

**CHLD 79.1 Course Outline as of Fall 2017****CATALOG INFORMATION**

Dept and Nbr: CHLD 79.1 Title: ADMIN ECE PROGRAMS

Full Title: Administration of Early Childhood Education Programs

Last Reviewed: 2/13/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: CHILD 79.1

**Catalog Description:**

This course addresses the administration of early childhood programs including program types, fiscal and personnel management, regulations, laws, program development, analysis of quality criteria and design of policies and procedures. Students will examine administrative tools, philosophies and techniques needed to organize, open and operate inclusive, quality early care and education programs.

**Prerequisites/Corequisites:**

Course Completion of CHLD 10 and Course Completion of CHLD 90.1

**Recommended Preparation:**

Course Completion of CHLD 51 and CHLD 90.4; Eligibility for ENGL1A; Prior work experience in a licensed early childhood education program

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course addresses the administration of early childhood programs including program types, fiscal and personnel management, regulations, laws, program development, analysis of quality criteria and design of policies and procedures. Students will examine

administrative tools, philosophies and techniques needed to organize, open and operate inclusive, quality early care and education programs. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion of CHLD 10 and Course Completion of CHLD 90.1

Recommended: Course Completion of CHLD 51 and CHLD 90.4; Eligibility for ENGL1A; Prior work experience in a licensed early childhood education program

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 1997	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Explore management techniques and systems in various types of early care and education programs, including fiscal, personnel and regulatory.
2. Demonstrate knowledge of strategic and fiscal planning.
3. Evaluate components of equitable, high-quality early care and education programs and their operations.

### **Objectives:**

Upon completion of this course, students will be able to:

1. Define and analyze various program management systems, including program development.
2. Identify management strategies that ensure equity and respect for children, families, staff and colleagues.
3. Outline systems and methods to support sound fiscal operations in a variety of Early Childhood Education (ECE) settings.
4. Demonstrate knowledge of compliance with regulatory systems.
5. Assess various methods and tools for program and personnel evaluation.
6. Examine effective policies and procedures for management, including personnel scheduling and fiscal planning.

### **Topics and Scope:**

#### **I. Program Management**

##### **A. Role of the Administrator**

- B. Program types/models
  - C. Policies, procedures & handbooks
  - D. Use of technology
  - E. Working with boards, families and community
  - F. Advocacy and public policy
- II. Regulations
- A. Title 22 and Title 5
  - B. Health and Safety codes
  - C. Food services
  - D. Mandated reporting
  - E. Americans with Disabilities Act
  - F. Emergency preparedness
- III. Program Development
- A. Strategic Planning and start-up
  - B. Needs assessments
  - C. Mission, philosophy, values
  - D. Enrollment building and marketing
  - E. Facilities
  - F. Routines and schedules
  - G. Management of the environment
  - H. Culture and climate of program
  - I. Diversity and inclusion
  - J. Schedule and routines
- IV. Fiscal Management
- A. Budget development and review
  - B. Fiscal reporting and recording
  - C. Funding resources and fundraising
  - D. Fee schedule and collection
  - E. Insurance and liability
- V. Personnel Management
- A. Staffing and scheduling
  - B. Hiring, review and evaluations
- VI. Program Evaluation
- A. Evaluation tools and quality criteria
  - B. Accreditation
  - C. Long-range planning

**Assignment:**

Assignments may include the following:

1. Reading of text and handouts (approximately 20 pages per week).
2. Oral or written presentation on a fiscal and/or management system (approximately 20-30 minutes or 3 pages).
3. Written homework assignments and projects in course content area (3-5 assignments of approximately 3 pages each).
4. Small group work and in-class analysis of a variety of program tools, including policies, parent handbooks and program evaluations.
5. Problem-solving exercises on regulations and fiscal management.
6. Midterm and final exam.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written projects and homework; written presentation

Writing  
30 - 60%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Analysis of program tools; problem-solving exercises on regulations and fiscal management

Problem solving  
30 - 60%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations  
0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Midterm and final examination

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Oral presentation

Other Category  
0 - 10%

## Representative Textbooks and Materials:

Art of Leadership. Neugebauer, Bonnie and Neugebauer, Roger. Exchange Press. 1998 (classic)  
Various articles from Child Care Exchange Magazine, Exchange Press (instructor prepared)