

MANICURE AND NAIL TECHNOLOGIES

2019-2020 Academic Year

Program	Year	Semester
BITM-Esthetician-Spa Management Diploma	1	1

Course Code: ESMG 1104	Course Equiv. Code(s): N/A
Course Hours: 56	Course GPA Weighting: 4
Prerequisite: N/A	
Corequisite: N/A	
Laptop Course: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Delivery Mode(s): In class <input checked="" type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Correspondence <input type="checkbox"/>	
Authorized by (Dean or Director): Kevin Baker	Date: August 2019

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Course Description:

This course will cover nail and hand anatomy, correct usage of manicure implements and nail enhancement equipment. Proper sterilization and hygienic techniques will be learned and practiced as part of this course. Dry and wet manicure techniques, Shellac manicures, application of gel products, polish, nail mending, hand and arm massage are examined and practiced via a hands-on approach. Customized treatments such as paraffin, hot stone, masks and exfoliation are introduced to maintain and improve the appearance of healthy hands and nails.

Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student's grade point average.

The PLAR application process is outlined in <http://www.durhamcollege.ca/plar>. Full-time and part-time students must adhere to all deadline dates. Please email: PLAR@durhamcollege.ca for details.

PLAR Eligibility

Yes No

PLAR Assessment (if eligible):

- Assignment
- Exam
- Portfolio
- Other

Practical assessment of a traditional and gel manicure.

Course Learning Outcomes

Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide.

Course Specific Learning Outcomes (CLO)

Student receiving a credit for this course will have reliably demonstrated their ability to:

- CLO1 Assess the anatomy and physiology of the hand and nails to determine whether any contraindications to treatment exist.
- CLO2 Recommend products for hand and nail services, taking into account client goals, health care status and home care maintenance for the client.
- CLO3 Perform basic and advanced manicure treatments using a range of specialized equipment and products in compliance with established guidelines.
- CLO4 Demonstrate infection control and health and safety procedures in compliance with manufacturer's equipment guidelines and Public Health Ontario regulations.
- CLO5 Setup and maintain a manicure workstation, according to industry standards.

Essential Employability Skill Outcomes (ESSO)

This course will contribute to the achievement of the following Essential Employability Skills:

- EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- EES 3. Execute mathematical operations accurately.
- EES 4. Apply a systematic approach to solve problems.
- EES 5. Use a variety of thinking skills to anticipate and solve problems.
- EES 6. Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.
- EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- EES 10. Manage the use of time and other resources to complete projects.
- EES 11. Take responsibility for one's own actions, decisions, and consequences.

Evaluation Criteria:

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation criterion.

Evaluation Description	Course Learning Outcomes	EESOs	Weighting
In Process (5 @ 2% each)	CLO1, CLO2, CLO3, CLO4, CLO5	EES8, EES9, EES10, EES11	10
Practical assessment 1	CLO1, CLO3, CLO4, CLO5	EES1, EES2, EES5, EES8, EES9, EES11	15
Practical assessment 2	CLO1, CLO3, CLO4, CLO5	EES1, EES2, EES5, EES7, EES9, EES10, EES11	15
Individual Assignment - Due Week 10	CLO1, CLO2, CLO3	EES1, EES2, EES7, EES9, EES10, EES11	10
In class test 1- (Multiple choice, short answer, case scenario)	CLO1, CLO2, CLO3, CLO5	EES1, EES2, EES5, EES11	15
Final test (Multiple choice, short answer, case scenario)	CLO1, CLO2, CLO3, CLO5	EES1, EES2, EES5, EES11	15
Final practical assessment	CLO1, CLO2, CLO3, CLO4, CLO5	EES1, EES2, EES5, EES8, EES9, EES11	20
Total			100%

Notes:

1. In process evaluations are based on information presented during current or previous classes or assigned readings from the textbook. The dates of these in-process evaluations will not be pre-announced. There will not be a possibility to make up any missed in-class activities. If a student is absent, a grade of zero is recorded for that activity regardless of reason.
2. Mid-term marks will be comprised of all assignments and tests that take place between weeks 1-6.
3. All assignments are due on the date and at the time specified, and in the format outlined by the professor. The professor will specify the submission format for each assignment (electronic, hard copy, or both formats) in advance of the due date.

