



CCEI Online Self-Study CDA Certificate Program Syllabus

Settings: Infant/Toddler or Preschool and Family Care

Program Code: 1302-CDA

Program Length: 125 Hours

IACET CEU Value: 12.5 CEUs

Program Start Date: Rolling Enrollment – Start Anytime

Program End Date: 365 days from enrollment date

Textbook Information: Textbook is required and must be purchased at the student's expense.

All About Child Care and Early Education: A Comprehensive Resource for Child Care Professionals by Marilyn Segal, Betty Bardige, Mary Jean Woika, and Jesse Leinfelder; 2nd Edition; Allyn & Bacon Publishing / Merrill; ISBN 978-0-13-265545-3

** Students are encouraged to work at their own pace and complete courses each week. Students may complete a maximum of 6 courses of coursework each day. Submission of your final coursework should occur at least seven days before your deadline to allow for grading, revisions and your final exam. Your final exam will not be available until all your coursework is submitted and graded. Please refer to the Student Handbook for specific Academic Policy requirements.*

Program Description: The Online Self Study CDA Certificate meets the 120 clock hours of professional development required by the Council for Professional Recognition in order to obtain the National CDA Credential. The program is broken into eight Instructional Units. These units focus on the six CDA Competency Standards established by The Council for Professional Recognition.

Program Objectives: Upon satisfactorily completing the Online Self Study CDA Certificate program, students should be able to:

- Define the requirements to establish and maintain a safe, healthy learning environment for young children
- Identify the components to advance the physical, cognitive, communicative and creative development of young children
- Define positive guidance techniques to support appropriate social and emotional development of young children
- Identify the guidelines to establish productive relationships with families
- Identify the components required to ensure a well-run, purposeful early childhood program responsive to the needs of the participants
- Identify the requirements to maintain a commitment to professionalism

Student Assessment: Students enrolled in the Online Self Study CDA Certificate program are assessed using the following methods:

- Competency based multiple choice questions
- Open-ended essay questions
- End of Course Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course.
- Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program.

Enrollment Requirements:

- Must be 18 years of age or older
- Must possess a high school diploma or GED and submit documentation as proof
- Must have access to a computer and printer
- Must have a valid email address
- Must have access to the Internet through a JavaScript enabled web browser (i.e. Internet Explorer 6.0 or higher, Mozilla Firefox, etc.)
- Must be able to speak, read, and write well enough in the language the course is presented in to understand and complete the course material

Final Exam: Upon completion of all coursework and submission of all required documentation for the Online Self-Study CDA Certificate program students must take a Final Exam. The Final Exam for the Online Self-Study CDA Certificate program is a cumulative exam in a multiple choice format and will include assessment questions from the course material for each course presented in the certificate program. Students are encouraged to review their notes and course handouts prior to beginning the Final Exam. Students must pass the Final Exam with a grade of 70% or better to complete the program and receive a Certificate of Completion.

Certificate of Completion: Upon successful completion of all coursework, submission of all required documentation and passing the Final Exam for the Online Self-Study CDA Certificate program with a grade of 70% or better, students will receive a sealed Certificate of Completion and transcript from ChildCare Education Institute by mail within four weeks. Students are encouraged to log into their FAME account and verify that the address provided in the Personal Information section is correct.

**CCEI does not grant the National CDA Credential. The CCEI CDA Program is designed to meet the 120 clock hour professional development requirement portion of the CDA. Enrollment requirements in the CCEI Program may differ from the requirements for submission to the Council for Professional Recognition for application of the National CDA Credential.*

Resource Binder and Reference File: As you progress through your coursework, you should create two binders. In the first, you will collect your 17 resource items that the Council requires to be compiled in a **Professional Resource File** (commonly known as your “portfolio.”) The second binder is a **Reference File**—a place to store handouts and reference materials that accompany each course. These two binders will be excellent resources as you continue your ongoing professional development through the CDA and beyond.



Course Assignments

Orientation

Overview to the Child Development Associate Credential

GEN010

Overview to the CCEI Online Self-Study CDA Certificate Program

This course provides an overview of the CCEI Online Self-Study CDA Certificate Program offered by ChildCare Education Institute. This program consists of the coursework necessary to complete the 120-hour component for the CDA.

