Human Services Career Cluster
Nail Care Services II
Course Number: 12.47000

Course Description:
Nail Care II provides training in manicuring, pedicuring and advanced nail techniques. Topics include: implements, products and supplies, diseases and disorders, advanced manicure techniques, pedicure techniques, nail product and general safety precautions and practices, and advanced nail techniques (acrylics, wraps, tips and gel). By completing courses in nail care, students can potentially earn credit toward the hours required by the Georgia State Board of Cosmetology or hours toward their license as a nail technician. 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 prerequisite for this course is Introduction to Personal Care Services.

Course Standard 1

HUM-NCS II-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
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
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-NCSII-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　Show 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　Re-emphasize all safety procedures when working with chemicals in the lab.
2.4　Demonstrate all infection control procedures when working in the clinic lab.
2.5　Establish proper care and safety when working with models/clients.
2.6　Recognize the various diseases and disorders of the hands, feet and nails. Classify each as contagious or non-contagious, and identify conditions that should be referred to a physician.
2.7　Prepare a log book. Chart critical information required for proper safeguarding of sanitation and disinfection procedures as mandated through the Georgia State Board of Cosmetology.
2.8　Maintain compliance for all disinfection and sanitation standards applicable to manicuring and pedicuring as set by the Georgia State Board of Cosmetology.

Course Standard 3

HUM-NCSII-3
Research the fundamental theory and perform skills required to complete a manicure. Laboratory training includes 20 hours of manicure training on mannequins/models.

3.1　Recognize the various diseases and disorders of the hands, feet and nails. Classify each as contagious or non-contagious, and identify conditions that should be referred to a physician.
3.2　Identify nail tools and implements used for a manicure.
3.3　Show the correct use, handling and proper storing of implements and products according to the Georgia State Board of Cosmetology.
3.4　Demonstrate a basic manicure, French/American manicure, and a conditioning oil manicure employing safety precautions.
3.5　Describe the types of massage movements used for a hand and arm massage and their purpose.
3.6　Examine the correct usage and safe handling of the various nail products and tools.
3.7　Select and organize a manicure table with appropriate products/supplies for a basic manicure.
3.8　Apply concepts of advanced manicure procedures (French/American, conditioning oil, etc.).
3.9　Demonstrate how to complete the client data information.

Course Standard 4

HUM-NCSII-4
Acquire the fundamental theory and skills required to complete a pedicure.

4.1　Recognize the anatomy of the feet by demonstrating a foot and leg massage.
4.2　Identify and explain the equipment, tools and materials used when performing a pedicure.
4.3　Show the correct use, handling and proper storing of implements according to the Georgia State Board of Cosmetology.

4.4 Demonstrate the procedures for a basic and a spa pedicure, including the pre-service procedure.
4.5 Explain why consistent cleaning and disinfection of pedicure baths, whirlpool foot spas and air-jet-basins is important.
4.6 Identify and demonstrate the steps involved in proper cleaning and disinfecting of whirlpool foot spas and air-jet-basins according to the Georgia State Board of Cosmetology.
4.7 Establish the proper tool and technique utilized to reduce the instance of an ingrown toenail.
4.8 Examine the correct use, handling, and proper storing of implements and products according to the Georgia State Board of Cosmetology.
4.9 Implement safety and sanitation standards to protect the client and technician during all nail services.

Course Standard 5

HUM-NCS II-5
Assess the fundamental theory and skills required to complete a full set of acrylic nails.
5.1 Apply concepts on completing the client data information.
5.2 Analyze monomer liquid and polymer powder nail enhancement chemistry and how to store all nail care products.
5.3 Establish proper procedures for applying two-color monomer liquid and polymer powder nail enhancements over a nail using forms, nail tips and on natural nails.
5.4 Define the types of nail tips available and importance to properly fit them according to the shape of your client's nails.
5.5 Demonstrate proper clean up procedures according to Georgia State Board of Cosmetology for acrylic nails.
5.6 Implement safety and sanitation standards to protect the client and technician during all nail services.
5.7 Comply with regulations of the Hazardous Duty Standards Act. Describe applicable regulatory agencies and adhere the function of each, including EPA (Environmental Protection Agency), OSHA (Occupational Safety and Health Administration), and CDC (Center for Disease Control and Prevention).

Course Standard 6

HUM-NCS II-6
Analyze the fundamental theory and skills required to complete a full set of UV gel nails.
6.1 Define the chemistry and main ingredients of UV (ultraviolet) gels.
6.2 Show when to use the one or two color methods for applying UV gels.
6.3 Identify the types of UV gels used in current systems and describe each.
6.4 Evaluate the supplies and tools needed for UV gel application.
6.5 Demonstrate correct usage and how to disinfect the tools used for UV gel application.
6.6 Analyze the differences between UV light units and UV lamps.
6.7 Describe and demonstrate how to apply one-color UV gel on tips, natural nails, and forms.
6.8 Implement safety and sanitation standards to protect the client and technician during all nail services.
6.9 Document client data information for UV gel nails.

Course Standard 7

HUM-NCS II-7
Demonstrate necessary procedures utilizing salon management.
7.1 Demonstrate the filing and use of Material Safety Data Sheets forms.
7.2 Identify the importance and components of teamwork in a salon environment.
7.3 Investigate the elements of successful salon operations.
7.4 Analyze and demonstrate the importance of thorough record keeping in the salon environment.

Course Standard 8

HUM-NCS II-8
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.
8.1 Discuss the mission, purpose, motto, colors, official dress and other distinguishing characteristics of SkillsUSA.
8.2 Explain how participation in SkillsUSA can promote lifelong responsibility for community service and professional growth and development.
8.3 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.