

 <p><b>Great Oaks</b> 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 <a href="http://hs.greatoaks.com/essential-skills-high-school-programs/">http://hs.greatoaks.com/essential-skills-high-school-programs/</a> and selecting the corresponding career program.</p>	

### Recommended WorkKeys® Scores for Cosmetology

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

\*Practice tests and more information at [www.act.org/workkeys](http://www.act.org/workkeys)

Essential Skills Needed 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>Reading Skills *See Recommended WorkKeys® Scores Above</b>	
Grade level: text readability 9.05	
<b>Math Skills *See Recommended WorkKeys® Scores Above</b>	
Counting, recording, comparing, calculating	Whole numbers and decimals
Calculating fractions, decimals, ratios, order of operations	Ratio, Algebra, formulas, square roots

### Additional Requirements

<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.

### Additional Abilities Required

<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.
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.
Give facials to patrons, using special compounds such as lotions and creams.	

**Technology**

Word Processing software	Spreadsheet software
Office Suite software	Calendar and scheduling software
Accounting software	

**Available Certifications**

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

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"> <li>• Hocking College (Massage Therapy, up to 4 credit hours possible)</li> <li>• Kent State University (Associate of Technical Study-Individualized Program, Category A, up to 30 credit hours possible)</li> </ul>

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

**Possible Career Pathways**

Hair Stylist	Make-Up Consultant
Image Consultant	Nail Technician
Salon Manager or Owner	Aesthetician
Educator	Platform Artist
Color Consultant/Artist	