

MISSION VALLEY REGIONAL OCCUPATION PROGRAM
 CAREERS IN EDUCATION/ TEACHING 2nd year COURSE Outline

- 1. Course Title: Careers in Education/ Teaching
- 2. CBEDS Title: Child Care and Development
- 3. CBEDS Number:

Home Economics Related Occupations-4400

- 4. Job Titles: O*NET Codes

Teacher Assistant	25-9041.00
Preschool Teacher	25-2011.00
Elementary School Teacher	25-2021.00
Middle School Teacher	25-2022.00
Secondary School Teacher	25-2031.00
Special Education Teacher	25-2041.00
Vocational Education Teacher	25-1194.00
Education Administrator, Elementary & Secondary	11-9032.00

- 5. Course Description:

This competency-based course prepares students for entry-level positions in childcare programs and to offer students an opportunity to explore the world of teaching. Included in the course are Early Childhood, Safety and Healthy Environments, Guiding Children, Learning Experiences, Program Development and First Aid/CPR.

Students will receive formal classroom instruction, and on-the-job training at community field sites working with young children. Successful completion may lead to paid positions in the childcare field while attending high school or college. Class meets daily during first quarter, twice per week during second and third quarter, and once per week in the fourth quarter. During this release time, students train within the community at child care centers or elementary school sites. During the second year class will only meet once a week for the entire year.

Integrated throughout the course are career preparation standards, which include workplace basic skills and behaviors, career technical skills, and job employment skills.

- 6. Hours:

Students receive up to 180 hours of classroom instruction and up to 180 hours of work-based learning at community classroom or cooperative vocational education sites. Total program is 360 hours.

- 7. Prerequisites:

Clear TB Test

Eighth Grade reading & writing level or above

Students must complete 1st year course before taking 2nd year course

- 8. Date of revision: November 2016

- 9. Abbreviations:

CC = Community Classroom

(unpaid, on-the-job, training experience at business sites)
 CVE = Cooperative Vocational Education
 (paid, on-the-job, training experience at business sites)

9. Course Outline:

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

CAREER PREPARATION STANDARDS		Class	CC/CVE	Standards
I.	WORKPLACE BASIC SKILLS & BEHAVIORS <i>(MVROP ESLR #1)</i> A. Apply skills learned in class. B. Analyze information and make decisions. C. Communicate verbally and in writing. D. Work independently and as a team member in a diverse workplace. E. Work reliably, responsibly, and ethically.	Integrated throughout course <hr/>		
II.	CAREER TECHNICAL SKILLS <i>(MVROP ESLR #2).</i> A. Use appropriate technology. Office management, Computer Word E-mailing Use of Internet B. Understand and practice occupational safety standards. <i>(See Part 2)</i> First Aid training CPR training C. Demonstrate an awareness of how a business or industry functions.	Integrated throughout course <hr/>		
III.	JOB EMPLOYMENT SKILLS <i>(MVROP ESLR #3)</i> A. Develop a plan to achieve career goals. rank job preferences compute a salary range on which to live prepare a teaching portfolio Obtain resources on stipends and early childhood resources B. Use effective job search strategies. compile a resume write a letter of application, list various methods for seeking employment list questions to ask during an interview explain the basic interviewing process discuss illegal questions and how to respond to them C. Demonstrate an awareness of the importance of lifelong learning.	Class	CC/CVE	Standards
		Integrated Though out course		

