Course Acronym:	CDEV
Course Number:	129
Descriptive Title:	Introduction to Program Administration
Division:	Behavioral and Social Sciences
Department:	Child Development
Course Disciplines:	Child Development, Early Childhood Education
Catalog Description:	This course offers an introduction to the administration of early childhood programs and focuses on the regulations, standards and practices for licensed preschool programs. Program types, budgeting, management, regulations, laws, as well as the development and implementation of policies and procedures, are presented. Topics include the role of the program director, interpersonal relationships, public relations, staff recruitment and selection, and community resources. Students will examine administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.
Prerequisite:	Child Development 125 with a minimum grade of C or concurrent enrollment, or 50 days of preschool teaching experience within the past two years
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	3
Hours Laboratory (per week):	0
Outside Study Hours:	6
Total Course Hours:	54
Course Units:	3
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	

CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	
Student Learning Outcomes:	**SLO #1 Applying Skills** Apply administration skills in various types of early care and education program. **SLO #2 Fiscal Planning** Demonstrate knowledge of strategic and fiscal planning. **SLO #3 Quality Programs** Evaluate components of quality programs, facilities, and operations.
Course Objectives:	1. Identify and analyze the director's role, duties and responsibilities in an early childhood education program. 2. Assess community need for a childcare center. 3. Compare and contrast various program structures, philosophies, and curriculum models. 4. Identify strategies to ensure equity and respect for children, families, staff, and colleagues. 5. Demonstrate knowledge of compliance with regulatory systems by examining, applying, and interpreting Title 22 regulations for child care programs as defined by the California State Department of Social Services. 6. Summarize systems and methods to support sound fiscal operations which include analyzing and balancing budgets for child care programs. 7. Develop criteria and procedures for recruiting, training, and evaluating staff members. 8. Examine various duties of personnel involved in child care programs and develop job descriptions and staff orientation materials. 9. Analyze legal issues related to licensed programs. 10. Assess various methods and tools of evaluation. 11. Examine and establish effective administrative policies and evaluation procedures for various program components, including staffing and scheduling. 12. Assess community resources available to support early childhood programs and develop strategies for disseminating information to parents and staff.
Major Topics:	**I. Director's Responsibilities (6 hours, lecture)** A. Role of the Program Director B. Duties and Responsibilities C. Director Qualifications

II. Assessing Community Needs for Establishing a Program (3 hours, lecture)

A. Types of Programs/Program Models

B. Program Mission, Philosophy, and Values

C. Needs Assessment

D. Marketing

III. Developing and Implementing an Educational Philosophy (6 hours, lecture)

A. National Association for the Education of Young Children's (NAEYC) Position Statements

B. Mission and Vision Statements

C. Program Philosophies

IV. Developing Interpersonal Relationships (3 hours, lecture)

A. Staff

B. Families

C. Communication Techniques

D. Conflict Management

V. Staffing the Center (6 hours, lecture)

A. Job Descriptions

B. Recruitment and Staff Selection

C. Interviewing and Hiring

D. Orientation

E. Staff Relations, Staffing, and Scheduling

F. Reviews and Evaluations

VI. Licensing and Certification (3 hours, lecture)

A. Title 22, Title 5 and Education Code Regulations

B. Accreditation Standards

C. Health and Safety Codes

D. American's with Disabilities Act (ADA)

E. Emergency Preparedness

F. Food Services

VII. Legal Issues Related to Child Care (6 hours, lecture)

A. Hiring and Termination

B. Parental Issues

C. Confidentiality

D. Mandated Reporting

VIII. Community Resources (3 hours, lecture)

A. Community Referral Services

B. Networking

C. Use of Technology

IX. Program Development (3 hours, lecture)

A. Diversity and Inclusion

B. Facilities

C. Curriculum

D. Routines and Schedules

E. Program Evaluation Tools

F. Culture and Climate of Programs

G. Handbooks

    1. Personnel

    2. Parent

X. Child Care Centers and Administrative Structures (6 hours, lecture)

A. Organization of the Administration Staff

B. Board of Directors

    1. Role of the Board of Directors

    2. Working Successfully with the Board of Directors

C. Advocacy and Public Policy

D. Policies and Procedures

E. Strategic Planning

XI. Developing a Center (3 hours, lecture)

A. Locations

B. Zoning

C. Indoor Plans

D. Outdoor Plans

E. Managing the Environment

XII. Financial Matters (6 hours, lecture)

A. Funding Sources

B. Operating Funds

C. Grants

D. Developing a Budget

E. Managing Reserves

F. Bookkeeping

	G. Fundraising H. Collections Procedures
Total Lecture Hours:	54
Total Laboratory Hours:	0
Total Hours:	54
Primary Method of Evaluation:	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Write a two- to three-page essay describing your program's philosophy. Create five interview questions to help you to determine if the candidate shares the major tenets of your philsophy and would be an appropriate choice to work in your program.
Critical Thinking Assignment 1:	Formulate a three- to four-page written plan for training staff on an issue related to interpersonal skills, effective communication, or conflict management. Include objectives for the training, how the training will be implemented, and how the effectiveness of the training will be measured.
Critical Thinking Assignment 2:	Analyze the childcare scenarios presented in class to determine licensing regulation violations and legal issues. Write a two- to three-page essay outlining the appropriate procedures necessary to remedy the situations.
Other Evaluation Methods:	Completion, Essay Exams, Matching Items, Multiple Choice, Presentation, Term or Other Papers, True/False, Written Homework
Instructional Methods:	Demonstration, Discussion, Group Activities, Guest Speakers, Lecture, Multimedia presentations, Role play/simulation
If other:	
Work Outside of Class:	Answer questions, Journal (done on a continuing basis throughout the semester), Required reading, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Textbooks:	Dorothy June Sciarra, Anne G. Dorsey, Ellen Lynch, Shauna Adams, <u>Developing and Administering a Child Care and Education Program</u>, 8th ed., Wadsworth Publishing, 2016. (Discipline Standard) Los Angeles County, <u>Department of Social Services Community Care Licensing</u>, Title 22 Regulations, LA County, 2018. (Discipline Standard)
Alternative Textbooks:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	Prerequisite
Category:	sequential

Requisite course(s): List both prerequisites and corequisites in this box.	Child Development 125 with a minimum grade of C or concurrent enrollment
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	**Understanding of the basic components developmentally appropriate practices in an early childhood education setting.** CDEV 125 - Observe children and develop intervention strategies to assist them in developing physically, cognitively, and socially. CDEV 125 - Assume teaching and non-teaching responsibilities and demonstrate developmentally appropriate play-based learning experiences in early childhood classrooms in various areas such as space and routines, health and safety, classroom environments, positive guidance, and culturally and linguistically sensitive curriculum.
Requisite Skill:	**50 days of preschool teaching experience within the past two years**
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	**Understanding of the basic components and developmentally appropriate practices in an early childhood education classroom.** Ability to observe children and develop intervention strategies to assist them in developing physically, cognitively, and socially. Understanding of teaching and non-teaching responsibilities and demonstrate developmentally appropriate play-based learning experiences in early childhood classrooms in various areas such as space and routines, health and safety, classroom environments, positive guidance, and culturally and linguistically sensitive curriculum.
Requisite course:	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
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Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Ann Husmann
Date:	12/01/1987

Original Board Approval Date:	
Last Reviewed and/or Revised by:	Michelle Moen and Monica Simon
Date:	10/23/2022
Last Board Approval Date:	12/19/2022