Required Text(s) and Supplies:

1. Milady Standard Nail Technology textbook
ISBN-13: 978-1-285-08047-5

Student Kit supplies

Recommended Resources (purchase is optional):

N/A

Policies and Expectations for the Learning Environment:

General Policies and Expectations:

<p>General College policies related to</p> <ul style="list-style-type: none">+ Acceptable Use of Information Technology+ Academic Policies+ Academic Honesty+ Student Code of Conduct+ Students' Rights and Responsibilities can be found on-line at http://www.durhamcollege.ca/academicpolicies	<p>General policies related to</p> <ul style="list-style-type: none">+ attendance+ absence related to tests or assignment due dates+ excused absences+ writing tests and assignments+ classroom management can be found in the Program Guide (full time programs only) in MyCampus http://www.durhamcollege.ca/mycampus/
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Course Specific Policies and Expectations:

ATTENDANCE: Due to the relationship between theoretical knowledge in education and practical application in industry, it is essential that students participate in all learning activities. Failure to attend lab may lead to gaps in knowledge, missed in-process evaluations and potential safety hazards for a client in the clinical and placement settings. Full attendance is expected for all labs. Students should inform the professor, with as much notice as possible, by e-mail prior to any absence. If students arrive late to class, they will be expected to wait until the first break to enter the lab.

ATTIRE: Students must be dressed in the full branded spa uniform provided in each kit to participate during lab classes. The full uniform consists of the spa branded top and bottom along with clean, soft-soled, black shoes (with no brand logos) which are fully wipeable. No cloth footwear is permitted to be worn during lab time. Students must be groomed consistent with a professional image expected in the industry. Long hair must be pulled back and styled to maintain a safe and hygienic environment. Bracelets, multiple rings and dangling or over-sized earrings/necklaces must not be worn during lab time.

MODELS: Models will be required for some practice sessions in the lab and required for ALL assessments. It will be the responsibility of each student to provide a model in advance of all assessments. Dates of assessments will be provided to the student at the beginning of the semester and indicated in the course outline. Failure to attend with a model will result in a mark of zero for the assessment in question. Please note that students will NOT be working with their own model for practice sessions and the assessments. Models will be assigned by their professor at random among students in attendance at the beginning of each practice/assessment.

STUDENT CONDUCT: Students are expected to conduct themselves in a professional manner while on and off campus. Students are expected to comply with the program's professional conduct, image, and safety expectations. It is everyone's responsibility to have respect for their peers, faculty and the public.

PERSONAL BELONGINGS: All personal items with the exception of student kit supplies, are to be stored in daytime student lockers located throughout C.F.C.E. Students must collect their belongings at the end of class as lockers are only available for single, daytime use. Students are to store all outerwear, purses/backpacks, and winter boots in a locker and ensure that clean indoor only black shoes are worn inside the lab.

CELL PHONES/ELECTRONIC DEVICES: Electronic communication devices are strictly prohibited during lab times and to be stored in a locker. Students who do not comply with this program-specific requirement will be asked to leave the lab immediately and may be subject to further discipline at the discretion of the professor and school office.

PEER INTERACTION AND FEEDBACK: Students are expected to participate with their peers in active learning activities and demonstrations. These demonstrations provide students with opportunities for written/verbal feedback from their peers and professor on the application of learned course material.

MISSED TESTS: No makeup tests or assignments will be provided. All tests are to be written at scheduled times set by the professor. Students must contact the professor within 24 hours before or after if unable to write a scheduled test. A failure to comply will result in a mark of zero. Voicemail and e-mail messages are an acceptable form of contact if a student is unable to speak with the Professor in person.

General Course Outline Notes:

1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor.
2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.
3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline.
4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.)
5. A full description of the Academic Appeals Process can be found at <http://durhamcollege.ca/gradeappeal>.
6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information.
7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site.

Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.

Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Wk.	Hours:	4	Delivery:	Lab	
1	Course Learning Outcomes				
	CLO1				
	Essential Employability Skills				
	Taught:		EES8, EES9, EES11	Practiced: EES8, EES9, EES11	
	Intended Learning Objectives				
	Describe the purpose and focus of the course. Introduce course assignments, assessments and due dates Identify various career opportunities available Describe the history of nails, including ancient and modern history Discuss the history of nail styles Describe the structure and composition of nails. Discuss how nails grow				
Intended Learning Activities					
Icebreaker Professor presentation Lecture Class Discussion					
Resources and References					
Social media sites Industry websites Fashion and trade magazines Milady Standard Nail Technology textbook (Chapter 1, 8) Powerpoint slides Handouts					
Evaluation			Weighting		
In-process ongoing throughout weeks 2-13			10		

