



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Nail Technician Instructor
Certificate (Catalog Year: 2017)		
TATC Core (150 hours required)		Hours
<i>Nail Technician Instructor (150 hours required)</i>		<i>Hours</i>
<i>The Career Education Instructor (COSI1501)</i>		7.00
<i>Roles of the Master Educator (1)</i>		1.00
<i>Effective Time Management and Organized Work Methods (2)</i>		1.00
<i>Authority, Order, and Self-confidence (3)</i>		1.00
<i>Professionalism: Ethics and Character (4)</i>		1.00
<i>Cooperation and Teamwork (5)</i>		1.00
<i>Initiative and Ability to Work Independently (6)</i>		1.00
<i>Professional Image (7)</i>		1.00
<i>The Teaching Plan and Learning Environment (COSI1502)</i>		5.00
<i>The Teaching Plan (1)</i>		1.00
<i>Managing the Atmosphere of the Classroom (2)</i>		1.00
<i>Teaching Materials (3)</i>		1.00
<i>Administrative Responsibilities (4)</i>		1.00
<i>Welcoming New Students (5)</i>		1.00
<i>Teaching Study and Testing Skills (COSI1503)</i>		5.00
<i>Desired Performance Goals (1)</i>		1.00
<i>Learning is Lifelong (2)</i>		1.00
<i>Developing Reading and Study Skills (3)</i>		1.00
<i>Study Groups (4)</i>		1.00
<i>Teaching Testing Skills (5)</i>		1.00
<i>Basic Learning Styles and Principles (COSI1504)</i>		5.00
<i>Learning Styles Defined (1)</i>		1.00
<i>Learning Style Profiles (2)</i>		1.00
<i>Four Steps in Learning (3)</i>		1.00
<i>Multiple Intelligences (4)</i>		1.00
<i>The Benefits and Importance of Identifying Learning Styles (5)</i>		1.00
<i>Basic Methods of Teaching and Learning (COSI1505)</i>		10.00
<i>Teaching and Learning Methods (1)</i>		10.00
<i>Communicating Confidently (COSI1506)</i>		5.00
<i>Effective Communication Skills (1)</i>		1.00
<i>Barriers to Communication (2)</i>		1.00
<i>Getting the Message Across (3)</i>		1.00

<i>Effective Listening (4)</i>	1.00
<i>Communication Styles (5)</i>	1.00
<i>Effective Presentations (COSI1507)</i>	5.00
<i>C-R-E-A-T-E (1)</i>	3.00
<i>What Makes a Powerful Presentation? (2)</i>	2.00
<i>Effective Classroom Management and Supervision (COSI1508)</i>	6.00
<i>Promoting a Positive Environment (1)</i>	2.00
<i>Professionalism in the Classroom (2)</i>	1.00
<i>Principles of Managing Learner Behavior (3)</i>	1.00
<i>Managing Difficult Learner Behavior (4)</i>	2.00
<i>Achieving Learner Results (COSI1509)</i>	10.00
<i>Special Learning Needs (1)</i>	3.00
<i>Learning Disabilities (2)</i>	3.00
<i>Chronic Behaviors (3)</i>	1.00
<i>Barriers to Learning (4)</i>	1.00
<i>Teaching Fast-Paced Learners (5)</i>	1.00
<i>Educator Behaviors (6)</i>	1.00
<i>Program Development and Lesson Planning (COSI1510)</i>	10.00
<i>Curriculum Development (1)</i>	2.00
<i>Steps for Developing a Program of Study (2)</i>	2.00
<i>Advisory Council (3)</i>	1.00
<i>Organizing Material (4)</i>	1.00
<i>Instructional Outcomes (5)</i>	1.00
<i>The Program Outline (6)</i>	1.00
<i>Orientation Program (7)</i>	1.00
<i>Lesson Plan Development (8)</i>	1.00
<i>Educational Aids and Technology in the Classroom (COSI1511)</i>	3.00
<i>Educational Materials (1)</i>	3.00
<i>Assessing Progress and Advising Students (COSI1512)</i>	5.00
<i>What to Grade (1)</i>	1.00
<i>Grading Styles (2)</i>	1.00
<i>Grading Methods (3)</i>	2.00
<i>Academic Advisement and Counseling (4)</i>	1.00
<i>Making the Student Salon and Adventure (COSI1513)</i>	10.00
<i>The Student Salon Philosophy (1)</i>	1.00
<i>The Essence of Teamwork (2)</i>	1.00
<i>The Profitable Student Salon (3)</i>	1.00
<i>What Does the Public See? (4)</i>	1.00
<i>Record-Keeping Requirements (5)</i>	1.00
<i>Building a Successful Clientele (6)</i>	1.00
<i>The Professional Portfolio (7)</i>	1.00
<i>Student Salon Teaching (8)</i>	1.00
<i>Supervising Multiple Students (9)</i>	1.00
<i>Tools of the Educator (10)</i>	1.00

