

Information about CD38 Online

<p>Administration & Supervision of Early Childhood Programs 1 CD 38, Section 7086, Spring 2012 Los Angeles Valley College</p>	<p>Ellen Farhood farhoofe@lavc.edu 818-947-2600, ext. 8082</p>
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Welcome to CD 38! A lot of information about the course is included here. Please read this message carefully and feel free to contact me if you have questions.

This course examines the principles and practices of early childhood program organization and administration. With successful completion of this course you should be able to identify licensing requirements and appropriate administration principles for early childhood education and care programs. References to the requirements of Title 22 will be stressed with each topic.

Some things to consider about taking this online course:

- The class is entirely online - there are no required on-campus meetings **BUT** there is one assignment where you will interview a director of an early childhood education center.
- The course material will be presented at a pace similar to a face-to-face class. You will need to logon several times each week. Content and assignments will open and close on specified dates - you can't do it all the last week. Mastering the course content is a process that evolves because each module builds upon the previous module.
- An online class is not easier nor does it take less time than the in-person version. In addition to time, you need to be self-motivated and self-disciplined. If you are not sure an online class is really for you, take the quiz at [Readiness Assessment](#).
- Due to the nature of the online environment, there is a lot of reading and writing for this course. Writing competency is critical because you need to complete and submit assignments that are well organized and grammatically correct. Language usage and format will have a point value of 20% of each assignment's total points.
- Each week you will have a reading assignment, a discussion topic and a short reflection. In addition, you will complete TEN assignments designed to replicate documents that are required for the administration of an early childhood center in

accordance with Title 22. The assignments will focus upon the program philosophy, annual budget, staffing, site plan, emergency procedures, parent's handbook, and other related topics. Other semester assignments include interviewing a center director and group research on program administration.

- CD38 has prerequisites which include: CD1, CD11, and CD3 or CD4.
- To make a long story short—this is an intense class that requires a lot of time (the middle of the night is fine) and effort to complete assignments and meet due dates.

Check your equipment and technical skills:

- Make sure that you have easy and reliable internet access.
- Confirm that your computer system is adequate and that you have all the needed software. Go to [Things You Need to Know](#).
- Have a back-up computer (such as the computer labs on campus) in case of problems. Technical difficulties will not be an acceptable excuse for late or missed work.
- Have a working email address that you check regularly and make sure to enter that email address in your ETUDES Profile.
- A tutorial on how to use ETUDES can be found at [Virtual Valley Etudes Tutorial](#)

Here's what you can do right now:

- The class will be available starting the first day of the semester through the ETUDES-NG website. Figure out your username and password. Click [Logging In](#) for help.
- Purchase your textbook as you will need it immediately. *Developing and Administering a Child Care and Education Program*, 7th Edition, Sciarra, Dorothy June; Dorsey, Anne G.; Lynch, Ellen; ISBN-10:1-4283-6137 is available at the LAVC Bookstore.
- Start exploring all the information about licensing requirements that can be found at <http://cclcd.ca.gov/PG492.htm>.

- Bookmark or print out (it's over 100 pages) the California Department of Social Services, Child Care Center Licensing Requirements (Title 22).
www.dss.cahwnet.gov/ord/PG587.htm.

The first day of Spring Semester 2012 is February 6th and off we go!

- Go to Virtual Valley Online Program and log on. Etudes will open to My Workspace. Click on CD38. Read Announcements. Open Modules which you will see on the left side of the screen.
- By logging on and completing your introduction (described in Module 1) you are saying "Present! I want to be a member of this class." Your introduction must be posted by midnight on February 8th or you will be considered you a "no show" and I will exclude you from the class.
- Complete each step of Module 1 which includes reviewing the syllabus, assignments, introduction to Title 22, discussions, and reflection.
- Complete your assignments this week because Module 2 starts in just seven days.

Your success is my success and I want you to be a winner!