

COURSE IMPLEMENTATION DATE: September 1993  
 COURSE REVISED IMPLEMENTATION DATE: January 2009  
 COURSE TO BE REVIEWED: January 2013  
*(four years after UPAC approval)* *(month, year)*

**OFFICIAL UNDERGRADUATE 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 – see course syllabus available from instructor

ECE 223	ECE/CYC	3
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	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 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: Admission to the ECE Diploma program.  
 COREQUISITES:  
 PRE or COREQUISITES:

**SYNONYMOUS COURSE(S):**

- (a) Replaces: \_\_\_\_\_
- (b) Cross-listed with: \_\_\_\_\_
- (c) Cannot take: \_\_\_\_\_ for further credit.

**SERVICE COURSE TO:** *(department/program)*

**TOTAL HOURS PER TERM:** 45

**STRUCTURE OF HOURS:**  
 Lectures: 40 Hrs  
 Seminar: \_\_\_\_\_ Hrs  
 Laboratory: \_\_\_\_\_ Hrs  
 Field experience: \_\_\_\_\_ Hrs  
 Student directed learning: 5 Hrs  
 Other (specify): \_\_\_\_\_ Hrs

**TRAINING DAY-BASED INSTRUCTION:**

Length of course: 14 weeks  
 Hours per day: \_\_\_\_\_

**OTHER:**

Maximum enrolment: 36  
 Expected frequency of course offerings: annually  
*(every semester, annually, every other year, etc.)*

**WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)**  Yes  No  
**WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)**  Yes  No  
**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**  Yes  No

Course designer(s): <u>Lou Schroeder</u>	Date approved: <u>May 28, 2008</u>
Department Head: <u>Christine Puder</u>	Date of meeting: <u>February 8, 2008</u>
Supporting area consultation (UPACA1)	Date approved: <u>May 28, 2008</u>
Curriculum Committee chair: <u>Gwen Clarke</u>	Date approved: <u>December 10, 2008</u>
Dean/Associate VP: <u>Rosetta Kalideen</u>	Date of meeting: <u>January 30, 2009</u>
Undergraduate Program Advisory Committee (UPAC) approval	

**LEARNING OUTCOMES:**

Upon successful completion of this course, students will:

- articulate the need for comprehensive policies and procedures;
- demonstrate the writing of appropriate policies and procedures;
- design effective job descriptions and demonstrate the ability to schedule staffing to meet legal requirements;
- demonstrate the ability to market a centre in a cost-effective way;
- articulate how the centre philosophy will determine the administrative operational decisions; and
- design effective and appropriate record-keeping forms which will streamline administrative tasks.

**METHODS:** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

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

**METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Examination(s)                       Portfolio assessment                       Interview(s)

Other (specify):

PLAR cannot be awarded for this course for the following reason(s):

**TEXTBOOKS, REFERENCES, MATERIALS:**

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

**Administering for Quality: Canadian Early Childhood Development Programs** by K. Chandler

**SUPPLIES / MATERIALS:**

Computer and paper

**STUDENT EVALUATION:**

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

- |  |      |
|--|------|
| • development of a sample brochure                         | 10%  |
| • development of a parent handbook                         | 25%  |
| • development of prototype job descriptions                | 10%  |
| • creating a scheduling plan that reflects the regulations | 5%   |
| • developing personnel policies and procedures             | 50%  |
| Total  | 100% |

**COURSE CONTENT:**

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

- systems approach to administration
- working with a non-profit board of directors
- building an effective program
- managing a staff effectively
- marketing and fund raising for a nonprofit centre
- community networking
- partnering with parents
- collecting fees
- designing personnel policies and procedures.