



**I. COURSE DESCRIPTION:**

This course will introduce students to the anatomy of the hand and arm. Emphasis will be placed on studying the development and growth of nails, the structure of the nail, its diseases and abnormalities. Students will gain skills in client consultations and basic manicure procedures. Sanitation and sterilization of manicure instruments 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. Interact in a professional manner with colleagues and coworkers.

Potential Elements of the Performance:

- a. Define salon conduct.
  - b. Provide examples of professional salon conduct towards clients.
  - c. Provide examples of professional salon conduct toward employers and coworkers.
  - d. Define professional ethics.
  - e. Give examples of professional ethics toward employer and coworkers.
  - f. Display the required appearance of a nail technician.
2. Identify common implements used in nail care and apply effective sanitation and disinfection procedures.

Potential Elements of the Performance:

- a. Describe the use of each implement.
  - b. Demonstrate the correct handling of all implements.
  - c. Display all sanitation and safety requirements essential to nail and hand care.
3. Identify basic nail cosmetics and explain how and when these products are used.

Potential Elements of the Performance:

- a. Describe what nail cosmetics are.
  - b. Describe what each product is used for.
  - c. Demonstrate the correct technique for the application of these products.
4. Prepare a manicure table set up for a client service.

Potential Elements of the Performance:

- a. Identify the implements, materials and nail cosmetics that are used in a manicure.
- b. Follow step-by-step procedure for set up.
- c. Maintain a clean, safe and sanitary work area.
- d. Practice all sanitation and sterilization procedures.

5. Perform a professional client consultation.

Potential Elements of the Performance:

- a. Explain the purpose of a client consultation.
- b. Describe the information that should be gathered on the client health/record form.
- c. Determine client's needs
- d. Describe the appearance of healthy nails.
- e. Determine when it is necessary to refer a client to a physician.
- f. Conduct self in a professional manner.
- g. Recommend products and services.
- h. Record information accurately.

6. Perform a manicure.

Potential Elements of the Performance:

- a. Perform a manicure table set up.
- b. Conduct a client consultation.
- c. Perform step-by-step procedures.
- d. Perform a hand and arm massage
- e. Perform sanitation and sterilization of all equipment and implements.
- f. Incorporate all safety and sanitation requirements.

7. Demonstrate basic techniques in a hand and arm massage.

Potential Elements of the Performance:

- a. Perform step-by-step procedures.
- b. Describe the benefits of massage.
- c. Describe conditions where precautions must be taken.

8. Carry out basic procedures for Regular and French polish applications.

Potential Elements of the Performance:

- a. Demonstrate the correct technique for polish application.
- b. Follow step-by-step procedures.

9. Demonstrate techniques involved in a paraffin wax treatment.

Potential Elements of the Performance:

- a. Describe the benefits of a paraffin wax treatment.
- b. List the contraindications.
- c. Follow step-by-step procedure.

10. Carry out the basic procedures for a reconditioning hot oil manicure

Potential Elements of the Performance:

- a. Identify when to offer this treatment.
- b. Describe the benefits.
- c. Describe contraindications.
- d. Follow step-by-step procedures.
- e. Incorporate all safety and sanitation requirements.

11. Identify and describe common nail infections caused by viruses and bacteria.

Potential Elements of the Performance:

- a. Explain the difference between pathogenic and nonpathogenic bacteria.
  - b. Identify and describe the main groups of pathogenic bacteria.
  - c. Give examples of common infections caused by viruses and bacteria.
  - d. Describe which types of infections are likely to occur on the fingernail.
  - e. Name the various types of immunities.
  - f. Name some common sources of infection in the salon.
  - g. Identify the steps necessary to protect you and your client from the spread of infection.
12. Identify parts of the nail and describe common nail disorders and diseases and their treatment.

Potential Elements of the Performance:

- a. Describe and identify basic parts of the nail.
  - b. Identify and describe nail disorders that can be serviced by a nail technician.
  - c. Identify and describe nail disorders that cannot be serviced by a nail technician.
  - d. Identify and describe signs and symptoms of nail diseases.
  - e. Identify when to recommend medical attention.
13. Describe the basic anatomy of the hand and arm.

Potential Elements of the Performance:

- a. Identify and describe the functions of the bones and the muscles of the shoulder, arm and hand that are affected by massage.
  - b. Identify and describe the nerves of the arm and hand.
14. Recommend Products and Services

Potential Elements of the Performance:

- a. Describe how certain products and services can be beneficial.
- b. Advise client on homecare.

**III. TOPICS:**

1. Professional Image
2. Setting Up A Manicure Table
3. Implements
4. Nail Cosmetics
5. Polish Application
6. Sanitation and Disinfection
7. Manicures and Procedures
8. Nail Anatomy
9. Client Consultation
10. Contraindications
11. Hand and Arm Massage
12. Nail Disorders and Diseases
13. Molds and Fungus
14. French Polish
15. Paraffin Wax Treatments
16. Hot Oil Manicures
17. Buffing
18. Anatomy of the Hand and Arm
19. Products and Services
20. The Male Manicure

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

Handouts and nail kits.

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

Students are asked not to wear artificial nails for the duration of this course.

Practical Lab Jan. 23/ 07 Manicure Table Set Up, Filing Technique and Cuticle Work	10%
Practical Lab Jan. 24/ 07 Massage and Polish Application	20%
Theory Jan. 31 /07	30%
Practical Lab Feb. 6/ 07 French Polish Application	5%
Practical Lab Feb. 13/ 07 Group A Final Practical Manicure Exam	25%
Practical Lab Feb. 14/ 07 Group B Final Practical Manicure Exam	
Theory Feb. 20/ 07	10%

You must pass Nail Care Techniques1 in order to be accepted into Nail Care Techniques 2.

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 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.