

# Course Outline

Fashion and Interior Design

REVISED: July/2022

**Job Title**  
Cosmetologist

**Career Pathway:**  
Personal Services

**Industry Sector:**  
Fashion and Interior Design

**O\*NET-SOC CODE:**  
39-5012.00

**CBEDS Title:**  
Cosmetology

**CBEDS No.:**  
5812

**78-45-65**

## Cosmetology/3

**Credits:** 25

**Hours:** 300

### Course Description:

This competency-based outline is the third and last of the three-series covering aspects of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. This course develops the skills and knowledge needed to take and pass the license examination. Instruction includes introduction, state regulations, chemistry and electricity safety, health safety and hazardous substances, disinfection and sanitation, bacteriology, anatomy, and physiology, permanent waving, chemical straightening, hair coloring and bleaching, wet, thermal, and long hairstyling, hair and scalp treatment, haircutting, manual, electrical and chemical facials, makeup, eyebrow arching and hair removal, lash-and-brow beautification, natural nails (manicure, pedicure), artificial nails, employability skills, salon/spa business, and a final evaluation. The competencies in this course outline are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

### Prerequisites:

Enrollment requires successful completion of the Cosmetology/2 (78-45-63) course.

**NOTE:** For Perkins purposes this course has been designated as a **capstone** course.

This course **cannot** be repeated once a student receives a Certificate of Completion.



## **COURSE OUTLINE COMPETENCY-BASED COMPONENTS**

A course outline reflects the essential intent and content of the course described. Acceptable course outlines have six components. (Education Code Section 52506). Course outlines for all apportionment classes, including those in jails, state hospitals, and convalescent hospitals, contain the six required elements:

(EC 52504; 5CCR 10508 [b]; Adult Education Handbook for California [1977], Section 100)

### **COURSE OUTLINE COMPONENTS**

### **LOCATION**

#### **GOALS AND PURPOSES**

Cover

The educational goals or purposes of every course are clearly stated and the class periods are devoted to instruction. The course should be broad enough in scope and should have sufficient educational worth to justify the expenditure of public funds.

The goals and purpose of a course are stated in the COURSE DESCRIPTION. Course descriptions state the major emphasis and content of a course, and are written to be understandable by a prospective student.

#### **PERFORMANCE OBJECTIVES OR COMPETENCIES**

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Objectives should be delineated and described in terms of measurable results for the student and include the possible ways in which the objectives contribute to the student's acquisition of skills and competencies.

Performance Objectives are sequentially listed in the COMPETENCY-BASED COMPONENTS section of the course outline. Competency Areas are units of instruction based on related competencies. Competency Statements are competency area goals that together define the framework and purpose of a course. Competencies fall on a continuum between goals and performance objectives and denote the outcome of instruction.

Competency-based instruction tells a student before instruction what skills or knowledge they will demonstrate after instruction. Competency-based education provides instruction which enables each student to attain individual goals as measured against pre-stated standards.

Competency-based instruction provides immediate and continual repetition. In competency-based education the curriculum, instruction, and assessment share common characteristics based on clearly stated competencies. Curriculum, instruction and assessment in competency-based education are: explicit, known, agreed upon, integrated, performance oriented, and adaptive.

**COURSE OUTLINE COMPETENCY-BASED COMPONENTS**  
**(continued)**

**COURSE OUTLINE COMPONENTS**

**LOCATION**

**INSTRUCTIONAL STRATEGIES**

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Instructional techniques or methods could include laboratory techniques, lecture method, small-group discussion, grouping plans, and other strategies used in the classroom.

Instructional strategies for this course are listed in the TEACHING STRATEGIES AND EVALUATION section of the course outline. Instructional strategies and activities for a course should be selected so that the overall teaching approach takes into account the instructional standards of a particular program, i.e., English as a Second Language, Programs for Adults with Disabilities.

**UNITS OF STUDY, WITH APPROXIMATE HOURS ALLOTTED FOR EACH UNIT**

Cover

The approximate time devoted to each instructional unit within the course, as well as the total hours for the course, is indicated. The time in class is consistent with the needs of the student, and the length of the class should be that it ensures the student will learn at an optimum level.

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Units of study, with approximate hours allotted for each unit are listed in the COMPETENCY AREA STATEMENT(S) of the course outline. The total hours of the course, including work-based learning hours (community classroom and cooperative vocational education) is listed on the cover of every CBE course outline. Each Competency Area listed within a CBE outline is assigned hours of instruction per unit.

**EVALUATION PROCEDURES**

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The evaluation describes measurable evaluation criteria clearly within the reach of the student. The evaluation indicates anticipated improvement in performances as well as anticipated skills and competencies to be achieved.

Evaluation procedures are detailed in the TEACHING STRATEGIES AND EVALUATION section of the course outline. Instructors monitor students' progress on a continuing basis, assessing students on attainment of objectives identified in the course outline through a variety of formal and informal tests (applied performance procedures, observations, and simulations), paper and pencil exams, and standardized tests.

**REPETITION POLICY THAT PREVENTS PERPETUATION OF STUDENT ENROLLMENT**

Cover

After a student has completed all the objectives of the course, he or she should not be allowed to reenroll in the course. There is, therefore, a need for a statement about the conditions for possible repetition of a course to prevent perpetuation of students in a particular program for an indefinite period of time.

