

ADMINISTRATION CERTIFICATE OF SPECIALIZATION

CD-138	Administration of Child Development Programs II
Total Units	15



This certificate offers specific training for individuals who are seeking a position as the director of a California Title 22 early childhood development program. Students who complete the requirements below qualify for a Certificate in Child Development: Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

- Develop and manage the budget for a child care or preschool program.
- Incorporate regulatory laws into planning for a preschool program.
- Develop and apply school policies and procedures, including those related to personnel and families.

Career Opportunities

Students may find positions as the director or assistant director of early childhood programs licensed by California Title 22 for children from 2-5 years. Students wanting to direct programs that include infants and toddlers from birth-2 years should take a Child Development course specifically related to infants and toddlers (CD-124 Infant and Toddler Development or CD-143 Responsive Planning for Infant/Toddler Care).

Certificate Requirements

Code	Title	Units
CD-125	Child Growth and Development	3
CD-131	Child, Family and Community	3
Select one of the following:		3
CD-126	Art for Child Development	
CD-127	Science and Mathematics for Child Development	
CD-128	Music and Movement for Child Development	
CD-129	Language and Literature for Child Development	
Select one of the following:		3
CD-124	Infant and Toddler Development	
CD-136	Adult Supervision	
CD-143	Responsive Planning for Infant/Toddler Care	
Select one of the following:		3
CD-137	Administration of Child Development Programs I	