



## Early Childhood Education Management & Leadership

### **NYS Children’s Program Administrator Credential (CPAC) Course Descriptions**

Offered in partnership with the New York Early Childhood Professional Development Institute, the graduate-level courses in early childhood administration at the CUNY School of Professional Studies are designed for current early childhood program directors who desire to be more effective leaders or require course work to meet accreditation standards, new directors interested in administrator certification, and the next generation of leaders who require preparation as administrators.

The 18 one-credit CPAC courses are grouped into six topic areas that reflect the competencies New York State requires to meet the criteria of the CPAC.

#### **Topic 1: Administering Children’s Programs**

Courses:

**ECE 601: Organizational Management: Principles & Practices (1 Credit)**

Prerequisites: none

**ECE 602: Personnel Management in Early Childhood Programs (1 Credit)**

Prerequisites: none

**ECE 603: Foundations of Staff Development (1 Credit)**

Prerequisites: none

**ECE 604: Supervision of Early Childhood Teachers (1 Credit)**

Prerequisites: none

#### **Topic 2: Financial Planning and Management of Children’s Programs**

Courses:

**ECE 606: Formulating a Financial Plan - Financial Planning and Management of Children's Programs (1 Credit)**

Prerequisites: ECE 607, ECE 608 or permission of the Higher Education Coordinator.

**ECE 607: Budgets and Accounting - Financial Planning and Management of Children's Programs (1 Credit)**

Prerequisites: ECE 608 or permission of the Higher Education Coordinator.

**ECE 608: Expenses and Resources - Financial Planning and Management of Children's Programs (1 Credit)**

Prerequisites: none

### **Topic 3: Operations Management in Children's Programs**

Courses:

**ECE 605: Management Systems for Quality Children's Programs (1 Credit)**

Prerequisites: none

**ECE 609: Technology and Communication to Enhance Early Childhood Programs (1 Credit)**

Prerequisites: none

**ECE 610: Systems to Ensure Health, Safety, and Nutrition in Children's Programs (1 Credit)**

Prerequisites: none

### **Topic 4: External Environment and Children's Programs**

Courses:

**ECE 611: Legal and Regulatory Requirements in Administering Early Childhood Programs (1 Credit)**

Prerequisites: none

**ECE 612: Marketing Early Childhood Programs (1 Credit)**

Prerequisites: none

**ECE 613: Ethics and Professional Standards (1 Credit)**

Prerequisites: none

### **Topic 5: Designing Programs that are Good for Children and Families**

Courses:

**ECE 614: Programming for the Whole Child (1 Credit)**

Prerequisites: none

**ECE 615: A Leadership Approach to Programming for the Whole Family (1 Credit)**

Prerequisites: none

**ECE 616: Programming for Children with Special Needs (1 Credit)**

Prerequisites: none

### **Topic 6: Seminar in Children's Program Administration**

Courses:

**ECE 617: Integration Seminar in Children's Program Administration (1 Credit)**

Prerequisites: Permission of the Higher Education Coordinator.

**ECE 618: Assessment as an Administrator (1 Credit)**

Prerequisites: none

### **For more information, please contact:**

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