

MANICURE AND NAIL TECHNIQUES

2024-25 Academic Year

Program Title	Ministry Title	Major	Year	Semester
BUS-Esthetician - Spa Management	--	ESMG	1	1

Course Code: ESGM 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"/> Flexible <input type="checkbox"/> HyFlex <input type="checkbox"/>	
Remote proctoring required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Authorized by (Dean or Director): Tony Doyle	Date: August 2024

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Course Description:

This course will cover nail and hand anatomy, correct usage of manicure implements and nail enhancement equipment. Techniques in infection control will be learned and practiced as part of this course, in accordance with public health standards in spa settings. 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.

Campus Closure Notice

In the event of a campus closure during which time classes cannot be conducted or attended in person, course delivery will be conducted remotely where possible. Should teaching and learning resume on campus, students may be organized into smaller groups for classroom delivery, in accordance with directions from public health authorities. In either situation, the learning plan sequence and/or evaluation methods may be adjusted to address topics requiring hands-on, practical learning activities.

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 Shellac 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
Lab Activity: Class & Lab Activities 5 @5% each - Weeks 1-13	CLO1, CLO2, CLO3, CLO4, CLO5	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11	25
Lab Activity: Practical Assessment 1	CLO1, CLO3, CLO4, CLO5	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11	15
Lab Activity: Practical Assessment 2	CLO1, CLO3, CLO4, CLO5	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11	15
Test: Test 1	CLO1, CLO2, CLO3, CLO5	EES1, EES2, EES4, EES5, EES7	10
Test: Final Test	CLO1, CLO2, CLO3, CLO4, CLO5	EES1, EES2, EES4, EES5, EES7	15
Lab Activity: Final Practical Assessment	CLO1, CLO2, CLO3, CLO4, CLO5	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11	20
Total			100%

Notes:

1. Mid-term marks will be comprised of all activities, assignments and tests that take place between Weeks 1-7.
2. Class/lab activities are based on information presented during current or previous classes. The dates of these class/lab activities will not be pre-announced, and will include synchronous (lab) activities. There will not be a possibility to make up any missed synchronous activities. If a student is absent, a grade of zero is recorded for that activity, regardless of reason. Please note, a total of 7 class/lab activities will take place over the duration of the semester, where the top 5 class/lab activities will count towards the final mark for this course.
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 (2020). Milady Standard Nail Technology with Milady Standard Foundations (8th Edition). Milady/Cengage Publishing. ISBN: 9780357446867 (hardcopy)

OR

3 book bundle hard copy package including: Milady Standard Foundations, Milady Standard Esthetics: Fundamentals (12th edition), and Milady Standard Nail Technology (8th edition). ISBN: 9780357483954 (hard copy).

Please note, this 3 book bundle package includes all books required for ESMG 1101, ESMG 1102, ESMG 1104, and ESMG 1108.

2. Student kit supplies

Recommended Resources (purchase is optional):

1. Public Health Ontario (2019). Guide to Infection Prevention and Control in Personal Service Settings, 3rd edition. <https://www.publications.gov.on.ca/guide-to-infection-prevention-and-control-in-personal-service-settings>

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 Integrity + Standards for Student Conduct for all Learning Environments can be found at https://durhamcollege.ca/wp-content/uploads/Standards-of-Student-Conduct-for-all-Learning-Environments.pdf + Information about academic policies and procedures can be found on-line at https://durhamcollege.ca/about/governance/policies 	<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 MyDC https://durhamcollege.ca/mydc/
<p>All students at Durham College have the responsibility to familiarize themselves with and abide by the college's Academic Integrity Policy. Students are expected to complete and submit their own work in an honest manner, in accordance with the policy. Durham College has zero tolerance for breaches of academic integrity. All suspected breaches of academic integrity will be investigated and documented following procedures outlined in the policy, and should a breach be confirmed, appropriate penalties will be levied. Breaches of academic integrity refer to a variety of practices including, but not limited to:</p> <ul style="list-style-type: none"> • copying another person's work; • using unauthorized materials or resources during an evaluation; • obtaining unauthorized copies of evaluations in advance; • collaborating without permission; • colluding or providing unauthorized assistance; • falsifying academic documents or records; • misrepresenting academic credentials; • buying, selling, stealing, soliciting, exchanging or transacting materials or information for the purpose of academic gain; • bribing or attempting to bribe personnel; • impersonation; • submitting the same work in more than one course without authorization; • improper use of computer technology and the internet; • depriving others of academic resources; • misrepresenting reasons for special consideration of academic work; • plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement; • any unauthorized use of generative or other artificial intelligence. <p>If you have questions or concerns about what constitutes appropriate academic conduct or research and citation methods, and what your responsibilities are towards academic integrity, please visit the Academic Integrity website on MyDC, reach out to Student Academic Learning Services (SALS), or speak with your professor or Student Advisor.</p>	