## **ACKNOWLEDGMENTS**

Thanks to ALMA BLANCO, MAY LAHHAM, DIANA MERCADO, ROXANA SANCHEZ, MARIAN SUMERA, NAZELI ZELYAN, and AARON SAENZ for developing and editing this curriculum. Acknowledgment is also given to ERICA ROSARIO for designing the original artwork for the course covers.

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# **CALIFORNIA CAREER TECHNICAL EDUCATION MODEL CURRICULUM STANDARDS**

## ***Fashion and Interior Design Industry Sector Knowledge and Performance Anchor Standards***

### **1.0 Academics**

Analyze and apply appropriate academic standards required for successful industry sector pathway completion leading to postsecondary education and employment. Refer to the Fashion and Interior Design academic alignment matrix for identification of standards.

### **2.0 Communications**

Acquire and accurately use Fashion and Interior Design sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats.

### **3.0 Career Planning and Management**

Integrate multiple sources of career information from diverse formats to make informed career decisions, solve problems, and manage personal career plans.

### **4.0 Technology**

Use existing and emerging technology to investigate, research, and produce products and services, including new information, as required in the Fashion and Interior Design sector workplace environment.

### **5.0 Problem Solving and Critical Thinking**

Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Fashion and Interior Design sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques.

### **6.0 Health and Safety**

Demonstrate health and safety procedures, regulations, and personal health practices and determine the meaning of symbols, key terms, and domain-specific words and phrases as related to the Fashion and Interior Design sector workplace environment.

### **7.0 Responsibility and Flexibility**

Initiate, and participate in, a range of collaborations demonstrating behaviors that reflect personal and professional responsibility, flexibility, and respect in the Fashion and Interior Design sector workplace environment and community settings.

### **8.0 Ethics and Legal Responsibilities**

Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and organizational norms.

### **9.0 Leadership and Teamwork**

Work with peers to promote divergent and creative perspectives, effective leadership, group dynamics, team and individual decision making, benefits of workforce diversity, and conflict resolution as practiced in the career technical student organization (such as FHA-HERO, the California Affiliate of FCCLA).

### **10.0 Technical Knowledge and Skills**

Apply essential technical knowledge and skills common to all pathways in the Fashion and Interior Design sector, following procedures when carrying out experiments or performing technical tasks.

### **11.0 Demonstration and Application**

Demonstrate and apply the knowledge and skills contained in the Fashion and Interior Design anchor standards, pathway standards, and performance indicators in classroom, laboratory and workplace settings and through the career technical student organization (such as FHA-HERO, the California Affiliate of FCCLA).

## ***Fashion and Interior Design Pathway Standards***

### **C. Personal Services Pathway**

Students who follow the Personal Services pathway develop the essential concepts, knowledge, principles, and skills to be successful in the career opportunities in this industry. Careers or subjects in this field include barbering, cosmetology, electrology, esthetics, advanced esthetics, makeup artistry, and manicuring, with the emphasis on client consultation, health/safety, service/treatment protocols, product/equipment knowledge, marketing/promotion, management, and business practices.

Sample occupations associated with this pathway:

- ◆ Barber
- ◆ Esthetician
- ◆ Hair Stylist
- ◆ Makeup Artist
- ◆ Manicurist

- C1.0 Identify the importance of state board licensing, rules and regulations for the beauty industry.
- C2.0 Recognize the different communication skills that are necessary to be successful in the personal service career pathways of the beauty industry.
- C3.0 Explain the importance of following the federal and state health and safety regulations, Occupational Safety and Health Administration (OSHA) regulations, infection control practices for the beauty industry.
- C4.0 Describe importance of keeping up with new trends, technologies, product development, new equipment, and services for clients.
- C5.0 Demonstrate the key concepts and principles to designing and performing services and treatment plans for clients.
- C6.0 Employ the leadership and business management practices and cultural proficiencies that would lead to success in the beauty industry.
- C7.0 Differentiate the types of business ownership and the advantages/disadvantages of owning and/or managing a business.
- C8.0 Analyze the clients' needs, abilities, purpose, and challenges to obtaining their goals with services and treatment.
- C9.0 Explain the legal, ethical, scope of practice, and financial responsibilities that exist in the beauty industry.
- C10.0 Synthesize the treatment protocols of clients to assess, re-evaluate, and change the services or treatment plans to reach their goals.
- C11.0 Evaluate the various equipment, supplies, products, and distributors, and manufacturers, and that represent the beauty industry.
- C12.0 Assess the current state, federal and international scope of practice, rules and regulations required of professionals in the beauty industry.

