CCEI Online College Credit Eligible CDA Certificate – Infant/Toddler Program Syllabus

Settings: Infant/Toddler

Program Code: 1102-CDA

Program Length: 155 Hours

IACET CEU Value: 15.5 CEUs

Program Start Date: Rolling Enrollment – Start Anytime

Program End Date: 365 days from enrollment date

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

Working With Young Children by Judy Herr; 6th Edition; Goodheart-Willcox Publishing; ISBN: 978-1-59070-813-2; Approximate Cost: $60

Six Simple Ways to Assess Young Children by Sue Gober; 1st Edition; Delmar; ISBN: 0-7668-3925-7; Approximate Cost: $40

Positive Discipline: The First Three Years by Jane Nelsen, Ed.D., Cheryl Erwin, & Rosalyn Ann Duffy; 2nd Edition; Three Rivers Press; ISBN: 978-0-307-34159-4; Approximate Cost: $17

Program Description: The Online College Credit Eligible CDA Certificate – Infant/Toddler 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 three Instructional Units. These units focus on the six CDA Competency Standards established by The Council for Professional Recognition. Each student in the Online College Credit Eligible CDA Certificate program receives support from an Education Coach (EC). Each EC is an Early Childhood specialist and has previous experience working in a child care center or school.

The CCEI College Credit Eligible CDA Certificate – Infant/Toddler program gives students the opportunity to articulate college credit toward an early childhood degree with one of CCEI's college credit partners. In addition, this program has been evaluated by the National Program on Noncollegiate Sponsored Instruction (National PONSI) and has been recommended for 10 semester hours of credit in Human/Child Development or Early Childhood Education in the lower division baccalaureate/associate degree category.

Program Objectives: Upon satisfactorily completing the Online College Credit Eligible CDA Certificate – Infant/Toddler program, students should be able to:
- Identify the requirements of a safe, healthy learning environment for young children
- Demonstrate the ability to establish and maintain a safe, healthy learning environment for young children
- Define emotional and cognitive development
- 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
- Define assessment as it relates to children in the early care setting
- Demonstrate the ability to make and keep anecdotal records in the four broad areas of development for a child
- Demonstrate the ability to develop an assessment checklist based on developmental milestones
- Demonstrate the ability to conduct parent interviews
- Demonstrate the ability to conduct observations of children and programs in an early childhood environment
- List the guidelines for conducting a parent/teacher conference
- Demonstrate the ability to prepare a narrative summary of a child's overall growth and development on the four broad areas of development
- List 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
- List the required components to document professional growth

Student Assessment: Students enrolled in the Online College Credit Eligible CDA Certificate – Infant/Toddler program are assessed using the following methods:
- Competency based multiple choice questions
- Open-ended essay questions
- Student activity and/or observations with written feedback
- 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 College Credit Eligible CDA Certificate – Infant/Toddler program students must take a Final Exam. The Final Exam for the Online College Credit Eligible CDA Certificate – Infant/Toddler 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 College Credit Eligible CDA Certificate – Infant/Toddler 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.

Course Assignments:

> **Orientation to Online Study**

> **CCEI011**   **Overview to the Online Study**
> This course will provide students with an overview to the Online CDA Certificate program of study with ChildCare Education Institute (CCEI).
> - **Coursework –** Complete the online course

> **CCEI013**   **Creating A Professional Resource Binder**
> This course will provide students with the necessary steps to create a Professional Resource Binder.
> - **Coursework** - Complete the online course
> - **Assignment** - Purchase a 3 inch, 3-Ring Binder. Use this binder to store your responses and assignments as a professional resource file for future reference. Prior to beginning each course, print the course handout. Complete the course handout for each online course and place it in the Professional Resource Binder. The Professional Resource Binder is not required to be turned into CCEI. It is a resource for your future reference.

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 Professional Resource Binder.

Instructional Unit 1

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 Professional Resource Binder.

CCEI030R   **Evaluation Review: You: Working with Young Children**
- **Read** Chapter 1: "You: Working with Young Children" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI3026   **Defining Quality Care**
This course assists parents in the understanding of how to determine and select a quality child care program. Students will review the ten standards of high-quality early childhood education as established by the National Association for the Education of Young Children and determine how to use these standards to select a quality child care program.
- **Assignment** – Complete the online coursework.

