

Course Outline

Course Title:	Manicure	Approval Date:	2018/8/31
Course Number:	COSM3	Academic Year:	2018
Course Hours:	45 hours		
Academic School:	School of Health & Wellness		

Faculty:	Chantelle Devan - Chantelle.Devan2@flemingcollege.ca Brandi Kalmuk - Brandi.Kalmuk@flemingcollege.ca Tracy Partridge - tracy.partridge@flemingcollege.ca
Program Co-ordinator or Equivalent:	Tracy Partridge - tracy.partridge@flemingcollege.ca
Dean (or Chair):	Nick Stone - nick.stone@flemingcollege.ca

Course Description

Manicures are one of the most requested services in the Spa industry. Wet and dry treatments, hot stone massage, exfoliants and masks will provide students with a solid learning foundation. All aspects of decontamination nail disorders and diseases are discussed and practiced.

Prerequisites: None.

Corequisites: None.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Professionally evaluate the client's hand care needs in order to suggest the most appropriate hand treatment and care in accordance with Canada Health and Safety Standards.

Learning Resources

Esthetician Program Kit

Assessment Summary

Assessment Task	Percentage
In-class activities	5%
Quizzes	25%
Applied Learning	55%
Tests	15%

Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- [Academic Integrity \(2-201A\)](https://department.flemingcollege.ca/hr/attachment/7750/download)
(<https://department.flemingcollege.ca/hr/attachment/7750/download>)
- [Accessibility for Persons with Disabilities \(3-341\)](https://department.flemingcollege.ca/hr/attachment/5619/download)
(<https://department.flemingcollege.ca/hr/attachment/5619/download>)
- [Grading and Academic Standing \(2-201C\)](https://department.flemingcollege.ca/hr/attachment/7752/download)
(<https://department.flemingcollege.ca/hr/attachment/7752/download>)
- [Guidelines for Professional Practice: Students and Faculty](https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
(<https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf>)
- [Student Rights and Responsibilities \(5-506\)](https://department.flemingcollege.ca/hr/attachment/269/download)
(<https://department.flemingcollege.ca/hr/attachment/269/download>)

Alternate accessible formats of learning resources and materials will be provided, on request.

Program Standards

The Ministry of Training, Colleges and Universities oversees the development and the review of standards for programs of instruction. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Training, Colleges and Universities](#) (MTCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);
- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and

- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MTCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/)

Detail Plan

Term: 2018 Fall **Session Code:** DC2
Class Section: CDKN
Faculty: Chantelle Devan - Chantelle.Devan2@flamingcollege.ca
 Tracy Partridge - tracy.partridge@flamingcollege.ca
Program Co-ordinator or Equivalent: Tracy Partridge - tracy.partridge@flamingcollege.ca
Dean (or Chair): Nick Stone - nick.stone@flamingcollege.ca

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Class One	Lecture-Introduction to course. Consultation forms. Lab-Hand massage demo and practical.	1	
Class Two	Implements and products in manicure kits. Lab-Hand massage demo and practical.	1	
Class Three	Lecture-Microbiology and Bacteriology (Part One) Lab-Practice hand massage and polish.	1	
Class Four	Lecture-Microbiology and Bacteriology (Part Two) Lab-Demonstrate polish. Practice hand massage and polish.	1	
Class Five	Lecture-Decontamination, sterilization, disinfection and sanitation (Part One) Lab-Practice polish and hand massage.	1	
Class Six	Lecture-Decontamination, sterilization, disinfection and sanitation (Part Two) Lab-Practical Assessment #1-Polish and Hand Massage.	1	Practical Assessment #1
Class Seven	Lecture-Review for Test #1. Lab-Demonstrate filing techniques. Practice filing and shaping nails.	1	