<u>I</u>	<u>BECOMING A ROLE MODEL FOR CHILDREN (MVROP ESLR #2)</u>		
A.	List traits of a positive role model		
B.	List negative traits of a role model		
C.	List the traits of a positive role model for children		
		Class	CC/CVE
D.	Explain the importance of a care giver to beware of their actions and words at all times.		
E.	List ways to improve your attitudes and behavior.		
<u>F</u>	<u>Have knowledge of Cyber Safety and Cyber etiquette</u>		
II	PROMOTING MULTICULTURALISM (MVROP ESLR #2)	10	8
A.	Explain difference in cultural values		
B.	Develop a cultural diverse lesson plan binder		
C.	Explain how to introduce ethnic foods		
D.	Explain multiculturalism in routines		
E.	Describe bias		
F.	Explain sexism, racism		
G.	Explain what generalizations are and how they can affect children		
H.	Design a multicultural bulletin board		
III.	THE WAYS CHILDREN LEARN (MVROP ESLR #2)	10	8
A.	Describe and explain visual learners		
B.	Describe and explain auditory learners		
C.	Describe and explain kinesthetic learners		
D.	Explain the importance and value in knowing a child's learning method is important		
E.	Explain and describe how to promote all learning experiences in the class room		
IV.	MANAGING GROUP ACTIVITIES (MVROP ESLR #2)	10	8
A.	Explain the importance of managing group activities		
B.	List and describe techniques on group management		
C.	Observe and evaluate a group activity		
D.	Explain the importance of staying calm will dealing with a mismanaged group		
V.	LOCATING COMMUNITY RESOURCES (MVROP ESLR #2)	10	8
A.	Explain the importance of why having community resources is important		
B.	Describe the types of programs that are available in Alameda County		
C.	Create a community resource binder		
D.	List the types of community resources		
VI.	HELPING CHILDREN AND FAMILIES DEAL WITH STRESS (MVROP ESLR #2)	10	8
A.	Describe the different types of challenges that children might have in a childcare center		
B.	Recognize and explain symptoms of stress in children		
C.	Explain how a care giver can support a family during stressful times		
D.	Explain how a care giver can help a child deal with stress		

	Class	CC/CVE
VII. HELPING CHILDREN DEAL WITH FEAR (MVROP ESLR #2)	10	8
A. Explain why it is important to help children overcome their fears		
B. Explain and describe fears that children have		
C. Explain what types of things can contribute to fearful behavior		
VII. HELPING CHILDREN DEAL WITH ANGER (MVROP ESLR #2)	10	8
A. Explain why it is important to help children overcome their anger		
B. Explain and describe what can trigger anger in a child		
C. Explain how to respond to anger in a child		
D. List the methods of preventing anger in a child		
E. Explain why the environment is an important part in controlling anger		
IX. WHEN YOU SUSPECT CHILD ABUSE (MVROP ESLR #2)	10	8
A. List and describe the forms of abuse		
B. Create a list of phone numbers for agencies that deal with child abuse		
C. Describe ways to help children cope with abuse		
D. Describe signs of abuse		
E. List the information needed when reporting child abuse		
X. DEVELOPING PROFESSIONAL SKILLS IN EARLY CHILDHOOD (MVROP ESLR #2)	10	8
A. Describe traits of an responsible employee		
B. Explain the importance of professional ethics		
C. Discuss guidelines for getting along with others at work		
D. Discuss and create a clothing selection of outfits that are appropriate in the child care field		
E. Give suggestions for managing time effectively		
F. Explain the importance of showing initiative		
G. Develop a code of ethics		
H. Explain the importance of developing leadership in the workplace		
X. MANAGING STRESS IN THE WORKPLACE (MVROP ESLR #2)	10	8
A. Cite methods of handling stress		
B. List and describe stress relief techniques		
C. Create a binder of resources for stress relief		
XI. ESTABLISHING A CHILD CARE CENTER (MVROP ESLR #2)		
A. Develop program philosophy statement and goals		
B. Develop rules and safety procedure		
C. Explain the roles of director, staff, advisory board and parents		
D. Create a weekly snack and lunch menu		
E. Assemble a first aid kit		
F. Create an emergency plan		
G. Create a want ad describing the ideal child care worker		
	Hours 160	160

10. Additional Items:

A. Articulation:)

Ohlone :

Art for Young Children 3 units

Work Experience 1 unit

B. Academic Credit:

none

C. Instructional Strategies:

lecture

team work

group discussion

role playing

brain storming

simulation

projects

small & large group

reading assignments

oral reports

multi-media

hands-on practice

demonstration

D. Instructional Materials:

Working With Young Children, 2009 , Judy Herr, The Goodheart-Wilcox Company, Inc.

E. Certificate Competency List:

MVROP

Students receive a Completion Certificate upon successful completion of all units and associated test