Course Specific Policies and Expectations:

PRE-LAB REQUIREMENTS: To be eligible for the lab component of this program, you must receive a PASS from Verified by Synergy Gateway, confirming that you have met all pre-lab entry immunization requirements. Please contact your Faculty of Business Student Advisor if you have any questions about this process.

Please note, if you have NOT received a PASS from Verified by Synergy Gateway by the end of Week 5 of the current semester, you will no longer be eligible to complete the lab course that same semester. Please contact your Faculty of Business Student Advisor immediately to discuss an academic plan.

DC SPA STANDARD OPERATING POLICIES & PROCEDURES: It is expected that students follow the policies and procedures described in the DC Spa Standard Operating Policy & Procedure manual when participating in lab classes.

PUNCTUALITY & 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 evaluations and potential safety hazards for a client in a personal service setting. Full attendance is expected for all labs.

To mirror workplace expectations and to minimize disruptions to classroom activities, students are expected to be punctual and arrive to lab on time, and also arrive back from scheduled breaks on time. Students should notify their professor BEFORE a lab begins if they anticipate arriving late or will be absent.

Students are expected to check in daily on DC Connect, DC Mail, and other platforms provided by the faculty team. Missed class/lab work will not be retaught by the professor.

Note, if a student is absent for a practical lab demonstration and/or for the practice of technical skill activities in lab, the student must contact their professor to discuss the reason for their absence. The Faculty of Business faculty and administrative team may determine that the student cannot complete a practical lab assessment if the minimum technical skill competencies have not been demonstrated in lab by the student before the assessment, during scheduled lab time.

ATTIRE: When participating in lab classes, students must be dressed in a clean, unsoiled and fully branded DC Spa uniform, consisting of DC Spa branded top and bottom, along with clean, soft-soled, plain black shoes (with no brand logos) that are fully wipeable. Cloth, fur, open toe or outwear footwear/boots are not permitted to be worn during lab time. Pants must be hemmed to a professional length (1/2 - 1" above the top of your shoe heel) and branded uniform top sleeve and top length may not be altered from the original intended style. A white or black non branded crew, v or scoop neck non-hooded top (t-shirt weight) that covers undergarments and/or exposed skin is appropriate to be worn underneath the school branded uniform top. 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. Hoodies, sweaters, hats, bracelets, multiple fashion rings and dangling or over-sized earrings/necklaces must not be worn during lab time; with the exception of wedding bands, small stud earrings, and/or jewellery/attire for religious practices. Fingernails must be kept short (less than 1/4" in length), neatly manicured and buffed. Nail polish (including clear polish), gel, shellac or acrylic nail applications are not permitted to be worn during lab classes.

STUDENT KIT & LAB SUPPLIES/EQUIPMENT: Please note, only DC student kit supplies and DC Spa lab supplies/equipment are permitted for use in the lab in order to complete the practical learning objectives for this program. Personal products, items, tools/equipment or supplies that are not part of the student kit are not permitted for use in lab classes, or for assigned activities.

PERSONAL BELONGINGS: All personal items, with the exception of student kit supplies, are to be stored in daytime student lockers located throughout the CFCE building. 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, hats, purses/backpacks, and winter boots in a locker.

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.

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

CONTRAINDICATIONS: Students with contraindications that prevent them from participating as a model with their peers in lab classes will discuss with their professor an appropriate plan in order to complete the practical learning objectives for this course.

PROFESSIONALISM: 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, appearance, and safety expectations. It is everyone's responsibility to have respect for their peers, faculty and the public.

MISSED TESTS:

A) All evaluations (practical lab assessments or written) are to be written at the scheduled time set by the professor. Students must notify the professor **BEFORE** the scheduled start time of the evaluation if unable to attend an evaluation. A failure to comply will result in a mark of zero. E-mail messages are an acceptable form of contact if a student is unable to speak with the professor in person.

