EARLY CHILDHOOD DEVELOPMENT II
Course Syllabus

Course Number: ECDS-0021A
OCAS Code: None
Course Length: 33 Hours
Career Cluster: Human Services
Career Pathway: Early Childhood Development & Services
Career Major(s): Early Care & Education Master Teacher

Pre-requisite(s):
This course is designed for early care and education students that have completed the Teacher Assistant course. The course is aligned with Oklahoma CareerTech duty/task lists for early childhood care and education occupations. This in-depth study is designed to provide training in the following areas: Master Teacher, Infant and Toddler, and School Age. The curriculum incorporates state licensing regulations and standards set forth by national organizations active in early childhood care and education. The curriculum offers project-based activities to assist the students in preparing for a rewarding career. Successful completion of Master Teacher curriculum with three months full-time experience meets the Licensing and Stars Criteria of Oklahoma for Master Teacher.


Course Objectives:

A. Complete Administrative Requirements for Enrollment.
1. Complete forms pertaining to enrollment.
2. Discuss district, school, class policies and procedures.
3. Discuss grading criteria.
4. Design name badge and lab folder.
5. State requirements for competency certificate.
6. Obtain a food handler’s permit.
7. Verify negative results from TB skin test.
8. Interpret job responsibility chart.
9. Identify Children’s Learning Lab teachers and list their duties.
10. Explain CDA credential.

B. Practice General Safety.¹
1. Identify parts and terms of a MSDA sheet.
2. Locate MSDS sheets in the classroom and job site.
3. Discuss types and location of fire extinguishers.
4. Match types of fire extinguishers with description of fire.
5. Demonstrate proper lifting methods.
6. Explain the proper steps in reporting an accident.
7. Discuss accident prevention.
8. Locate school evacuation plan for fire and disaster.

C. Participate in Career Tech Student Organization.
1. Discuss the purpose of a CTSO organization.
2. Participate in CTSO meetings and activities.
3. List characteristics and responsibilities of leaders and effective group members.

D. **Demonstrate Knowledge of Computer Literacy.**
   1. Define terms associated with computers.
   2. Distinguish between software and hardware.
   3. Locate and identify basic parts of a computer.
   4. Discuss the operation of the disk operating system.
   5. Demonstrate various computer commands as requested by instructor.
   6. Exhibit computer-keyboarding skills.
   7. Enter, save, and retrieve data.
   8. Print data.

E. **Review the Purpose of Quality Childcare Facility.**
   1. Identify factors that promote quality in a childcare program.
   2. Explain why quality childcare is important.
   3. Explain why there is an increasing need for childcare services.
   4. Review the fundamentals of quality childcare.
   5. List the ingredients of a well-planned curriculum.
   6. Analyze issues in childcare.

F. **Develop Professional Skill in the Childcare Industry.**
   1. Explain why a positive attitude is needed.
   2. Explain why an employee should show initiative.
   3. List ways to encourage cooperation and teamwork among professional childcare workers.
   4. List tips for effective time management.
   5. Explain why a childcare professional practices self-control.
   6. List the steps in the problem solving process.
   7. List the symptoms of excessive stress.
   8. Describe the guidelines for coping with stress.
   9. Describe the traits of a responsible employee.
   10. Explain the importance of professional ethics.

G. **Locate Sources of Job Possibilities.**
   1. Explain how a letter of inquiry differs from a letter of application.
   2. Explain the purpose of a job search notebook.
   3. Explain how networking helps people find jobs.
   4. List the information you should list in your résumé.
   5. Describe things you can do to prepare for an interview.
   6. List tips for your conduct during an interview.
   7. List ways to be successful on a new job.
   8. Identify suggestions for handling a job change.
   9. Explain why you should leave a job on the best terms possible.

H. **Develop Professionalism in the Childcare Industry.**
   1. Define being professional.
   2. Explain why career path is important.
   3. Explain the benefits of an Occupational Outlook Handbook (OOH).
   4. Explain the benefits of a Guide for Occupation Exploration (GOE).
   5. List personal considerations when choosing a career.
   6. Explain entrepreneur.
   7. Explain why it is important to continue your education after employment.
   8. Explain why CDA credentials are important.
   9. Explain job burn-out and the reason for it.
   10. List strategies for balancing work and personal life.
   11. Make a plan meeting career goals.
1 ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.