

COURSE IMPLEMENTATION DATE: {	September-1993	}
COURSE REVISED IMPLEMENTATION DATE: {	Fall, 2001	}
COURSE TO BE REVIEWED: {	Fall 2005	}
(FOUR (4) YEARS AFTER IMPLEMENTATION DATE)	Fall 2005	

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:

ECE 223

ECE 423

3

COURSE NAME/NUMBER
FORMER COURSE NUMBER
UCFV CREDITS

Administration of Childhood Centres

COURSE DESCRIPTIVE TITLE
CALENDAR DESCRIPTION:

This course is designed for preschool/daycare centre supervisors and/or potential administrators. The emphasis is on developing sound program 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 settings.

PREREQUISITES:

Completion of the ECE Certificate Program at UCFV or License to Practice from MCAWS, Early Childhood Registry.

COREQUISITES:

ECE 224 (formerly 424)

SYNONYMOUS COURSE(S)

 (a) Replaces: ECE 423
(Course #)

 (b) Cannot take: _____ for further credit
(Course #)

SERVICE COURSE TO:

(Department / Program)

(Department / Program)

TOTAL HOURS PER TERM: 45
STRUCTURE OF HOURS:

Lectures:	<u>5</u>	hrs.
Seminar:	_____	hrs.
Laboratory:	<u>10</u>	hrs.
Field Experience:	<u>30</u>	hrs.
Student Directed Learning:	_____	hrs.
Other (Specify):	_____	hrs.

Combination of Lecture and Lab Hours: no YES/NO

TRAINING DAY-BASED INSTRUCTION
LENGTH OF COUR: N/A
HOURS PER DAY: N/A
MAXIMUM ENROLMENT: 36
EXPECTED FREQUENCY OF COURSE OFFERING: Once a Year
WILL TRANSFER CREDIT BE REQUESTED?: (Lower-level courses only) YES _____ NO x
WILL TRANSFER CREDIT BE REQUESTED?: (Upper-level requested by departr YES _____ NO x
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE: YES _____ NO x
AUTHORIZATION SIGNATURES:

 Course designer(s): Lou Schroeder

 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 Principl _____
(type date in this field)

 PAC Final Approva _____
January 31, 2001

ECE 223

COURSE NAME / NUMBER

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Define quality, engage in strategic planning initiatives, understanding "apply regulations, policies, licensing requirements, recruit, orient" develop staff.

Manage resources effectively, write policies, procedures, work with volunteer boards, design parent handbook, acquire networking skills.

METHODS:

Small group discussions

Lectures

Student presentations

Video presentations

Case study analysis

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR

YES

NO

METHODS OF OBTAINING PLAR:

Portfolios , test, and assignments.

TEXTBOOKS, REFERENCES, MATERIALS:

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

Hildebrand, V. (1993). Management of Child Development Centres, 3rd Ed., New York: MacMillan Publishing Company.

Yeates, M., McKenna, D., Warberg, C & K, Chandler (1990). Administering Early Childhood Settings: The Canadian Perspective. Toronto: MacMillan F

REFERENCES:

(See student course outlines)

SUPPLIES / MATERIALS:

STUDENT EVALUATION:

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

1. Development of a prototype job description	20%
2. Development of a parent information handbook	20%
3. Interviews with 2 centre Administrators/Supervisors	40%
4. Final Exam	20%
Total	100%

COURSE CONTENT:

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

1. Introduction to course - Goals and Objective
2. Defining quality
3. Building an effective program
4. Examining regulations, policies, licensing requirements.
5. Staff Development
6. Resources Management
7. Developing policies and procedures
8. Working with Volunteer Boards
9. Partnering with Parents
10. Community Networking