



CFS 270 - Administration & Supervision of Early Childhood Programs 1 Course Outline

Approval Date: 03/10/2022

Effective Date: 08/12/2022

SECTION A

Unique ID Number CCC000233453

Discipline(s) Child Development/

Division Career Education and Workforce Development

Subject Area Child Family Studies

Subject Code CFS

Course Number 270

Course Title Administration & Supervision of Early Childhood Programs 1

TOP Code/SAM Code 1305.80 - Child Development* / B - Advance Occupational

Rationale for adding this course to the curriculum Update and align with curriculum extension projected through Child Development Training Consortium. Statewide organization.

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment 25

Grading Option Letter Grade or P/NP

Distance Education Mode On-Campus
of Instruction Hybrid
Entirely Online

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog 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.

Schedule Description

SECTION D

Condition on Enrollment

1a. Prerequisite(s)

- CFS 120 and
- CFS 140

1b. Corequisite(s): *None*

1c. Recommended: *None*

1d. Limitation on Enrollment: *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- Interpret the regulations that pertain to licensed early care and education programs.
- Apply administration skills to scenarios in various types of early care and education programs.
- Demonstrate knowledge of strategic and fiscal planning.
- Evaluate components of quality programs, facilities and operations

2. Course Objectives: Upon completion of this course, the student will be able to:

- Compare and contrast various program structures, philosophies and curriculum models.
- Identify strategies to ensure equity and respect for children, families, staff and colleagues.
- Summarize systems and methods to support sound fiscal operations in a variety of ECE settings.
- Demonstrate knowledge of compliance with regulatory systems.
- Assess various methods and tools of evaluation.
- Examine effective policies and procedures for staffing and scheduling.
- G.

3. Course Content

- Responsibilities of Administrator
 - Policies, procedures and handbooks
 - Staffing and scheduling
 - Hiring, review and evaluation

- d. Use of technology
- e. Working with boards, families and community
- f. Advocacy and public policy
- g. Strategic Planning
 - a. Start up
 - b. Needs assessment
 - c. Marketing
- h. Finances
 - a. Budget
 - b. Record keeping
- B. Regulations
 - a. Title 22, Title 5, Education Code
 - b. Health and safety codes
 - c. Mandating reporting
 - d. ADA
 - e. Emergency preparedness
 - f. Accreditation
 - g. Food services
- C. 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
 - g. Curriculum
 - h. Routines and schedules
 - i. Program evaluation tools
 - j.

4. Methods of Instruction:

Discussion: Students will engage in discussions about course content.

Lecture: Some content will be delivered in a lecture format utilizing Socratic questioning.

Online Adaptation: Discussion, Journal, Lecture

Explain how the online adaptation of the methods of instruction aligns with the course

outcomes: The content does not need adaptation beyond changing format. E.g. in-person discussion to online discussion.

3. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Exams/Tests -- Students will take multiple choice, true-false, short answer and essay exams on the content.

Additional assessment information:

Students will engage in written assignments utilizing course content and applying it to scenarios.

Letter Grade or P/NP

4. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

- A. 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.

B. Writing Assignments

1. Budget

For example:

Students will develop a budget for a hypothetical program.

C. Other Assignments

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5. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Bruno, Holly Elisa

Title: What You Need to Lead an Early Childhood Program

Publisher: NAEYC

Date of Publication: 2012

Edition:

Book #2:

Author: Admas, Shauna, A. Kronberg

Title: Developing and Administering an Early Childhood Program

Publisher: Cengage

Date of Publication: 2022

Edition: 10

B. Other required materials/supplies.