

Course Outline of Record

1. Course Code: ECE-024
2.
  - a. Long Course Title: Admin. Of Programs For Young Children
  - b. Short Course Title: ADMIN PROG YNG CHILD
3.
  - a. Catalog Course Description:
 

This course is an introduction to the administration of programs for young children including private and publicly funded preschool programs. The business and management skills of administration including budget, management kills, regulations, laws, development and implementation of policies and procedures are covered. Examines administrative tools, philosophies, and techniques for opening and operating an early care and education program. It is required by the State Department of Social Services for directors of private preschools and child care programs.
  - b. Class Schedule Course Description:
 

This course examines the requirements for the administration of programs for young children.
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
    - EARLY CHILDHOOD EDUCATION Associate in Science for Transfer Degree (AS-T)
    - ECE SITE SUPERVISOR Certificate of Achievement
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 30      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
 

*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*

 Prerequisite: ECE 010 and completion of 9 units in ECE.  
 Advisory: ENG 001A
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Sciarra, D., Lynch, E., Adams, S., & Dorsey, A. (2014). *Developing & Administering A Child Care and Education Program* (9th or most rec/e). Boston, MA Cengage learning . ISBN: 9781305088085  
 College Level: Yes  
 Flesch-Kincaid reading level: N/A
  - b. Harms, Clifford, & Cryer. *Early Childhood Environmental Rating Scale 3*. Redleaf Press , 01-01-2015.
  - c. Teachstone. *CLASS Dimensions Guide*. Teachstone , 01-01-2015.
7. Entrance Skills: *Before entering the course students must be able:*
  - a. Explain the major approaches to the study of human development.
    - ECE 010 - Examine and discuss major theories of child development.
    - ECE 010 - Examine and evaluate the role of teachers and other professionals in facilitating children’s development.
    - ECE 010 - Identify and describe risk factors that impact families and child at each major developmental stage.
  - b. Identify, describe, and apply major concepts and principles of human development through conception to six years of age.
    - ECE 010 - Demonstrate knowledge of current research findings as they apply to child development.
    - ECE 010 - Examine and explain how bias can influence the research process.
    - ECE 010 - Identify and describe risk factors that impact families and child at each major developmental stage.
    - ECE 010 - Describe and explain biological and environmental factors influencing the development of identity and self-esteem in children of all ages.

c. Describe how the theories are used in planning appropriate environments for children with diverse developmental patterns.

- ECE 010 - Examine and evaluate the importance of the early years and the effects of interaction between the individual and her/his environment.
- ECE 010 - Examine and evaluate the role of family in facilitating children's development.
- ECE 010 - Examine and evaluate the role of play and its relationship to development at various stages.
- ECE 010 - Describe and explain biological and environmental factors influencing the development of identity and self-esteem in children of all ages.

d. Apply the concepts and principles of human development to personal and professional situations

- ECE 010 - Investigate and explain sources of developmental change and reasons for disturbances in the developmental process.
- ECE 010 - Demonstrate knowledge of current research findings as they apply to child development.
- ECE 010 - Examine and evaluate the importance of the early years and the effects of interaction between the individual and her/his environment.

e. Complete observations of infants, toddlers and preschool children

- ECE 010 - Examine and explain how bias can influence the research process.
- ECE 010 - Demonstrate objective techniques and skills when observing, interviewing, describing and evaluating behavior in children of all ages cultures and backgrounds and their caregivers.

f. Advisory Skills:

g. Employ writing as a process to generate and develop ideas, and to clarify and organize thoughts

- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Correctly use MLA or APA documentation as appropriate both within essays and in works cited entries.

h. Demonstrate awareness of audience by use of appropriate tone and diction in all compositions

- ENG 001A - Write thesis statements, topic sentences, and ideas in an organized way in multi-page essays.
- ENG 001A - Write essays with varied strategies, including persuasive essays, with a arguable theses and evidence from a variety types of sources.
- ENG 001A - Recognize and integrate creative elements of style (metaphor, analogy, voice, tone).

8. Course Content and Scope:

Lecture:

- A. Responsibilities of an Administrator
  - 1. Policies, procedures and handbooks
  - 2. Staffing and scheduling
  - 3. Hiring, review and evalaution
  - 4. Use of technology
  - 5 Working with boards, families and community
  - 6. Advocacy and public policy
  - 7. Strategic Planning
    - a. Start Up
    - b. Needs Assessment
    - c. Marketing

8. Finances
  - a. Budget
  - b. Record Keeping
  - c. Fundraising and grant writing

B. Regulations

1. Title 22, Title 5, Education Code
2. Health and Safety Code
3. Mandated Reporting
4. Adults with Disabilities Act
5. Emergency preparedness
6. Accreditation
7. Food services

C. Program Development

1. Mission, philosophy, values
2. Culture and climate of program
3. Program models
4. Diversity and inclusion
5. Managing the environment
6. Facilities
7. Curriculum
8. Routines and schedules
9. Program evaluation tools

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

1. Analyze organizational systems, policies and procedures in relationship to regulatory agencies, organizations, and governing boards.
2. Demonstrate knowledge of effective human resources practices that integrate state and federal regulations; including personnel policies, reflective practice, performance evaluation, team-building, communication between and among staff, conflict resolution between and among staff, and professional development.
3. Demonstrate knowledge of strategic and fiscal planning.

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4. Identify and describe the relationship between program philosophy and planning process.
5. Describe the importance of documentation and record keeping practices in program administration.
6. Evaluate components of quality programs, facilities and operations.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Compare and contrast various program structures, philosophies, and curriculum models.
- b. Identify strategies to ensure equity and respect for children, families, staff and colleagues.
- c. Practice using staff and environmental assessment tools and evaluate the usefulness of each tool.
- d. Create and present a child care business plan for an actual or potential child care center as a cooperative learning group which includes, but is not limited to program philosophy, mission and goals; start-up and five year budget projection; funding sources; floor plans/classroom and playground arrangement; marketing plan; staffing patterns and administrative duties; Present the business plan to classmates.
- e. Create actual or potential child care center Personnel Policies as a cooperative learning group which include, but is not limited to: Job descriptions, compensation career ladder, benefits, and hiring, orientation, monitoring, evaluation, enhancement and/or promotion or termination. Present the personnel policies to classmates

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Collaborative/Team
- b. Demonstration, Repetition/Practice
- c. Distance Education
- d. Lecture

Other Methods:

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|---|
| a. Guest presentations by child care center directors |
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12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 54.00

Outside Class Hours: 108.00

a. In-class Assignments

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| 1. Written reports: Business Plan and Personnel Policies<br>2. Oral reports and projects: Visual and oral presentations on the business plans and personnel policies |
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b. Out-of-class Assignments

Read text as assigned. Interviews of directors.
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13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Guided/unguided journals
- Reading reports
- Presentations/student demonstration observations  
Group project, business plan.
- Group activity participation/observation

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

IO - Critical Thinking and Communication

Apply principles of logic to problem solve and reason with a fair and open mind.

Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.

Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

periodic review

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*  
 b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000336277
- b. T.O.P. Code [CB03]: 130500.00 - Child Development/Early C
- c. Credit Status [CB04]: C - Credit - Not Degree Applicable
- d. Course Transfer Status [CB05]: B = Transfer CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Clearly Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (*if program-applicable*): EARLY CHILDHOOD EDUCATION,ECE SITE SUPERVISOR  
*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

23. Enrollment - Estimate Enrollment

First Year: 0  
 Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

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a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (*Explain:*)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Donna Marie Greene Origination Date 10/04/16