**CBE**  
**Competency-Based Education**

**COMPETENCY-BASED COMPONENTS**  
**for the Cosmetology/3 Course**

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p><b>A. INTRODUCTION</b></p> <p>Understand and evaluate classroom and workplace policies and procedures used in accordance with the Barbering and Cosmetology Act/the Board’s Rules and Regulations.</p>	<ol style="list-style-type: none"> <li>1. Describe the scope and purpose of the course.</li> <li>2. Describe classroom policies, procedures, ergonomics, and soft skills.</li> <li>3. Describe the different occupations in the Fashion and Interior Design Industry Sector which have an impact on the role of cosmetologists.</li> <li>4. Describe the opportunities available for promoting gender equity and the representation of non-traditional populations in cosmetology.</li> <li>5. Interpret OSHA policies, procedures, and regulations for the workplace environment.</li> <li>6. Identify the rules and regulations issued by the California State Board of Barbering and Cosmetology (CSBBC).</li> <li>7. Describe the state licensing requirements.</li> <li>8. Describe the need for state supervision of all cosmetology-related occupations.</li> <li>9. Identify good cosmetologist practices within the guidelines of the CSBBC.</li> <li>10. Identify violations of the Barbering and Cosmetology Act and recommend correct practices.</li> <li>11. Discuss basic labor laws.</li> <li>12. Discuss physical and sexual assault awareness.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 4, 5, 7, 8, 11, 12</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.3, 2.4, 2.5, 2.6 Career Planning and Management: 3.1, 3.4 Technology: 4.1, 4.3, 4.5 Problem Solving &amp; Critical Thinking: 5.2, 5.4, 5.6 Health and Safety: 6.1, 6.2, 6.4, 6.5, 6.6, 6.7, 6.8 Responsibility and Flexibility: 7.2, 7.3, 7.4, Ethics and Legal Responsibilities: 8.2 Leadership and Teamwork: 9.5, 9.6 Technical Knowledge and Skills: 10.1, 10.2, Demonstration and Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C1.0, C1.2, C1.3, C1.4, C9.1, C9.2,</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
(5 hours Theory)		C12.1, C12.2, C12.3, C12.5
<p><b>B. CHEMISTRY AND ELECTRICITY SAFETY III</b></p> <p>Learn the chemical composition and purposes of hair and skin care preparations, the nature of electrical current, and the various safety precautions used when operating all electrical equipment.</p> <p>(5 hours Theory)</p>	<ol style="list-style-type: none"> <li>1. Define pH.</li> <li>2. Identify the chemical composition of products used.</li> <li>3. Identify the basic physical and chemical changes of matter.</li> <li>4. Describe chemical reactions that can occur when mixing chemical products or when used on the hair, skin, and nails.</li> <li>5. Identify the symptoms of illnesses caused by allergies to various products used.</li> <li>6. Demonstrate the ability to store, mix, and use chemicals efficiently and safely.</li> <li>7. Define electrical current.</li> <li>8. Identify and describe the various electrical appliances used.</li> <li>9. Demonstrate use and care of all electrical equipment in a safe, efficient way and label electrical equipment that are inoperable.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 6, 10, 12</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.4, 2.5, 2.6 Problem Solving &amp; Critical Thinking: 5.1, 5.2, 5.4 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C3.1</p>
<p><b>C. HEALTH, SAFETY, AND HAZARDOUS SUBSTANCES III</b></p> <p>Understand the products, procedures, policies, and practices that promote health and safety in the workplace.</p>	<ol style="list-style-type: none"> <li>1. Describe the Safety Data Sheets (SDS) as they apply to the cosmetology profession.</li> <li>2. Describe the Occupational Safety and Health Administration (Cal/OSHA) guidelines as they apply to the cosmetology profession.</li> <li>3. Describe the Environmental Protection Agency (EPA) guidelines as they apply to the cosmetology profession.</li> <li>4. Describe the American Red Cross (ARC) Standards as they apply to the cosmetology profession.</li> <li>5. Identify equipment care procedures.</li> <li>6. Demonstrate mastery in use and care of tools, appliances, and equipment.</li> <li>7. Identify the shop procedures for fire and earthquake safety.</li> <li>8. Identify the rules and regulations regarding the prevention of all communicable diseases.</li> <li>9. Apply sound ergonomic principles in organizing one's workspace.</li> <li>10. Pass the Safety Test with 100% accuracy.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 6, 10, 12</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.4, 2.5, 2.6 Problem Solving &amp; Critical Thinking: 5.1, 5.2, 5.4 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2 Demonstration &amp; Application: 11.1, 11.2</p>



COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
(10 hours Theory)		<b>CTE Pathway:</b> C3.1, C3.2, C3.3
<p><b>D. DISINFECTION AND SANITATION III</b></p> <p>Learn the disinfection and sanitation techniques in cosmetology.</p> <p>(5 hours Theory)</p>	<ol style="list-style-type: none"> <li>1. Differentiate between disinfection and sanitation.</li> <li>2. Describe the importance of working in a sanitary environment.</li> <li>3. Describe the procedures needed to protect the health and safety of the consumer as well as the cosmetologist.</li> <li>4. Describe the disinfection and sanitation procedures to prevent contagious diseases according to the Centers for the Disease Control (CDC) guidelines.</li> <li>5. Set up and use a sanitary maintenance area.</li> <li>6. Demonstrate the ability to mix and use various disinfectant solutions.</li> <li>7. Pass a disinfection and sanitation test.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.4, 2.5, 2.6 Problem Solving &amp; Critical Thinking: 5.1, 5.2, 5.4 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C3.1, C3.2, C3.3</p>
<p><b>E. BACTERIOLOGY, ANATOMY, AND PHYSIOLOGY III</b></p> <p>Understand the relationship between bacteria and the practice of disinfection and sanitation; understand the anatomy and physiology of the head, face, and neck; analyze the hair; analyze treatments for hair conditions.</p> <p>(10 hours Theory)</p>	<ol style="list-style-type: none"> <li>1. Define the following terms: <ol style="list-style-type: none"> <li>a. bacteriology</li> <li>b. anatomy</li> <li>c. physiology</li> </ol> </li> <li>2. Describe the growth, movement, and reproduction of bacteria.</li> <li>3. Describe the relationship between bacteria and the anatomy and physiology of the following areas: <ol style="list-style-type: none"> <li>a. head</li> <li>b. hair</li> <li>c. face</li> <li>d. neck</li> <li>e. feet</li> <li>f. hands</li> </ol> </li> <li>4. Describe the structure of the hair.</li> <li>5. Analyze the following attributes of hair: <ol style="list-style-type: none"> <li>a. texture</li> <li>b. porosity</li> <li>c. elasticity</li> </ol> </li> <li>6. Describe proper care for hair.</li> <li>7. Identify the causes of damage to the hair.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 5</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.4, 2.5, 2.6 Problem Solving &amp; Critical Thinking: 5.1, 5.2, 5.4 Health and Safety: 6.2</p> <p><b>CTE Pathway:</b> C3.1, C3.2, C3.3</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p><b>F. PERMANENT WAVING III</b></p> <p>Learn hair analysis techniques for chemical and heat permanent waving.</p> <p>(10 hours Theory 10 hours Practical) Total Hours 20</p>	<ol style="list-style-type: none"> <li>1. Attend 10 hours of theoretical lecture on permanent waving.</li> <li>2. Perform a hair analysis as applied to permanent waving, including contraindications.</li> <li>3. Demonstrate and perform various techniques:               <ol style="list-style-type: none"> <li>a. hair sectioning and hair parting techniques</li> <li>b. wrapping techniques</li> <li>c. rod placements</li> </ol> </li> <li>4. Demonstrate the application of various types of self-timing heat and cold permanent waves per manufacturer's instructions.</li> <li>5. Demonstrate and perform how to properly:               <ol style="list-style-type: none"> <li>a. the required safety precaution for the application including strand tests when applicable.</li> <li>b. apply and rinse waving lotion</li> <li>c. take a test curl</li> <li>d. process and rinse neutralizing agent</li> </ol> </li> <li>6. Perform a minimum of 10 complete permanent waving services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>G. CHEMICAL STRAIGHTENING III</b></p> <p>Understand hair analysis techniques for chemical straightening.</p> <p>(5 hours of Theory 5 hours Practical) Total Hours 10</p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on chemical straightening.</li> <li>2. Demonstrate the required safety precautions including contraindications for all hair straightening products, including and strand tests when applicable and proper ventilation.</li> <li>3. Demonstrate and perform for all hair straightening products/service:               <ol style="list-style-type: none"> <li>a. proper sectioning</li> <li>b. various application and processing techniques</li> <li>c. proper techniques for rinsing and neutralizing</li> </ol> </li> <li>4. Discuss proper hair care after chemical hair straightening.</li> <li>5. Perform a minimum of 5 complete hair straightening services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.4, 2.6 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p><b>H. HAIR COLORING AND BLEACHING III</b></p> <p>Know hair analysis techniques for safe coloring and bleaching.</p> <p>(10 hours Theory 25 hours Practical) Total hours 35</p>	<ol style="list-style-type: none"> <li>1. Attend 10 hours of theoretical lecture on hair color and bleaching.</li> <li>2. Demonstrate and perform a hair and scalp analysis, including contraindications.</li> <li>3. Demonstrate and perform the predisposition test to determine any client allergy to hair color.</li> <li>4. Demonstrate and perform the proper safety precautions for the mixing of hair color, bleach, and color removal products.</li> <li>5. Demonstrate how to mix hair color, bleach, and color removal products correctly.</li> <li>6. Demonstrate and perform for hair coloring, bleaching, and color removal services including:               <ol style="list-style-type: none"> <li>a. the required safety precautions for the application including strand tests when applicable</li> <li>b. sectioning and sub-parting techniques</li> <li>c. application techniques</li> <li>d. processing according to the manufacturer’s directions</li> <li>e. proper shampoo and conditioner techniques after the hair color of bleaching services</li> </ol> </li> <li>7. Perform a minimum of 15 hair color services and 10 bleaching services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>I. WET HAIRSTYLING III</b></p> <p>Know the techniques for hair and scalp analyses, shampoos, finger waves, pin curl sets, and all hairstyle finishing.</p> <p>(5 hours Theory 10 hours Practical) Total Hours 15</p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on wet hairstyling.</li> <li>2. Demonstrate and perform:               <ol style="list-style-type: none"> <li>a. a hair and scalp analysis, including contraindications</li> <li>b. a complete shampoo service</li> <li>c. pin curl structure</li> <li>d. pin curl placement techniques</li> <li>e. various roller placement direction techniques</li> <li>f. complete finger waving pattern</li> <li>g. back combing and back brushing techniques in the hairstyle finishing procedure</li> </ol> </li> <li>3. Perform a minimum of 10 complete wet hairstyling services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>J. THERMAL HAIRSTYLING III</b></p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on thermal hairstyling.</li> <li>2. Demonstrate and perform a hair and scalp analysis, including contraindications.</li> <li>3. Demonstrate and perform efficiently and safely:               <ol style="list-style-type: none"> <li>a. straightening using a hot comb</li> </ol> </li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p>Understand the techniques in thermal hairstyling including press curl.</p> <p>(5 hours Theory 10 hours Practical) Total Hours 15</p>	<ul style="list-style-type: none"> <li>b. how to use a curling iron correctly</li> <li>c. waving and curling using a curling iron</li> <li>d. straightening use a flat iron</li> <li>e. waving and curling using a flat iron</li> <li>f. how to use a blow dryer correctly</li> <li>g. straightening using a blow dryer</li> <li>h. waving and curling using a blow dryer</li> </ul> <ul style="list-style-type: none"> <li>4. Review various techniques in the performance of thermal hairstyling services.</li> <li>5. Perform a minimum of 10 thermal hair styling services.</li> </ul>	<p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>K. LONG HAIRSTYLING III</b></p> <p>Learn long hair styling techniques for special events.</p> <p>(5 hours Theory 7 Practical) Total Hours 12</p>	<ul style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on long hair styling.</li> <li>2. Demonstrate and perform a hair and scalp analysis, including contraindications.</li> <li>3. Demonstrate how to use a curling iron correctly, efficiently, and safely.</li> <li>4. Demonstrate and perform straightening using a flat iron.</li> <li>5. Demonstrate and perform waving and curling using a curling iron.</li> <li>6. Review various techniques in the performance of long hairstyling services.</li> <li>7. Perform a minimum of 7 long hairstyling services.</li> </ul>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>L. HAIR AND SCALP TREATMENT III</b></p> <p>Understand and demonstrate the client's hair and scalp treatments for different hair conditions.</p>	<ul style="list-style-type: none"> <li>1. Attend 2 hours of theoretical lecture on hair and scalp treatment.</li> <li>2. Demonstrate how to assess the condition of the client's hair and scalp, including contraindications.