

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
MASTER SYLLABUS

**ADMINISTRATION OF CHILD CARE CENTERS  
ECED 2120**

**Class Hours: 3.0**

**Credit Hours: 3.0**

**Laboratory Hours: 0.0**

**Date Revised: Fall  
2001**

**Catalog Course Description:**

A study of organization and administration practices applicable to the child care center. Topics of special consideration will be staff-management relations, state and local licensing standards, national accreditation, CDA standards, tax laws, legal liabilities, and the effect these topics will have on the care of the child. Laboratory observation and interaction.

**Entry Level Standards:**

Must be able to read and write at the collegel level.

**Prerequisites:**

None

**Textbook(s) and Other Reference Materials Basic to the Course:**

Sciarra, D. J. & Dorsey A. G. (1998). *Developing, and Administering A Child Care Center* (4th ed.)  
Delmar Publishing

**I. Week/Unit/Topic Basis:**

<b>Week</b>	<b>Topic</b>
1	Assessing Community Need and Establishing a Program
2	Licensing and Standard Requirements
3	Establishing a Working Board for Child Care Center
4	Handling Financial Matters and Funding the Program
5	Developing a Center Facility: Equipment Needs
6	Developing a Center Facility: Grouping and Enrolling Children
7	Developing a Center Facility: Staffing
8	Developing a Center Facility: Managing the Nutrition Programs
9	Developing a Center Facility: Managing the Health and Safety Programs

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| 10 | Evaluating Child Care Programs            |
| 11 | Professional State Development            |
| 12 | Working with Parents                      |
| 13 | Working with Volunteers and the Community |
| 14 | Current Child Care Issues and Problems    |
| 15 | Review                                    |
| 16 | Final Exam Period                         |

**II. Course Objectives\*:**

- A. Discuss the different types of child care programs. I, II, III, IV
- B. Understand the criteria and standards required of child care centers. I, II, III, IV
- C. Develop a working knowledge of the administration of child care centers. I, II, III, IV

\*Roman numerals after course objectives reference goals of the Early Childhood Education program.

**III. Instructional Processes\*:**

Students will:

1. Observe classroom dynamics in various educational settings. *Cultural Diversity and Social Adaptation Outcome, Active Learning Strategy, Transitional Strategy*
2. Utilize reflective inquiry thinking processes to integrate text and classroom observation. *Communication Outcome, Problem Solving and Decision Making Outcome*
3. Use journaling as a technique to facilitate classroom observations and discussions. *Communication Outcome, Information Literacy Outcome, Transitional Strategy*
4. Internalize work ethic by demonstrating regular attendance, punctuality, dependability, cooperation with teachers and peers, and professionalism. *Personal Development Outcome, Transitional Strategy*
5. Use Internet for communication with instructor and other class members. *Communication Outcome, Technological Literacy Outcome*

\*Strategies and outcomes listed after instructional processes reference Pellissippi State' s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

**IV. Expectations for Student Performance\*:**

Upon successful completion of this course, the student should be able to:

1. Become familiar with the diversity of settings and types of child care. A-C
2. Develop an understanding of the criteria and standards required of a child care center. A-C
3. Develop a working knowledge of the administration of a child care center. A-C

4. Discover communication skills necessary for working with child care boards, staff, colleagues, child and parents in a child care setting. A-C
5. Develop competencies for the effective utilization of community resources. A-C
6. Examine professional ethics and issues concerned with the early childhood education and profession. A-C
7. Acquire an understanding of current child care issues and problems. A-C
8. Further develop a philosophy of an early child care program. A-C
9. Utilize a holistic and developmentally appropriate approach to child development when planning a child care program. A-C
10. Evaluate early childhood program environments through the use of an assessment tool. A-C

\*Letters after performance expectations reference the course objectives listed above.

#### **V. Evaluation:**

##### A. Testing Procedures:

Students will complete a pre and post inventory on their knowledge of child care center administration through an entry exam and a comprehensive final exam.

##### B. Laboratory Expectations:

Students will keep a journal, reflecting on each class topic. They will share in writing the knowledge they have learned and how they will use this knowledge in the classroom.

##### C. Field Work:

Students will observe and assess different early childhood education programs at various sites.

#### **VI. Policies:**

##### A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

##### B. Academic Dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F for the exercise or examination or to assign an F in the course.