

Glendale College

Course Outline of Record Report

Course ID 000244
Cyclical Review - May 2025

PARED70 : Working with Families and Children

General Information

Author:	<ul style="list-style-type: none"> Barbara Flynn Perner, Kimberli Dilucchio, Jane
Course Code (CB01) :	PARED70
Course Title (CB02) :	Working with Families and Children
Department:	PARED
Proposal Start:	Winter 2026
TOP Code (CB03) :	(1305.60) Parenting and Family Education
CIP Code:	(19.0707) Family and Community Services.
SAM Code (CB09) :	D - Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000657814
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	07/08/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	<p>PARED 70 is designed for students who wish to develop a foundational knowledge of working with families or children in a school setting, community setting, business, or nonprofit. Practical experience is gained in areas of volunteerism, designing family events, serving on a nonprofit committee, budget creation and management, newsletter publishing, advertising, community outreach, fundraising, and managing social media accounts and websites. Students must be simultaneously enrolled in any other Glendale College Parent Education course. This class is for adults only. Lecture 18-48 hours. Note: This course is Pass/No Pass only</p>
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"> Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Remote Hybrid
Author:	<ul style="list-style-type: none"> Barbara Flynn Perner, Kimberli
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Parent Education: Non-Credit
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Alternate Discipline: No value

Alternate Discipline: No value

Last Course Offering

When was this course last offered (term and year)?

Spring 2025

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact Hours) 18 - 48

Total Course Out-of-Class Hours 0 - 0

Total Student Learning Hours 18 - 48

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Parenting.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Non-Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	18 - 48	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	18 - 48
Laboratory	0
Studio	0
Total	18 - 48

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

Students should expect to spend approximately 3 hours per week engaging with the live sessions, course materials, discussions, position assignments, and events.

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Co-Requisite

Students must be simultaneously enrolled in any other Glendale College Parent Education course.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation

Upload Statistical Validation and/or other documents (if necessary)

No Value

Specifications

Methods of Instruction

Methods of Instruction	Demonstrations
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Methods of Instruction	Discussion
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Methods of Instruction	Field Activities (Trips)
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Methods of Instruction	Independent Study
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Methods of Instruction	Lecture
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Methods of Instruction	Laboratory
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Methods of Instruction		Multimedia		
Methods of Instruction		Guest Speakers		
Out of Class Assignments				
<ul style="list-style-type: none"> • Preparing monthly status reports on committee position responsibilities to present to the group • Reviewing committee meeting minutes • Attend class-initiated events • Maintain a committee position binder (electronic or paper) • Community outreach to potential donors 				
Methods of Evaluation		Rationale		
Activity (answering journal prompt, group activity)		Small group discussion		
Activity (answering journal prompt, group activity)		Large group discussion		
Activity (answering journal prompt, group activity)		Organization of events (e.g. family oriented educational/enrichment event or fund-raising event)		
Activity (answering journal prompt, group activity)		Student demonstrations (e.g. demonstration of the appropriate use of budgeting procedures, purchasing procedures, or Robert's Rules of Order).		
Activity (answering journal prompt, group activity)		Production and distribution of a student newsletter.		
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value
Other Instructional Materials (i.e. OER, handouts)				
Description	Student Association By-Laws			
Author	No value			
Citation	No value			
Online Resource(s)	No value			

Description	Instructor or student generated handouts to enhance understanding of course content.
Author	No value
Citation	No value
Online Resource(s)	No value

Description	Duplicated articles from books and periodicals with copyright permission.
Author	No value
Citation	No value
Online Resource(s)	No value

Description	A variety of multimedia resources including videos, education and government websites, and apps.
Author	No value
Citation	No value
Online Resource(s)	No value

Learning Outcomes

Course Objectives

Demonstrate the use of Robert's Rules of Order.

Identify methods of encouraging family and community participation in planned functions.

