

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Child Development 202**COURSE TITLE:** Administration of Early Childhood Programs**Units: 3**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course provides an overview of program administration including theoretical perspectives on early childhood education, licensing regulations, funding sources, budgetary considerations, personnel management, curriculum development, and teacher selection. The course meets State of California Title 22 licensing regulations for site supervisors. It also partially fulfills State of California matrix requirements for Program Director and Site Supervisor Permits.

REQUISITES:**Prerequisite:**

CHIL 101 with a grade of "C" or better, or equivalent
&
CHIL 141 with a grade of "C" or better, or equivalent

Advisory:

CHIL 111 with a grade of "C" or better, or equivalent
&
CHIL 121 with a grade of "C" or better, or equivalent
;or
CHIL 131 with a grade of "C" or better, or equivalent
and
ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 48 - 54**TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Describe the operational framework and requirements of early childhood programs
2. Identify the various types of early childhood education programs, based on funding sources and philosophical origins

3. List and explain state and local licensing regulations involved in the administration of early childhood programs
4. Demonstrate knowledge of financial considerations in the administration of early childhood programs
5. Identify personnel policies including criteria for staff selection, job descriptions, evaluation, and termination
6. Evaluate and articulate developmentally appropriate curriculum.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Factors influencing the daily operations of early childhood programs
 - A. Knowing program requirements and philosophies
 - B. Working with other professionals
 - C. Establishing program needs
 - D. Designing personnel policies and a parent handbook
 - E. Utilizing advertising and publicity
 - F. Enrolling children
 - G. Maintaining health and safety
 - H. Developing curriculum.
- II. Types of programs
 - A. State funded
 - B. Federally funded
 - C. Proprietary
 1. Profit
 2. Non-profit.
 - D. Family childcare
 - E. Military
 - F. Parent co-op
 - G. Parent participation
 - H. Lab schools.
- III. California Department of Social Services (Title XXII) licensing laws and procedures
 - A. Organization and administration
 - B. Staffing
 - C. Plant and Equipment
 - D. Health and safety
 - E. Programs
 - F. Daily operations.
- IV. Financial considerations
 - A. Establishing the start-up budget
 - B. Analyzing budget categories
 - C. Collecting fees
 - D. Ordering and taking inventories of equipment and supplies
 - E. Determining budget needs
 - F. Identifying budget sources and income.
- V. Personnel policies
 - A. Job descriptions
 - B. Recruitment
 - C. Interviewing
 - D. Selection process
 - E. Orientation
 - F. Evaluation
 - G. Termination.

B. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

- I. 1. Course textbook
- II. 2. Supplemental texts/handouts
- III. 3. Professional journals related to child development, childhood-program administration, and educational psychology
- IV. 4. California licensing regulations and policies such as Title XXII and Title V.

C. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. 1. Synthesizing information from texts, class discussions, and field observations
- II. 2. Analyzing financial considerations of early childhood education programs
- III. 3. Evaluating curriculum, state licensing policies and regulations, and administration considerations.

D. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. 1. Completing reading assignments
- II. 2. Completing writing assignments including observations, critiques, and analyses
- III. 3. Visiting schools
- IV. 4. Researching administrative policies and procedures.

E. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. 1. Observations of school settings
- II. 2. Written analysis of how the school environment affects childhood-program operations
- III. 3. Job descriptions
- IV. 4. Childhood program brochure
- V. 5. Critiques, summaries, and/or evaluations of programs, philosophies, curriculum, and budgets.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. In-class and out-of-class writing assignments Quizzes and objective examinations (including essay tests) Supplementary activities such as special projects related to the administration of early childhood education programs Contributions to class discussions.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Lecture
- * Lecture Discussion
- * Computer Assisted Instruction
- * Audio-Visual
- * Collaborative Learning
- * Shadowing
- * Other (Specify)
- * Distance Education
- * 1. Visitations and field observations

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Cherry, C.. Childcare Center Management, 2nd ed. Fearon, 2000, ISBN: 0768204658
2. Decker, C.. Planning and Administering Early Childhood Programs, 7th ed. Merrill, 2000, ISBN: 0130271683
3. Sciarra, D., and A. Dorsey. Developing and Administering a Child Care Center, 5th ed. Del Mar, 2003, ISBN: 0766839265

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

ORIGINATOR: Christine DuPraw

ORIGINATION DATE: 02/01/1987

PROPOSAL ORIGINATOR: Sally Nalven

CO-CONTRIBUTOR(S)

PROPOSAL DATE: 10/25/2002