

COURSE OUTLINE

EDUC-230

Child Care Center Administration and Management

3 Semester hours

HOWARD COMMUNITY COLLEGE

Course Description:

This course is the study of practical application of management procedures for early care and education programs including the role of the administration, planning, operating, supervising, and evaluating programs. Special focus is on philosophy, types of programs, policies, fiscal management, regulations, staff selection, training and management, food service, equipment, materials and parent and community involvement. Prerequisites: EDUC-111, EDUC-112. (3 hours weekly)

Course Objectives:

1. Acquire a basic knowledge of an early childhood administrator's role in the management, supervision and administration of a child care center.
2. Understand the process for development of a childcare center's budget and financing.
3. Analyze the essential components for the set-up of childcare center space, equipment, curriculum, health, safety, staff and staffing issues and parent involvement.

Major Topics:

- I. Administrative styles and roles and personal qualities
- II. Managing the program and leading people
- III. Creating a positive climate and staff motivation
- IV. Assessing the community need and establishing a program
- V. Licensing, the purpose and process
- VI. Center accreditation and staff credentialing
- VII. Center organization, boards, committee members, articles, and bylaws
- VIII. Budget items, process and priorities
- IX. Start up and operational funds and resources
- X. Creating space and identifying materials and equipment
- XI. Personnel policies, job descriptions, interviewing, orientations and ADA
- XII. Advertising, marketing, and laws
- XIII. Grouping and enrollment to children
- XIV. Managing the food and the health and safety program
- XV. Evaluation plans for the program, staff, and children
- XVI. Professional staff development and administrative leadership
- XVII. Working with families, volunteers, and the community

Course Requirements:

1. Regular and punctual class attendance is mandatory.
2. Class participation and contributions through questions, feedback, class discussions, class assignments, and group activities.
3. Assignments must be completed and turned in when due.
4. Passing and above grades on all exams.
5. Final project completion.
6. Academic honesty, as defined by the Student Handbook, is required of all students.

Evaluation and Grade Determination:

Assignments	400 points
Open Book Exam	200 points
Final Project	200 points

Each student has the potential to earn the maximum of 800 points for the class.

Point Spread	Grade
701 - 800	A
601 - 700	B
501 - 600	C
401- 500	D
0 - 400	F