<i>Career and Employment Preparation (COSI1514)</i>	6.00
<i>Who to Get the Job You Want (1)</i>	1.00
<i>Targeting the School (2)</i>	1.00
<i>Success on the Job (3)</i>	1.00
<i>Fundamentals of Business Management (4)</i>	1.00
<i>Special Skills Needed (5)</i>	1.00
<i>Promoting the Student Salon in the Community (6)</i>	1.00
<i>The Art of Retaining Students (COSI1515)</i>	10.00
<i>The Importance of a Sound Retention Plan (1)</i>	1.00
<i>Establishing the Vision and Mission (2)</i>	1.00
<i>Sound an Ethical Administrative Policies (3)</i>	1.00
<i>Defining the Institution's Culture (4)</i>	1.00
<i>New-Student Orientation (5)</i>	1.00
<i>Instilling Student Ownership (6)</i>	1.00
<i>The Creative Curriculum (7)</i>	1.00
<i>Energized Educators (8)</i>	1.00
<i>Delivering Outstanding Customer Service (9)</i>	1.00
<i>Investing in Your Educators (10)</i>	1.00
<i>Educator Relationships (COSI1516)</i>	5.00
<i>Meeting and Greeting New Students (1)</i>	1.00
<i>Educator-to-Learner Relationships (2)</i>	1.00
<i>Educator-to-Educator Relationships (3)</i>	1.00
<i>Educator-to-Supervisor/Employer Relationships (4)</i>	1.00
<i>Other Educator Relationships (5)</i>	1.00
<i>Learning is a Laughing Matter (COSI1517)</i>	6.00
<i>Learning and Laughter Defines (1)</i>	1.00
<i>The Purpose of Laughter (2)</i>	1.00
<i>The Mental Health Benefits of Laughter (3)</i>	1.00
<i>Work-Related Benefits of Laughter (4)</i>	1.00
<i>Physical Health Benefits of Laughter (5)</i>	1.00
<i>This Thing Called Stress (6)</i>	1.00
<i>Success Strategies for a Winning Career (COSI1518)</i>	6.00
<i>Value Yourself (1)</i>	1.00
<i>Motivate Yourself (2)</i>	1.00
<i>Expect to Win (3)</i>	1.00
<i>Effective Goal Management (4)</i>	1.00
<i>Develop a Strong Work Ethic (5)</i>	1.00
<i>Value the Client (6)</i>	1.00
<i>Teams at Work (COSI1519)</i>	5.00
<i>The Concept of Teamwork (1)</i>	1.00
<i>Teams and Teamwork Defines (2)</i>	1.00
<i>Team Motivation (3)</i>	1.00
<i>The Team-Building Process (4)</i>	1.00
<i>Building the Team Essentials (5)</i>	1.00

<i>Evaluating Professional Performance (COSI1520)</i>	10.00
<i>General Standards of Evaluation (1)</i>	1.00
<i>Thoroughness and Accuracy (2)</i>	1.00
<i>Independent Action (3)</i>	1.00
<i>Work Methods (4)</i>	1.00
<i>Problem Solving (5)</i>	1.00
<i>Interpersonal Skills and Professional Conduct (6)</i>	1.00
<i>Cost Consciousness (7)</i>	1.00
<i>Self-Motivation (8)</i>	1.00
<i>Job Knowledge and Job Duties (9)</i>	1.00
<i>Professional Development (10)</i>	1.00
<i>Practical Experience Teacher Instruction (COSI1521)</i>	16.00
<i>Practical Teaching Experience (1)</i>	11.00
<i>Industry Law, Rules, Regulations and Exam Review (2)</i>	2.00
<i>State Exam (3)</i>	3.00