</li> <li>3. Demonstrate and perform how to give a scalp massage.</li> <li>4. Demonstrate how to analyze and recommend special scalp and hair treatments.</li> <li>5. Identify and demonstrate how damaged hair can be restored.</li> </ul>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p>(2 hours Theory 2 hours Practical) Total Hours 4</p>	<ol style="list-style-type: none"> <li>6. Demonstrate the effects of protein when combined with other mixtures.</li> <li>7. Explain the difference between the follicle and the papilla. Know their locations.</li> <li>8. Explain the treatment for alopecia areata, dry scalp, eczema, psoriasis, oily scalp and dandruff.</li> <li>9. Explain how to test hair for lack of structure.</li> <li>10. Demonstrate various hair and scalp treatments.</li> <li>11. Perform a minimum of 2 complete hair and scalp services.</li> </ol>	<p>Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>M. HAIRCUTTING III</b></p> <p>Understand haircutting techniques for wet and dry cutting.</p> <p>(10 hours Theory 20 hours Practical) Total Hours 30</p>	<ol style="list-style-type: none"> <li>1. Attend 10 hours of theoretical lecture on haircutting.</li> <li>2. Identify various facial shapes.</li> <li>3. Identify hairstyles that complement various facial shapes.</li> <li>4. Demonstrate safety and proper handling when using haircutting tools, including finger dexterity.</li> <li>5. Demonstrate and perform various: <ol style="list-style-type: none"> <li>a. guidelines in haircutting services</li> <li>b. sectioning techniques in hair cutting services</li> <li>c. hair elevation techniques in achieving the desired haircut</li> <li>d. thinning shears techniques in a haircut</li> <li>e. wet haircuts techniques using scissors and/or a razor</li> <li>f. dry haircuts techniques using scissors and/or electric clippers</li> </ol> </li> <li>6. Perform a minimum of 20 complete haircutting services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>N. MANUAL, ELECTRICAL, AND CHEMICAL FACIALS III</b></p> <p>Understand the techniques for manual, electrical, and chemical facials.</p>	<ol style="list-style-type: none"> <li>1. Attend 15 hours of theoretical lecture on manual facials, electrical facials, and chemical facials.</li> <li>2. Demonstrate and perform a skin analysis to determine proper type of service.</li> <li>3. Discuss overview, safety precautions, and contraindications of dermaplaning.</li> <li>4. Use proper cleansing techniques.</li> <li>5. Use manual manipulation techniques in the performance of facial services.</li> <li>6. Use electrical equipment including dermal lights in the performance of facial services.</li> <li>7. Apply facial masks/packs properly.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p>(15 hours Theory 15 hours Practical) Total hours 30</p>	<ol style="list-style-type: none"> <li>8. Use various facial treatment products properly.</li> <li>9. Perform a minimum of 5 manual facials, 5 electrical facials, and 5 chemical facials.</li> </ol>	<p>Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>O. MAKEUP III</b></p> <p>Learn makeup application techniques to enhance the customer's appearance.</p> <p>(5 hours Theory 5 hours Practical) Total Hours 10</p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on makeup.</li> <li>2. Demonstrate prevention of cross contamination including proper cleansing and sanitation.</li> <li>3. Demonstrate and perform a skin analysis to determine proper type of makeup, including contraindications.</li> <li>4. Analyze facial shape and imperfections to determine proper makeup application technique.</li> <li>5. Demonstrate and perform facial shading and highlighting techniques in makeup application.</li> <li>6. Demonstrate and perform basic day and evening makeup application.</li> <li>7. Perform a minimum of 5 makeup application services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>P. EYEBROW ARCHING AND HAIR REMOVAL III</b></p> <p>Know the techniques for eyebrow arching and hair removal by using wax or chemical depilatories.</p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on eyebrow arching and hair removal.</li> <li>2. Discuss how to analyze skin conditions that may be contradictory for any service.</li> <li>3. Demonstrate safety precautions and proper procedure in the removal of superfluous facial and body hair.</li> <li>4. Demonstrate hair removal using a manual tweezer, wax, sugaring, and non-prescription chemical depilatories, appliances and devices, excluding laser and threading.</li> <li>5. Perform a minimum of 5 eyebrow arching and hair removal treatments using tweezers and wax.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
(5 hours Theory 5 hours Practical) Total Hours 10		<b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2
<p><b>Q. LASH-AND-BROW-BEAUTIFICATION III</b></p> <p>Learn lash-and-brow beautification techniques to enhance the customer's appearance.</p> <p>(5 hours Theory 6 hours Practical) Total Hours 11</p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on lash-and-brow beautification.</li> <li>2. Discuss proper cleaning and sanitation contraindications.</li> <li>3. Demonstrate and perform the application of various types of lashes properly, excluding surgical glue.</li> <li>4. Demonstrate and perform lash and brow tinting utilizing simulated product until Food and Drug Administration (FDA) approval.</li> <li>5. Demonstrate and perform lash perming and eyebrow lamination.</li> <li>6. Perform a minimum of 6 lash-and-brow beautification services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>R. NATURAL NAILS (MANICURES AND PEDICURES) III</b></p> <p>Understand nail and skin analysis, manicure and pedicure techniques.</p>	<ol style="list-style-type: none"> <li>1. Attend 7 hours of theoretical lecture on manicuring and pedicuring.</li> <li>2. Discuss proper cleaning and sanitation including contraindications.</li> <li>3. Demonstrate and perform: <ol style="list-style-type: none"> <li>a. a visual nail and skin analysis</li> <li>b. proper procedures for giving a manicure and pedicure in a safe and effective way</li> <li>c. hand, wrist, and forearm massage</li> <li>d. a foot and ankle massage</li> </ol> </li> <li>4. Perform a minimum of 5 manicure and 1 pedicure services.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2,</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
(7 hours Theory 6 hours Practical) Total Hours 13		C8.3, C8.4, C8.5, C9.2
<p><b>S. ARTIFICIAL NAILS III</b></p> <p>Learn artificial nail application techniques</p> <p>(5 hours Theory 5 hours Practical) Total Hours 10</p>	<ol style="list-style-type: none"> <li>1. Attend 5 hours of theoretical lecture on artificial nails.</li> <li>2. Demonstrate and perform the required safety precautions by wearing a face mask and discuss contraindications for the application of artificial nails or nail tips.</li> <li>3. Demonstrate and perform the required safety precautions and eye safety goggles for the removal of artificial nails.</li> <li>4. Demonstrate and perform various products and techniques for the application of artificial nails (brush-on, nail tips, nail wrap, gel nails, and nail repair).</li> <li>5. Perform a minimum of 5 artificial nails including liquid and powder brush-on nails, nail tips, gel nails, and/or wraps and repairs.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 6, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Health and Safety: 6.2, 6.3, 6.6 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3 Demonstration &amp; Application: 11.1, 11.2</p> <p><b>CTE Pathway:</b> C5.1, C5.3, C5.4, C5.5, C8.1, C8.2, C8.3, C8.4, C8.5, C9.2</p>
<p><b>T. EMPLOYABILITY SKILLS &amp; RESUME PREPARATION</b></p> <p>Understand, apply, and evaluate the employability skills required in the cosmetology field.</p>	<ol style="list-style-type: none"> <li>1. Explain employer requirements for soft skills such as: <ol style="list-style-type: none"> <li>a. punctuality and attendance</li> <li>b. time management</li> <li>c. flexibility and adaptability</li> <li>d. interpersonal skills</li> <li>e. work ethic</li> <li>f. communication and collaboration</li> <li>g. teamwork</li> <li>h. critical thinking and problem solving</li> <li>i. leadership and responsibility</li> <li>j. ethical behavior</li> <li>k. cultural and diversity differences</li> </ol> </li> <li>2. Create/revise a resume and cover letter.</li> <li>3. Review the role of online job searching platforms and career websites.</li> <li>4. Complete and/or review an on-line job application.</li> <li>5. Interview skills to get the job: <ol style="list-style-type: none"> <li>a. do's and don'ts for job interviews</li> <li>b. how to dress for the job</li> </ol> </li> <li>6. Create sample follow-up letters.</li> <li>7. Create a digital portfolio.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 5, 7, 8, 9</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.2, 2.3, 2.4, 2.5 Career Planning &amp; Management: 3.2, 3.3, 3.4, 3.6, 3.8 Technology: 4.1, 4.3 Problem Solving &amp; Critical Thinking: 5.1 Responsibility &amp; Flexibility: 7.2, 7.3, 7.4, 7.7 Ethics &amp; Legal Responsibilities: 8.4</p>



COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
(20 hours)	<ol style="list-style-type: none"> <li>8. Discuss social media professional policies and etiquette by following the Los Angeles Unified School District’s “Acceptable Use Policy (AUP) for District Computer Systems Information for Students and Parents.”</li> <li>9. Explain the importance of the continuous upgrading of job skills as it relates to:               <ol style="list-style-type: none"> <li>a. certification, licensure, and/or renewal</li> <li>b. professional organizations/events</li> <li>c. industry associations and/or organized labor</li> </ol> </li> </ol>	<p>Leadership &amp; Teamwork: 9.2, 9.3, 9.4, 9.6 Demonstration &amp; Application: 11.5</p> <p><b>CTE Pathway:</b> C2.5, C4.1, C4.2, C4.3, C4.4</p>
<p><b>U. THE SALON/SPA BUSINESS</b></p> <p>Understand salon/spa business operations and the employability skills required in the cosmetology industry.</p> <p>(15 hours)</p>	<ol style="list-style-type: none"> <li>1. Describe the qualities necessary to be successful in a cosmetology profession.</li> <li>2. Describe options for going into business for yourself, station rentals and commission agreements (refer to Employment Development (EDD) for guidance).</li> <li>3. Describe important factors to consider when opening a salon.</li> <li>4. Explain why it is necessary to keep accurate business records and discuss the importance of financial responsibility for business owners (consult a professional accountant for guidance).</li> <li>5. Describe and enact retail salesmanship techniques with regard to salon products and services.</li> <li>6. Describe the importance of the front desk and receptionist to a salon’s success.</li> <li>7. Review the responsibilities and licensing requirements.</li> <li>8. Identify wage scales and negotiating hourly rates and/or commission.</li> <li>9. Discuss content creation and digital marketing strategies.</li> <li>10. Develop a business plan.</li> <li>11. Identify the uses of computer technology.</li> <li>12. Discuss the importance of trade conferences, trade advisories and trade publications.</li> </ol>	<p><b>Career Ready Practice:</b> 1, 2, 3, 4, 5, 7, 8, 10, 11</p> <p><b>CTE Anchor:</b> Academics: 1.0 Communications: 2.5, 2.6, 2.7 Career Planning &amp; Management: 3.1, 3.2, 3.6, 3.7, 3.9 Technology: 4.1, 4.5 Problem Solving &amp; Critical Thinking: 5.2, 5.4 Responsibility &amp; Flexibility: 7.3, 7.5, 7.7 Ethics &amp; Legal Responsibilities: 8.2, 8.4 Technical Knowledge &amp; Skills: 10.1, 10.2 Demonstration &amp; Application: 11.1, 11.2, 11.3, 11.4</p> <p><b>CTE Pathway:</b> C2.5, C7.2, C7.3, C7.4, C9.4</p>