CCEI031R   **Evaluation Review: Types of Early Childhood Programs**

- **Read** Chapter 2: "Types of Early Childhood Programs" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses** – Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI3027   **Considering Child Care Choices**

This course examines the types of child care programs available to parents of young children.
- **Assignment** – Complete the online coursework.

CCEI034R   **Evaluation Review: Promoting Children's Safety**
- **Read** Chapter 11: "Promoting Children's Safety" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses** – Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource Binder.

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 Professional Resource Binder.

CCEI110AP1 **Toy Safety in the Early Childhood Setting: A Practical Application Course**
This course assists child care professionals with the application of toy safety. It reviews safety musts and 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 Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI110AP2 **Infant/Toddler Safety in the Early Childhood Setting: A Practical Application Course**
This course assists child care professionals with the application of safety practices in an infant/toddler classroom. It reviews proper procedures for safety, provides opportunities for student observation, and links the participant to an instructor for feedback. This is a follow-up course for CCEI110A, Indoor Safety in the Early Childhood Setting and/or CCEI900, Safety in the Infant/Toddler Classroom.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your 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 Professional Resource Binder.

CCEI110BP1   **Outdoor Safety in the Early Childhood Setting - Practical Application Course**
This course assists child care professionals with the application of outdoor safety. It reviews safety musts, provides opportunities for student observation and technique assessment, and links the participant to an instructor for feedback.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

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 Professional Resource Binder.

CCEI112P1	**Recognizing Signs and Behaviors that Indicate Child Abuse – 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. This class is a follow-up course to CCEI112A.

- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your 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. Participants will better understand the importance of health and hygiene in the early childhood setting as well as steps which may be taken to ensure greater sanitation in the classroom and other areas where young children are present.

- **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 Professional Resource 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 Professional Resource Binder.

CCEI036R   **Evaluation Review: Guiding Children's Health**
- **Read** Chapter 13: "Guiding Children's Health" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI114AP1   **Health and Hygiene in the Early Childhood Setting – Practical Application Course**
This course reviews the application of health and disease control and procedures that can be implemented by teachers and children to reduce the spread of infection in the early childhood setting. Course CCEI114A should be completed prior to taking this course. Opportunities are provided 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 Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI035R   **Evaluation Review: Planning Nutritious Meals and Snacks**
- **Read** Chapter 12: "Planning Nutritious Meals and Snacks" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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. Participants will plan a menu using the USDA Guidelines.
- **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 Professional Resource Binder.

CCEI037R   **Evaluation Review: Guiding Food and Nutrition Experiences**
- **Read** Chapter 26: "Guiding Food and Nutrition Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource Binder.

CCEI038R   **Evaluation Review: Guiding Field Trip Experiences**
- **Read** Chapter 28: "Guiding Field Trip Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI110C	**Transportation and Field Trip Safety**
	This course discusses safety requirements for vehicles and drivers who transport children. Focus areas include safe loading and unloading procedures, safety rules, and safety precautions for field trips. Participants will learn how to implement preventive practices for safe field trips and emergencies.

- **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 Professional Resource Binder.

CCEI110CP1	**Transportation and Field Trip Safety – 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 Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI032R	**Evaluation Review: Preparing the Environment**

- **Read** Chapter 9: "Preparing the Environment" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI700	**Planning an Early Childhood Environment that Promotes Creativity**

This course defines creativity and explains the value of encouraging creativity in young children. Participants will discuss classroom materials that enhance and encourage creativity and will learn to differentiate between product oriented and non-product oriented 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 Professional Resource Binder.

CCEI033R	**Evaluation Review: Selecting Toys, Equipment, and Educational Materials**

- **Read** Chapter 10: "Selecting Toys, Equipment, and Educational Materials" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource 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 Professional Resource Binder.

| **CCEI080W** | **Goal 1: Competency Statement** |
| | 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 using the course handout to take notes
- **Assignment** - Using your notes from the course handout, write your Statement of Competence
- **Enter Your Reponses** - Once you have completed your Statement of Competence, log back into the course and submit it for review by your Education Coach (EC).

