PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS
ECED 2312

Class Hours: 3.0
Credit Hours: 3.0
Laboratory Hours: 0.0
Revised: Fall 2014

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

A study of organizational and administrative practices applicable to programs serving children from birth through age 8. Topics of particular consideration include leadership, enrollment, public relations, staff management, financial management, facilities, regulations, parent relations and program development.

Entry Level Standards:

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

Prerequisites:

None

Textbook(s) and Other Course Materials:

Required:

Supplementary:

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Assessing Community Need and Establishing a Program</td>
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<td>2</td>
<td>Licensing and Standard Requirements</td>
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<td>3</td>
<td>Establishing a Working Board for Child Care Center</td>
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<td>4</td>
<td>Handling Financial Matters and Funding the Program</td>
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<tr>
<td>5</td>
<td>Developing a Center Facility: Equipment Needs</td>
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<td>6</td>
<td>Developing a Center Facility: Grouping and Enrolling Children</td>
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II. Course Goals*:

A. Recognition of basic concepts of financial management in a child care setting. (6b)

B. Demonstration of basic principles of curriculum and program development. (5c)

C. Recognition of issues and strategies for human resources management in child care. (6b, 6c)

D. Identification of basic guidelines for facilities management including licensing regulations, nutrition, health and safety. (4b, 6b)

E. Identification of leadership and administrative styles and roles and their impact on an organization. (6a, 6d)

F. Description and application of the basic concepts of establishing a program including working with a board, choosing a philosophy, and equipping staff and publicizing a child care center. (1a, 2a, 4b)

G. Identification and practice of positive communication techniques for working with staff, parents, volunteers, and the community. (2b, 6c)

*Numerals after course goals reference goals of the ECED program which are based on NAEYC Associate Degree Standards

NAEYC Associate Degree Standards:
The following standards are addressed in this course:

Standard 1: Promoting Child Development and Learning
1a. Know and understand children’s characteristics and needs

Standard 2: Building Family and Community Relationships
2a. Know about and understand family and community characteristics
2b. Support and empower families and communities through respectful, reciprocal relationships

Standard 4: Using Developmentally Effective Approaches
4b: Know, understand, and use effective approaches, strategies, and tools for early education, including appropriate uses of technology
Standard 6: Becoming a Professional

6a. Identify and involve oneself with the early childhood field
6b. Know about and uphold ethical standards and other professional guidelines
6c. Engage in continuous, collaborative learning to inform practice, using technology effectively with young children, with peers, and as a professional resource
6d. Integrate knowledgeable, reflective, and critical perspectives on early education

III. Expectations for Student Performance*:

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

1. Recognize basic concepts of financial management in a child care setting. (6b)
2. Demonstrate basic principles of curriculum and program development. (5c)
3. Recognize issues and strategies for human resources management in child care. (6b, 6c)
4. Identify basic guidelines for facilities management including licensing regulations, nutrition, health and safety. (4b, 6b)
5. Identify leadership and administrative styles and roles and their impact on an organization. (6a, 6d)
6. Describe and apply the basic concepts of establishing a program including working with a board, choosing a philosophy, and equipping staff and publicizing a child care center. (1a, 2a, 4b)
7. Identify and practice positive communication techniques for working with staff, parents, volunteers, and the community. (2b, 6c)

*Numerals after Student Learning Outcomes reference NAEYC Associate Degree Standards

IV. Evaluation:

A. Testing Procedures:

Students will complete regular assessments (projects, exams, papers, journals, research, presentations) to test their knowledge of early childhood practices and theories.

B. Field Work:

Students will complete director interviews.

C. Other Evaluation Methods:

As determined by the instructor.

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of
Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. Disability Services may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.