Create a program or event budget and demonstrate proper reimbursement request procedures

Identify, develop, and present a variety of methods of fundraising.

Develop and present social events for families or organizations.

Develop and present educational events for parents, caregivers, families or organizations.

Create presentations for groups, committees, or organizations.

Develop a social media presence with an awareness of best practices regarding families and children.

Interact with the community using social media, email, and various apps.

Create and edit an organization newsletter.

Develop a community support network.

SLOs

Plan and present school and community enrichment activities, including fundraising and volunteering.

Expected Outcome Performance: 70.0

ILOs Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

PARED Network with other adults as a source of support when discussing parenting and child development issues.
Core
PLOs

Describe best practices for an organization's social media use with regards to families and children.

Expected Outcome Performance: 0.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction and Orientation (1-2 hours)

- Course orientation with emphasis on valuing diverse parenting approaches
- Introduction to the Parent Education Program
- Establishment of trust and respect agreement
- Safety issues
- Discussion of goals and concerns

- Student responsibilities
- Class organization
- Use of social media and technology for communication and advertising

Introduction to Student Organizations (1-3 hours)

- Purpose of the association
- Goals
- Creating an inclusive environment for all participants
- Organizational bylaws
- Robert's Rules of Order
- Association meetings
- Purpose and content
- Procedures
- Maximizing participation

Role and Responsibilities of Organization Members (2-4 hours)

- Officers of the executive board
- President
- Vice President
- Treasurer
- Secretary
- Fundraising Coordinator
- Program Education Coordinator
- Purchasing Coordinator
- Events Coordinator
- Newsletter Coordinator
- Volunteer Coordinator
- IT coordinator
- Alumni Coordinator
- Historian
- Co-Chairs
- Class representatives
- Association members
- Community volunteers

Election of Association Officers (1-2 hours)

- Nominating process
- Nominating committee
- Voting procedures
- Installation

Working with Volunteers (1-4 hours)

- Motivating volunteerism
- Consider cultural attitudes in recruiting volunteers
- Coordination of volunteer efforts
- Acknowledging volunteers
- Avoiding volunteer burnout

Budget Management (2-5 hours)

- Association Budget Overview
- Individual Budget Categories
- Working within the budget
- Auditing procedures
- Working in a non-profit organization
- Budget approval

Purchasing Procedures (1-2 hours)

- Assessing need for purchases
- Reimbursement procedures
- Obtaining committee approval
- Cost comparison
- Large cost purchases

- Facility improvement purchases (college policies, approvals)
- Working with administrators

Fundraising for Organizations (4-10 hours)

- Identification of a fundraising purpose
- Establishing a fundraising goal
- Identification of fundraising methods
- Involving the community
- Learning to delegate
- Record keeping
- Working with donors
- Soliciting donations
- Acknowledging donors
- Organizing silent/live auctions and raffles
- Organizing donations
- Auction procedures
- Raffle procedures
- Legal issues
- Organizing a major fundraising event
- Choosing a fundraising method
- Choosing a theme
- Venue arrangements
- Entertainment

Event Planning (2-6 hours)

- Planning events for a culturally diverse community
- Assessing need for educational and enrichment events
- Arranging for guest speakers
- Interviewing
- Honoraria vs. Compensation
- Scheduling and time management
- Venue arrangements
- Technical and audiovisual issues
- Advertising
- Involving the community

Organization Newsletter (1-3 hours)

- Soliciting articles
- Use of social media
- Working with reporters
- Editing
- Accuracy
- Clarity
- Content
- Highlighting the diverse range of children and families in newsletters and promotional materials
- Layout design
- Printing
- Distribution
- Advertising

Social Media (2-7 hours)

- Administrator transfers
- Privacy
- Digital Networking
- Safety with regards to families and children
- Photo releases and permissions
- Effective messaging
- Digital marketing
- Website creation
- Website content management
- Choosing platforms

Total Hours=18-48

Additional Information

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):

No

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value