

General Information:

1. Degree Policies and Procedures are in the Catalog online at www.CCAurora.edu.
2. If you plan on transferring to another institution, contact an advisor and/or dept. chair before registering.
3. You must apply for graduation by the beginning of your final semester.

CERTIFICATE INFORMATION

The Director Certificate is based on the Colorado Dept. of Human Services, Division of Child Care, and Community Colleges of Colorado System Early Childhood Professions' requirements for directors of child care centers. Students must complete 30 credit hours of required ECE courses to satisfy the academic requirements. The Division of Child Care also requires 3640 hours (24 months) of experience working directly with children under first grade in a child development program.

Certificate Requirements – 30 credits

ECE 101 Intro. to Early Childhood Education	3 cr.
ECE 102 Intro. to ECE Lab Techniques	3 cr.
ECE 103 Guidance Strategies for Young Children	3 cr.
ECE 205 Nutrition, Health & Safety	3 cr.
ECE 220 Curriculum Development: Methods & Techniques	3 cr.
PSY 238 Child Development	3 cr.
ECE 240 Admin of Early Childhood Care & Education Programs	3 cr.
ECE 241 Admin: Human Relations for Early Childhood Professions	3 cr.
ECE 260 The Exceptional Child	3 cr.
ECE Elective	3 cr.

Certificate notes:

- ECE 101 Prerequisite or Corequisite: ENG 090 and REA 090
- ECE 102 Prerequisite: Health screening, background check
- Because computer skills are required for coursework, it is suggested that students enroll in a keyboarding class or work processing course if needed.

_____ **Total Certificate Requirements – 30 Credits**

You must apply for graduation at www.ccaurora.edu or at Admissions by the beginning of your final semester.

ASSESSMENT REQUIREMENTS

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at CCA. Basic Skills courses are also available at other area community colleges. Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		25-49	ENG 030 Basic Writing Skills
16		50-69	ENG 060 Writing Fundamentals
17		70-94	ENG 090 Basic Composition
18	440 V	95+	ENG 121 English Composition I
15		40-61	Reading: REA 060 Foundations of Reading
16		62-79	REA 090 College Prep Reading
17	430 V	80+	No Basic Skills placement
15		24-56 ar	Math: MAT 030 Fund. Of Math, 2 cr.
16		57+ ar	MAT 060 Pre-Algebra
17		45-60ea	MAT 090 Intro. Algebra, 4 cr.
18	460 M	61-84ea	MAT 106 Survey of Algebra, 4 cr.
19		85+ ea	MAT 121 College Algebra, 4 cr.

ENGLISH AS A SECOND LANGUAGE

Recm. LOEP		
25-56 lu	ESL 009 Low Beginning ESL	3 cr.
57-76 lu	ESL 021 Basic Grammar/Writing	1-5 cr.
77-95 lu	ESL 022 Intermediate Grammar	3-5 cr.
25-59 sm	ESL 023 Advanced Grammar	3 cr.
60-94 sm	ESL 031 Basic Conversation	1-5 cr.
25-49 rs	ESL 032 Intermediate Conversation	3-5 cr.
50-74 rs	ESL 041 Basic Reading	1-5 cr.
	ESL 042 Intermediate Reading	2-4 cr.

STUDY SKILLS CLASSES

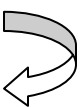
COM 121 College Survival Skills	3 cr.
PSY 109 Career Development	1-3 cr.
STS 060 Learning Success Strategies	1-3 cr.

SCHEDULING SUGGESTIONS

1. Register for your assessment or ACT placement recommended classes the first semester.
2. See your advisor about balancing your workload with credit load.
3. Transfer and financial aid students should consult an advisor before registering.

IMPORTANT PHONE NUMBERS:

Accessibility Services Office (Disabilities)	303-361-7395
Admissions & Registration	303 360-4713
Advising	303 360-4797
Bookstore	303 360-4774
Business Office	303 360-4763
Early Childhood/Elem. Education Dept.	303-340-7078
Early Childhood Education Resource Cntr	303-340-7053
Financial Aid	303 360-4709
Learning Resource Center	303 360-4736
Lowry Administration Office	303-340-7070
Lowry Campus One-Stop	303 340-7093
Paraeducator Department	303-361-7395
Secondary Education Department	303-360-4784



ONLINE AND HYBRID CLASSES

Many of the classes in this degree can be taken as **online** or **hybrid** courses (an online class with optional in-classroom components). Symbols in the semester schedule indicate which classes are offered in these formats.

Online/Hybrid Course Information:

<http://www.CCAurora.edu/infosheets>

Our Website Has The Following Information:

- College Catalog and Semester Schedule
- Online Registration and Online Courses
- Financial Aid, Advising
- The Centre for Teaching Excellence
(www.ccaurora.edu/education)

Academic Standards of Progress

CCA defines satisfactory academic progress as maintaining a 2.0 cumulative grade point average (GPA) or higher. In order to remain in good standing at CCA, students must maintain at least a 2.0 cumulative GPA. Students who have less than a 2.0 cumulative GPA will be placed on probation or suspension status. For more information, consult the catalog at www.ccaurora.edu or talk to an advisor.

STUDENT CHECKLIST

___ **Application** – Apply in person or online at www.CCAurora.edu. Call for more info: 303-360-4700.

___ **Financial Aid** – To apply for grants, loans, scholarships, fill out a FAFSA form available in the Financial Aid Office or online at www.fafsa.ed.gov. Call for more info: 303-360-4709.

___ **Assessment** – All new students are required to take the basic skills assessment for placement into the appropriate English, reading and math courses. Assessment may be waived for certain students with ACT / SAT scores, completed degrees, are non-degree seeking or meet enrichment status, and for some transfer students. Call for more info: 303-360-4736.

___ **Residence Hall** – Request more information on dorm room and board at Lowry by calling 303-340-7001.

___ **Advising** – Contact an academic advisor to discuss goals and degree program requirements. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

___ **PIN** – Select a personal identification number to access your student records at the Advising Center or Admissions and Records. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

___ **Registration** – Once you have selected your classes and have your PIN, register online at www.CCAurora.edu, by phone at 303-825-2747 or on-site at CTC or LC903. For more information, call CTC: 303-360-4700 or LC903: 303-340-7093.

___ **Payment** - Tuition must be paid by the due date. You may sign a promissory note with the business office. For more info: call 303 360-4763.

___ **Attend class!** If you want to change your schedule, complete a Drop-Add form. Note: If you are receiving Financial Aid notify them of any drops to your schedule. It may affect your award! For more info: call 303-360-4713.

Instructional VP and Deans:

Greg Goode, Vice President of Instruction & Std. Svc.
Les Moroye, Dean, Public Service, Science & WFD
Linda Forrest, Dept. Chair, Early Childhood Professions
Libby Broughton, Transfer Advisor

6/4/04