

**Human Services Career Cluster
Nail Care Services III
Course Number: 12.47100**

Course Description:

This course is designed to provide advanced training for employment in nail care careers. Academic knowledge and skills related to cosmetology are reviewed. Instruction includes advanced training in disinfection and sanitation processes and nails care and meets the Georgia State Board of Cosmetology and Regulation requirements for licensure upon passing the state examination. Students apply, combine, and justify knowledge and skills to a variety of settings and problems. This course provides more in-depth competencies for the co-curricular student organization SkillsUSA and presents integral components that should be incorporated throughout the course. In addition, this course offers the possibility of meeting articulation alignment with the technical college standards. The pre-requisites for this course are Introduction to Personal Care Services and Nail Care Services II.

Course Standard 1

HUM-NCSIII-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter

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Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss

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Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

HUM-NCSIII-2

Maintain a safe work environment and prevent accidents by using safety precautions and/or practices including adherence to hazardous labeling requirements and compliance with safety signs, symbols, and labels.

- 2.1 Analyze the role and the responsibilities of the Nail Technician (student) in the classroom, laboratory and various workplace settings in an emergency situation.
- 2.2 Demonstrate preparedness procedures for each emergency situation: fires, electric shock, overloading a circuit, inclement weather, blood spills, and other emergency situations that may occur in the classroom/laboratory or workplace.
- 2.3 Demonstrate all safety procedures when working with chemicals to protect models/clients.
- 2.4 Apply all infection control procedures when working in the clinic lab.
- 2.5 Adhere to proper care and safety when working with models/clients.
- 2.6 Prepare a log book. Chart critical information is required for proper safeguarding of sanitation and disinfection procedures as mandated through the Georgia State Board of Cosmetology.

Course Standard 3

HUM-NCSIII-3

Demonstrate proper client consultations for nail care services, including greeting techniques, client needs and desires, proper maintenance needed for client, reflective listening and recommendations. Perform various nail care techniques.

- 3.1 Perform proper greeting techniques used during a service.
- 3.2 Collaborate with the client to establish needs and desires for a nail care service, using reflective listening techniques.
- 3.3 Discuss proper maintenance procedures for clients and make recommendations as needed for the nail care service.

Course Standard 4

HUM-NCSIII-4

Demonstrate procedures for manicuring and pedicuring.

- 4.1 Demonstrate the procedures for a basic and a spa pedicure, including the pre-service procedure.
- 4.2 Demonstrate performing nail art.
- 4.3 Name the five basic nail shapes for women and the most popular nail shape for men.
- 4.4 List the steps taken for an exposure incident in the salon.

Course Standard 5

HUM-NCSIII-5

Utilizing proper safety and sanitation standards, demonstrate application of nail tips and wraps.

- 5.1 Identify and define the supplies needed for a nail tip applications.
- 5.2 Define the types of nail tips available and the importance of properly fitting according to the shape of the client's nail.
- 5.3 Describe and explain the benefits of the types of fabrics used in nail wraps.

- 5.4 Demonstrate the nail tip application procedure using the stop, rock, and hold method while applying a nail tip.
- 5.5 Demonstrate the nail wrap application procedure.
- 5.6 Apply proper clean up procedures for nail tips and wraps.
- 5.7 Implement safety and sanitation standards to protect the client and technician during all nail services.

Course Standard 6

HUM-NCSIII-6

Access client needs and preference and perform proper procedures for applying acrylic nails.

- 6.1 Collaborate with the client to establish his/her needs and desires for acrylic nail application, using reflective listening techniques.
- 6.2 Discuss proper maintenance procedures for clients and make recommendations as needed for the acrylic nails.
- 6.3 Demonstrate proper procedures for applying two-color monomer liquid and polymer powder nail enhancements over a nail using forms, nail tips and on natural nails.
- 6.4 Apply proper clean-up procedures for acrylic nails.
- 6.5 Implement safety and sanitation standards to protect the client and technician during all nail services.
- 6.6 Comply with regulations of the Hazardous Duty Standards Act Describe applicable regulatory agencies and function of each: i.e. EPA (Environmental Protection Agency), OSHA (Occupational Safety and Health Administration), and CDC (Center for Disease Control).

Course Standard 7

HUM-NCSIII-7

Access client needs and preferences and perform proper procedures for applying UV (ultraviolet) gels.

- 7.1 Collaborate with the client to establish his/her needs and desires for UV gel nail application, using reflective listening techniques.
- 7.2 Discuss proper maintenance procedures for clients and make recommendations as needed for the UV gel nail.
- 7.3 Demonstrate correct usage and how to disinfect the tools used for UV gel application.
- 7.4 Demonstrate the application of one-color UV gel on tips, natural nails and forms.
- 7.5 Implement safety and sanitation standards to protect the client and technician during all nail services.

Course Standard 8

HUM-NCSIII-8

Demonstrate how to maintain acrylic overlays, nail tips, UV gel and other nail enhancements using safety and sanitation standards.

- 8.1 Apply concepts on how to update the client data information.
- 8.2 Demonstrate how to maintain (perform a fill-in) the acrylic overlay.
- 8.3 Demonstrate the main difference between performing the two-week fabric wrap maintenance and the four-week fabric wrap maintenance.
- 8.4 Demonstrate proper clean-up procedures for nail tips and wraps.
- 8.5 Describe and demonstrate how to maintain UV gel nail enhancements.
- 8.6 Implement safety and sanitation standards to protect the client and technician during all nail services.

Course Standard 9

HUM-NCSIII-9

Perform nail enhancement removal using proper safety and sanitation standards.

- 9.1 Illustrate the proper procedure for removing acrylic from a natural nail.
- 9.2 Demonstrate how to remove a nail tip and fabric wraps and what to avoid during the removal.
- 9.3 Demonstrate how to remove a gel nail with and without a nail tip.
- 9.4 Implement safety and sanitation standards to protect the client and technician during all nail services.

Course Standard 10

HUM-NCSIII-10

Simulate skills needed to effectively manage salon operations.

- 10.1 Show how to write a resume with a cover letter and prepare an employment portfolio.
- 10.2 Identify the habits of a good salon team player.
- 10.3 Identify the most effective ways to build a client base.
- 10.4 Investigate the elements of successful salon operations.
- 10.5 Demonstrate the importance of record keeping on each client.