CCEI3001

The CDA Assessment System

This course provides students with information regarding the CDA Assessment System through the Council for Professional Recognition.

- **Print** – Prior to beginning the course, print the course handout.
- **Coursework** – Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

Instructional Unit 1

Principles of Child Development and Learning

CCEI122

Active Learning in Early Childhood

This course is designed to increase the participant's knowledge of the ways in which movement and active involvement can be used as tools in exploring and understanding concepts falling under the content areas of art, language arts, mathematics, music, science, and social studies.

- **Print** – Prior to beginning the course, print the course handout.
- **Coursework** – Complete the online course using the course handout to take notes.
- **Assignment** - Prior to beginning the course, print the course handout. Complete the course handout and place it in your Reference Binder.

CCEI790

Foundations in Learning – Hands on Learning: John Dewey’s Approach

The purpose of this course is to provide a basic introduction to the work of John Dewey, one of America’s most influential educators. This course provides a brief introduction to Dewey’s life, main theories, and their application in an early care and education classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI890

Prominent Early Childhood Theorists

This course provides an overview of prominent early childhood theorists and the role they played in the development of acceptable practice.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI891

Developmental Domains in Early Childhood Development

This course provides an overview of growth and development during early childhood and the factors that effect teacher practices.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

SPN100

Inclusive Literacy Lessons

The goal of the course is to introduce, develop, and help children practice literacy skills and concepts.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

SPN101

Understanding Autism Spectrum Disorders

The goal of this course is introduce participants to autism spectrum disorders (ASD) and the characteristics of children who are diagnosed with autism spectrum disorders.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

SPN102

Attention Deficit Disorders

This course presents basic facts about attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD), including characteristics of children diagnosed with ADD and ADHD and recommended classroom accommodations and guidance strategies.

- **Print** – Prior to beginning the course, print the course handout.
- **Coursework** – Complete the online course using the course handout to take notes.
- **Assignment** - Prior to beginning the course, print the course handout. Complete the course handout and place it in your Reference Binder.

CCEI854

Developmental Delights: Birth to Six Months

This course provides a brief overview of the physical, social, and educational development of children during their first six months of life. Courses in this series introduce early childhood development to child care workers and educators and suggest practical applications for the classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI855

Developmental Delights: Six to Twelve Months

This course provides a brief overview of the physical, social, and educational development of children during the six to twelve month period of life. Participants are provided with information about early childhood developmental characteristics as well as practical applications for the classroom that foster development.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI861

Developmental Delights: Twelve to Eighteen Months

This course provides a brief overview of the physical, social, and educational development of children ages twelve to eighteen months.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI857

Developmental Delights: Two-Year Olds

The course provides a brief overview of the physical, social, and educational development of children ages two to three years.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI881

Developmental Delights: Three Year Olds

This course provides a brief overview of the physical, social, and educational development of children ages three to four years.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI882

Developmental Delights: Four and Five Year Olds

This course provides a brief overview of the physical, social, and educational development of four and five year old children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

Instructional Unit 2

Planning a Safe, Healthy, Learning Environment

CCEI110A

Indoor Safety in the Early Childhood Setting

This course introduces early childhood professionals to indoor safety standards that must be met in an early childhood setting. Topics covered include toy safety, poison control, the development of appropriate play space, controlling high traffic areas in the classroom, and other safety standards for early childhood education.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI110AP1

Toy Safety in the Early Childhood Setting: A Practical Application Course

This course assists child care professionals with the application of Indoor Safety. It reviews “safety musts,” provides opportunities for student observation and technique assessment.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI110B

Outdoor Safety in the Early Childhood Setting

This course identifies common outdoor injuries and appropriate ways to prevent them. Student will learn about the various components of playground safety and hazards, as well as the steps that must be taken to prevent accidental poisoning.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI900

Safety in the Infant/Toddler Classroom

This course examines methods to prevent many injuries from happening in the classroom by learning the “safety musts” for infant/toddler teachers. Participants will learn to safely handle and supervise infants, properly feed and diaper them, and reduce hazards in the classroom environment.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI117

