Course Outline

COURSE:  CD 28C  DIVISION:   50  ALSO LISTED AS:   

TERM EFFECTIVE:   Spring 2013  CURRICULUM APPROVAL DATE: 02/25/2013

SHORT TITLE: FCCH ADMINISTRATION

LONG TITLE: Administering a Family Child Care Home

<table>
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<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>1</td>
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<td>Lecture:</td>
<td>1</td>
<td>18</td>
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<tr>
<td></td>
<td></td>
<td>Lab:</td>
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<td>Other:</td>
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<td>Total:</td>
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COURSE DESCRIPTION:

Learning to establish and enforce contracts and policies, marketing your business, being professional in a caring profession, child abuse reporting requirements, licensing regulations, and the basics of record keeping techniques for family child care. Six 3-hour sessions, or may be taught on three Saturdays. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade
P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Describe Child Abuse Reporting.

Measure: small group written assignment, written exam

PLO: 4
ILO: 1,2,3,7

3/14/2013
GE-LO:
Year assessed or anticipated year of assessment: 2013

2. List five ways to be a professional in a caring business.
   Measure: written assignment, written exam
   PLO: 5
   ILO: 1,2,3,7
   GE-LO:
   Year assessed or anticipated year of assessment: 2013

3. List which licensing forms are required for family child care home
   Measure: written assignment, written exam
   PLO: 1
   ILO: 1,2,3,7
   GE-LO:
   Year assessed or anticipated year of assessment: 2013

4. Describe the marketing process.
   Measure: oral presentation, written exam, role playing, written assignments
   PLO: 5
   ILO: 1,2,3,4,6,7
   GE-LO:
   Year assessed or anticipated year of assessment: 2011/2012

5. Describe what should be included in a contract for family child care providers
   Measure: written exam, written assignment, oral presentation
   PLO: 5
   ILO: 1,2,3,6,7
   GE-LO:
   Year assessed or anticipated year of assessment: 2009/2010

6. Describe what should be included in provider policies.
   Measure: written exam, written assignment, role-playing
   PLO: 5
   ILO: 1,2,3,4,6,7
   GE-LO:
   Year assessed or anticipated year of assessment: 2011/2012

7. Describe business expenses that would be included in a family child care home
   Measure: role-playing, written assignment, written exam
   PLO: 5
   ILO: 1,2,3,4,6,7
   GE-LO:
   Year assessed or anticipated year of assessment: 2013

8. Describe the basics of record keeping for family child care.
   Measure: written exam, written assignment, small group
   PLO: 5
CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 02/25/2013

WEEK 1, 3 HOURS
Content: Course introduction, getting acquainted, Being Professional in a caring Profession; Establishing a business relationship with parents; seeking support from your family; Professional organizations and conferences; licensing regulation record keeping; child abuse reporting requirements.
Student performance: List five ways to establish and maintain professional relationships with parents.
HW: Print out required forms from licensing web site. List 15 organizations/agencies that will assist your business and what they can do help you with. Complete a sample child abuse report form.

WEEK 2, 3 HOURS
Marketing your business: overview, evaluating your market, develop and review your business practices, advertising, telephone inquiries, interview process, ongoing client communication, family friendly services.
Develop marketing strategies. Interview prospective clients and role--lay telephone inquiries.
Student performance: Describe marketing techniques.
HW: Complete competitive advantage sheet, Develop marketing action plan, develop your philosophy. Develop an advertising flyer.

WEEK 3, 3 HOURS
Ch 3: Establishing a contract; What should be included in a contract; Enforcing your contract in court. Role-play reviewing of a contract with a prospective parent.
Student Performance: Describe what should be included in a contract and how to enforce the contract.
HW: Develop a contract for services.

WEEK 4, 3 HOURS
Ch 5: What should be included in provider policies. Making your contract and provider policies work. Changing policies. Role-play an issue with the provider policies. Student Outcomes: Students can describe provider polices.
HW: Develop five policies that should be included in a handbook.

WEEK 5, 3 HOURS
Ch 1: The Basics of Record Keeping; Claiming your food expenses and reimbursement; Figuring your time-space percentage; Understanding your business expenses. Video: The Business of Family Child Care with Tom Copeland.
Student Outcomes: Students can describe ten expenses of operating a family child care home.
HW: Develop a budget that includes both income and expenses.

WEEK 6, 3 HOURS
Ch 5: Deducting your business expenses; Deducting your home expenses; Claiming your depreciation expenses; Special tax topics. Written exam.
Student Outcomes: Students can list which home expenses can be deducted in operating a family child care home.

METHODS OF INSTRUCTION:
Lecture; videos; textbook discussion; small group work; role playing; reading; and writing.

METHODS OF EVALUATION:
CATEGORY 1 - The types of writing assignments required:
Percent range of total grade: 0 % to %
If this is a degree applicable course, but substantial writing assignments are not appropriate, indicate reason:
Course primarily involves skill demonstration or problem solving

CATEGORY 2 -The problem-solving assignments required:
Percent range of total grade: 20 % to 25 %

CATEGORY 3 -The types of skill demonstrations required:
Percent range of total grade: 45 % to 50 %
Class Performance/s

CATEGORY 4 - The types of objective examinations used in the course:
Percent range of total grade: 20 % to 30 %
Other: short answer

REPRESENTATIVE TEXTBOOKS:
Required:
Reading level of text, Grade: 10.1/10.7 Verified by: Microsoft Word/ Susan E. Alonzo
Other textbooks or materials to be purchased by the student: /none

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
  Transferable CSU, effective 200530
UC TRANSFER:
  Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: CD
CSU Crosswalk Course Number: 28C
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000245454
Sports/Physical Education Course: N
Taxonomy of Program: 130500