

CFS-270: ADMIN & SUPERVISION OF EARLY CHILDHOOD PROGRAMS 1

Effective Term

Fall 2022

BOT Approval

03/10/2022

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Child Development/Early Childhood Education (Master's Degree)	

Subject Code

CFS - Child and Family Studies

Course Number

270

Department

Child and Family Studies & Education

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Admin & Supervision of Early Childhood Programs 1

Short Title

Admin & Super of EC Prog 1

CB03 TOP Code

1305.80 - *Child Development Administration and Management

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

B - Advanced Occupational

Rationale

Update and align with curriculum extension projected through Child Development Training Consortium. Statewide organization.

SECTION B - Course Description

Catalog Course Description

Introduction to the administration of early childhood programs. This course covers program types, budget, management, regulations, laws, and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**Prerequisite(s)**

Completion of CFS-120 and CFS-140 with a minimum grade of C.

Requisite Justification**Requisite Description**

Course Not in a Sequence

Subject

CFS

Course #

120

Level of Scrutiny

Content Review

Upon entering this course, students should be able to:

1. Students need knowledge of basic developmental concepts
2. Students need to know basic foundations of quality child care
3. Students need to understand child observations

Requisite Description

Course Not in a Sequence

Subject

CFS

Course #

140

Level of Scrutiny

Content Review

Upon entering this course, students should be able to:

1. An understanding of the need for child care centers to establish relationships with the families of children enrolled.
2. An understanding of the importance of culturally relevant caregiving.

SECTION D - Course Standards**Is this course variable unit?**

No

Units

3.00

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:	
1.	Interpret the regulations that pertain to licensed early care and education programs.
2.	Apply administration skills to scenarios in various types of early care and education programs.
3.	Demonstrate knowledge of strategic and fiscal planning.
4.	Evaluate components of quality programs, facilities and operations

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Compare and contrast various program structures, philosophies and curriculum models.
2.	Identify strategies to ensure equity and respect for children, families, staff and colleagues.
3.	Summarize systems and methods to support sound fiscal operations in a variety of ECE settings.
4.	Demonstrate knowledge of compliance with regulatory systems.
5.	Assess various methods and tools of evaluation.
6.	Examine effective policies and procedures for staffing and scheduling.

Course Content

1. Responsibilities of Administrator
 - a. Policies, procedures and handbooks
 - b. Staffing and scheduling
 - c. Hiring, review and evaluation
 - d. Use of technology
 - e. Working with boards, families and community
 - f. Advocacy and public policy
 - g. Strategic Planning
 - i. Start up
 - ii. Needs assessment
 - iii. Marketing
 - h. Finances
 - i. Budget
 - ii. Record keeping
2. Regulations
 - a. 22, Title 5, Education Code
 - b. Health and safety codes
 - c. Mandating reporting
 - d. ADA

- e. Emergency preparedness
- f. Accreditation
- g. Food services
- 3. Program Development
 - a. Mission, philosophy, values
 - b. Culture and climate of program
 - c. Program models
 - d. Diversity and inclusion
 - e. Managing the environment
 - f. Facilities Curriculum
 - g. Routines and schedules
 - h. Program evaluation tools

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Discussion	Students will engage in discussions about course content.
Lecture	Some content will be delivered in a lecture format utilizing Socratic questioning.

Online Adaptation

Types	Examples of learning activities
Activity	
Discussion	
Group Work	
Individualized Instruction	
Journal	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Students will take multiple choice, true-false, short answer and essay exams on the content.
Other	Students will engage in written assignments utilizing course content and applying it to scenarios.

Assignments

Reading Assignments

Reading assignments are based on textbook readings or instructor generated handouts.

For example:

1. Read the Funding Terms and Conditions for State-subsidized programs distributed in class.
2. Read chapter 7 in "Administration of Programs for Young Children" which discusses the causes and prevention of staff turnover.

Writing Assignments

1. Budget For example: Students will develop a budget for a hypothetical program.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Bruno, Holly Elisa

Title

What You Need to Lead an Early Childhood Program

Publisher

NAEYC

Year

2012

Material Type

Textbook

Author

Admas, Shauna, A. Kronberg

Title

Developing and Administering an Early Childhood Program

Edition/Version

10th

Publisher

Cengage

Year

2022

SECTION G - Diversity, Equity and Inclusivity

Course Codes (Admin Only)

CB00 State ID

CCC000233453

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No