Sudden Infant Death Syndrome

This course is designed to increase knowledge about Sudden Infant Death Syndrome and to inform early care professionals of risk reduction strategies.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI118

Shaken Baby Syndrome

This course will address the importance of understanding and preventing child abuse associated with Shaken Baby Syndrome.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI112A

Child Abuse: Signs and Reporting Requirements for Early Childhood Professionals

This course identifies and defines the major categories of child abuse, explains the responsibilities of mandated reporters, lists methods of reporting, and emphasizes the importance of visual checks.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI112P1

Recognizing the Signs and Behaviors that Indicate Child Abuse: A Practical Application Course

This course helps students assess and recognize behaviors that may indicate child abuse or neglect. Reviews through case studies and community research are required for completion.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI114A

Health and Hygiene in the Early Childhood Setting

This course provides an overview of why we study health issues in early childhood education.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI114B

Recognizing Infectious Illnesses in the Early Childhood Setting

This course aids early childhood professionals in recognizing infectious diseases in the early childhood setting and identifies the necessary steps to prevent the spread of disease in an early childhood setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

HLTH102

Preventing the Spread of Bloodborne Pathogens

This course covers OSHA standards and other information related to preventing the spread of bloodborne pathogens in the child care setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI116A

Early Childhood Oral Health

This course will address the importance of early and consistent oral health care for young children (birth to age five).

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI530A

Nutrition I – The USDA Food Program and Meal Planning

This course explains the USDA's food plan, food groups and recommended serving sizes and components for each food group for planning meals and snacks in an early childhood education setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI530B

Nutrition II – Nutrition and Food Service in the Childcare Setting

This course examines proper food service methods to be implemented in the childcare setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI540A

Nutrition III - Preventing Food Borne Illnesses: Sanitation and Hygiene in the Child Care Environment

This course is designed to help childcare professionals understand the importance of kitchen sanitation as it relates to food service and health issues.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI540B

Nutrition IV - Preventing Food Borne Illnesses: Reducing Risks through Food Selection and Storage

This course examines what elements must be present for food bacteria to grow and describes common food borne illnesses.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI540C

Nutrition V - Preventing Food Borne Illnesses: Safe Food Preparation and Handling

This course defines methods to be used to prevent cross-contamination of food and describes bacteria that cause most food contamination.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

HLTH100

Early Childhood Obesity

This course discusses early childhood obesity and shares strategies for addressing obesity in the early care setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI110C

Transportation and Field Trip Safety

This course discusses safety requirements for vehicles and drivers who transport children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI110CP1

Transportation and Field Trip Safety: A Practical Application Course

This practical application course provides students the opportunity to apply the concepts learned in CCEI110C, Transportation and Field Trip Safety.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI1010

Planning an Early Childhood Environment that Promotes Creativity

This course defines creativity and explains the value of encouraging creativity in young children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI350

The Developmentally Appropriate Classroom

This course will help you create a learning environment that is safe, secure, and full of opportunities for learning.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

READING:

All About Child Care and Early Education

- **Read** – Chapter 3, Learning Environments
- **Assignment** - Take notes on the material as you read.

CCEI080W

Competency Goal One: To establish and maintain a safe, healthy, learning environment

This course is designed to help students prepare their Statement of Competence.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

Instructional Unit 3

Steps to Advance Children's Physical and Intellectual Development

- CCEI810** **Brain Development and Learning: What Every Early Care and Education Professional Should Know**
This course explores the areas of the brain as they relate to learning, and how nature and nurture affect brain development.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.
- CCEI120** **Brain Development and the Effects of Early Deprivation**
This course examines the effects of early childhood deprivation, maltreatment and abuse on brain development.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.
- CCEI121** **Promoting Motor Development and Physical Fitness in Early Childhood**
This course provides an understanding of the importance of motor development and physical fitness in the early childhood years and the ways in which they can become part of the curriculum.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.
- CCEI450A** **Launching Learning Centers in Your Classroom**
This course examines the process of establishing and enhancing learning centers in an early childhood education setting.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI450B

