



## Great Oaks Cosmetology Essential Skills Profile

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

<https://hs.greatoaks.com/future-students/essential-skills-for-high-school-programs> and selecting the corresponding career program.

### Recommended WorkKeys® Scores for Cosmetology

Applied Mathematics – 3
Workplace Documents – 4
Graphic Literacy – 3

\*Practice tests and more information at <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

### Recommended Essential Skills to Successfully Complete the Program

Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential
-------------	--------------------------	--------------------	-----------------------

Key Vocational Factors		Rating
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
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:	
Multistep oral instructions	High
Written instructions/technical manuals - multistep	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
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

<b>Applied Mathematics Skills * Recommended WorkKeys® Scores 3</b>	
Understanding of numbers	Work with whole numbers and decimals
Mathematical calculations	Convert fractions and decimals and relate this information to percentages
Solving problems with math	Convert between familiar units of money and time (e.g. one hour equals 60 minutes or ½ of a dollar equal \$0.50)
<b>Workplace Documents Skills * Recommended WorkKeys® Scores 4</b>	
Complexity	Straightforward with some longer sentences and may contain conditional situations
Information and detail	Mostly informative and can be several details
Vocabulary	Mostly common with some advanced words
Document type	Informational, instructional and policy-type documents
<b>Graphic Literacy Skills * Recommended WorkKeys® Scores 3</b>	
Using charts/graphs	Locate information in charts or graphs
Interpreting information	Interpret and understand steps in charts or graphs

### **Additional Recommended Abilities**

<b>Attendance</b>	Seat hours - meaning students must meet minimum hours required which requires absences made up minute for minute after school.
<b>Anatomy and Physiology</b>	Must like and possess strong background.
<b>Near Vision</b>	The ability to see details at close range (within a few feet of the observer).
<b>Arm-Hand Steadiness</b>	The ability to keep your hand and arm steady while moving your arm or while holding your arm and

	hand in one position.
<b>Finger Dexterity</b>	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**

<b>Sales and Marketing</b>	Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
<b>Administration and Management</b>	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.
<b>Customer and Personal Service</b>	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**

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 and give facials to patrons, using special compounds such as lotions and creams.
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.	Demonstrate and sell hair care products and cosmetics.
Administer therapeutic medication and advise patron to seek medical treatment for chronic or contagious scalp conditions.	Attach wigs or hairpieces to model heads and dress wigs and hairpieces according to instructions, samples, sketches or photographs.
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.
---	---

### **Technology**

Word Processing software	Spreadsheet software
Office Suite software	Calendar and scheduling software
Accounting software	Client check-in technology

### **Certifications Students Can Earn**

Credential	Ohio Graduation Points
Ohio Cosmetology License	12
CPR/First Aid Certification	1

### **Possible College Credits**

College Credit Plus (CCP)	The CCP program provides Ohio high school students an opportunity to complete college courses and earn transcribed credit.
Career Technical Assurance Guides (CTAGs)	CTAGs award college credit for career-technical coursework to students who complete an approved course and earn a qualifying score on the end of course exam.
Articulated Credit	Some Great Oaks career-technical programs have agreements with colleges where student can earn credit toward a specific degree.

Please speak with your school counselor, Great Oaks counselor and/or career technical instructor to learn more about these potential opportunities.

### **Possible Career Pathways**

Make-up Consultant	Nail Technician
Color Consultant/Specialist	Aesthetician
Salon Manager	Salon Owner
Platform Artist	Beauty Sales Consultant