

I. COURSE DESCRIPTION:

This course will introduce students to the anatomy of the hand, arm, foot and leg. Emphasis will be placed on studying the development and growth of nails, the structure of the nail, its diseases and abnormalities. Sanitation and sterilization of manicure instruments will be practiced. Students will also gain skills in client consultation and basic manicure procedures.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Identify the anatomy of the nail.

Potential Elements of the Performance:

- a. identify the appearance of a healthy nail
- b. list and describe the six basic parts of the nail
- c. identify factors that can affect nail growth

2. Distinguish between normal and abnormal nail disorders.

Potential Elements of the Performance:

- a. identify appearance of nail signs and symptoms
- b. distinguish between disorders that may be treatment in the salon and those that must be treated by a doctor
- c. practice proper sterilization and sanitation

3. Identify nail diseases.

Potential Elements of the Performance:

- a. identify and describe signs and symptoms of nail diseases
- b. distinguish between what may and what may not be treated in the salon and those that must be treated by a doctor
- c. practice proper sterilization and sanitation

4. Apply effective sanitation and sterilization procedures for implements.

Potential Elements of the Performance:

- a. Identify implements and their uses
- b. Identify implements that are reusable and need to be sterilized
- c. Identify implements which are to be disposed of
- d. Perform procedures for sanitation and sterilization

5. Knowledge of nail cosmetics.

Potential Elements of the Performance:

- a. list nail cosmetics that may be needed in a manicure
- b. describe what each product is used for
- c. practice proper application

6. Materials used in a manicure.

Potential Elements of the Performance:

- a. list the materials needed in a manicure
- b. describe what each is used for

7. Preparation of a manicure table.

Potential Elements of the Performance:

- a. list all implements, nail cosmetics and materials needed to perform a manicure
- b. demonstrate proper placement of implements, nail cosmetics and materials needed for a manicure in proper order
- c. maintain a tidy and organized work station
- d. practice proper sanitation and sterilization
- e. provide a safe and sanitary environment

8. Conduct a client consultation and prepare a health record and a service and product record.

Potential Elements of the Performance:

- a. display effective communication skills
- b. display profession conduct
- c. record information accurately
- d. analyze nails
- e. identify products to use or recommend
- f. list conditions where precautions must be taken

9. Choose a nail shape.

Potential Elements of the Performance:

- a. list the five basic nail shapes
- b. identify appearance of hands and fingers
- c. identify client needs

10. Perform a hand and arm massage.

Potential Elements of the Performance:

- a. list the benefits of a hand and arm massage
- b. list conditions where precautions must be taken
- c. demonstrate proper sequence and perform basic technique
- d. demonstrate amount of pressure to use

11. Perform a pre-service procedure (preparation).

Potential Elements of the Performance:

- a. practice sanitation of all equipment and implements
- b. interact in a professional manner with client
- c. perform a client consultation

12. Perform a post service procedure (clean-up and sanitation).

Potential Elements of the Performance:

- a. perform sanitation and sterilization of all equipment and implements
- b. record service information on client's health/record form

13. Perform a plain manicure.

Potential Elements of the Performance:

- a. perform pre-service
- b. set-up manicure table
- c. display effective communication skills
- d. display professional conduct
- e. conduct a client consultation
- f. accurately complete client/health record form
- g. identify any nail disorders or diseases
- h. identify shape of nail to suite client's needs
- i. identify implements used in a manicure
- j. use implements appropriately and accurately
- k. identify nail cosmetics to be used
- l. apply nail cosmetics
- m. perform a hand and arm massage in proper sequence
- n. perform application of nail polish and top coat
- o. perform post service
- p. perform sanitation and sterilization of all equipment and implements
- q. record service information on client's health/record form

14. Hot oil manicure and paraffin wax.

Potential Elements of the Performance:

- a. identify when to offer this treatment
- b. describe why it would be beneficial

15. Perform a man's manicure.

Potential Elements of the Performance:

- a. perform pre-service procedure
- b. perform procedure for the plain manicure up to the application of base coat
- c. perform buffing of nails with a chamois buffer
- d. perform hand and arm massage
- e. perform post service procedure

III. TOPICS:

1. The Nail
2. Nail Growth
3. Nail Fungus
4. Nail Diseases
5. Know Your Nails
6. Nail Care Tools
7. The Manicure Table
8. Client Consultation
9. The Plain Manicure

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

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

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

Milady's Standard Cosmetology (1st ed.) (2004) Milady

V. EVALUATION PROCESS/GRADING SYSTEM:**Evaluation Methods: Theory**

Test #1 October 12	25%
Sterilization	
The Nail and Nail Anatomy	
Nail Care Tools: Implements, Nail cosmetics	
Client Consultation, General Health Precautions	
Nail Shape	
Test #2 November 2	15%
Nail Growth	
Nail Disorders	
Nail Fungus	
Test #3 November 23	10%
Nail Diseases	

V. EVALUATION PROCESS/GRADING SYSTEM:

Evaluation Methods: Lab

Attendance	}	25%
Participation		
Professional Image		
Sanitation		
End-of-Day Checklist		
Hands On		25%

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%	
A	80 – 89%	4.00
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.