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|  <p>Great Oaks CAREER CAMPUSES <small>Diamond • Laurel • Live • Scarlet</small></p> | <h2>Great Oaks Cosmetology</h2> <h3>Essential Skills Profile</h3> |
| <p>This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks website at http://hs.greatoaks.com/essential-skills-high-school-programs/ and selecting the corresponding career program.</p> | |

Recommended Work Keys Scores for Cosmetology

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| Applied Mathematics-3 | Locating Information-3 |
| Reading for Information-4 | |

*Practice tests and more information at www.act.org/workkeys

| Essential Skills Needed to Successfully Complete the Program | | | |
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| Rating Key: | Low = Slightly Essential | Medium = Essential | High = Very Essential |

| Key Vocational Factors | | Rating |
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| Visual Acuity | The ability to detect differences/details visually | High |
| Depth Perception | The ability to detect the physical distance/depth of objects in space and time | High |
| Oral Communication | The ability to express/explain ideas. | Medium |
| Oral Expression | The ability to verbally explain and express self in an intelligible manner so others will understand | Medium |
| Written Communication | The ability to communicate in a written format and record information accurately | Medium |
| Physical Mobility/Strength | Extended standing, bending, stooping, and standing for extended times | Medium |
| Eye-hand Coordination | The ability to use tools | High |
| Auditory Acuity | The ability to detect differences in pitch and sound | Low |

| Worker Trait Skills | Rating |
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| Ability to get along with others | High |
| Ability to work independently, without close supervision | High |
| Ability to work toward work including tasks of minimal interest | Medium |
| Ability to work accurately, recheck and correct work, to an industry standard | High |
| Ability to follow and retain: | |
| Multi step oral instructions | High |
| Written instructions/technical manuals-multi step | High |
| Simple to complex diagram instructions | Medium |
| Visual models or demonstrated instructions | Medium |
| Ability to use tools of trade (scissors, nail file, chemicals, manicure implements, combs or brushes, barrettes, applicator brushes, etc.) | High |
| Ability to use numerical data (count, measure, compute, etc.) in applied setting | Medium |

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| Ability to discriminate between objects of similar: | |
| Size | Medium |
| Shape | High |
| Color | High |
| Spatial relationship | Medium |
| Ability to organize work process/follow defined procedures | Medium |
| Ability to refer to charts for troubleshooting and specifications | High |
| Able to sequence events or follow a sequence as necessary | High |
| Active Listening: Give full attention to what other people are saying, taking time to understand the points being made, asking appropriate questions and not interrupting | High |
| Reading Comprehension: Understanding written sentences and paragraphs in work related documents | High |
| Speaking: Talking to others to convey information effectively | High |
| Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. | High |
| Service Orientation: Actively looking for ways to help people | High |

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| Reading Skills *See Recommended Work Keys Scores | |
| Grade level: text readability 9.05 | |
| Math Skills *See Recommended Work Keys Scores | |
| Counting, recording, comparing, calculating | Whole numbers and decimals |
| Calculating fractions, decimals, ratios, order of operations | Ratio, Algebra, Formulas, Square Roots |

Additional Requirements

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| Attendance | Seat hours meaning students must meet minimum hours required which requires absences made up minute for minute after school. |
| Anatomy and Physiology | Must like and possess strong background |

Additional Abilities Required

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| Near Vision | The ability to see details at close range (within a few feet of the observer). |
| Arm-Hand Steadiness | The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position. |
| Finger Dexterity | The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. |

Knowledge Required in Cosmetology Field

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| Sales and Marketing | Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and |
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| | tactics, product demonstration, sales techniques, and sales control systems. |
| Administration and Management | Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. |
| Customer and Personal Service | Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. |

Cosmetology Work Activities

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| Keep work stations clean and sanitize tools such as scissors and combs. | Bleach, color, or tint hair, using applicator or brush. |
| Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors. | Analyze patrons' hair and other physical features to determine and recommend beauty treatment or suggest hair styles. |
| Schedule client appointments. | Apply artificial fingernails. |
| Update and maintain customer information records, such as beauty services provided. | Train or supervise other hairstylists, hairdressers and assistants. |
| Massage and treat scalp for hygienic and remedial purposes, using hands, fingers, or vibrating equipment. | Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions. |
| Operate cash registers to receive payments from patrons. | Operate cash registers to receive payments from patrons. |
| Administer therapeutic medication and advise patron to seek medical treatment for chronic or contagious scalp conditions. | Demonstrate and sell hair care products and cosmetics. |
| Order, display, and maintain supplies | Comb, brush, and spray hair or wigs to set style. |
| Develop new styles and techniques. | Shave, trim and shape beards and moustaches. |
| Apply water, setting, straightening or waving solutions to hair and use curlers, rollers, hot combs and curling irons to press and curl hair. | Recommend and explain the use of cosmetics, lotions, and creams to soften and lubricate skin and enhance and restore natural appearance. |
| Shape eyebrows and remove facial hair, using depilatory cream, tweezers, electrolysis or wax. | Clean, shape, and polish fingernails and toenails, using files and nail polish. |
| Give facials to patrons, using special compounds such as lotions and creams. | Attach wigs or hairpieces to model heads and dress wigs and hairpieces according to instructions, samples, sketches or photographs. |

Technology

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| Word processing software | Spreadsheet software |
| Office suite software | Calendar and scheduling software |
| Accounting software | |

Available Certifications

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| Ohio State Board of Cosmetology License (12 Points) | CPR/First Aid (1 Point) |
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Possible College Credits

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| College Credit Plus in English, Math, Social Studies, or Science | Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class at Great Oaks. |
| Articulated Credit | Great Oaks has agreements with certain colleges that may give you credits for a specific degree. Possible agreements are: <ul style="list-style-type: none"> • Hocking College (Massage Therapy, up to 4 credit hours possible) • Kent State University (Associate of Technical Study-Individualized Program, Category A, up to 30 credit hours possible) |

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

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| Hair stylist | Make-up consultant |
| Image consultant | Nail technician |
| Salon manager or owner | Aesthetician |
| Educator | Platform artist |
| Color consultant/artist | |