

Course Outline of Record

1. Course Code: ECE-025
2.
 - a. Long Course Title: Adv. Administration/Programs Young Chil
 - b. Short Course Title: ADV ADM-PRO-YNG CHIL
3.
 - a. Catalog Course Description:
 This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center as a successful business. Emphasis is on leadership, emerging issues in early childhood education, continuous improvement, systems thinking, creating learning communities, advocacy and professionalism.
 - b. Class Schedule Course Description:
 This course provides an advanced level of administrative and managerial knowledge needed to operate a child care center.
 - c. Semester Cycle (if applicable): spring semester
 - d. Name of Approved Program(s):
 - ECE SITE SUPERVISOR
4. Total Units: 3.00 Total Semester Hrs: 54.00
 Lecture Units: 3 Semester Lecture Hrs: 54.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 30 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Prerequisite: ECE 024 and completion of 12 units in ECE
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 - a. Bruno, Holly Elissa (2012). What you Need to Lead an Early Childhood Program (1st/e). Washington, DC National Associaton for the Education of Young Children. ISBN: 9781928896807
 College Level: Yes
 Flesch-Kincaid reading level: 13
 - b. Neugebauer, Roger "Exchange." Exchange Journal 07-04-1905.
7. Entrance Skills: *Before entering the course students must be able:*
 - a. Develop and articulate a philosophy for a child care center and describe an age appropriate curriculum.
 - ECE 024 - Create and present a child care business plan for an actual or potential child care center as a cooperative learning group which includes, but is not limited to program philosophy, mission and goals; start-up and five year budget projection; funding sources; floor plans/classroom and playground arrangement; marketing plan; staffing patterns and administrative duties; Present the business plan to classmates.
 - b. List the duties of an administrator of centers for young children.
 - ECE 024 - Create and present a child care business plan for an actual or potential child care center as a cooperative learning group which includes, but is not limited to program philosophy, mission and goals; start-up and five year budget projection; funding sources; floor plans/classroom and playground arrangement; marketing plan; staffing patterns and administrative duties; Present the business plan to classmates.
 - c. Explain the staffing requirements for different types of child care centers.
 - ECE 024 - Create and present a child care business plan for an actual or potential child care center as a cooperative learning group which includes, but is not limited to program philosophy, mission and goals; start-up and five year budget projection; funding sources; floor plans/classroom and playground arrangement; marketing plan; staffing patterns and administrative duties; Present the business plan to classmates.

d. Demonstrate an understanding of business procedures and practices for the efficient administration of programs for young children

- ECE 024 - Create and present a child care business plan for an actual or potential child care center as a cooperative learning group which includes, but is not limited to program philosophy, mission and goals; start-up and five year budget projection; funding sources; floor plans/classroom and playground arrangement; marketing plan; staffing patterns and administrative duties; Present the business plan to classmates.

e. Plan and equip a center for young children, including floor and yard plans and future on going maintenance within a budget.

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f. Identify a plan for one's own personal growth and development.

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8. Course Content and Scope:

Lecture:

- a. Discussion of leadership theories and styles.
- b. Administration with special responsibilities:
 - i. Child abuse
 - ii. Children, families dealing with trauma
 - iii. Children with disabilities
 - iv. Children/families in need of intervention programs
- c. Code of ethics
- d. Professional organizations
- e. Continuing education and professional growth of the administrator
- f. Advocacy

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:

1.
Produce evidence of community outreach leadership that demonstrates community expectations and goals and integrates community stakeholders and partnerships.
2.
Apply pedagogical leadership skills to include ways of knowing, inquiry, assessment, and adaption of curriculum development.
3.
Demonstrate administrative leadership skills that address systems thinking, values, and process via conceptualization of leadership vision and ways of thinking.
4.
Implement advocacy leadership skills of vision for change and creation of a process for change action.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Analyze various leadership theories and styles, including systems thinking, continuous program improvement and creating a learning community

- b. Seek out and address emerging issues in early childhood education, from employee turnover and compensation to emerging needs of families living in poverty to funding for quality child care in order to advocate for children and families
- c. Create a code of ethical conduct for oneself with an awareness of cultural sensitivity and identify a plan for one's own personal growth and development.

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Collaborative/Team
- b. Demonstration, Repetition/Practice
- c. Discussion
- d. Distance Education
- e. Journal
- f. Lecture
- g. Observation
- h. Participation

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 54.00

Outside Class Hours: 108.00

a. In-class Assignments

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| <ul style="list-style-type: none">1. Cooperative learning groups2. Guest presentations3. Reflective journals |
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b. Out-of-class Assignments

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| <ul style="list-style-type: none">1. Community learning group projects2. Reflective journals3. Interviews with business leaders Research newspaper or journal articles |
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13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Guided/unguided journals
- Presentations/student demonstration observations
- Group activity participation/observation
- Product/project development evaluation
- Mid-term and final evaluations
- Student participation/contribution
- Other
 - a. Interviews with business leaders (10% of the grade) b. Community Learning Group projects (2 @ 40% each) c. Reflective journals(10% of the grade)

14. Methods of Evaluating: Additional Assesment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

Exhibit effective written, oral communication and interpersonal skills.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

Display habits of intellectual exploration, personal responsibility, and physical well being.

Demonstrate an understanding of ethical issues to make sound judgments and decisions.

IO - Global Citizenship - Ethical Behavior

Apply ethical reasoning to contemporary issues and moral dilemmas.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Periodic review

20. a. Cross-Listed Course (Enter Course Code): *N/A*
 b. Replacement Course (Enter original Course Code): *N/A*

21. Grading Method (choose one): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000203776
 b. T.O.P. Code [CB03]: 130500.00 - Child Development/Early C
 c. Credit Status [CB04]: D - Credit - Degree Applicable
 d. Course Transfer Status [CB05]: B = Transfer CSU
 e. Basic Skills Status [CB08]: 2N = Not basic skills course
 f. Vocational Status [CB09]: Clearly Occupational
 g. Course Classification [CB11]: Y - Credit Course
 h. Special Class Status [CB13]: N - Not Special
 i. Course CAN Code [CB14]: *N/A*
 j. Course Prior to College Level [CB21]: Y = Not Applicable
 k. Course Noncredit Category [CB22]: Y - Not Applicable
 l. Funding Agency Category [CB23]: Y = Not Applicable
 m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): ECE SITE SUPERVISOR

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: No
 b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes28. Originator Donna Marie Greene Origination Date 02/10/15