COMPETENCY AREAS AND STATEMENTS	MINIMAL COMPETENCIES	STANDARDS
<p><b>V. FINAL EVALUATION</b></p> <p>Pass final examinations on cosmetology.</p> <p>(5 hours)</p>	<p>1. Pass a final written examination based on skills learned in course with a minimum of 80% or higher on all subjects.</p>	<p><b>Career Ready Practice:</b> 1, 5, 10</p> <p><b>CTE Anchor:</b> Academics: 1.0 Problem Solving &amp; Critical Thinking 5.2, 5.3, 5.4 Technical Knowledge &amp; Skills: 10.1, 10.2, 10.3</p> <p><b>CTE Pathway:</b> C1.1, C1.2, C1.4, C5.2, C5.3, C8.2, C9.2</p>

## ***SUGGESTED INSTRUCTIONAL MATERIALS and OTHER RESOURCES***

### **TEXTBOOKS**

Milady's Standard Textbook and Workbook of Cosmetology Bundle. Milady Publishing Corp., 2022.

MindTap: <https://www.cengage.com/>

### **PAMPHLETS AND PERIODICALS**

American Hairdresser. NY, Service Publications.

Modern Beauty Salon. Chicago, Vance Publications Corp.

Salon Ovations. Milady Publishing, P. O. Box 10170, Riverton, NJ 08076-8170.

Nail Pro. Creative Age Publications, P. O. Box 11730, Riverton, NJ 08076-7330.

### **RESOURCES**

Employer Advisory Board members

Representatives of manufacturers of cosmetologically equipment and supplies

### **CTE MODEL CURRICULUM STANDARDS**

**Fashion and Interior Design Industry Sector**

<http://www.cde.ca.gov/ci/ct/sf/documents/fashioninterior.pdf>

California Board of Barbering and Cosmetology <https://www.barbercosmo.ca.gov/>

Cosmetology Rules and Regulations: [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

Cosmetology Act: [https://www.barbercosmo.ca.gov/laws\\_regs/laws.shtml](https://www.barbercosmo.ca.gov/laws_regs/laws.shtml)

California Code of Regulations (Title 16, Division 9):

[https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.shtml](https://www.barbercosmo.ca.gov/laws_regs/act_regs.shtml)

Cosmetology Performance Criteria, Latest Edition. Board of Barbering and Cosmetology.

Milady's Illustrated Cosmetology Dictionary, Latest Edition. Publishing Corp., 3839 White Plains Road, Bronx, NY 10467. June, 2001.

