

# ECS: Program Director/Administration Emphasis Certificate of Achievement

## **Program Requirements:**

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

#### A major of 48 units is required for the certificate. Required core courses (42 units) **COURSE** TITLE **UNITS** ☐ ECS 100 Child Growth and 3 Development ☐ ECS 101 Child, Family and Community 3 ☐ ECS 102 Child Health, Safety & 3 Nutrition ☐ ECS 104 Principles and Practices of 3 Teaching Young Children ☐ ECS 105 Observation and Assessment 3 ☐ ECS 106 Introduction to Early 3 Childhood Curriculum ☐ ECS 111 Administration I: Programs in 3 Early Childhood Education ☐ ECS 115 Care and Education for 3 Infants and Toddlers ☐ ECS 116 Teaching in a Diverse Society 3 ☐ ECS 118 Practicum: Preschool 3 ☐ ECS 119 Practicum: Infant/Toddler 3 ☐ ECS 120 Adult Supervision and 2 Mentoring In Early Childhood Education ☐ ECS 149 1 - 8.0 units Cooperative Work Experience: Occupational ☐ ECS 150 Administration II: Personnel 3 and Leadership in Early Childhood Education ☐ ECS 103 Introduction to Early 3

☐ ACCT 317	Bookkeeping 1	3
☐ BUS 107	Human Relations in Business	3
☐ CBIS 101	Computer Concepts &	3
	Applications	

# Plus a minimum of 3 units selected from the following:

Childhood

COURSE	TITLE	UNITS
☐ ECS 112	Introduction to Young Children with Special Needs	3
☐ ECS 114	Parent/Child Relationships	3
☐ ECS 122	Positive Child Guidance	3
☐ ECS 125	Curriculum for School-Age Children	3
☐ ECS 151	Infant and Toddler Development	3
☐ EMS 102	First Aid & Safety	3

### Plus 3 units selected from the following

COURSE	TITLE	UNITS



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# **Suggested Course Sequence**

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

SUMMER SEMESTER (YEAR 1)			
Course	Title	Units	
☐ ECS 103	Introduction to Early Childhood	3	
Total Units		3	
Tasks			

FALL SEMESTER (YEAR 1)			
Course	Title	Units	
☐ ECS 100	Child Growth and Development	3	
☐ ECS 104	Principles and Practices of Teaching Young Children	3	
☐ ELECTIVE  Total Units	MAJOR ELECTIVE (LIST A)	3 9	

### Tasks:

- · Complete Career Exploration
- · Meet with Counselor (SEP)
- · Visit library and tutoring
- · Review Financial Aid Requirements
- · Apply AHC Scholarship

SPRING SEMESTER (YEAR 1)			
Course	Title	Units	
☐ ECS 101	Child, Family and Community	3	
☐ ECS 105	Observation and Assessment	3	
☐ ECS 115	Care and Education for Infants and Toddlers	3	
☐ ELECTIVE	MAJOR ELECTIVE (LIST B)	3	
Total Units		12	
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#### Tasks:

- · Set up Jobspeaker
- Attend Career Exploration Day
- · FAFSA or Dream Act due March 2
- · Apply AHC Scholarship

SUMMER SEMESTER (YEAR 2)			
Course	Title	Units	
☐ ECS 102	Child Health, Safety and Nutrition	3	
Total Units		3	
Tasks			

FALL SEMESTER (YEAR 2)		
Course	Title	Units
☐ ECS 106	Introduction to Early Childhood Curriculum	3
☐ ECS 116	Teaching in a Diverse Society	3
☐ ECS 149	Cooperative Work Experience: Occupational	1 - 8
Total Units		7-15
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#### Tasks

- · Develop Resume at Career Center
- · Meet with Counselor
- · Review Financial Aid Requirements
- · Apply for AHC Scholarship



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SPRING SEMESTER (YEAR 2)			
Course	Title	Units	
☐ ECS 111	Administration I: Programs in Early Childhood Education	3	
☐ ECS 118	Practicum: Preschool	3	
☐ ECS 120	Adult Supervision and Mentoring In Early Childhood Education	2	
☐ ECS 149	Cooperative Work Experience: Occupational	1 - 8	
☐ ECS 150	Administration II: Personnel and Leadership in Early Childhood Education	3	
Total Units		12 -19	

### Tasks:

- · Apply for Certificate
- Utilize Job Search Resources
- · FAFSA or Dream Act due March 2
- · Attend Job Fair/Career Expo. Day

SUMMER SEMESTER (YEAR 3)			
Course	Title	Units	
☐ ECS 119	Practicum: Infant/Toddler	3	
Total Units		3	
Tasks			