

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

09-007-80

COURSE OUTLINE

I. COURSE TITLE: ROP Careers Working with Children – Co-op
 II. CBEDS TITLE: Careers Working with Children

III. CBEDS NUMBER: 09-001-77

IV. JOB TITLES: Home Day Care Provider/Nanny
 Child Care Center Worker
 Foster Parent
 Teacher's Aide/Assistant
 Recreation Aide
 301.677.010
 359.677.018
 309.677.014
 099.327.010
 195.367.030

V. COURSE DESCRIPTION: This course is a cooperative effort between education and local business to provide paid on-the-job training. The on-the-job training and related instruction will be provided to meet the competencies performed by child care personnel in the above listed job titles. This course provides the training necessary for employment in the child careers occupational areas.

HOURS: 240 (Open Entry/Open Exit)

VII. PREREQUISITES: Student should be 16 years of age or older and reside in Monterey County.

VIII. DATE: Board Approval Date: 6/2/99
 Prepared By: Betty Mackay
 Date Completed: January 27, 1999
 Course Outline Classification: Revision

IX. GENERAL WORKPLACE SKILLS:

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

Additional hours of general workplace skills are integrated into instruction in content area skills.

- A. Understand how personal skill development--including positive attitude, honesty, self-confidence, time management, and other positive traits--affect employability.
1. Demonstrate an understanding of the classroom policies and procedures.
 2. Define business ethics and explain the importance of ethical standards and social responsibilities in the business environment.
 3. Discuss the laws, which apply to sexual harassment and discuss tactics for handling harassment situations.
 4. Discuss importance of the following personal skills in the business environment:
 - a. Positive attitude
 - b. Self-confidence
 - c. Honesty
 - d. Perseverance
 - e. Self-discipline

6. Prioritize tasks and meet deadlines.
7. Discuss the importance of lifelong learning.

Understand principles of effective interpersonal skills, including group dynamics, conflict resolution and negotiations.

1. Identify and discuss the key concepts of group dynamics.
2. Discuss and demonstrate the dynamics of conflict resolution and negotiation and their importance within business environment.
3. Work cooperatively, share responsibilities, accept supervision and assume leadership roles.
4. Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups.

Understand the importance of good academic skills, critical thinking and problem-solving skills in the workplace.

1. Recognize the importance of good reading, writing, math, and keyboarding in the business environment and implement a plan for self-improvement as needed.
2. Apply estimation, measurement and calculation skills to business applications, including the following:
 - a. Whole number math
 - b. Decimals and fractions
 - c. Counting and monetary functions
 - d. Use of tables
3. Read, write and give directions.
4. Demonstrate skills in technical reading and writing.
5. Exhibit critical and creative thinking skills and logical reasoning skills.
6. Recognize problem situations; identify, locate and organize needed information or data; and propose, evaluate and select from alternative solutions.

Understand principles of effective communication.

1. Read and implement written instructions, technical manuals, written communication and reference books.
2. Present a positive image through verbal and nonverbal communication through use of appropriate methods.
3. Demonstrate active listening through oral and written feedback.
4. Demonstrate proper etiquette in business communications, including an awareness of requisites for international communications (languages, customs, time zones, currency and exchange rates).
5. Demonstrate writing/editing skills as follows:
 - a. Write, proofread, and edit business correspondence.
 - b. Use correct grammar, punctuation, capitalization, vocabulary and spelling.
 - c. Select and use appropriate forms of technology for communication.
 - d. Exhibit a proficiency in the use of:
 - a. Dictionary
 - b. Thesaurus
 - c. Telephone directory
 - d. World almanac
 - e. Zip code directory
 - f. Handbook for the office
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7. Research, compose and orally present information for a variety of business situations utilizing appropriate technology.
8. Demonstrate effective communication techniques using the telephone, fax, and e-mail.

Understand occupational safety issues, including avoidance of physical hazards.

1. Discuss and implement good safety practices, including:
 - a. Avoidance and reporting of physical hazards in the work environment.
 - b. Safe operation of equipment
 - c. Proper handling of hazardous materials
2. Apply sound ergonomic principles in organizing one's work space

F. Understand career paths and strategies for obtaining employment.
 1. Explore career opportunities and projected trends, investigate required education, training and experience.
 2. Identify steps for setting goals and writing personal goals and objectives.
 3. Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities.
 4. Develop job acquisition documents, including the following:
 a. Job application
 b. Resume
 c. Appropriate cover and follow-up correspondence
 d. Portfolio
 5. Identify and demonstrate effective interviewing techniques.

G. Understand and adapt to changing technology.
 1. Identify and demonstrate use of computer hardware and peripherals.
 2. Identify and explain use of computer software.
 3. Identify and use of computer software.
 4. Demonstrate proficiency in alphanumeric keyboarding.
 5. Input and retrieve information.
 6. Understand the importance of lifelong learning in adapting to changing technology.

CONTENT AREA SKILLS:

	Class	OJT
In individualized units students will be able to:		
1. Career Opportunities:		
-Differentiate among various types of child care facilities	X	X
-Determine the employment opportunities offered by each type of childcare facility.		
-Describe the personal qualities needed by a child care worker.		
2. Child Care facility:		
-Comply with licensing and employee policy regulations established for child care facilities.	X	X
-Follow rules and policies of the work sight.		
3. Employment Skills:		
-Demonstrate skills needed to locate, obtain and maintain employment.	X	X
4. Entrepreneurship in working with children:		
-Identify opportunities and options for becoming an independent Businessperson in children's services.	X	X
5. Growth and Development of the Young child:		
-Facilitate age appropriate skills and activities for physical, mental, emotional, and social development for children.	X	X
-Recognize the stages of development from birth to age five.		
-Identify an anti-bias curriculum.		
-Identify special needs children.		
6. Preschool Curriculum of Activities:		
-Organize and lead activities for children that develop their physical, mental, social and emotional skills.	X	X
-Follow a daily schedule and routines.		
-Plan, prepare, and lead lesson plans in:		
Math		
Science		
Language		
Music and Movement		
Art		

Computers
Outdoor Activity
Multi-cultural
Seasons and Holidays
Story and Presentation
Group Time
Flannel Board Stories
Puppets
Fingerplays

-Demonstrate patience and respect for children and staff.
-Demonstrate being a good role model/mentor for children.
-Closely supervise children.
7. Establish and maintain safe and Healthful Environment for children.
-Demonstrate basic hygiene needs.
-Demonstrate first aid techniques.

8. Provide Guidance of the Young Child.
-Plan nutritious snacks and meals for young children.
-Provide guidance and discipline that promotes children's positive self-concept, and self-control.
9. Community Classroom-Students will observe or participate:
-Orientation to business practices
-On-the-job safety
-Observation
-Planning projects for children

EXPECTED STUDENT PROFICIENCIES:

A. The successful graduate will have prepared a job application and resume?
And demonstrated the correct job interview procedure.
B. The successful graduate will demonstrate entry level job skill proficiencies
In working with young children.

ARTICULATION: An articulation agreement with Monterey Peninsula College is being developed.

CREDITS: Variable- 10 high school credits per 180-hour semester.
Adults receive credit towards CDA Credential. The cumulative hours count towards "work hours" needed for ECE Credential at the Junior College.

INSTRUCTIONAL STRATEGIES:

A. Human Resource:
One instructor
One instructional assistant with Early Childhood Education Credential
Mentor's in the field of Child Development.

INSTRUCTIONAL RESOURCES: Advisory Committee and Local Businesses

CERTIFICATES: A successful student that has completed at least one semester Of Careers Working With Children and met proficiency skills will be awarded A certificate.