

EARLY CHILDHOOD ADMINISTRATOR (CERTIFICATE) *FINANCIAL AID APPROVAL PENDING*

Catalog Effective Term: Fall 2026

Program Code: CTECAD

Credential: Certificate

Program is also available online

High Demand Occupation, High Skill Occupation, High Wage Occupation

This certificate program will prepare students to become effective administrators in early childhood education. Students will learn about high-quality early learning practices alongside essential business, management, and administrative skills. Together, these experiences will equip you to confidently lead and manage licensed child care programs.

Credit from this program can also be applied toward the associate degree in early childhood education

Program Requirements

Academic Reading and Writing Levels of 6

Minimum Credits Required for the Program: 30

Code	Title	Credits
ECD 101	Child Development	3
ECD 180	Working with Families in a Diverse Society	3
ECD 200	Positive Child Guidance	3
ECD 205	Administration of Child Care Programs	3
ECD 210	Curriculum for Young Children	3
ECD 220	Development and Care of Infants and Toddlers	3
ECD 230	Child Observation and Assessment	3
Restricted Elective(s) Choose 3 courses		9
ACC 111	Principles of Financial Accounting ¹	
BMG 207	Business Communication	
BMG 230	Principles of Management	
BMG 273	Managing Operations	
BMG 279	Organizational Management	
BOS 106	Electronic Planning, Sharing and Organization	
Total Credits		30

¹ ACC 111 Principles of Financial Accounting requires Academic Math Level 3 or prerequisite.