Liven Up Your Learning Centers

This course focuses on enhancing traditional learning centers in the classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI450P1

Evaluating Learning Centers in the Preschool Classroom: A Practical Application Course

This course assists teachers with evaluating the learning centers in their classroom for their appropriateness and interest to children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI330

Books and Beyond: Language Development in Young Children

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI330P1

Books and Beyond: Language Development in the Infant/Toddler Classroom – A Practical Application Course

This course aids the early childhood teacher in evaluating strategies and activities that promote language development in infants and toddlers.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI330P2

Language Development in the Preschool Classroom: A Practical Application Course

This course assists the early childhood teacher in evaluating his or her environment for activities that promote language development in the preschool classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CHD101

Promoting Speaking and Listening Skills

This course emphasizes the central role of speaking and listening skills in the development of communication and early literacy skills.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CUR101

Tray Tasking: An Approach to Emerging Reading and Writing Skills

This course is designed to introduce participants to activities that support emerging reading and writing skills through an organized, whole body approach.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CHD100

Music in Early Childhood

The goal of this course is to provide an understanding of the importance of music in the early childhood years and the ways in which it can become part of the curriculum and of children's lives.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI430

Math Madness

This course explains how children learn pre-math skills during the preschool years and provides suggestions for numerous math activities for young children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI440

Sensational Science

This course examines age appropriate guidelines and activities for setting up a science center that includes activities that build curiosity.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI690

Rainbows and Rembrandts: Enhancing Art in the Preschool Classroom

This course introduces preschool teachers to the basic concepts of developing and managing art projects.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI760

Rainbows and Rembrandts: Including Fine Art in Young Children's Programs

This course is designed to provide an understanding of the development of aesthetic art appreciation in preschool children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI820

Games & Group Activities for Children on all ages

This course identifies the benefits of playing games with children of various ages and provides students with numerous suggestions for enhancing daily group activities.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

READING:

All About Child Care and Early Education

- **Read** – Chapter 4, Physical Development, Objective 4 and Chapter 5, Cognitive Development, Objectives 1 through 5
- **Assignment** - Take notes on the material as you read.

CCEI081W

Competency Goal Two: To advance physical and intellectual competence

This course is designed to help students prepare their Statement of Competence.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

Instructional Unit 4

Positive Ways to Support Children's Social and Emotional Development

SOC100

The Five Critical Needs of Children

This course is designed to introduce students to the five critical needs of emotionally healthy children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

SOC101

Healthy Social and Emotional Development Vs. Challenging Behavior in Young Children

When those who work with young children begin to understand temperament, and differentiate between typical behaviors expected of children at certain developmental level versus behaviors that may require more focused interventions, the overall program quality is strengthened through this important knowledge and valuable practice.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

SOC102

From Chaotic to Calm: Managing Stress in the Classroom

This course will provide an understanding of childhood stress and will give information, activity ideas, and tools for easing children's anxieties and worries in the classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI780

Tune In or Tune Out: The Effects of Television and Media on Young Children

This course examines the effects that watching large amounts of television has on children's behavior and development.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI660

Supporting Appropriate Choices: The Preschool Teacher and Classroom Discipline

This course define discipline as it relates to the ECE setting, discusses why children may misbehave inappropriately, and provides suggested responses to inappropriate behavior.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI4001

Positive Guidance, Part 1: What Is Positive Guidance?

This course is the first in a six part series on positive guidance for young children. Participants will learn about the overall purpose of, and the developmental theory behind, positive guidance strategies.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI4002

Positive Guidance, Part 2: Positive Guidance with Infants and Toddlers

This course is the second in a six part series on positive guidance for young children. Participants will learn basic positive guidance strategies for working with infants and toddlers, with the goals of building autonomy and promoting self-esteem.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI4003

Positive Guidance, Part 3: The Terrific Twos!

This course is the third in a six part series on positive guidance for young children. Participants will learn basic positive guidance strategies for working with two-year-olds, with emphasis on building self-confidence and autonomy while setting limits and “ignoring the ignorable.”

