

Administration and Management of Child Care Programs Certificate

<p>PROGRAM REQUIREMENTS</p> <p align="right">Credit Hours</p> <p>GENERAL EDUCATION 3</p> <p> ENGLISH COMPOSITION</p> <p> ENGL 1113 English Composition I..... 3</p> <p>PROGRAM REQUIREMENTS..... 18</p> <p> CD 1023 Introduction to Early Childhood Education 3</p> <p> CD 1053 Child Health, Safety & Nutrition... 3</p> <p> CD 2013 Behavior, Development and Guidance of Children 3</p> <p> CD 2143 Preschool Programming 3</p> <p> CD 2243 Infant/Toddler Programming..... 3</p> <p> CD 2313 Adm and Mgmt of Child Care Programs 3</p> <p>CHILD DEVELOPMENT ELECTIVE 3 (Choose one of the following)</p> <p> CD 1043 Children’s Music, Movement, Arts. 3</p> <p> CD 2023 Children with Special Needs..... 3</p> <p> CD 2033 Children’s Language Arts and Literature 3</p> <p> CD 2043 Child & Family in Society 3</p> <p>BUSINESS ELECTIVE..... 3 (Choose one of the following)</p> <p> ACCT 1203 Fundamentals of Accounting.. 3</p> <p> BMGT 2233 Human Resource Dev 3</p> <p> BMGT 2263 Principles of Management..... 3</p> <p> BSAD 1103 Introduction to Business 3</p> <p> BSAD 1113 Digital & Financial Literacy..... 3</p> <p> CS 1113 Computer Concepts 3</p> <p>Note: BSAD 1113 and CS 1113 are general education requirements toward an Associate degree so have an added advantage for students planning to complete that degree.</p> <p>TOTAL CREDIT HOURS..... 27</p>	<p>SUGGESTED COURSE SEQUENCE</p> <p align="right">Credit Hours</p> <p>FIRST SEMESTER 15</p> <p> ENGL 1113 English Composition I 3</p> <p> Business Elective..... 3</p> <p> CD 1023 Introduction to Early Childhood Education 3</p> <p> CD 1053 Child Health and Nutrition 3</p> <p> CD 2143 Preschool Programming 3</p> <p>SECOND SEMESTER 12</p> <p> CD 2013 Behavior, Development and Guidance of Children 3</p> <p> CD 2243 Infant/Toddler Programming 3</p> <p> CD 2313 Admin and Mgmt of Child Care Programs..... 3</p> <p> Child Development Elective 3</p> <p>This is a suggested sequence timeline only. A student may require more than two semesters to complete the certificate depending upon enrollment status and remediation coursework that may be required as prerequisites.</p>	<p>The Certificate in Administration and Management of Child Care Programs has been developed to prepare a person to work in the childcare field by completing hours required for the Oklahoma Director’s Certificate (ODC). As an embedded certificate within the Associate Degree in Child Development, the program provides the understanding of the emotional, cognitive, physical, and social development of infants through pre-school age, preparing students in the design and implementation of developmentally appropriate curriculum, as well as communication, teaching, and guidance.</p> <p>Note: A CDA certificate from a Technology Center must be submitted to the Registrar in order to receive six hours of college credit from NOC within the CD program requirements.</p> <p>Career Opportunities</p> <p> Child Care Center Director</p> <p> Child Care Center Master Teacher</p> <p> Headstart Staff</p> <p> Public School Teacher's Aide</p> <p>NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by ACT test scores or by COMPASS test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, some or all of the following four (4) courses may need to be taken:</p> <ul style="list-style-type: none"> • MATH 0023 Concepts of Algebra • MATH 0123 Intermediate Algebra • ENGL 0123 Basic Composition • READ 0123 Critical Content Reading and Scientific Reasoning
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