Instructional Unit 2

| **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 Professional Resource Binder.

| **CCEI057R** | **Evaluation Review: Handling Daily Routines** |

- **Read** Chapter 17: "Handling Daily Routines" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource Binder.

CCEI046R	**Evaluation Review: The Curriculum**

- **Read** Chapter 18: "The Curriculum" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI670	**Bright Beginning: Age Appropriate Activities for Infants and Toddlers**

This course is designed to help participants understand the importance of age appropriate, developmentally appropriate, and individually appropriate 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 Professional Resource Binder.

CCEI047R   **Evaluation Review: Guiding Art, Block Building, and Sensory Experiences**

- **Read** Chapter 19: "Guiding Art, Block Building, and Sensory Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource 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 Professional Resource Binder.

CCEI048R   **Evaluation Review: Guiding Storytelling Experiences**

- **Read** Chapter 20: "Guiding Storytelling Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI330	**Books and Beyond: Language Development in Young Children**
	This course introduces methods for creating a learning environment that provides the opportunity for children to develop language through speaking, reading, writing, and listening.

- **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 Professional Resource Binder.

CCEI049R	**Evaluation Review: Guiding Play and Puppetry Experiences**

- **Read** Chapter 21: "Guiding Play and Puppetry Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI330P1	**Books and Beyond: Language Development in the Infant/Toddler Classroom – Practical Application Course**
	This course aids the early childhood teacher in evaluating strategies and activities that promote language development in infants and toddlers. It is a follow-up course to CCEI 330, Language Development in Young Children.

- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your 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. It is a follow-up course to CCEI330 Language Development in Young Children.

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

CCEI050R   **Evaluation Review: Guiding Manuscript Writing Experiences**

- **Read** Chapter 22: "Guiding Manuscript Writing Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI051R   **Evaluation Review: Guiding Math Experiences**

- **Read** Chapter 23: "Guiding Math Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI430   **Math Madness**
Develop those logical thinking skills with age-appropriate activities that make math for the preschool child come to life. 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 Professional Resource Binder.

CCEI430P1   **Math Madness: Practical Application Course**
In this practical application course, participants will review the concepts that help preschool children learn the thinking skills that are the foundation for formal math activities. This course contains exercises that review the content of CCEI 430, and should be taken only after that course has been completed.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI052R   **Evaluation Review: Guiding Sciences Experiences**
- **Read** Chapter 24: "Guiding Sciences Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource Binder.

CCEI550	**Cool Cooking** This class explores cooking as a classroom activity and focuses on activities that require little or no heat.

- **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 Professional Resource Binder.

CCEI053R	**Evaluation Review: Guiding Social Studies Experiences**

- **Read** Chapter 25: "Guiding Social Studies Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI820	**Games & Group Activities for Children of 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 Professional Resource Binder.

CCEI058R	**Evaluation Review: Guiding Music and Movement Experiences**

- **Read** Chapter 27: "Guiding Music and Movement Experiences" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI081W **Goal 2: Competency Statement**
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 using the course handout to take notes
- **Assignment** - Using your notes from the course handout, write your Statement of Competence
- **Enter Your Reponses** - Once you have completed your Statement of Competence, log back into the course and submit it for review by your Education Coach (EC).

CCEI039R **Evaluation Review: Understanding Children from Birth to Age Two**
- **Read** Chapter 5: "Understanding Children from Birth to Age Two" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource 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 Professional Resource 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 Professional Resource Binder.

CEI040R **Evaluation Review: Understanding Two and Three Year Olds**
- **Read** Chapter 6: "Understanding Two and Three Year Olds" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource 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 Professional Resource Binder.

CCEI041R   **Evaluation Review: Understanding Four and Five Year Olds**
- **Read** Chapter 7: "Understanding Four and Five Year Olds" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

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 Professional Resource Binder.

CCEI042R   **Evaluation Review: Middle Childhood**
- **Read** Chapter 8: "Middle Childhood" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI084W **Goal 5: Competency Statement**
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 using the course handout to take notes
- **Assignment** - Using your notes from the course handout, write your Statement of Competence
- **Enter Your Reponses** - Once you have completed your Statement of Competence, log back into the course and submit it for review by your Education Coach (EC).

