

COURSE IMPLEMENTATION DATE: { January-2002 }  
 COURSE REVISED IMPLEMENTATION DATE: { September-2004 }  
 COURSE TO BE REVIEWED: { December-2007 }  
 (FOUR (4) YEARS AFTER IMPLEMENTATION DATE) MONTH / YEAR

**OFFICIAL COURSE OUTLINE INFORMATION**

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and material will vary ~ see course syllabus available from instructor

FACULTY/DEPARTMENT: Early Childhood/Child & Youth Care  
 FAM06 1.5  
 COURSE NAME/NUMBER FORMER COURSE NUMBER UCFV CREDITS  
Administration/Working with Families  
 COURSE DESCRIPTIVE TITLE

**CALENDAR DESCRIPTION:**

This course will emphasize the importance of seeing family child care in a professional manner - as a business and a career. The course will cover the administrative procedures necessary for licensing, tax planning, parent/care giver contracts, record-keeping, household management, networking and the operation of a business including liability insurance.

**PREREQUISITES:**

None

**COREQUISITES:**
**SYNONYMOUS COURSE(S)**

- (a) Replaces: \_\_\_\_\_  
 (Course #)  
 (b) Cannot take: \_\_\_\_\_ for further credit  
 (Course #)

**SERVICE COURSE TO:**

\_\_\_\_\_  
 (Department / Program)  
 \_\_\_\_\_  
 (Department / Program)

TOTAL HOURS PER TERM: **25**

**STRUCTURE OF HOURS:**

Lectures: 21 hrs.  
 Seminar: \_\_\_\_\_ hrs.  
 Laboratory: \_\_\_\_\_ hrs.  
 Field Experience: \_\_\_\_\_ hrs.  
 Student Directed Learning: 4 hrs.  
 Other (Specify): \_\_\_\_\_ hrs.

Combination of Lecture and Lab Hours: No YES/NO

**TRAINING DAY-BASED INSTRUCTION**

LENGTH OF COURSE: N/A

HOURS PER DAY: N/A

MAXIMUM ENROLMENT: 25

EXPECTED FREQUENCY OF COURSE OFFERING: Once per year per campus

WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only) YES \_\_\_\_\_ NO x

WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by department) YES \_\_\_\_\_ NO x

TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES \_\_\_\_\_ NO x

**AUTHORIZATION SIGNATURES:**

Course designer(s): Linda Matwichuk

Chairperson: \_\_\_\_\_  
 (type name in this field)  
 (Curriculum Committee)

Course reviewed by: \_\_\_\_\_  
 (type name in this field)

Department Head: Christine Puder

Dean: Jackie Snodgrass

PAC Approval in Principle Date: \_\_\_\_\_  
 (type date in this field)

PAC Final Approval Date: December 3, 2003

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COURSE NAME / NUMBER

**LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:**

A clear understanding of the various business aspects of Family Child Care.

**METHODS:**

Class lecture

Weekly assignments

Videos

Presentations

Guest speakers

**PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Credit can be awarded for this course through PLAR

YES   X  

NO       

**METHODS OF OBTAINING PLAR:**

PLAR can be applied to a maximum of two courses in the Family Child Care Certificate program by way of:

1) Transfer of credit - the decision to award formal credit for learning acquired from a recognized post-secondary institution will depend on several factors including the level, duration and content of the course work and how current the learning is. (no charge).

2) Challenge - learners must demonstrate mastery of the objectives of the course by way of exam, interview or essay or as determined and marked by the instructor of the particular course (full tuition fee)

3) Portfolio - learners identify, articulate and document learning in portfolio format. The portfolio must include a short autobiography, a paper outlining educational and career goals, description of specific learning outcomes and documentation that provides evidence of learning in the subject area in which the learner is applying for assessment. (full tuition fee)

**TEXTBOOKS, REFERENCES, MATERIALS:**

[Textbook selection varies by instructor. An example of texts for this course might be:]

How to Start & Run a Profitable Day Care -- Self Counsel Press -- Pruissen, C.M.

Child Care Regulations \*purchased in FAM01\_ (part of Community Care Facilities Act) -- Ministry of Health

**SUPPLIES / MATERIALS:**

Portfolio/Binder for Policy & Procedures Manual

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COURSE NAME / NUMBER

**STUDENT EVALUATION:**

[An example of student evaluation for this course might be:]

Project/presentation 50%

Weekly assignments 30%

Student Evaluation/Participation 20%

Total 100%

**COURSE CONTENT:**

[Course content varies by instructor. An example of course content might be:]

1. Setting up a business/Licensing
2. Parent/Provider interaction
3. Professionalism
4. Child abuse and neglect
5. Budgeting and financial management
6. Resource sharing