

Fleming College

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Course Outline

Course Title:	Manicure		
Course Number:	COSM3	Approval Date:	2020/9/1
Course Hours:	45 hours	Academic Year:	2020
Academic School:	School of Health & Wellness		
Faculty:	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		
	Molly Westland - molly.westland@flemingcollege.ca		

Course Description

This course outline may reflect alternative deliveries and assessments in response to the Ontario Government health and safety requirements for COVID-19. Course and Program Learning Outcomes shall not be impacted by any changes.

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: COSM 6 - Pedicure

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 and Technology Resources

Esthetician Program Kit

Assessment Summary

Assessment Task	Percentage
Quizzes	10%
Assignments	10%
Applied Learning	60%
Tests	20%

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>)

If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the [Accessible Education Services \(AES\)](https://department.flemingcollege.ca/aes/) department (<https://department.flemingcollege.ca/aes/>) to meet with a counsellor.

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

Program Standards

The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. 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 Colleges and Universities](#) (MCU). 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 MCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/).

Detail Plan

Term:	2021 Winter
Class Section:	ESTJ
Faculty:	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

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week One	Lecture-Orientation-Online Asynchronous. Lab-Program Orientation and Professionalism for the Esthetics Industry and the EST Program-On Campus Lab.	1	
Week Two	Lecture-Bones of the Hands and Arms-Online Asynchronous. Lab-Practical Manicure Skills-On Campus Lab.	1	

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week Three	Lecture-Muscles of the Hands and Arms-Online Asynchronous. Lab-Practical Manicure Skills-On Campus Lab.	1	
Week Four	Lecture-Structure of the Natural Nail and Professional Polish Application-Online Asynchronous. Quiz #1 Lab-Practical Manicure Skills-On Campus Lab.	1	Quiz #1-5%
Week Five	Lecture-Microbiology and Bacteriology-Online Asynchronous. Lab-Practical Assessment #1- Hand Massage. Practical Manicure Skills-On Campus Lab.	1	Practical Assessment #1- Hand Massage-5%
Week Six	Lecture-Decontamination-Online Asynchronous. Lab-Practical Assessment #2-Polish Application. Practical Manicure Skills-On Campus Lab.	1	Practical Assessment #2- Polish Application-5%
Week Seven	Lecture-Quiz #2 Lab-Practical Manicure Skills-On Campus Lab.	1	Quiz #2-5%
Week Eight	Independent Learning Week.		
Week Nine	Lecture-Diseases and Disorders of the Natural Nail--Online Asynchronous. Lab-Practical Manicure Skills-On Campus Lab.	1	
Week Ten	Lecture-Diseases and Disorders of the Natural Nail Continued-Online Asynchronous. Lab-Practical Assessment #3-Filing and Hand Massage-On Campus Lab.	1	Practical Assessment #3- Filing and Hand Massage-10%
Week Eleven	Lecture-Diseases and Disorders of the Natural Nail Continued-Online Asynchronous. Lab-Practical Manicure Skills-On Campus Lab.	1	
Week Twelve	Lecture-Diseases and Disorders of the Skin- Online Asynchronous. Lab-Practical Assessment #4-Cuticles and Polish Application-On Campus Lab.	1	Practical Assessment #4- Cuticles and Polish Application-10%
Week Thirteen	Lecture-Client Consultation Forms-Online Asynchronous. Lab-Practical Manicure Skill-On Campus Lab.	1	
Week Fourteen	Lecture-Course Review-Online Asynchronous. Lab-Practical Exam (Student A)-On Campus Lab.		Practical Exam (Student A)-30%

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week Fifteen	Lecture-Written Exam. Lab-Practical Exam (Student B)-On Campus Lab. Assignment-Manicure Client Consultation Form Due.	1	Written Exam-20% Practical Exam (Student B)-30% Assignment-Manicure Client Consultation Form Due-10%

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Quiz #1	Week 4	1	5%
Practical Assessment #1-Hand Massage.	Week 5	1	5%
Practical Assessment #2-Polish Application	Week 6	1	5%
Quiz #2	Week 7	1	5%
Practical Assessment #3-Filing and Hand Massage	Week 10	1	10%
Practical Assessment #4-Cuticles and Polish Application	Week 12	1	10%
Practical Exam (Student A or B)-30%	Week 14 and 15	1	30%
Written Exam	Week 15	1	20%
Assignment-Manicure Client Consultation Form	Week 15	1	10%

A final mark of 70% or higher must be achieved in order to pass this course. At least 70% must be achieved on the Final Practical Examination. All segments of the course and evaluations must be attempted. If an assessment is missed, you are required to contact the faculty prior to the assessment and make arrangements to do it at a later date. All assessments must be attempted in order to meet the Learning and Vocational Outcomes of the course.

Exemption Contact

Tracy Partridge, Program Coordinator, tracy.partridge@flemingcollege.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://flemingcollege.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.

Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.

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 learning 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.