



COURSE OUTLINE
Palo Verde College
 One College Drive, Blythe, CA 92225
 (760) 921-5500

Latest Revision: 3-31-06

Board Approval: 4/25/06

1. Course Information. Course Initiator: Angelica Cardenas

Subject Area and Course Number: NBE 011		Course Title: Child Care Management			
New Course <input type="checkbox"/> Revised <input checked="" type="checkbox"/> Updated <input checked="" type="checkbox"/>		Static ID C01101		TOP Code 1305.00	Credit Status Request Noncredit
Classification Code F=Parenting and Family Support		SAM Code D=Possibly occupational			Course prior to college level Y=Not applicable
Noncredit category F=Parenting		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes No
 If checked yes, all questions pertaining to Distance Education must be answered.

3. This course has laboratory or clinic/field hours: Yes No
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. This course has prerequisites, co-requisites, or advisories: Yes No
 If checked yes, please complete a [Prerequisite Justification Form](#).

5. Curriculum Committee Approval Date: 4-13-06

6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
	Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved	
Approval Pending						
UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

CATALOG DESCRIPTION:

This class will give a basis for the necessary managerial knowledge to operate a child care center in the home or the public domain. Topics include an overview of best practices related to child development, child guidance, and health and safety. Students will obtain knowledge of child care licensing standards. This course is repeatable.

UNITS:

FACE TO FACE: Hours Per Week: Lecture: 12 Laboratory: 6 Clinic/Field:

DISTANCE EDUCATION:

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

NONE.

OBJECTIVES and LEARNING OUTCOMES:

Upon successful completion of the course the student will be able to:

1. Students will obtain the knowledge and tools to start and operate a day care business.
 2. Students will demonstrate knowledge of a variety of appropriate guidance techniques in response to children's needs. Students will clearly identify examples of inappropriate guidance techniques.
 3. Students will demonstrate an understanding of cultural influences on child behavior, family, and individual practices.
 4. Students will describe several ways to show respect for family/child culture in early childhood classroom or home setting.
 5. Students will describe the importance of play, and will be able to describe the value of at least 2-3 play activities for children.
 6. Students will identify at least 4-5 community resources (in their own area) that may assist families in caring appropriately for children
 7. Students will describe the role of the early childhood teacher/child care provider in providing a safe, healthy environment.
 8. Student will be able to describe the importance of maintaining a team relationship with families.
 9. Students will define professionalism and describe at least 2-3 actions that demonstrate a commitment to professionalism.
 10. Students will be able to describe the role of the child care agency licenser and will be able to provide at least 10 examples of child care licensing standards.
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COURSE OUTLINE AND SCOPE:

1. Outline of Topics or Content:

List Topics:

1. Managerial knowledge necessary to operate a home-based or public-based day care center, including operational policies and procedures.
2. Child growth and development: Ages & Stages.
3. Child guidance techniques.
4. Cultural influences on child behavior.
5. Providing a safe and healthy environment.
6. Community resources.
7. Professionalism.
8. Child care licensing standards.

2. If a course contains laboratory or clinic/field hours, list activities or topics:

Students will have the opportunity to visit and observe child care facilities.

3. Examples of Reading Assignments:

Handouts.

4. Examples of Writing Assignments:

Basic child day care plans.

5. Appropriate Assignments to be completed outside of class:

N/A

6. Appropriate Assignments that demonstrate critical thinking:

N/A

7. Other Assignments:

N/A

8. Indicate any assignments that are unique to the Distance Education mode of delivery:

N/A

METHOD OF EVALUATION—FACE TO FACE:

Student and Professor feedback.

METHOD OF EVALUATION—DISTANCE EDUCATION:

METHOD OF INSTRUCTION—FACE TO FACE:

Audio visual presentations, class discussion, demonstrations, lecture, role-playing.

METHOD OF INSTRUCTION—DISTANCE EDUCATION:

N/A

REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:

This section shall include author(s), title, and current publication date of all representative materials.

Instructor-prepared handouts, state and federal informational brochures.

SIGNATURES:

COURSE INITIATOR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____