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Class Eight	Lecture-Written Test #1. Lab-Practice filing and shaping nails plus polish application.	1	Written Test #1
Class Nine	Lecture-Structure of the Natural Nail. Nail disorders, diseases and contra-indications. Bacterial Infections. Lab-Demonstrate cuticle work techniques. Practice cuticle work and hand massage.	1	
Class Ten	Lecture-Split and Brittle Nails. Lab-Full manicures.	1	
Class Eleven	Lecture-Nail Issues. Lab-Practical Assessment #2 (Student A) Full Manicure.	1	Practical Assessment #2 (Student A)
Class Twelve	Lecture-Nail Disorders that Cause Nails to Lift from Nail Plate. Diseases of the Skin. Review of Diseases and Disorders. Lab-Practical Assessment #2 (Student B) Full Manicure.	1	Practical Assessment #2 (Student B)
Class Thirteen	Lecture-Written Test #2. Lab-Demonstrate French Polish. Practice filing and French Polish.	1	Written Test #2
Class Fourteen	Lecture-Bones of the hand. Lab-Demonstrate French Polish. Practice filing and French Polish.	1	
Class Fifteen	Lecture-Muscles of the hand. Lab-Practical Assessment #3- Filing and French Polish.	1	Practical Assessment #3
Class Sixteen	Lecture-Written Test #3. Lab-Demonstrate scrubs and hot towels. Practice Spa Manicures.	1	Written Test #3
Class Seventeen	Lecture-Nail Art Demo. Lab-Practice Nail Art.	1	
Class Eighteen	Lab-Practice Nail Art.	1	
Class Nineteen	Lecture Review. Lab-Practical Exam. (Student A)	1	Practical Exam (Student A)
	Lecture-Written Exam. Lab-Practical Exam. (Student B)	1	Written Exam Practical Exam (Student B)

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Practical Assessment #1	Class Six	1	5%
Written Test #1	Class Eight	1	10%
Practical Assessment #2 (Student A)	Class Eleven	1	10%
Practical Assessment #2 (Student B)	Class Twelve	1	0%
Written Test #2	Class Thirteen	1	10%
Practical Assessment #3	Class Fifteen	1	5%
Written Test #3	Class Sixteen	1	10%
Practical Exam (Student A)	Class Nineteen	1	25%
Practical Exam (Student B)	Class Twenty	1	0%
Written Exam	Class Twenty	1	25%

A final mark of 70% or higher must be achieved in order to pass this course. At least 70% must be achieved on each individual structured practical examination. All segments of the course and evaluations must be attempted. Additional review(s) may happen at any time at the instructor's discretion.

Exemption Contact

Tracy Partridge, Program Coordinator, Office A2118, tracy.partridge@flamingcollege.ca

Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: <http://flamingcollege.ca/admissions/prior-learning-assessment-and-recognition>

Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

- Please review the Class Absence Operating Procedure (2-205) relating to missed assessments. The procedure can be found at <https://mycampus.flemingcollege.ca/group/portal/resources>
- All tests (and assignments) will be marked and mark earned will be returned to the student within two weeks of writing unless otherwise specified by the professor. Multiple choice questions may not be returned to the student. Feedback from the tests may be given in class. The mark achieved will be recorded in GradeBook in Desire2Learn.
- If the student has any questions or concerns about the grading of any evaluation method, the student must make an appointment with the professor within one week of the evaluation method being returned, and bring with them appropriate references from textbooks or notes. (Returned is defined as when the evaluation method is returned to the class)
- All assessments (assignments, quizzes, tests, presentations, labs, reports, etc.) are due on their stated due date and time unless the student has made specific arrangements with the professor. Make-up arrangements for missed assessments are normally not allowed. However, in the event of documented illness or personal circumstances, which prohibit the student from completing the assessment, make-up provisions may be provided as per the Class Absence Operating Procedure (2-205). Otherwise, late assignments will be penalized 10% a day for the first 3 days. After that, assignments will receive a grade of zero.
- Final grades in this course are assigned based on the level of academic achievement which corresponds to all of the assessment components as cited in this course outline. This course may contain assessments that require successful completion in order for a pass to be obtained in the course. These assessments will be outlined in the course outline. Faculty members will not offer additional assessments or credit recovery to individual students beyond those cited in this course outline.
- Students who are late for class/lecture/lab are a disruption to their classmates and have a negative impact on the learning environment. Your instructor will share his/her late policies early in the semester. For reasons relating to classroom management and/or laboratory safety, late students may be refused entry. Lateness in general is unacceptable and will be dealt with on an individual basis.
- Students have the responsibility to support academic honesty and integrity. Please see the Academic Integrity Policy & Procedure (2-201A). This document can be found on the student portal in the resources section.
- Electronic communication devices may be utilized for the purposes of classroom based work such as note-taking and research only.
- The teaching staff reserves the right to modify the course sequence to better meet the needs of the student group and to facilitate student learning.
- Students are encouraged to keep the course outline and marked materials until a final course grade is received at the end of the semester, or for the purposes of portfolio building and transfer credits.

