

## Administration and Management of Child Care Programs Certificate

(Note: Program requirements for this certificate are offered on NOC Enid, NOC Fountain Square-Stillwater, and NOC Tonkawa campuses.)

### PROGRAM REQUIREMENTS

	Credit Hours
GENERAL EDUCATION .....	3
ENGLISH COMPOSITION	
ENGL 1113 English Composition I.....	3
PROGRAM REQUIREMENTS.....	18
CD 1023 Introduction to Early Childhood Education .....	3
CD 1053 Child Health, Safety & Nutrition .....	3
CD 2013 Behavior, Development and Guidance of Children .....	3
CD 2143 Preschool Programming .....	3
CD 2243 Infant/Toddler Programming.....	3
CD 2313 Adm and Mgmt of Child Care Programs .....	3
CHILD DEVELOPMENT ELECTIVE .....	3
(Choose one of the following)	
CD 1043 Children's Music, Movement, Arts..	3
CD 2023 Children with Special Needs.....	3
CD 2033 Children's Language Arts and Literature .....	3
CD 2043 Child & Family in Society .....	3
BUSINESS ELECTIVE.....	3
(Choose one of the following)	
ACCT 1203 Fundamentals of Accounting..	3
BMGT 2233 Human Resource Dev .....	3
BMGT 2263 Principles of Management .....	3
BSAD 1103 Introduction to Business .....	3
BSAD 1113 Digital & Financial Literacy.....	3
CS 1113 Computer Concepts .....	3
 Note: BSAD 1113 and CS 1113 are general education requirements toward an Associate degree so have an added advantage for students planning to complete that degree.	
TOTAL CREDIT HOURS.....	27

### SUGGESTED COURSE SEQUENCE

	Credit Hours
FIRST SEMESTER .....	15
ENGL 1113 English Composition I .....	3
Business Elective.....	3
CD 1023 Introduction to Early Childhood Education .....	3
CD 1053 Child Health and Nutrition .....	3
CD 2143 Preschool Programming .....	3
SECOND SEMESTER .....	12
CD 2013 Behavior, Development and Guidance of Children .....	3
CD 2243 Infant/Toddler Programming .....	3
CD 2313 Admin and Mgmt of Child Care Programs.....	3
Child Development Elective .....	3

This is a suggested sequence timeline only. A student may require more than two semesters to complete the certificate depending upon enrollment status and remediation coursework that may be required as prerequisites.

NOC evaluates students for placement into either foundational or college-level courses, whichever will lead to the greatest possibility of student success. Academic placement is determined either by ACT test scores or by Accuplacer test scores. These tests are administered in the Testing Center at NOC. Based upon the scores, students may be required to take one or more courses for remediation in English, Math, or Reading, either prior to or concurrent with credit courses. See the NOC testing web page at <http://www.noc.edu/act> for placement guidelines.

The Certificate in Administration and Management of Child Care Programs has been developed to prepare a person to work in the childcare field by completing hours required for the Oklahoma Director's Certificate (ODC). As an embedded certificate within the Associate Degree in Child Development, the program provides the understanding of the emotional, cognitive, physical, and social development of infants through pre-school age, preparing students in the design and implementation of developmentally appropriate curriculum, as well as communication, teaching, and guidance.

A CDA certificate must be submitted to the Registrar in order to receive six hours of college credit (CD 1023 and CD 1053) from NOC within the CD program requirements. The CDA Certificate, the Certificate of Mastery, and the Certificate of Administration and Management of Child Care Programs can be acquired prior to obtaining the Associate degree or as one obtains the Associate degree.

#### Career Opportunities

- Child Care Center Director
- Child Care Center Master Teacher
- Headstart Staff
- Public School Teacher's Aide