

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS: 2001-2003

DIVISION/AREA: Natural Sciences, Health & Human Services    DEPARTMENT: Early Childhood Education

AREA DEAN: Timothy Dykstra, Ph.D.

ORIGINATOR: Jo-Anna Kolodziej

TOTAL HOURS OF INSTRUCTION:                      Lecture: 3                      Lab: 0                      Total Contact Hours: 52.8

COURSE NUMBER: ECE 120

CREDIT HOURS: 3

COURSE TITLE: Administration of Programs

TRANSFERABLE TO: CMU, FSU, GVSU, SVSU, LSSU, WMU as specific course or elective

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

None

CATALOG DESCRIPTION: Study of the basic principles of the financial, legal, supervisory, and administrative procedures used in operating an early childhood center. Topics include policies and goal setting, safety, health and nutrition, licensing requirements, budget and record keeping, program development, parent/school communication, personnel management and professionalism. Note: *This course satisfies the CDA Credential competency goal V: To ensure a well run, purposeful program responsive to participant needs.*

GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES

Meets ECE outcomes/competencies:

- Establish and maintain a safe and healthy learning environment based on developmentally appropriate practice.
- Utilize strategies that are sensitive to issues of diversity to establish and maintain positive guidance and productive relationships with families and the community.
- Understand and apply the principles of child growth and development and use of observation/assessment tools to ensure program development in support of children's physical, intellectual, and socio-emotional needs.
- Maintain a commitment to professionalism in support of family life and work.
- Utilize strategies to manage an effective program operation.

COURSE OBJECTIVES & OUTCOMES: Upon successful completion of this course, the student will:

Manage and operate a child care program/center.

- Write program policies including philosophy and mission statements and program goals.
- Describe five criteria covered in a state licensing site visit.
- List and explain the basic categories in a child care center budget.
- Explain the procedure for hiring and supervising staff.
- Explain staffing issues in relation to state mandated adult/child ratios.
- Describe sample contents in a parent handbook.
- Write a job description for a Child Care Center Administrator.
- Explain a procedure to provide support services for families in need of intervention.
- Describe the fundamental components in children's program.

METHODS OF EVALUATION: Essays, working papers, and class participation.

REQUIRED TEXTS: (Representative List)

*Developing and Administering A Child Care Center, 4<sup>th</sup> edition*, Dorothy June Sciarra and Anne G. Dorsey, Delmar Publications.

Licensing brochure packet from Consumer Industry Resources.

Optional supplementary Materials: Young Children Journal

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION: 16 Weeks

Week 1	Overview/Pre Inventory/Developing Interpersonal Relationships
Week 2	Assessing Needs/Writing Program philosophy
Week 3	Licensing and Public Act 116
Week 4	Working with a Board/ writing By-laws. Personal reality paper due.
Week 5	Financial matters
Week 6	Funding a Child Care Center. Working papers 1-5 due.
Week 7	Developing Center Facility.
Week 8	Center Equipment. Journal Reaction Paper due.
Week 9	Staffing the Center. Interview role-play.
Week 10	Publicizing the Center and selecting children. Working papers 6-10 due.
Week 11	Managing Food, Health, Safety and Communicable Diseases.
Week 12	Spring Break
Week 13	Evaluating Center Components
Week 14	Providing for Staff Development. Post Inventory.
Week 15	Working with Parents, Volunteers, Community. Working papers 11-16 and Portfolios due
Week 16	Exit Interviews. Portfolios returned.

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_