No more than one missed evaluation may occur in the course. After one missed evaluation, all further missed evaluations will be assigned a grade of zero.

B) Given compliance with point A) of this section, the weighting of a missed evaluation will be applied to an applicable final lab assessment/evaluation. This will apply **ONLY** if the final evaluation is a cumulative one, where all course learning outcomes are covered.

If the final evaluation (written or lab assessment) is **NOT** cumulative, the professor will discuss with the student a date where a make-up evaluation will be scheduled, either in accordance with Durham College Test Centre or DC Spa lab protocols. If the student misses the make-up date, then a mark of zero will be assigned for the missed evaluation and there will be no further make-up evaluation opportunities.

C) A missed Final Evaluation (written or lab assessment) is a significant event.

If a student is unable to attend a final evaluation, the student is required to email their professor **BEFORE** the start of the scheduled final evaluation. A failure to comply will result in a mark of zero for that final evaluation.

Given compliance with the above, the student may be permitted to have the evaluation rescheduled as determined by the professor and following Durham College's Test Centre or DC Spa lab protocols.

If, upon review of all relevant factors, the Faculty of Business administrative and faculty team deems that the situation does not warrant a rescheduled evaluation, a grade of zero will be assigned to the missed final evaluation.

ASSIGNMENTS: All assignments submitted after the due date and time, or in a format not specified by the professor, will be considered late and a penalty of 20% will apply to each calendar day, up to 4 days, after which the assignment will no longer be accepted and a mark of zero will be assigned.

GROUP WORK: To help develop valuable workplace skills, some courses will require students to work in groups. Faculty will specify the particular requirements of the group assignments and the grading mechanisms for each part of the evaluation. Faculty may request to specify the individual contributions of each group member. Students are expected to demonstrate appropriate commitment and reliability to their group. Depending upon the individual circumstances, a student may receive a grade of zero for the group assignment or may be evaluated individually based on their contributions.

ELECTRONIC SUBMISSIONS: If a student experiences difficulty making an electronic submission on DC Connect, they must contact the IT Helpdesk at 905-721-3333 or email ServiceDesk@dc-ot.ca and have a 'ticket' opened. Students experiencing technical difficulties may be asked to present the ticket information to their professor.

ACADEMIC INTEGRITY: Academic integrity is a core value at Durham College. Professors have full discretion in the use of tools and practices to ensure that academic integrity is upheld. Any evaluation may be subject to the use of technological tools that contribute to the promotion of academic integrity. These tools may include the use of Turnitin, or other tools or practices that the professor deems appropriate.

For group project/assignment submissions, all group members together are responsible for the academic integrity of these submissions. **ALL** group members must review and approve the finished product in advance of its due date.

Any incident of academic dishonesty will be dealt with according to the Academic Integrity Policy and Procedure. For more information, see DC Policy: ACAD-101-Academic-Integrity.

Students are expected to review course/assignment specifications closely to determine if they are permitted to use generative AI. It is the student's responsibility to be clear on when, where, and how the use of generative AI is permitted. In all submissions in which you use generative AI, you must cite its usage. Failing to cite the use of generative AI is academic misconduct. In all other aspects of your work where generative AI is not permitted, the use of generative AI will be considered a breach of academic integrity and Academic Policy ACAD-101 Academic Integrity

will be applied. If you are uncertain if you have used GenAI and/or cited appropriately, please speak with the library or your professor.

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 <https://durhamcollege.ca/about/governance/policies/academic-policies> .
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.

Week/ Module	Hours:	4	Delivery:	Online
1	Course Learning Outcomes			
	CLO1			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES8, EES9, EES10, EES11	Practiced:	EES1, EES2, EES8, EES9, EES11
	Intended Learning Objectives/Topics			
	Welcome & Introductions Discuss course outline & policies Introduce course assignments, assessments and due dates Introduction to the DC Spa Standard Operating Policy & Procedure manual (SOPs) 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 Students to review both course outline, and DC Spa Standard Operating Policy & Procedure Manual			
	Resources and References			
	Course Outline DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 1, 4) Milady Standard Foundations textbook (Chapter 8) Powerpoints and resources posted on DC Connect Industry resources			
	Evaluation		Weighting	
	Lab Activity: Class & Lab Activities 5 @5% each - Weeks 1-13		25	