Wk.	Hours: 4	Delivery: Lab
2	Course Learning Outcomes CLO1	
	Essential Employability Skills Taught: EES2, EES5, EES8, EES9, EES10, EES11 Practiced: EES2, EES5, EES8, EES9, EES10, EES11	
	Intended Learning Objectives List and describe the various disorders and irregularities of nails, including diseases of the nails that should not be treated in a salon. Explain the importance of a conducting a client consultation	
	Intended Learning Activities Professor presentation Class discussion In-class exercises In-class quiz (match the picture/description to the nail disorder)	
	Resources and References Milady Standard Nail Technology textbook (Chapter 9) Client Consultation form Handouts Powerpoints Client consultation cards - examples	
	Evaluation	

Wk.	Hours: 4	Delivery: Lab
3	Course Learning Outcomes CLO1, CLO4	
	Essential Employability Skills Taught: EES1, EES5, EES8, EES9, EES11 Practiced: EES1, EES5, EES8, EES9, EES11	
	Intended Learning Objectives Describe the importance of Universal Sanitation Procedures Differentiate between sanitation, disinfection and sterilization List the types and classifications of bacteria. Define hepatitis and human immunodeficiency virus (HIV) and explain how they are transmitted Explain the differences between cleaning, disinfecting and sterilizing List the types of disinfectants and how they are used Discuss standard precautions. Describe how to safely clean and disinfect salon tools and equipment Discuss Public health Ontario infection control and prevention guidelines	
	Intended Learning Activities Professor presentation or Durham Region Health guest presentation Class discussion In-class exercises (comparing disinfectants)	
	Resources and References Milady Standard Nail Technology textbook (Chapter 5) Durham Region Best Practice Guidelines - or - Durham Region Health Presentation and handouts Selection of different-grade disinfectants and cleaners.	
	Evaluation	

Wk.	Hours: 4	Delivery: Lab
4	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills Taught: EES8, EES10, EES11 Practiced: EES8, EES10, EES11	
	Intended Learning Objectives Identify implements required to perform a manicure service, and explain difference between reusable and single-use tools and supplies required to preform a manicure Describe popular nail shapes. Describe the proper set-up for a manicure station. List and perform the steps of a basic manicure	
	Intended Learning Activities Manicure station set up Select the proper implements and products required Perform a manicure (no polish, no massage) Follow Universal Sanitation Procedures Close out service and disinfect station Clean and disinfect implements.	
	Resources and References Lecture Class Discussion Professor presentation Professor demonstration Video Handouts PowerPoint	
	Evaluation	

Wk.	Hours: 4	Delivery: Lab
5	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES8, EES10, EES11	Practiced: EES8, EES10, EES11
	Intended Learning Objectives Identify and explain supplies needed for a regular polish application. Describe the five-point polish application method. Perform regular and french polish application techniques	
	Intended Learning Activities Professor demonstration Manicure station set up Select the proper implements and products required Perform a manicure with regular and french polish application techniques Follow Universal Sanitation procedures during treatment Close out service and disinfect station Clean and disinfect implements	
	Resources and References Lecture Class discussion Professor demonstration Industry videos PowerPoint	
Evaluation In class test 1 - cumulative from weeks 1-4	Weighting 15	

Wk.	Hours: 4	Delivery: Lab
6	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills Taught: EES2, EES8, EES9, EES11 Practiced: EES2, EES8, EES9, EES11	
	Intended Learning Objectives Identify bones and muscles in the arms and hands Describe massage movements for a hand and arm massage Identify types of products used for a hand and arm massage Explain the benefits of hand and arm massage Explain the contraindications for massage	
	Intended Learning Activities Professor demonstration Manicure station set up Perform massage techniques Close out service and disinfect station In-class regular and french polish drill	
	Resources and References Lecture Class discussion Professor demonstration Industry videos PowerPoint Handouts Milady Standard Nail Technology textbook (Chapter 6 & 13)	
	Evaluation	

Wk.	Hours: 4	Delivery: Lab
7	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES9, EES11	Practiced: EES1, EES2, EES9, EES11
	Intended Learning Objectives Describe basic chemistry in nail salon products Explain the overexposure principle and its application to nail care products Explain how UV/LED light works to cure nail products Explain adhesives and how adhesion works	
	Intended Learning Activities Professor presentation Class discussion Group work	
	Resources and References Milady Standard Nail Technology textbook (Chapter 11) Powerpoint Industry websites Handouts Open book - textbook (for Midterm Written Assessment)	
Evaluation		Weighting
Practical assessment 1		15

