

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 functioning salon/spa environment. Appropriate and 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. Discuss beauty and health practices of the past.

Potential Elements of the Performance:

- discuss the cosmetics and skin care practices of past cultures
- describe the evolution of the beauty industry in the twentieth century
- describe the career opportunities available to estheticians

2. Practice ethical standards associated with the esthetic profession.

Potential Elements of the Performance:

- demonstrate and accept accountability for your academic and professional growth
- identify your role in the personal care sector and the boundaries and limitations of the profession
- demonstrate effective and professional communication skills with peers, faculty and in conflict situations
- accept feedback positively to promote further learning
- practice ethical standards by which a successful career is built and a client base is expanded

3. Practice professional image and conduct necessary in the esthetic industry.

Potential Elements of the Performance:

- demonstrate punctual and regular attendance for all classes
- comply with Policies and Procedures of the Esthetician's Diploma Program regarding physical appearance and dress code
- adhere to the Student Code of Conduct regarding behaviour on and off Sault College campus
- demonstrate accountability for your own academic and professional growth
- demonstrate effective and professional communication skills
- understand the importance of personality development and attitude and it's role with professional conduct
- implement ergonomically correct methods of providing esthetic treatments in order to ensure a healthy physical state
- build effective time management skills which help reduce stress

4. Practice and employ methods of sanitation, disinfection and sterilization
Potential Elements of the Performance:
 - identify types of bacteria, viruses, infections and parasites
 - identify various chemicals used for sanitation, disinfection, and sterilization purposes
 - demonstrate proper personal hygiene
 - recognize when to refuse services to clients due to health and safety reasons and identify when to refer clients to a physician
 - demonstrate aseptic procedures in order to prevent cross contamination of products and equipment
 - employ and understand health and safety practices outlined by WHMIS
5. Discuss factors for operating a successful salon/spa.
Potential Elements of the Performance:
 - employ a variety of sales techniques necessary for selling products and services in the professional setting
 - knowledge of techniques for attracting and retaining a client base
 - knowledge of criteria for starting your own business
 - knowledge of career opportunities

III. TOPICS:

1. Health and Beauty Practices of Past Cultures
2. Employment Opportunities
3. Professional Image and Personality Development
4. Ethical Standards
5. Ergonomics
6. Building Effective Communication Skills
Bacteria, Viruses and Parasites
Sanitation, Disinfection and Sterilization Procedures
WHMIS
Building and Retaining a Client Base
Operating a Successful Salon

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Milady's Standard Comprehensive Training For Estheticians by J. D'Angelo, P. Dean, S. Dietz, C. Hinds, M. Lees, E. Miller, A. Zani (2003)
Milady

V. EVALUATION PROCESS/GRADING SYSTEM:**Test #1** 25%

Bacteria, viruses, and parasites. Sanitation, disinfection, and sterilization. WHMIS

Test #2 25%

Professional Image, Ethical standards, Retailing, Attracting and retaining your client base, Operating a successful salon.

Ergonomics Assignment 20%**Research Presentation** 30%

Please note: A penalty of 1% per class will be deducted from your final overall grade for any classes missed.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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 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 postsecondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *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.