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI4004

Positive Guidance, Part 4: The Preschool Years

This course is the fourth in a six part series on positive guidance for young children. Participants will focus on positive guidance strategies used to maximize independence and personal responsibility in preschool-age children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI4005

Positive Guidance, Part 5: From Play to Logic – Negotiating the Early School-Age Years

This course is the fifth in a six part series on positive guidance for young children. Participants will learn strategies for guiding early school-age children toward increased independence, with emphasis on the use of reason, logic, and negotiation to help guide them to making responsible choices.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI4006

Positive Guidance, Part 6: Working With Parents

This course is the sixth in a six part series on positive Guidance for young children. Participants will learn strategies for sharing positive guidance techniques with parents in order to complement and reinforce classroom practices.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

READING:

All About Child Care and Early Education

- **Read** – Chapter 8 Self, Objectives 3 through 7 and Chapter 10, Guidance, Objectives 4 through 6
- **Assignment** - Take notes on the material as you read.

CCEI082W

Competency Goal Three: To support social and emotional development and to provide positive guidance

This course is designed to help students prepare their Statement of Competence.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

Instructional Unit 5

Observing and Recording Children's Behavior

CCEI1200

Assessing Young Children Part 1 - Introduction to Assessment

This is the first of a three-part series dealing with the assessment of young children. Students completing this course will have an understanding of the importance of assessing young children and creating a narrative summary for the assessment of each child.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI1210

Assessing Young Children Part 2 - Methods of Assessment

This is the second of a three-part series dealing with the assessment of young children. Participants will examine six methods for assessing young children and discover how to successfully apply these techniques to the early childhood classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI1220

Assessing Young Children Part 3 - Pulling it All Together

This is the third in a three-part series dealing with the assessment of young children. Upon successful completion of this course, participants should be able to develop narrative summaries focusing on the four broad developmental areas: social development, emotional development, cognitive development, and physical development, create working portfolios which demonstrate a child's progress during the school year, review observations and various assessment methods in order to draw conclusions and adjust instruction strategies to meet the developmental needs of children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI1220P1

Informal Assessment: A Practical Application Course Observations

This course assists child care professionals with the application of observations for informal assessment. It provides opportunities for student observation and technique practice.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI1220P2

**Informal Assessment: A Practical Application Course
Frequency Charts and Checklists**

This course assists child care professionals with the application of frequency charts and checklists for informal assessment. It provides opportunities for student observation and technique practice.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI1220P3

**Informal Assessment: A Practical Application Course
Child Interviews**

This course assists child care professionals with the application of child interviews for informal assessment. It provides opportunities for student observation and technique practice.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI1220P4

**Informal Assessment: A Practical Application Course
Action Plans**

This course assists child care professionals with the application of writing narrative summaries and action plans in the informal assessment process. It provides opportunities for technique practice.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

Instructional Unit 6

Strategies to Establish Productive Relationships With Families

- CCEI112D** **Child Abuse: The Impact of Abuse in the Family on Relationships and Bonding**
This course educates professional caregivers about the impact of child abuse on a child's ability to develop general relationship skills and bond.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.
- CCEI3017** **Enriching Language and Problem Solving**
This course educates professional caregivers in identifying the ways parents serve as their child's first teacher, learn ways to enrich the home learning environment and ways to support family literacy.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.
- CCEI3020** **Learning All the Time**
This course examines how parents bring their own unique strengths to their roles as the organizers of their family learning environments.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.
- CCEI3022** **Parent-Teacher Conferences**
This course explores the parent's role in parent-teacher conferences.
- **Print** - Prior to beginning the course, print the course handout.
 - **Coursework** - Complete the online course using the course handout to take notes.
 - **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI3024

Supporting Family Literacy

This course explains the benefits of supporting family literacy and discusses ways parents and teachers can encourage the development of reading and writing skills in young children at home.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI961

Parenting Children Ages 1 to 4

This course provides parents and early childhood professionals with an inside look at the numerous jobs a parent fills.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI520

Parent Communication: Building Partners in the Education Process

This course discusses the importance of open communication between parents and teachers.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI520P1

Parent Communication: A Practical Application Course

This course examines the application of positive parent communication. It reviews positive listening and speaking skills, nonverbal communication, and how to manage barriers to parent communication.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI950

Children and Divorce

This course assists early childhood education staff in better understanding the effects of divorce on children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

READING:

All About Child Care and Early Education

- **Read** – Chapter 11, Families
- **Assignment** - Take notes on the material as you read.

