

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: ECE 223		Number of Credits: 3 Course credit policy (105)															
Course Full Title: Administration of Childhood Centers Course Short Title: Admin of Childhood Centers <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Professional Studies		Department (or program if no department): CYFS															
Calendar Description: Designed for preschool/daycare center supervisors and/or potential administrators. Emphasis is on developing sound program management and fiscal management skills, with a focus on interpersonal relationships. Students are introduced to the responsibilities of an administrator in terms of setting up and/or maintaining an ongoing program in different types of early childhood centres.																	
Prerequisites (or NONE):		Admission to the Early Childhood Education diploma.															
Corequisites (if applicable, or NONE):																	
Pre/corequisites (if applicable, or NONE):																	
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
		Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td></td> </tr> <tr> <td>Tutorials/workshops</td> <td>5</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities and seminars</td> <td>25</td> </tr> <tr> <td>Other contact hours: student directed learning</td> <td>15</td> </tr> <tr> <td>Total hours</td> <td>45</td> </tr> </table>		Lecture/seminar hours		Tutorials/workshops	5	Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities and seminars	25	Other contact hours: student directed learning	15	Total hours	45	Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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		Maximum enrolment (for information only): 18 Expected Frequency of Course Offerings: Annually <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Christine Slavik		Date approved: January 26, 2021															
Faculty Council approval		Date approved: March 12, 2021															
Undergraduate Education Committee (UEC) approval		Date of meeting: October 1, 2021															

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Articulate the need for comprehensive policies and procedures.
2. Demonstrate the writing of appropriate policies and procedures.
3. Design effective job descriptions and demonstrate the ability to schedule staffing to meet legal requirements.
4. Demonstrate the ability to market a centre in a cost-effective way.
5. Articulate how the center philosophy will determine the administrative operational decisions.
6. Design effective and appropriate record-keeping forms which will streamline administrative tasks.
7. Articulate provincial and federal social policies for children and families, including the Indigenous Early Learning Framework.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Methods include lecture, small group discussions, videos, on-line materials

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Chandler, K.	Administering for Quality: Canadian Early Childhood Development Programs, 6th Ed.	<input checked="" type="checkbox"/>	Pearson Education Canada	2018
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

None.

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	%	Field experience:	%	Portfolio:	50 %
Midterm exam:	%	Project:	50%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):

Sample brochure	10%
Parent handbook	25%
Prototype job descriptions	10%
Creating a scheduling plan that reflects the regulations	5%
Developing personnel policies and procedures	50%

Typical Course Content and Topics

- Systems approach to administration
- Working with a non-profit board of directors
- Building an effective program
- Managing a staff effectively
- Marketing and fundraising for a nonprofit centre
- Community networking
- Partnering with parents
- Collecting fees
- Designing personnel policies and procedures that reflect philosophy of diversity and inclusion