetic products for home care maintenance and explain the correct usage and benefits of each
- e. Contribute to the maintenance of client documents and records by accurately recording information and filing confidential client information

Course Outcome 2.

Perform a manicure and pedicure treatment following professional procedures and precautions.

Learning Objectives 2.



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- a. Prepare a manicure table and a pedicure station set-up and maintain a clean, safe and organized work area
- b. Perform and complete the proper procedures and precautions for performing manicures and pedicures, including polish removal, cutting and filing, cuticle preparation and regular and French polish applications
- c. Perform and customize hand and foot treatments and explain required modifications and procedures for effective home maintenance
- d. Perform a hand and foot massage

Course Outcome 3.

Select and recommend the use of esthetic products to clients.

Learning Objectives 3.

- a. Consult with clients and recommend essential home maintenance products in order to maintain the health of the skin and nails
- b. Promote the features and benefits of esthetic products and services available to clients and assist them in determining a course of action matched to their needs, lifestyle, and personal preferences
- c. Recommend a home maintenance schedule and demonstrate the correct usage of skin and nail care products and tools

Course Outcome 4.

Adhere to health, safety, sanitation, infection and prevention control guidelines, according to the industry standards in compliance with Algoma Public Health regulations

Learning Objectives 4.

- a. Use safe and effective cleaning methods with disinfection or sterilization procedures before and after nail services in accordance with Algoma Public Health regulations
- b. Clean and disinfect or sterilize tools after each use, keep workstations clean and safely dispose of non-reusable items, in accordance with proper hygiene procedures as required by Algoma Public Health
- c. Use gloves, a mask or other suitable personal protective equipment appropriately during the provision of treatments to ensure safety of the client, yourself and others



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- d. Handle hazardous materials and dispose of waste and chemical materials in compliance with Algoma Public Health regulations
- e. Use electrical equipment safely and appropriately
- f. Use manicure and pedicure instruments in a safe, correct and professional manner, considering client health history needs.
- g. Correctly operate and determine maintenance requirements for equipment in compliance with the occupational health and safety legislation regulations and infection prevention and control guidelines
- h. Maintain and store all equipment, instruments, materials and supplies according to manufacturer's guidelines and as required by Algoma Public Health regulations

Course Outcome 5.

Apply relevant knowledge of the structure and composition of the nail to the provision of manicure and pedicure services.

Learning Objectives 5.

- a. Apply relevant knowledge of the structure of the nail, identifying nail and skin disorders and related conditions
- b. Assess the impact of general health, age, gender, nutrition, diet, stress and external factors on the nails and determine the appropriate service
- c. Apply knowledge of the body systems, such as the immune and circulatory systems and apply their basic functions to the provision of nail services, taking into account contraindications, cautions and appropriate modifications

Course Outcome 6.

Establish and maintain a professional image and conduct in adherence to the standards and ethics associated within the esthetic industry

Learning Objectives 6.

- a. Comply with the Policies and Procedures developed by the Esthetician's Diploma Program



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- and adhere to the professional expectations for dress, hygiene and grooming
- b. Adhere to the policies outlined in the Student Code of Conduct regarding behaviour and conduct inside and outside the classroom
- c. Adhere to the code of ethics associated with the esthetic practice
- d. Demonstrate accountability for your academic and professional growth by soliciting constructive feedback relating one's own performance, strengths and limitations
- e. Determine current trends and issues impacting the esthetic industry
- f. Review the role of professional associations affiliated with the esthetic industry
- g. Demonstrate effective interpersonal, verbal and non-verbal communication skills in dealing with peers, faculty and clients
- h. Demonstrate punctual attendance to all classes and be prepared with all the necessary materials for each class
- i. Clean and either disinfect or sterilize all instruments, equipment and client draping materials after each use. Keep workstations neat and clean during and after each service

Course Outcome 7.

Develop customer service strategies that meet and adapt to individual needs and expectations in accordance with professional standards and ethics

Learning Objectives 7.

- a. Determine the characteristics and benefits of excellent customer service
- b. Recommend services and products to meet individual needs and expectations
- c. Use effective communication skills and problem solving strategies to respond to customer complaints in the Student Esthetician Clinic
- d. Adhere to codes of ethics and conduct related to quality customer service
- e. Analyze the impact of excellent customer service and the ability to promote home maintenance products

Course Outcome 8.

Determine professional development strategies the lead to the enhancement of work performance and career opportunities and keep pace with industry change



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Learning Objectives 8.

- a. Solicit constructive feedback relating to one's own performance, strengths and limitations, to identify areas for professional growth and development
- b. Determine current trends and issues impacting upon the delivery of esthetic services
- c. Identify learning resources and opportunities which promote professional skill development

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:



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1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

Wednesday, September 6, 2017

Please refer to the course outline addendum on the Learning Management System for further information.