CCEI083W

Competency Goal Four: To establish positive and productive relationships with families

This course is designed to help students prepare their Statement of Competence.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

Instructional Unit 7

Strategies to Manage an Effective Program Operation

CCEI1001

Curriculum: What is it and why is it important?

This course explores the benefits of implementing a well-developed curriculum in an early childhood program.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI640

Creating a Multicultural Environment

This course explains multiculturalism and the importance of introducing new cultures in the early childhood classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI968

Inclusion: Children and Disabilities

This course provides participants with a greater understanding of the importance of including children with various disabilities in the regular early childhood classroom.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI952

Managing a Center

This course explains the components of managing a successful early childhood education program.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI953

Managing a Center Part II

This course is a continuation of Managing A Center: What It's All About: Part I. Participants will learn more about the components of managing an early childhood program.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI954

Building a Team Environment

This course examines how the role of a director or administrator can affect the quality of programs and the needs of the staff within an early childhood program.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI980

Customer Service for the Center Administrator

This course examines practical tips for proper customer service methods to be used in a child care center and provides strategies for training staff in the same basics of client services.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI955

Effective Methods of Evaluating Staff

This course will assist both experienced and new directors in effectively evaluating staff in an early childhood setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI959

Legal and Regulatory Issues for Child Care Centers

This course, intended for directors and administrators, focuses on legal issues that affect early care and education centers.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI960

Staff Communication: Educational Partnerships

This course provides directors, administrators, and aspiring directors with a greater understanding of the value of good communication skills, as well as various techniques for listening and responding appropriately to staff, parents, and children.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI964P1

Who Do I Call: Agencies and Departments that can help: A practical application course

This course provides the names of national agencies and departments who can be of assistance to child care administrators.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

READING:

All About Child Care and Early Education

- **Read** – Chapter 12, Program Management
- **Assignment** - Take notes on the material as you read.

CCEI084W

Competency Goal Five: To ensure a well-run, purposeful program responsive to participant needs

This course is designed to help students prepare their Statement of Competence.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

Instructional Unit 8

Maintaining a Commitment to Professionalism

CCEI059T

Principles from the NAEYC Code of Ethical Conduct

This course gives participants the opportunity to explore the principles behind NAEYC's Code of Ethical Conduct and Statement of Commitment and the need for such a document in the early childhood profession.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI680A

Orientation to Childcare: Roles and Responsibilities for teachers

This course discusses the roles and responsibilities of being a teacher in an early childhood setting.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI800

The Professional Portfolio: Fostering and Documenting Professional Development

This course introduces early childhood professionals to the practice of developing a professional director/teacher portfolio as a means of enhancing professional growth.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI805P1

Professionalism Applied: Creating an Autobiography A Practical Application Course

This practical application course requires students to write a professional autobiography dealing with experiences in early childhood education.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).

CCEI963

Advocacy for The Center, Parents, Children and Staff

This course examines the many reasons educators should advocate for their center, parents, children and staff and effective ways of doing so.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

PROF100

Stress Management for Child Care Providers

This course provides an overview of the effects of stress in the lives of child care professionals and to understand coping techniques to manage stress.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

CCEI770

Making Time! Time Management Skills for Administrators

This course outlines effective time management skills for program administrators or directors.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course using the course handout to take notes.
- **Assignment** - Complete the course handout and place it in your Reference Binder.

READING:

All About Child Care and Early Education

- **Read** – Chapter 13, Professionalism
- **Assignment** - Take notes on the material as you read.

CCEI085W

Competency Goal Six: To maintain a commitment to professionalism

This course is designed to help students prepare their Statement of Competence.

- **Print** - Prior to beginning the course, print the course handout.
- **Coursework** - Complete the online course.
- **Assignment** - Complete the course handout.
- **Enter Your Responses** - Once you have completed the course handout, log back into the course, and submit your responses for review by an education coach (EC).