PROFESSIONAL WORK SKILLS
Course Syllabus

Course Number: ECDS-0020B
OCAS Code: None
Course Length: 20 Hours
Career Cluster: Human Services
Career Pathway: Early Childhood Development & Services
Career Major(s): Early Care & Education Teacher Assistant

Pre-requisite(s):
Course Description: This course is designed for first-year early care and education students. This in-depth study is designed to provide the foundation competencies needed for advanced-level occupations in early childhood care and education. It is aligned with the Oklahoma CareerTech duty/task lists for early childhood care and education occupations. 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. Upon successful completion of Teacher Assistant, the student is also recognized as having met the Entry Level Child Care Training (ELCCT) requirements.


Course Objectives:
A. Demonstrate Employability Skills.
1. Examine job interests.
2. Chart personal goals.
3. List responsibilities of a preschool teacher.
4. List qualities a preschool teacher should possess.
5. Complete interest surveys.
6. Discuss characteristics of a successful teacher.
7. Explain how certain characteristics can help preschool teachers be successful.
8. Compare results of #2, #3, and #4 above.
9. Explain how social changes will increase the need for child-care services.
10. Locate job opportunities in early childhood care.
11. Answer questions about careers in early childhood.
12. Set Goals
13. Rank job preferences.
14. Complete an employment application form.
15. Prepare a resume.
16. Discuss typical questions asked during a job interview.
17. Participate in a job interview.
18. Write a follow-up letter.

B. Develop Professional Skills
1. Describe the traits of a responsible employee.
2. Explain the importance of professional ethics.
3. Discuss guidelines for getting along with others on the job.
4. Give suggestions for managing time effectively.
5. Identify steps to take in solving problems.
6. Cite methods of handling stress.

C. Utilize Preschool Child Development Skills and Techniques in the Learning Lab and in Industry.
1. Practice health and safety techniques and procedures.
2. Provide nutrition and guidance procedures and skills.
3. Plan and implement children's activities.
4. Practice management skills.
5. Provide infant care.
6. Provide toddler care.
7. Provide preschool care.
8. Practice professional work skills.

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. Explore Careers in Early Childhood.
1. List the rewards and drawback of working in the childcare field.
2. Describe qualities people need to be an early childcare professional.
3. Identify career possibilities in the childcare field.
4. Determine what the training and education requirements are for careers in the childcare field.
5. Explain what the CDA credential is.
6. Assess your own suitability for a career in the childcare field.
7. Devise a plan for making and meeting career goals.
8. Identify and describe sources of information about careers.
9. Give examples of personal considerations that affect career choices.
10. Describe opportunities for continuing education in the childcare field.
12. Explain how a childcare professional displays character.
13. Ways to study how children grow and learn:
14. Maintain a commitment to professionalism:
a. Advocacy
b. Ethical practices
c. Work force issues

F. Observe Children's Behavior.
1. Explain why childcare professionals observe and record children’s behavior.
2. Discuss the benefits and drawbacks of specific approaches to observation.
3. Describe methods for recording observations.
5. Identify behaviors to look for when assessing children's development.

G. Methods of Collecting Information About Children’s Development.
1. Characteristics of children from birth through age 5.
2. Methods for observing children’s behavior:
a. Formal observation
b. Andetol notes
c. Face to face communication
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3. How observations of children and adult-child interactions can be used to teach appropriately.
4. Become aware of developmental checklist/screening instruments.¹
5. Become aware of resource agencies for developmental disabilities.¹

H. Find Employment in Child Care
1. Locate sources of job possibilities.
2. Write an effective letter of application and resume.
3. Explain how to present yourself well in a job interview.
4. Give tips for succeeding as a new employee.
5. Identify suggestions for handling a job change appropriately.

I. Demonstrate Basic Principles of Development¹
1. Characteristics of children from birth through age 5.¹
2. Value of and methods for observing children’s behavior.¹
3. How observations of children and adult-child interactions can be used to teach appropriately.¹
4. Resource agencies for developmental disabilities.¹

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.