

Child Development Administrative Local Certificate Pathway

Career Pathway: Education

Program Description: The course work in this certificate helps to partially qualify a student to become a director/supervisor/administrator of a State, Federal, nonprofit, or privately owned children's program. Courses within this certificate meet State mandated requirements. CD 014A, 014B, and 022 are mandated courses for the site supervisor and program director requirements for the Child Development Permit.

*A grade of "C" or higher required for ENG, MATH, COM and all major courses.

Part Time 1-Year Plan	Course ID	Description	Units	To-Do List
Semester 1	CD 022*	Supervising Adults Working in Children's Programs	2	Meet with your Advisor to confirm plans.
	CD-014A*	Administration and Supervision of Children's Programs	3	Begin research on careers. https://www.onetonline.org/ and https://jobspeaker.com/ .
	BUS 013A*	Word for Windows I	1.5	
			6.5	
Semester 2	CD 014B*	Administration and Supervision of Children's Programs Fieldwork	3	Meet with your Counselor to discuss progress. Meet with your Faculty Mentor to discuss program pathway and career options.
	BUS 002* or BUS 020* or CIS 007*	Introductory Keyboarding or Introduction to Business or Computer Concepts	3	Petition to Graduate for Child Development Administrative Local Certificate.
			6	
Total Units			12.5	

Important:

- This is a recommended course sequence. Classes are subject to change based on the transfer university; check with your counselor to ensure you are enrolled in the correct classes. This does not guarantee admission to transfer institution.
- Summer can be used as an option as well.
- Students are recommended to complete English and Math in their 1st year.
- Completion of a Student Educational Plan does not register you for classes. You must register via Self-Service in your MyWestHills portal.
- You must coordinate your financial aid with the cost of classes above. It is the student's responsibility to ensure the financial aid process is complete in order for financial aid to cover the cost of tuition and fees incurred.
- Students who intend on receiving the Student Success Grant must be enrolled in a minimum of 15 units per semester.
- Students must "Petition to Graduate" during their last semester in order to receive their certificate or degree and be eligible to walk in the commencement ceremony.

Transfer Information:

- Students transferring to the University of California (UC) are required to demonstrate competence in a language other than English. This requirement may be demonstrated through one of the following methods: 1) 2 years of the same foreign language in high school with C-grades or higher, 2) completing formal schooling through 6th grade or higher at an institution where the language of instruction is not English or 3) completing ASL-002 or SPAN-002 (or higher) at WHCC with a grade of C or higher. Please consult with your counselor to see which method works best for you!
- Consult with counselor for minimum transfer GPA, course & major requirements.
- Fall admissions deadline for California State University (CSU) and University of California (UC) institutions is November 30th! Please check individual deadlines for all other universities.
- Apply to CSU at www.calstate.edu/apply. Apply for UC at admission.university.edu.

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