Instructional Unit 3

CCEI043R **Evaluation Review: Observing Children: A Tool for Assessment**
- **Read** Chapter 3: "Observing Children: A Tool for Assessment" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI1110T **Six Simple Ways to Assess Young Children: Reading Assignment**
- **Read** *Six Simple Ways to Assess Young Children* by Sue Gober.
- **Assignment –** Complete all of the lessons as instructed in the book and place them in your Professional Resource Binder.

CCEI1111E **Observation and Assessment: Which Method Should I Use?**
This practical application course allows students to review the advantages and disadvantages of the various methods of assessment.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI1112CE   **Using Checklists as an Observation and Assessment Tool**
In this practical application course, students will apply knowledge learned from the "Developmental Delight" series as well as *Six Simple Ways to Assess Young Children* to create an assessment checklist that can be used with the children in their care.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI1113E   **Using Parent Interviews as an Observation and Assessment Tool**
In this practical application course, students will apply knowledge learned from *Six Simple Ways to Assess Young Children* to create a parent questionnaire that can be used with the children in their care.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI1114E   **Using Anecdotal Records as an Observation and Assessment Tool**
In this practical application course, students will apply knowledge learned from *Six Simple Ways to Assess Young Children* to record anecdotal records for children in their care.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI1115E   **Summary of Assessment**
In this practical application course, students will apply knowledge
learned from previous coursework and reading assignments to
develop a summary of assessment and how it is applied.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course
  handout, log back into the course and submit your responses
  for review by your Education Coach (EC).

CCEI054R   **Evaluation Review: Developing Guidance Skills**
- **Read** Chapter 14: "Developing Guidance Skills" in the
  Working with Young Children Textbook. Takes notes on the
  material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and
  chapter objectives.
- **Enter Your Reponses –** Once you have completed your
  essay, log back into the course and submit your essay for
  review by your Education Coach (EC).

CCEI055R   **Evaluation Review: Guidance Challenges**
- **Read** Chapter 15: "Guidance Challenges" in the *Working with
  Young Children* Textbook. Takes notes on the material as you
  read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and
  chapter objectives.
- **Enter Your Reponses –** Once you have completed your
  essay, log back into the course and submit your essay for
  review by your Education Coach (EC).

CCEI056R   **Evaluation Review: Establishing Classroom Limits**
- **Read** Chapter 16: "Establishing Classroom Limits" in the
  Working with Young Children Textbook. Takes notes on the
  material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and
  chapter objectives.
- **Enter Your Reponses –** Once you have completed your
  essay, log back into the course and submit your essay for
  review by your Education Coach (EC).

CCEI660	**Supporting Appropriate Choices: The Preschool Teacher and Classroom Discipline**
This course defines discipline as it relates to the ECE setting and explains why children may behave inappropriately.
- **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 Professional Resource Binder.

CCEI60T	**Understanding Child Development Reading Assignment**
- **Read** – Read chapters 2, 3, 4, 6, and 7 in *Positive Discipline: The First Three Years*
- **Assignment** - Complete the lessons as instructed in the textbook and place them in your Professional Resource Binder.
- **Coursework** - Complete the online course

CCEI205P1	**Understanding Child Development**
This practical application course is a follow-up to CCEI060T: Understanding Child Development Reading Assignment. In this course you will apply the principles of guidance that you learned while reading *Positive Discipline: The First Three Years*
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI61T	**Exploring Temperaments and Age Appropriateness Reading Assignment**
- **Read** – Read chapters 5 and 8 in *Positive Discipline: The First Three Years.*
- **Assignment** - Complete the lessons as instructed in the textbook and place them in your Professional Resource Binder.
- **Coursework** - Complete the online course

CCEI206P1 **Exploring Temperaments and Age Appropriateness**
This practical application course is a follow-up to CCEI061T: Exploring Temperaments and Age Appropriateness Reading Assignment. In this course you will apply the principles of guidance that you learned while reading Positive Discipline: The First Three Years *Positive Discipline: The First Three Years*.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI62T **Understanding Children's Basic Human Needs Reading Assignment**
- **Read** – Read chapters 12, 13, and 14 in *Positive Discipline: The First Three Years.*
- **Assignment** - Complete the lessons as instructed in the textbook and place them in your Professional Resource Binder.
- **Coursework** - Complete the online course