### **COMPETENCY CHECKLIST**

## ***TEACHING STRATEGIES and EVALUATION***

### **METHODS AND PROCEDURES**

- A. Lecture and discussion
- B. Demonstration and participation
- C. Work live on models and practice mannequins
- D. Community resources
- E. Multi-sensory presentations
  - 1. Charts
  - 2. Films
  - 3. Mounted pictures
  - 4. Educational videos

### **EVALUATION**

SECTION A – Introduction – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION B – Chemistry and Electricity Safety III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION C – Health, Safety, and Hazardous Substances III – Pass all assignments and exams on safety test with a 100% accuracy

SECTION D – Disinfection and Sanitation III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION E – Bacteriology, Anatomy, and Physiology III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION F– Permanent Waving III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION G– Chemical Straightening III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION H– Hair Coloring and Bleaching III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION I – Wet Hairstyling III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION J– Thermal Hairstyling III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION K – Long Hairstyling III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION L – Hair and Scalp Treatment III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION M– Haircutting III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION N– Manual, Electrical, and Chemical Facials III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION O – Makeup III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION P – Eyebrow Arching and Hair Removal III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION Q – Lash-and-Brow Beautification III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION R – Natural Nails (Manicures and Pedicures) III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION S – Artificial Nails III – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION T – Employability Skills & Resume Preparation– Pass all assignments and exams with a minimum score of 80% or higher.

SECTION U –The Salon/Spa Business – Pass all assignments and exams with a minimum score of 80% or higher.

SECTION V – Final Evaluation – Pass all assignments and exams with a minimum score of 80% or higher.

## ***Standards for Career Ready Practice***

### **1. Apply appropriate technical skills and academic knowledge.**

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education. They make connections between abstract concepts with real-world applications and recognize the value of academic preparation for solving problems, communicating with others, calculating measures, and performing other work-related practices.

### **2. Communicate clearly, effectively, and with reason.**

Career-ready individuals communicate thoughts, ideas, and action plans with clarity, using written, verbal, electronic, and/or visual methods. They are skilled at interacting with others: they are active listeners who speak clearly and with purpose, and they are comfortable with terminology that is common to workplace environments. Career-ready individuals consider the audience for their communication and prepare accordingly to ensure the desired outcome.

### **3. Develop an education and career plan aligned with personal goals.**

Career-ready individuals take personal ownership of their educational and career goals and manage their individual plan to attain these goals. They recognize the value of each step in the educational and experiential process, and they understand that nearly all career paths require ongoing education and experience to adapt to practices, procedures, and expectations of an ever-changing work environment. They seek counselors, mentors, and other experts to assist in the planning and execution of education and career plans.

### **4. Apply technology to enhance productivity.**

Career-ready individuals find and maximize the productive value of existing and new technology to accomplish workplace tasks and solve workplace problems. They are flexible and adaptive in acquiring and using new technology. They understand the inherent risks—personal and organizational—of technology applications, and they take actions to prevent or mitigate these risks.

### **5. Utilize critical thinking to make sense of problems and persevere in solving them**

Career-ready individuals recognize problems in the workplace, understand the nature of the problems, and devise effective plans to solve the problems. They thoughtfully investigate the root cause of a problem prior to introducing solutions. They carefully consider options to solve a problem and, once agreed upon, follow through to ensure the problem is resolved.

### **6. Practice personal health and understand financial literacy.**

Career-ready individuals understand the relationship between personal health and workplace performance. They contribute to their personal well-being through a healthy diet, regular exercise, and mental health activities. Career-ready individuals also understand that financial literacy leads to a secure future that enables career success.

### **7. Act as a responsible citizen in the workplace and the community.**

Career-ready individuals understand the obligations and responsibilities of being a member of a community and demonstrate this understanding every day through their interactions with others. They are aware of the impacts of their decisions on others and the environment around them, and they think about the short-term and long-term consequences of their actions. They are reliable and consistent in going beyond minimum expectations and in participating in activities that serve the greater good.

**8. Model integrity, ethical leadership, and effective management.**

Career-ready individuals consistently act in ways that align with personal and community-held ideals and principles. They employ ethical behaviors and actions that positively influence others. They have a clear understanding of integrity and act on this understanding in every decision. They use a variety of means to positively impact the direction and actions of a team or organization, and they recognize the short-term and long-term effects that management's actions and attitudes can have on productivity, morale, and organizational culture.

**9. Work productively in teams while integrating cultural and global competence.**

Career-ready individuals contribute positively to every team, as both team leaders and team members. To avoid barriers to productive and positive interaction, they apply an awareness of cultural differences. They interact effectively and sensitively with all members of the team and find ways to increase the engagement and contribution of other members.

**10. Demonstrate creativity and innovation.**

Career-ready individuals recommend ideas that solve problems in new and different ways and contribute to the improvement of the organization. They consider unconventional ideas and suggestions by others as solutions to issues, tasks, or problems. They discern which ideas and suggestions may have the greatest value. They seek new methods, practices, and ideas from a variety of sources and apply those ideas to their own workplace practices.

**11. Employ valid and reliable research strategies.**

Career-ready individuals employ research practices to plan and carry out investigations, create solutions, and keep abreast of the most current findings related to workplace environments and practices. They use a reliable research process to search for new information and confirm the validity of sources when considering the use and adoption of external information or practices.

**12. Understand the environmental, societal, and economic impacts of decisions.**

Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact other people, organizations, the workplace, and the environment. They are aware of and utilize new technologies, understandings, procedures, and materials and adhere to regulations affecting the nature of their work. They are cognizant of impacts on the social condition, environment, workplace, and profitability of the organization.

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## Statement for Civil Rights

All educational and vocational opportunities are offered without regard to race, color, national origin, gender, or physical disability.

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