

COURSE IMPLEMENTATION DATE: September 1993
 COURSE REVISED IMPLEMENTATION DATE: January 2015
 COURSE TO BE REVIEWED: March 2020
 (six years after UEC 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	Professional Studies / ECE/CYC	3
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UFV CREDITS
Administration of Childhood Centers		
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This course is designed for preschool/daycare center 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 centers.

PREREQUISITES: Admission to the Early Childhood Education diploma, or department head's permission.
 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:	<u>40</u>	Hrs
Seminar:	_____	Hrs
Laboratory:	_____	Hrs
Field experience:	_____	Hrs
Student directed learning:	<u>5</u>	Hrs
Other (specify):	_____	Hrs

TRAINING DAY-BASED INSTRUCTION:

Length of course: _____
 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>November 2013</u>
Department Head: <u>Maple Melder Crozier</u>	Date of meeting: <u>n/a</u>
Campus-Wide Consultation (CWC)	Date approved: <u>December 13, 2013</u>
Curriculum Committee chair: <u>Maple Melder Crozier</u>	Date approved: <u>December 13, 2013</u>
Dean/Associate VP: <u>Rosetta Khalideen</u>	Date of meeting: <u>March 28, 2014</u>
Undergraduate Education Committee (UEC) approval	

LEARNING OUTCOMES:

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

- 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 center 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:]

Chandler, K. (2008). Administering for Quality: Canadian Early Childhood Development Programs 3rd Ed., Toronto, ON: Pearson Education Canada

SUPPLIES / MATERIALS:

STUDENT EVALUATION:

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

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%

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 fundraising for a nonprofit centre
- Community networking
- Partnering with parents
- Collecting fees
- Designing personnel policies and procedures.