CCEI207P1 **Understanding Children's Basic Human Needs**
This practical application course is a follow-up to CCEI062T: Understanding Children's Basic Human Needs Reading Assignment. In this course you will apply the principles of guidance that you learned while reading *Positive Discipline: The First Three Years*.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI63T **Understanding Discipline and Emerging Life Skills Reading Assignment**
- **Read** – Read chapters 1, 10, 11, and 15 in *Positive Discipline: The First Three Years.*
- **Assignment** - Complete the lessons as instructed in the textbook and place them in your Professional Resource Binder.
- **Coursework** - Complete the online course

CCEI208P1 **Understanding Discipline and Emerging Life Skills**
This practical application course is a follow-up to CCEI63T: Understanding Discipline and Emerging Life Skills Reading Assignment. In this course you will apply the principles of guidance that you learned while *Positive Discipline: The First Three Years.*
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI082W **Goal 3: Competency Statement**
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 using the course handout to take notes
- **Assignment** - Using your notes from the course handout, write your Statement of Competence
- **Enter Your Reponses** - Once you have completed your Statement of Competence, log back into the course and submit it for review by your Education Coach (EC).

CCEI044R **Evaluation Review: Involving Parents and Families**
- **Read** Chapter 6: "Involving Parents and Families" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI520	**Parent Communication: Building Partners in the Education Process**

This course discusses the importance of open communication between parents and teachers. Participants will apply positive listening and speaking skills, practice positive non-verbal, verbal and written skills, learn methods for dealing with communication barriers, and create partnerships with parents.
- **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 Professional Resource Binder.

CCEI520P1	**Parent Communication – 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 Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI3022	**Parent-Teacher Conferences**

This course explores the parent's role in parent-teacher conferences.
- **Assignment** – Complete the online coursework.

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 Professional Resource Binder.

CCEI525P1 **Family Involvement Overview**
This course provides the participant with the opportunity to create a parental involvement activity for an early childhood center and requires the completion of an observation in an early childhood classroom that will be emailed to a CCEI Education Coach for feedback.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI525P2 **Planning Family Involvement Events**
This practical application class provides students the opportunity to plan a family involvement event.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI083W **Goal 4: Competency Statement**
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 using the course handout to take notes
- **Assignment** - Using your notes from the course handout, write your Statement of Competence
- **Enter Your Reponses** - Once you have completed your Statement of Competence, log back into the course and submit it for review by your Education Coach (EC).

CCEI045R   **Evaluation Review: A Career for You in Early Childhood Education**
- **Read** Chapter 33: "A Career for You in Early Childhood Education" in the *Working with Young Children* Textbook. Takes notes on the material as you read.
- **Coursework** – Complete the online course.
- **Assignment** - Write an essay based upon the course and chapter objectives.
- **Enter Your Reponses –** Once you have completed your essay, log back into the course and submit your essay for review by your Education Coach (EC).

CCEI800   **The Director/Teacher's 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 Professional Resource Binder.

CCEI805P1   **Professionalism Applied: Creating an Autobiography**
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 Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI805P2   **Growing as an Early Childhood Professional**
This practical application course provides students with information regarding professional growth in the early childhood care and education field.
- **Print** - Prior to beginning the course, print the course handout
- **Coursework** - Complete the online course
- **Assignment** - Complete the course handout
- **Enter Your Reponses** - Once you have completed the course handout, log back into the course and submit your responses for review by your Education Coach (EC).

CCEI952   **Managing a Center: What It's All About**
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 Professional Resource Binder.

CCEI085W   **Goal 6: Competency Statement**
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 using the course
  handout to take notes
- **Assignment** - Using your notes from the course handout, write
  your Statement of Competence
- **Enter Your Reponses** - Once you have completed your
  Statement of Competence, log back into the course and submit
  it for review by your Education Coach (EC).

Final Exam

FINAL EXAM   **CCEI Final Exam**
- **Assignment –** Review your completed handouts in your
  Professional Resource Binder.
- **Coursework –** Complete the Final Exam.

Exit Survey

EXIT SURVEY   **CCEI Exit Survey**
- **Coursework –** Complete the Exit Survey.