

# CHD 208: Administration of Child Development Programs

This course includes appropriate administrative policies and procedures relevant to preschool programs. Topics include local, state and federal regulations; budget planning; record keeping; personnel policies and parent involvement. Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record-keeping techniques, and identify elements of a developmentally appropriate program.

Code C

**Credits:** 3

**Subject:** Child Development

**Theory Credit:** 3