

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: CHDV 150 – Advanced Administration for
Early Childhood Directors

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: CHDV 100,110,115,120,145,185

SCOPE OF COURSE:

Application of basic management principles in Child Development programs including State regulations, funding, budget preparation, and policy writing. CSU

SPECIFIC COURSE OBJECTIVES:

Successful students will be able to:

1. practice educational leadership skills within the Center and Community being served.
2. establish working conditions that facilitate mutual help and growth.
3. understand and prepare professional reporting systems.
4. implement minimum standards as required by Department of State Licensing.
5. acquire methods to organize time, balance a budget, prepare formative evaluation systems, and develop policies and procedures that articulate the rights of the employee and the rights of the employer.
6. acquire positive customer services techniques.
7. coordinate a comprehensive Child Development program.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Basic management principles
- II. Title XXII state licensing regulations
- III. Source of funding
- IV. Annual budget – monthly cash flow
- V. Personnel policies
 - a. Rights of employer
 - b. Rights of employee
- VI. Facility maintenance – health and safety
- VII. Program evaluation
- VIII. Parent and community involvement
 - a. Parent advisory board
 - b. Parent handbooks
 - c. Parent education
- IX. Food services
 - a. meals
 - b. preparation
 - c. budgeting
- X. Marketing
- XI. Completion and development of necessary forms
 - a. Employment applications
 - b. Curriculum
 - c. Health policies
 - d. Fee schedules

REQUIRED READING:

Click, Phyllis. Administration of Schools for Young Children. 5th ed. Albany, NY: Delmar Publishers, 2000.

SUGGESTED READING:

Current articles from child development journals such as:

Articles from the Child Care Exchange and other Child Development Journals.

REQUIRED WRITING:

1. Contract and Plan of Action (2) all papers are 10 or more pages
2. Contract Assignments (2) Choice of two
 - Personal Policies
 - Opening a new center
 - Evaluation of a program
 - Survey of center
 - Opening a school age program
 - Parent manual
 - Resource manual
 - Parent training and workshop
3. Field trip summaries (4) 1 page
4. Final exam (essay)
5. Position paper – 2 pages
6. Assignment Contract and Plan of Action (2) – 2 pages each

7. Field Trip Summaries (2) – 1 page each

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Prepare for exams, read assigned chapters in text, complete writing assignments, and the following specific assignments:

1. Research topic for group class presentation. (1)
2. Group exam. (2)
3. Completion of weekly written class assignments.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
 Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
 Two-Way Video Conferencing (Two-way interactive video and audio)
 One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
 Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Group Presentation	8%
Exams	16%
Assignment Contract & Plan of Action	8%
Contract Assignments	48%
Field Trip Summaries and Position Paper	20%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ____ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

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SIGNATURES ON FILE