Wk.	Hours: 4	Delivery: Lab
8	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills Taught: EES8, EES9, EES10, EES11 Practiced: EES8, EES9, EES10, EES11	
	Intended Learning Objectives Identify supplies and equipment required to perform a Shellac manicure service Identify the ideal client for a Shellac manicure service List the steps required for a Shellac manicure service	
	Intended Learning Activities Manicure station set up Shellac application techniques Shellac removal techniques Follow Universal Sanitation procedures Close out service and disinfect station Clean and disinfect implements	
	Resources and References Lecture Professor presentation and demonstration Class Discussion Instructor Demonstration Manufacturer website Manufacturer handouts Powerpoint Videos	
	Evaluation	

Wk.	Hours: 4	Delivery: Lab
9	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills Taught: EES9, EES10, EES11 Practiced: EES9, EES10, EES11	
	Intended Learning Objectives Apply and remove Shellac with attention to detail and industry expected service time allotment	
	Intended Learning Activities Manicure station set up Shellac application steps Shellac removal steps Follow Universal Sanitation Procedures Close out service and disinfect station Clean and disinfect implements	
	Resources and References Previous notes, demonstrations and LAB	
	Evaluation	

Wk.	Hours: 4	Delivery: Lab
10	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES8, EES10, EES11	Practiced: EES1, EES8, EES10, EES11
	Intended Learning Objectives Explain the benefits of exfoliation and masks Differentiate between regular and spa manicure List steps involved to perform a spa manicure Describe how various themes are used in manicure services Identify client home care products	
	Intended Learning Activities Station set up Hand exfoliation and mask application techniques Follow industry recognized steps used to exfoliate and apply a mask to the hands Create and perform customized hand treatments Follow universal sanitation procedures Close out service, clean station and store products.	
	Resources and References Lecture Class Discussion Instructor Presentation Instructor Demonstration Milady Standard Nail Technology textbook (Chapter 16) Handouts Powerpoint	
Evaluation Practical assessment 2	Weighting 15	

Wk.	Hours: 4	Delivery: Lab
11	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES9, EES10, EES11	Practiced: EES1, EES9, EES10, EES11
	Intended Learning Objectives Explain the benefits and features of paraffin hand treatments Identify supplies required to perform a paraffin hand treatment List steps involved when performing a customized hand treatment	
	Intended Learning Activities Station set up Paraffin application and removal techniques Order of steps used to perform customized hand treatments Recommend client home care products Follow Universal Sanitation procedures Close out service and disinfect station Clean and disinfect implements	
	Resources and References Models supplied by students Professor presentation Professor demonstration Milady Standard Nail Technology Textbook (Chapter 18) Handouts Models required to be supplied by students	
Evaluation Individual assignment	Weighting 10	

Wk.	Hours: 4	Delivery: Lab
12	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills Taught: EES1, EES9, EES10, EES11 Practiced: EES1, EES9, EES10, EES11	
	Intended Learning Objectives Explain the benefits and features of hot stones during a manicure service Identify supplies required to perform a hot stone manicure Explain safety precautions necessary when using hot stones during a manicure service	
	Intended Learning Activities Use hot stones to treat the hands during a manicure service Manicure station set up Customized hand treatment application techniques Follow Universal Sanitation procedures Close out service and disinfect station Clean and disinfect implements	
	Resources and References Models supplied by students Lecture Class Discussion Professor presentation Professor demonstration Industry websites Handouts Videos Powerpoint Milady Standard Nail Technology textbook (Chapter 13)	
	Evaluation	

Wk.	Hours:	Delivery:	
	4	In Class	
13	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5		
	Essential Employability Skills		
	Taught:	EES5, EES8, EES10, EES11	Practiced: EES5, EES8, EES10, EES11
	Intended Learning Objectives Apply and remove polish, with attention to detail and time		
	Intended Learning Activities Manicure station set up Follow Universal Sanitation procedures Close out service and disinfect station Clean and disinfect implements In-class regular and french polish drill		
	Resources and References Previous notes, practice and labs Student kit supplies		
	Evaluation		Weighting
	Final in-class test in-class		15
Wk.	Hours:	Delivery:	
	4	Lab	
14	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5		
	Essential Employability Skills		
	Taught:	EES1, EES2, EES5, EES11	Practiced: EES1, EES2, EES5, EES11
	Intended Learning Objectives Final practical test -students will be assigned to their practical test time		
	Intended Learning Activities Manicure station set up Client consultation Regular polish manicure service Close out service and disinfect station		
	Resources and References Models supplied by students Student kit supplies		
	Evaluation		Weighting
	Final Practical Assessment - Regular polish Manicure		20