Week/ Module	Hours: 4	Delivery: Online
2	Course Learning Outcomes CLO1	
	Essential Employability Skills	
	Taught: EES1, EES2, EES6, EES8, EES9	Practiced: EES1, EES2, EES6, EES8, EES9
	Intended Learning Objectives/Topics 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 professional conduct and image Explain the importance of a conducting a client consultation Completion of online activities	
	Intended Learning Activities Professor presentation Class discussion In-class exercises In-class quiz (match the picture/description to the nail disorder) Online activities	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 4) Milady Standard Foundations textbook (Chapter 2 & 3) Powerpoints & resources posted on DC Connect Client consultation cards - examples Client consultation form	
	Evaluation	

Week/ Module	Hours: 4	Delivery: Lab
3	Course Learning Outcomes CLO1, CLO4	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES10, EES11
	Intended Learning Objectives/Topics Describe the importance of infection prevention and control in personal service settings Differentiate between cleaning, sanitation, disinfection and sterilization Identify different types of pathogens: bacteria, viruses, fungi, parasites and biofilms Describe modes of transmission List the types and classifications of bacteria and discuss bacterial infections Define hepatitis, human immunodeficiency virus (HIV), HPV and HSV, and explain how they are transmitted Discuss fungal and parasitic infections, and biofilms 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 Introduce CBON infection control certification modules and assign deadline to complete	
	Intended Learning Activities Professor presentation Class discussion In-class exercises (comparing disinfectants) Online CBON infection control certification modules	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 4) Milady Standard Foundations textbook (Chapter 5) Durham Region Health website - Best practice guidelines & handouts Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Selection of different-grade disinfectants and cleaners CBON online infection control modules Powerpoints and resources posted on DC Connect	
Evaluation		

Week/ Module	Hours: 4	Delivery: Lab
4	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Identify implements required to perform a manicure service, and explain difference between reusable and single-use tools and supplies required to perform a manicure Describe popular nail shapes Describe the proper set-up for a manicure station List and perform the steps of a basic manicure Test review (Weeks 1-4) to prepare for Test 1	
	Intended Learning Activities Manicure station set up Select the proper implements and products required Perform a manicure (no polish, no massage) Follow public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements Test review	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 6) Milady Standard Foundations textbook (Chapter 5) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Lecture Class Discussion Professor demonstration Powerpoints and resources posted on DC Connect	
Evaluation		

Week/ Module	Hours:	4	Delivery:	Lab
5	Course Learning Outcomes			
	CLO1, CLO2, CLO3, CLO4, CLO5			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced:	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics			
	Identify and explain supplies needed for a regular polish application Demonstrate appropriate quantity of products and consumables when performing a basic manicure Describe the five-point polish application method Perform regular and french polish application techniques Course content tested - Weeks 1-4 (Test 1)			
	Intended Learning Activities			
Test 1 - review of materials prior to test Professor demonstration Manicure station set up Select the proper implements and products required Perform a manicure with regular and french polish application techniques Follow public health infection prevention and control protocols during treatment Close out service and disinfect station Clean and disinfect implements				
Resources and References				
DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 6) Milady Standard Foundations textbook (Chapter 5) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Lecture Class discussion Professor demonstration Industry videos PowerPoints and resources posted on DC Connect				
Evaluation		Weighting		
Test: Test 1		10		

Week/ Module	Hours: 4	Delivery: Lab
6	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics 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, demonstrating appropriate product quantities 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 Follow public health infection prevention and control protocols Close out service and disinfect station In-class regular and french polish drill	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 6) Milady Standard Foundations textbook (Chapter 5) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Lecture Class discussion Professor demonstration Industry videos Powerpoints and resources posted on DC Connect	
Evaluation		

Week/ Module	Hours: 4	Delivery: Lab
7	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics 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 Complete Practical Assessment 1	
	Intended Learning Activities Professor presentation Class discussion Group work Review of materials prior to practical assessment Online activities	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 5 & 12) Milady Standard Foundations textbook (Chapter 6) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Powerpoints and resources posted on DC Connect Industry websites	
	Evaluation Lab Activity: Practical Assessment 1	Weighting 15

