

STANDARDIZED COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: Early Childhood Education 206

COURSE TITLE: Administration & Supervision of Early Childhood Programs

COURSE CATALOG DESCRIPTION: This course examines the multi-dimensional role of the early childhood program/director/administrator and the administrative styles, management tools and interpersonal skills that contribute to effective leadership. This course is an elective.

LECTURE HOURS PER WEEK: 3

CREDIT HOURS: 3

LAB HOURS PER WEEK: N/A

PREREQUISITE(S): ECE 101

SECTION II

- A. **SCOPE:** The following topics will be included in the framework of the course, but are not intended as limits on content: planning and implementing developmentally appropriate programs for young learners.

This course fulfills a Designated Core Competency in the area of Social Phenomena Knowledge/ Understanding (SP).

This course fulfills an Embedded Core Competency in the area of Appreciation of Ethical Dimensions of Humankind (ED).

- B. **REQUIRED WORK:** Assignments, Handbook, Case Study
- C. **ATTENDANCE AND PARTICIPATION:** Students are expected to attend each class, arrive on time, complete assignments at the scheduled time and participate in the in-class learning process.
- D. **METHODS OF INSTRUCTION:** May include but not limited to Lecture, Discussion, Small group collaborative learning, Distance learning.
- E. **OBJECTIVES, OUTCOMES AND ASSESSMENT:**

<i>LEARNING OBJECTIVES</i>	<i>LEARNING OUTCOMES</i>	<i>ASSESSMENT METHODS</i>
To demonstrate an understanding of:	Student will:	As measured by:
Planning developmentally appropriate practices and education programs for children and families.	Students will explain developmentally appropriate practices in education programs that reflect the diversity of children and families. (SP1) (SP2) (SP3) (SP4) (SP5) (ED2)	Childcare Center Handbook

Administrative systems that effectively carry out the program goals, mission and objectives.	Students will explain administrative systems that effectively carry out the program goals, mission and objectives. (SP5) (ED1) (ED2) (ED3)	Child Center Handbook, Job Description assignment, Staff development assignment, Educational philosophy statement
Demonstrate legal knowledge of ethics, the standards, laws, policies/procedures and accreditation policies.	Students will explain ethics, the standards, laws, policies/procedures, and accreditation policies. (SP1) (SP3) (ED1) (ED2) (ED3)	Child Center Handbook, Accreditation assignment, Case study- Ethical dilemmas
Developing policies and procedures.	Students will design a plan for an effective organization. (SP5) (ED1) (ED2) (ED3)	Child Center Handbook, Staff development assignment
Developing and maintaining the standards (i.e. facilities, budget, curriculum, community relationships, etc.)	Students will explain and create childcare policies based on the standards of a childcare center (i.e. facilities, curriculum, etc.) (SP1)	Child Center Handbook, Budget assignments
Program personnel management and staff development	Students will explain and create effective program personnel management and staff development policies/procedures. (SP1) (SP3)	Child Center Handbook, Job description assignment, Staff development assignment

Core Competency Assessment Artifact(s):

Assignments from this course that address learning outcomes noted above may be collected to assess student learning across the school.

- F. TEXT(S) AND MATERIALS:** Basic college level text on administration of early learning centers for young children ages 0 to 8.
- G. INFORMATION TECHNOLOGY:** Knowledge and use of a computer, computer software and the internet.