

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
ECE 215S ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS
2 CREDIT HOURS

COURSE DESCRIPTION

Overview of the components involved in administering a program for young children. Includes goal setting, curriculum design, facilities, budget and finances, record keeping, staff relations and training, parent and community involvement, federal, state and local agencies, and relevant national trends and their effects on early childhood programs. Job shadowing of an administrator is required.

COURSE GOALS

The student will:

Bloom's Level		Program Outcomes
5	1. Assess his/her personal leadership skills and style.	20
3	2. Demonstrate an understanding of the responsibilities involved in the administration of an early childhood program including:	12, 13
	Assessing community needs	
	Operating a small business	
	Handling finances	
	Hiring and supervising staff	
	Enrolling children	
	Designing and supervising appropriate curriculum	
	Working with parents	
	Managing food and nutrition needs	
	Handling publicity and community relations	
	Operating an inclusive program	
5	3. Create philosophy, goals, policies and procedures for all components of an early childhood program.	12, 13
4	4. Compare Ohio Department of Jobs and Family Services licensing requirements to Ohio Department of Education licensing requirements.	12, 13, 24
1	5. Examine the processes for maintaining the quality of early childhood programs:	7
	NAEYC Accreditation	
	Harms	
	YMCA	
	Day Care	
4	6. Explain the value of professional development and life-long learning.	20
4	7. Job-shadow an early childhood administrator and compare to classroom learning.	

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE

1. Overview
2. Director Responsibilities
3. Types of Programs/Community Assessment
4. Program Goals, Planning and Evaluating
5. Curriculum and Ohio Content Standards
6. Environments: Infants, Toddlers, Preschool
7. Staffing and Supervision
8. Management: Budget, Maintenance, Food and Nutrition
9. Parent Involvement, Education, and Public Relations
10. Maintaining Quality
11. Professional Development and Continued Professional Growth
12. Current Issues and Trends