

# ADMINISTRATION CERTIFICATE OF SPECIALIZATION

CD-138	Administration of Child Development Programs II
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<b>Total Units</b>	<b>15</b>
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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	