Course Title: Supervision & Administration in Early Childhood Programs
Course Code: ECE 201 Section # 29046
Professor: Wendy Ruiz
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Format: Hybrid
Course Length: 8 week

Introduction
Hi! My name is Wendy Ruiz. I have been at COC since 2001. I was the Infant/Toddler Director at the COC Campus Lab School for the past 15 years, while teaching adjunct in the ECE Department. I switched to Full Time Faculty as of Spring 2017, and absolutely love it! I am looking forward to getting to know each of you!

Course Description
Prerequisite: ECE-101 and ECE-121 and ECE-123
Principles and practices of supervision and administration of children's programs, including Title 22 and Title 5 requirements regarding organizational structure, budgets, personnel policies and practices, record keeping, reporting, community relationships and resources, regulatory agencies and parents. Also reviews social and public policy as well as professional groups influencing child development today.

Course Information
Welcome to ECE 201! This is a hybrid course, we will meet on 4 times face to face, and the rest will be completed online.

Textbook information
1. Promoting Early Childhood Services
   978-0-942702-61-3
2. Leading Early Childhood Organizations *this book will be used in both ECE 201 and 202
   978-0-942702-58-3
3. Managing Money
   978-0-942702-63-7
4. Title 22 California Child Care Licensing Regulations
Other relevant course information
You will need one 2 inch binder for your Title 22 regulations.

Students will be required to complete assignments on Canvas, as well on campus during face to face sessions.

Additional Resources

Canvas
The course can be accessed via Canvas at cv.canyons.edu on the first day of the course. Follow the login instructions at the bottom of the screen to log in. Here, you can also access Canvas user guides with helpful tips for navigating and using Canvas. For any Canvas related issues please call the Canvas Student Support line at (661)362-3344 during college business hours, or (877)889-9052 for 24/7 support.

Distance Learning
Check out the Distance Learning website for more information on a variety of topics that can help you be a successful online student such as: exam proctoring, learning styles, computer skills, and tips for student success. If this is your first online course, feel free to take our online learning readiness assessment to assess your skills.

The Learning Center (TLC)
The TLC provides FREE tutoring resource to COC students including:
- Face-to-face & ONLINE tutoring
- Testing Center: offers test proctoring services for courses that have required proctored exams
- Study Jam Review Sessions
- Computers with over 300 software programs
   For more information visit the TLC Website.

Disabled Students Program & Services (DSPS)
College of the Canyons DSPS provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. For more information on their services visit the Disabled Students Program & Services website.

Online Counseling
The Counseling Department offers appointments online. You can schedule an appointment by visiting the Online Counseling website. Counselors can help you map out a plan to reach your educational goals as well as advise you on course selection and registration.