

Cert. Site Supervisor I & II 25-26

(DRAFT)



ABOUT THIS MAJOR

The Certificate of Achievement for a Site Supervisor I is tailored to equip aspiring leaders with the necessary skills and knowledge to effectively manage and oversee educational programs in child family centers, home daycare settings, and state-level administrative environments. This comprehensive program emphasizes leadership, best business and administrative practices, and implementing best practices in early childhood education.

For more information, visit the [Social and Behavioral Sciences](#) division.

TO EARN A Certificate A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of Major & Program Electives Courses
- [2] Minimum grade point average of 2.0
- [3] A C or better in all courses required for the major

Site Supervisor I

[Total Units Required for the Major 22]

Required Courses, complete all (total 12 units)	
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - Developing Child-Child Growth and Development	3
CFE109 - Supervision & Administration of Childhood Programs I	3
BIP115 - Practical Math for Business and Consumers	3
CA221 - Computer Concepts & Applications in Business	4
MGT101 - Management Principles	3
MKTG101 - Principles of Marketing	3

ABOUT THIS MAJOR

The Certificate of Achievement for a Site Supervisor II is tailored to equip aspiring leaders with the necessary skills and knowledge to effectively manage and oversee educational programs in child family centers, home daycare settings, and state-level administrative environments. This comprehensive program builds on the Site Supervisor I certificate, allowing students to further develop their knowledge in management, child and family education administration, and business. In addition, they will gain skills in digital and social media marketing. Students must complete the Site Supervisor I certificate before attempting the Site Supervisor II certificate.

Cert. Site Supervisor II

[Total Units Required for the Major 20]

Require Course: Complete all the following: (18 units)	
CFE103 - The Child in Family and Community Relationship	3
CFE110 - Supervision and Administration of Childhood Programs II	3
CFE111 - Supervising Adults Child Care Settings	2
BIP127 - Introduction to Accounting	3
MGT202 - Supervisory Management	3
MKTG130 - Digital Marketing	3
MKTG132 - Social Media Marketing	3

RECOMMENDED PATHWAY

Site Supervisor I Certificate

The Recommended Plan of Study is determined by the discipline faculty. Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner!

Fall/Spring: Max 19 units | Summer: Max 9 units | Intersession: Max 6 units

Major

SEMESTER 1

Course Advisement	Units
CFE 101	3
BUS 102	3
MKTG 101	3
Total Semester Units	9

SEMESTER 2

Course Advisement	Units
BIP 115	3
CA 221	4
MGT 101	3
CFE 109	3
Total Semester Units	13
Total units	22

RECOMMENDED PATHWAY

Site Supervisor II Certificate

The Recommended Plan of Study is determined by the discipline faculty. Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner!

Fall/Spring: Max 19 units | Summer: Max 9 units | Intersession: Max 6 units

SEMESTER 1

Course Advisement	Units
CFE 103	3
CFE 110	3
BIP 127	3
MKTG 130	3
Total Semester Units	12

SEMESTER 2

Course Advisement	Units
CFE 111	2
MKTG 132	3
MGT 202	3
Total Semester Units	8
Total units	20

COUNSELING NOTE SECTION

Prerequisite: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. Title 5, Section 55200(d)

Application for Graduation:

Antelope Valley College awards degrees three times annually following the Fall, Spring, and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by September 6 for spring/summer graduates and by February 14 for fall graduates.

AVC 25-26 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

Tutoring Assistance
Transfer Center
Basic Needs

Career Center
Office of Students with Disabilities
Financial Aid

AVC Student Health Services
Palmdale Center
Counseling Division