

CHILD DEVELOPMENT ADMINISTRATION SPECIALIZATION, CERTIFICATE OF ACHIEVEMENT

Banner Code: 1_CM_CDAD

Control Number: 42081

Not Financial Aid Eligible

This certificate prepares the student to act in a leadership and administrative capacity in an early childhood program. This includes providing for budget design and fiscal management, marketing, creating personnel policies and procedures, leadership skills, developing a staff in-service plan, and designing a comprehensive educational philosophy. Courses fulfill Title 22 licensing requirements and Title 5 early childhood education course requirements for the Child Development Permit at the Site Supervisor level. A grade of "C" or better is required in all courses.

Program Outcome

Meets Title 22 minimum licensing requirements to be employed as a Childcare Center Administrator, Director, or Supervisor. Meets the child development requirements for the Child Development Permit at the Site Supervisor, and the Program Director level.

Certificate of Achievement Requirements

The Certificate of Achievement is a state-approved career program that requires a minimum of eight units and is designed to prepare the graduate to enter a particular field of employment. In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. At least 3 units in an advanced course from the certificate must be completed at OCC at the department's discretion. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing their final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog. Check with a counselor to determine the requirements for completion.

A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog.

Course	Title	Units
Required Courses		
CDE A261	Learning Title 22	0.5
CDE A262	Disaster Preparedness for Child Care	0.5
CDE A264	Understanding Child Abuse and Trauma	3
CDE A275	Early Childhood Administration Program	3
CDE A276	Early Childhood Management	3
CDE A277	Adult Supervision in Early Childhood Programs	2
Total Units		12