Week/ Module	Hours: 4	Delivery: Lab
8	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Identify supplies and equipment required to perform a Shellac manicure service Demonstrate appropriate quantity of products & consumables when performing 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 public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 5, 6 & 12) Milady Standard Foundations textbook (Chapter 5 & 6) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Lecture Professor presentation and demonstration Class Discussion Manufacturer website Manufacturer handouts Powerpoints and resources posted on DC Connect	
	Evaluation	

Week/ Module	Hours: 4	Delivery: Lab
9	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics 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 public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements	
	Resources and References Previous notes, demonstrations and labs DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 5, 6 & 12) Milady Standard Foundations textbook (Chapter 5 & 6) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Powerpoints and resources posted on DC Connect	
Evaluation		

Week/ Module	Hours:	Delivery:
	4	Lab
10	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught:	Practiced:
	EES1, EES2, EES4, EES5, EES7	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics	
	<p>Explain the benefits of exfoliation and masks Differentiate between regular and spa manicure List steps involved to perform a spa manicure Discuss and demonstrate appropriate consumable and product quantities used when performing a spa manicure Describe how various themes are used in manicure services Identify client home care products Complete Practical Assessment 2</p>	
	Intended Learning Activities	
<p>Review of course materials prior to practical assessment Station set up Follow public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements, and store products Online activities</p>		
Resources and References		
<p>DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 6) Milady Standard Foundations textbook (Chapter 5) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Lecture Class Discussion Instructor Presentation Instructor Demonstration Powerpoints and resources posted on DC Connect</p>		
Evaluation	Weighting	
Lab Activity: Practical Assessment 2	15	

Week/ Module	Hours: 4	Delivery: Lab
11	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Explain the benefits and features of paraffin hand treatments Identify supplies required to perform a paraffin hand treatment, including appropriate quantities of products and consumables List steps involved when performing a customized hand treatment	
	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 Paraffin application and removal techniques Order of steps used to perform customized hand treatments Recommend client home care products Follow public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 6) Milady Standard Foundations textbook (Chapter 5) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Professor presentation Professor demonstration Powerpoints and resources posted on DC Connect	
	Evaluation	

Week/ Module	Hours: 4	Delivery: Lab
12	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES5, EES7, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Explain the benefits and features of hot stones during a manicure service Identify supplies required to perform a hot stone manicure, considering quantities of products and consumables Explain safety precautions necessary when using hot stones during a manicure service Review course materials to prepare for Final Test	
	Intended Learning Activities Use hot stones to treat the hands during a manicure service Manicure station set up Customized hand treatment application techniques Follow public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements Test review (Weeks 1-12)	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook (Chapter 6) Milady Standard Foundations textbook (Chapter 5) Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Lecture Class Discussion Professor presentation Professor demonstration Industry websites Powerpoints and resources posted on DC Connect	
Evaluation		

Week/ Module	Hours:	Delivery:
13	4	Lab
Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5		
Essential Employability Skills		
Taught:	Practiced:	EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
Intended Learning Objectives/Topics Complete Final Test Apply and remove polish, with attention to detail and time		
Intended Learning Activities Final Test - review of all resources prior to final test (Weeks 1-12) Manicure station set up Follow public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements In-class regular and french polish drill		
Resources and References DC Spa Standard Operating Policy & Procedure manual Milady Standard Nail Technology textbook Milady Standard Foundations textbook Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Previous notes, practice and labs Student kit supplies Powerpoints and resources posted on DC Connect		
Evaluation		Weighting
Test: Final Test		15

Week/ Module	Hours:	Delivery:
	4	Lab
14	Course Learning Outcomes CLO1, CLO2, CLO3, CLO4, CLO5	
	Essential Employability Skills	
	Taught:	Practiced: EES1, EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Complete Final Practical Test	
	Intended Learning Activities Review of course materials prior to final practical assessment Manicure station set up Client consultation Regular polish manicure service Follow public health infection prevention and control protocols Close out service and disinfect station Clean and disinfect implements	
	Resources and References DC Spa Standard Operating Policy & Procedure manual Guide to Infection Prevention & Control in Personal Service Settings, 3rd Edition (Public Health Ontario) Previous notes, labs and resources Student kit supplies Powerpoints and resources posted on DC Connect	
Evaluation		Weighting
Lab Activity: Final Practical Assessment		20