

# ADMINISTRATION IN EARLY EDUCATION, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement for Administration in Early Education provides course work toward the minimum state requirements for administering a Title 22 licensed early care and education program. This certificate of achievement is a pathway for career advancement for those who are already working in the field. The certificate of achievement also consists of transfer classes and is part of stackable certificates and degrees at Ventura College.

Course ID	Title	Units/ Hours
<b>Required Courses</b>		
CD V29	Adult Supervision in Early Childhood Education	2
CD/BUS V38	Small Business Management	3
CD V65	Administration of Early Childhood Education Programs	3
<b>Total Units</b>		<b>8</b>
<b>Year 1</b>		
<b>Fall Semester</b>		<b>Units/Hours</b>
CD V29	Adult Supervision in Early Childhood Education	2
CD/BUS V38	Small Business Management	3
CD V65	Administration of Early Childhood Education Programs	3
<b>Units/Hours</b>		<b>8</b>
<b>Total Units/Hours</b>		<b>8</b>

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

- Begin to apply knowledge of small business practice as it pertains to early care and education facilities.
- Demonstrate knowledge and application of licensing regulations for the state of California.
- Begin to demonstrate and apply best practice in leadership and management including mentoring other adults.
- Apply professional and ethical standards of behavior in the college classroom or workplace with children, families, colleagues, and coworkers.