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Spring 2026

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# College of the Redwoods



## Course Information

Semester & Year: Spring 2026

Course ID & Section #number: ECE 12 - V9953

Instructor's name: Michelle Hancock

Day/Time of required meetings: N/A

Course units: 3



## Instructor Contact Information

Office location or Online: <https://canyonsonline.zoom.us/j/9492207244>

Office hours: Mondays online 9:00 - 11:00 a.m., Tuesday - Thursday available for calls or zoom 9:00 - 11:00 a.m.

Phone number: 707-339-0488

Email address: [michelle-hancock@redwoods.edu](mailto:michelle-hancock@redwoods.edu)





## Required Material

Textbook title: Planning and Administering Early Childhood Programs

Edition: 11<sup>th</sup> (10<sup>th</sup> is okay)

Author: Freeman, Decker, & Decker

ISBN: 978-0134027319

Textbook title: Program Administration Scale

Edition: 2nd

Author: Talan & Bloom

ISBN: 978-0134027319

<http://www.cde.ca.gov/sp/cd/re/documents/itcurriculumframework.pdf> 

[\(http://www.cde.ca.gov/sp/cd/re/documents/itcurriculumframework.pdf\)](http://www.cde.ca.gov/sp/cd/re/documents/itcurriculumframework.pdf)




## Catalog Description

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Note: This course meets the Administration requirement of Community Care Licensing and for the Child Development Permit.



## Course Student Learning Outcomes

 Demonstrate the skills necessary to organize, open, and operate an early care and education program in accordance with all applicable laws, regulations, and policies.

- Demonstrate the skills necessary to design, develop, implement, and assess a high-quality early childhood education program that is responsive to the cultural, linguistic, and diverse needs of the children, families, and staff.
- Demonstrate the skills necessary to manage and maintain budget and overall fiscal operations in alignment with a strategic plan and program mission and goals.



## Course Calendar

<b>Week</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignments</b>
Week 1 1/19	Introductions	Start Here First Module Week 1 Module Information	Intro Forum – Tues/Sun Note to Michelle – Tues Introduction Quiz – Sun
Week 2 1/26	Identifying Administrative Skills and Their Applications – Week 1	Chapter 1	Discussion Forum – Fri/Sun Content Quiz – Sun Key Points - Sun
Week 3 2/2	Identifying Administrative Skills and Their Applications – Week 2	Chapter 2	Discussion Forum – Fri/Sun Content Quiz – Sun Key Points – Sun
Week 4 2/9	Identifying Administrative Skills and Their Applications – Week 3	Chapter 3	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 5 2/16	Identifying Administrative Skills and Their Applications – Week 4	Chapter 4	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 6 2/23	Identifying Administrative Skills	Supplemental	Discussion Forum – Fri/Sun

<b>Week</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignments</b>
	and Their Applications – Review		
Week 7 3/2	Key Elements of Strategic and Fiscal Planning – Week 1	Chapter 5	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 8 3/9	Key Elements of Strategic and Fiscal Planning – Week 2	Chapter 6	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
	Spring Break	Spring Break	Spring Break
Week 9 3/23	Key Elements of Strategic and Fiscal Planning – Week 3	Chapter 7	Discussion Forum – Fri/Sun Content Quiz - Sun Center Budget – Sun Key Points – Sun
Week 10 3/30	Key Elements of Strategic and Fiscal Planning – Week 4	Chapter 8	Discussion Forum – Fri/Sun Content Quiz - Sun Key Points – Sun
Week 11 4/6	Key Elements of Strategic and Fiscal Planning – Review	Supplemental	Discussion Forum – Fri/Sun
Week 12 4/13	Components of Quality Programs, Facilities, & Operations – Week 1	Program Admin. Scale Items 1-8	Discussion Forum – Fri/Sun Staffing Schedule – Sun
13 4/20	Components of Quality Programs, Facilities, & Operations – Week 2	Program Admin. Scale Items 9-18	Discussion Forum – Fri/Sun

Week	Topic	Reading	Assignments
Week 14 4/27	Components of Quality Programs, Facilities, & Operations – Week 3	Program Admin. Scale Items 19-25	Discussion Forum – Fri/Sun
Week 15 5/4	Components of Quality Programs, Facilities, & Operations – Week 4	CLASS NAEYC Accreditation	Discussion Forum – Fri/Sun PAS – Sun
Week 16 5/11	Components of Quality Programs, Facilities, & Operations – Review		Final Essay – Fri



## Evaluation & Grading Policy

Course grades, and specific comments about assignments, may be accessed at any time during the semester by clicking on the *Grades* link in the navigation bar.

Accuracy, clarity, and appropriateness of the work completed determine the grade for all assignments. Remember, this is a college class, so college level work is expected. Standard font sizes, proper capitalization/punctuation, etc. A rubric will be provided for each assignment. This is a college level class and work submitted should be reflected to show that.

The following policies applied to **late work** during our time together:

- 1) One missing discussion post and one journal post will be accepted from each student during the semester for 50%.
- 2) You may request 1 missing quiz be reopened the final week of class.
- 3) Assignments (other than discussion posts and tests) can be turned in for a reduction of 5% per day, so if you submit 2 days late, the score will be reduced by 10%.

If you know there will be a major event that is going to create havoc with your schedule (i.e. you're about to give birth), please contact me at the beginning of the semester so we can discuss the situation before it occurs. The late policies still apply, but we can discuss how you

complete your work in advance.





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## Recommended Preparation

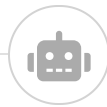
ECE 2, ECE 5, and ECE 7



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## Academic Integrity

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic integrity, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated a lack of academic integrity, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the 2024-2025 College Catalog and CR Board and Administrative Policies.



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## AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.



While some instructors may allow the use of AI in course work, I do not. I feel working with children makes it imperative that we are critical thinkers who work to absorb as much information as possible to help us better meet the needs of children. We must learn this information for ourselves!



## Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, or bipolar disorder
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- Neurodevelopmental disorders such as a learning disability, intellectual disability, autism, acquired brain injury, or ADHD
- Vision, hearing, or mobility conditions

Available services include extended test time, quiet testing environments, academic assistance and tutoring through the [LIGHT Center](https://www.redwoods.edu/services/sass/light.php) , [counseling and advising, alternate formats of course materials \(e.g. audio books or E-texts\), assistive technology, learning disability assessments, approval for personal attendants, interpreters, priority registration, on-campus transportation, adaptive physical education and living skills courses, and more.](https://www.redwoods.edu/services/sass/light.php) If you believe you might benefit from disability- or health-related services and accommodations, please contact [Student Accessibility Support Services \(SASS\)](https://www.redwoods.edu/services/sass/index.php) , [. \(https://www.redwoods.edu/services/sass/index.php\).](https://www.redwoods.edu/services/sass/index.php)

If you are unsure whether you qualify, please contact SASS for a consultation:  
[SASS@redwoods.edu](mailto:SASS@redwoods.edu) (<mailto:SASS@redwoods.edu>).

### SASS office locations and phone numbers

#### Eureka campus

- Phone: 707-476-4280,
- Locations: Student Services building, first floor SS113

#### Del Norte campus

- Phone: 707-465-2353
- Location: Main building, near the Library

#### Klamath-Trinity campus

- 707-476-4280

