

**Human Services Career Cluster
Esthetics Services II
Course Number: 12.43000**

Course Description:

This pathway provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for further education and careers in Esthetics. This course provides technical skill proficiency, and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

The content includes: communication, leadership, human relations and employability skills; safe and efficient work practices; Georgia State board law and rules; acquisition of knowledge in related chemistry; infection control, anatomy and physiology; art of make-up; and development of skill in performing basic massage and facials techniques.

This course provides more in-depth competencies for the co-curricular student organization SkillsUSA and presents integral components that should be incorporated throughout instructional strategies developed for the course. In addition, this course offers the possibility of meeting articulation alignment with the technical college standards. The prerequisite for this course is Introduction to Personal Care Services.

Course Standard 1

HUM-ESII-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

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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
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

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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
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

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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-ESII-2

Research the history, the changes, and the career opportunities in the field of esthetics.

- 2.1 Discuss the different cosmetics used by earlier cultures.
- 2.2 Explain how we have benefited from the health and beauty habits of past cultures.
- 2.3 Compare the different cosmetic practices, from ancient times to modern day.
- 2.4 Name and describe career opportunities available to licensed estheticians.
- 2.5 Explain the development of esthetics as a distinct specialized profession.

Course Standard 3

HUM-EII-3

Adhere to appropriate safety procedures and regulations to maintain a safe and healthy environment including the use of chemicals.

- 3.1 Describe personal and job site safety rules and regulations that maintain safe and healthy work environments.
- 3.2 Explain emergency procedures to follow in response to workplace accidents.
- 3.3 Identify decontamination procedures to insure the safety in the classroom and laboratory using universal precautions.
- 3.4 Setup and operate equipment and utilize materials by mixing chemicals in appropriate proportions according to manufacturer's instructions.
- 3.5 Clean and maintain implements by using appropriately mixed chemicals and following the procedures for decontamination and storing of tools.
- 3.6 Describe the purpose of the Hazards Communication Standard.

Course Standard 4

HUM-ESII-4

Analyze the anatomy, physiology and basic pathophysiology of the skin. Classify the cells, body tissues, organs and systems of the body and their functions.

- 4.1 Describe, observe, identify and analyze the functions and structures of skin and the diseases and disorders of skin.
- 4.2 Describe cells, including their structure and reproduction.
- 4.3 Describe tissues and identify types of tissues of the body.
- 4.4 Define major body organs and systems, and explain their basic functions.

Course Standard 5

HUM-ESII-5

Evaluate the ingredients and perform an analysis on products utilized in esthetics.

- 5.1 Define and explain the structure of matter.
- 5.2 Discuss the properties of matter and how it can be changed.
- 5.3 Analyze the products used in the practice of esthetics.

Course Standard 6

HUM-ESII-6

Explore the role of chemistry in esthetics.

- 6.1 Investigate the different branches of chemistry and the relationship of each branch relating to esthetics.
- 6.2 Research properties and the interaction of chemicals relating to usage in esthetics.

Course Standard 7

HUM-ESII-7

Perform a make-up consultation and apply productions utilizing safety and infection control guidelines.

- 7.1 Demonstrate the proper way to select and apply products using proper safety and infection control for the appropriate techniques based on skin analysis.
- 7.2 Perform a makeup consultation utilizing knowledge of color theory, including completion of a client card.
- 7.3 Identify facial features and shapes.
- 7.4 Identify eyebrow shape measurements; and demonstrate application and removal of artificial lashes.
- 7.5 Apply basic, corrective, evening and/or glamour make-up based on client's needs and desires.

Course Standard 8

HUM-ESII-8

Research the effects of diet and health habits on the skin.

- 8.1 Investigate the dietary guidelines needed by different people including various age groups and those with disease conditions.
- 8.2 Research the benefits of a balanced diet, vitamins, minerals, and the importance of water intake relating to healthy skin.
- 8.3 Determine the possible effects of malnutrition on the skin.
- 8.4 Evaluate the importance of the esthetician modeling good health habits.

Course Standard 9

HUM-ESII-9

Perform a basic facial application and massage.

- 9.1 Exhibit the proper draping for the male and female client.
- 9.2 Demonstrate the different head draping for clients.
- 9.3 Describe different types of massages and the benefits.
- 9.4 Analyze and perform cleansing for different skin types and recommend treatment based on evaluation of skin.
- 9.5 Perform basic facial massage.

Course Standard 10

HUM-ESII-10

Demonstrate proper set up and components utilized in treatment room.

- 10.1 Research the components of creating a professional atmosphere.
- 10.2 Describe equipment and supplies needed for a facial.
- 10.3 Explain the proper setup of a treatment room.
- 10.4 Disinfect and clean treatment room.

Course Standard 11

HUM-ESII-11

Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

- 11.1 Research the history of SkillsUSA.
- 11.2 Discuss the mission, purpose, motto, colors, official dress and other distinguishing characteristics of SkillsUSA.
- 11.3 Explain how participation in SkillsUSA can promote lifelong responsibility for community service and professional growth and development.
- 11.4 Create a personal leadership plan to participate in programs, conferences, community service and competitive events on the local, state, and national level that align with the competencies, skills and knowledge of this course.