

**Human Services Career Cluster
Esthetics Services III
Course Number: 12.43100**

Course Description:

This pathway provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare 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, advanced instruction for skin care and procedures. Topics include client consultation and preparation, basic skin care, basic electricity, facial treatment, hair removal, lash and brow tinting, and post consultation and homecare.

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. In addition, the course offers the possibility of meeting articulation alignment with the technical college standards. The prerequisites are Introduction to Personal Care Services and Esthetics II.

Course Standard 1

HUM-ESIII-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
Cross-Cultural Etiquette			

Working in a Cubicle			
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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-ESIII-2

Demonstrate a client consultation and preparatory procedures for esthetics services.

- 2.1 Discuss the importance of client consultation and professionalism.
- 2.2 Identify and explain bone structure, face shapes, and fashion trends to fulfill client's needs and desires.
- 2.3 Demonstrate using reflective communication skills with clear understanding for applications necessary to meet individual client needs.
- 2.4 Demonstrate and record skin analysis.

Course Standard 3

HUM-ESIII-3

Perform cleansing of the face and neck based on skin analysis and client consultation.

- 3.1 Demonstrate the ability and knowledge to properly conduct a cleansing of the face and neck.
- 3.2 Choose the proper supplies, products, and equipment based on skin analysis and client consultation.
- 3.3 Discuss the importance of a skin care regimen for home.
- 3.4 Perform the proper application and removal of cleansing cream.

Course Standard 4

HUM-ESIII-4

Evaluate the use of light and electricity on the skin and be able to properly set up and safely utilize equipment.

- 4.1 Explain the principles of electricity in the esthetics field.
- 4.2 Demonstrate a working knowledge of the four basic modalities.
- 4.3 Properly set up and use all equipment and machines in a safe manner.
- 4.4 Describe the effects and benefits of light and electricity on the skin.
- 4.5 Define the basics of atoms, neutrons and electrons.

Course Standard 5

HUM-ESIII-5

Utilize client input and facial anatomy as a guide; perform hair removal, artificial lashes, tinting lash and brows.

- 5.1 Demonstrate shaping eyebrows by various methods, including tweezing, waxing, and threading.
- 5.2 Demonstrate knowledge of bone structure, desired shape and procedure to meet client's needs.
- 5.3 Demonstrate proper procedure and safety for applying and removal of artificial eyelashes.
- 5.4 Describe how to tint lash and brows.
- 5.5 Demonstrate a working knowledge of chemical and adverse reactions that may occur during lash and brow tinting.

Course Standard 6

HUM-ESIII-6

Perform a post consultation and home care instructions for clients.

- 6.1 State the purpose and the steps for home care.
- 6.2 Describe selling procedures for after-care products.
- 6.3 Explain the importance of a good home care regimen to preserve the skin.

Course Standard 7

HUM-ESIII-7

Perform facial applications for various skin combinations, and analyze the advantages of giving facials with and without machines.

- 7.1 Discuss the advantages of giving facials with and without machines.
- 7.2 Explain procedures for different types of skin and the benefits.
- 7.3 Demonstrate the procedure for dry, normal, oily, acne, mature and aging, and combination skin with emphasis on the benefits.
- 7.4 Demonstrate using all safety and sanitation to assure client comfort and well-being.
- 7.5 Display a strong foundation of treatment procedures and steps for individual client needs.

Course Standard 8

HUM-ESIII-8

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

- 8.1 Analyze the role and the responsibilities of the personal care provider (student) in the classroom, laboratory, and various workplace settings in an emergency situation.
- 8.2 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.
- 8.3 Demonstrate adhering to all safety procedures when working with chemicals.
- 8.4 Demonstrate all infection controls procedures when working in the clinic lab.
- 8.5 Demonstrate following proper care and safety protocol when working with models/clients.

Course Standard 9

HUM-ESIII-9

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.

- 9.1 Research the history of SkillsUSA.
- 9.2 Discuss the mission, purpose, motto, colors, official dress and other distinguishing characteristics of SkillsUSA.
- 9.3 Explain how participation in SkillsUSA can promote lifelong responsibility for community service and professional growth and development.
- 9.4 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.