



Los Angeles County
Office of Education



PROFESSIONAL AND
CONTINUING EDUCATION

SUMMER 2024 SCHEDULE FOR DESIGNATED SUBJECTS SUPERVISION AND COORDINATION OF CAREER TECHNICAL EDUCATION/ADULT EDUCATION CREDENTIAL

Supervision & Coordination of Career Technical Education/Adult Education

Non-refundable fee: \$750 credit card (Visa, MasterCard, American Express, Discover) payment through the University of San Diego website. **No other forms of payment will be accepted. You must pay on the website when you register in order to be enrolled.**

Course #: EDC X757F **Credit: 6 Semester Units**

This class will fulfill the educational requirements for the Supervision and Coordination Credential. This credential will authorize the holder to supervise and coordinate subjects and classes in Designated Subjects Career Technical and Adult Education programs. The course will focus on topics including the purposes, characteristics, and activities of Adult Education and Career Technical Education programs; planning, organization and management of Designated Subjects programs; personnel policy development and supervision of Adult Education and Career Technical Education teachers; and fiscal, legislative, and regulatory concepts related to Designated Subjects programs.

Prerequisites: Have a clear full-time Designated Subjects AE or CTE Credential, three years of full-time teaching experience, passage of CBEST or the BSR equivalency (contact LACOE for details). Candidates meeting all requirements may apply for the Designated Subjects Supervision and Coordination Credential.

Online: Course begins on May 1 but is open for enrollment up to May 22; course ends on July 24.

This course is taught online with three meetings to be arranged with the instructor. Login information will be emailed by your instructor to access the course website.

Instructor: Adler

THIS COURSE WILL BE AVAILABLE FOR ENROLLMENT ON THE USD WEBSITE 30 DAYS PRIOR TO THE START DATE

All students must register and pay online through USD website as follows:

- [REGISTER HERE!](#)
- Select the correct course title and click on it to **Add to Cart**
- Click on **Continue Checkout** to login or create an account to register for your course and pay by credit card. Print the completed registration receipt for your records.
- Your instructor will email login information for Canvas by the first day of class; check your spam/junk email.

USD WILL CHARGE A \$25.00 SERVICE FEE FOR DROPPING A COURSE WITHIN 30 DAYS OF ENROLLMENT. AFTER 30 DAYS THERE ARE NO REFUNDS.

For questions, contact LACOE-CTE Designated Subjects Credential Services at 562-922-6798 or USD Student Services at 888-321-6658.