1. **COURSE TITLE\*:** Administration of Early Childhood Programs
2. **CATALOG - PREFIX/COURSE NUMBER**/**COURSE SECTION:** EDUC 2210

1. **PREREQUISITE\*:** EDUC 1140 **COREQUISITE\*:**
2. **COURSE TIME/LOCATION/MODALITY: *(Course Syllabus – Individual Instructor Specific)***
3. **CREDIT HOURS\*:** 3 **LECTURE HOURS\*:** 3

**LABORATORY HOURS\*:** 0 **OBSERVATION HOURS\*:** 0

1. **FACULTY CONTACT INFORMATION: *(course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

This course is designed to prepare students for administrative and leadership roles in the field of early childhood education. An overview of various types of early childhood programs and philosophies will be presented. Relevant topics including program planning, implementing, leading and managing personnel, financing and budgeting, and establishing policies will be discussed. A review of current licensing laws as established by the Ohio Department of Job and Family Services will also be included in the course. Four hours in an approved setting is required.

1. **LEARNING OUTCOMES\*:**

*After successful completion of this course, the student will demonstrate a knowledge of:*

* 1. Various program philosophies.
  2. State licensing procedures.
  3. Planning, implementing, and evaluating programs.
  4. Developmentally appropriate programs.
  5. Financing/budgeting programs.
  6. Professional organizations.
  7. Techniques to encourage parent involvement.
  8. Regulations involving nutrition, health, and safety.
  9. Staffing requirements/personnel records.

1. **ADOPTED TEXT(S)\*:**

Sciarra, Dorsey, Lynch, and Adams.

*Developing and Administering a Child Care and Education Program.*

9th edition. 2015.

Cengage.

ISBN: 9781305088085

**OR**

Inclusive Access (IA) (Follett)

ISBN: 979-821-434156-9

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)**
2. **GRADING SCALE:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS:**

(Example Only)

|  |  |
| --- | --- |
| **Category** | **Points** |
| 100-point Exams x 4 | 400 |
| Administrator Review | 25 |
| Journal Article Review | 50 |
| Conference Checklist | 25 |
| Research Paper | 100 |
| **Total** | **600** |

1. **COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE OUTLINE:** ***(Course Syllabus – Individual Instructor Specific)***

(Example Only)

|  |  |  |
| --- | --- | --- |
| Week | Topic | Learning Objectives |
| 1 | Introduction to Course; Chapter 1: The Working Director | LO1 |
| 2 | Chapter 2: Developing Interpersonal Relationships | LO7 |
| 3 | Chapter 3: Assessing Community Need and Establishing a Program | LO3, LO4 |
| 4 | Chapter 4: Licensing and Certification | LO2 |
| 5 | Chapter 5: Organizing Center Structure and Working with a Board | LO1, LO5 |
| 6 | Chapter 6: Handling Financial Matters | LO5 |
| 7 | Chapter 7: Funding the Program | LO3, LO5 |
| 8 | Chapter 8: Developing a Center Facility | LO3 |
| 9 | Chapter 9: Equipping the Center | LO5 |
| 10 | Chapter 10: Staffing the Center | LO5, LO9 |
| 11 | Chapter 11: Marketing the Program and Selecting the Children | LO3 |
| 12 | Chapter 12: Grouping and Enrolling the Children | LO4 |
| 13 | Chapter 13: Managing the Food and the Health and Safety Programs | LO8 |
| 14 | Chapter 14: Evaluating Center Components  Chapter 15: Providing for Personal and Professional Development | LO3, LO4, LO6 |
| 15 | Chapter 16: Working with Families, Volunteers, and the Community | LO6, LO7 |
| Finals | TBA |  |

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

**16. FERPA:\***

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17. ACCOMMODATIONS: \***

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at [rhall21@sscc.edu](mailto:rhall21@sscc.edu) or 937-393-3431 X 2604.

**18. OTHER INFORMATION\*\*\*:**

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.