



**Course Name: Administration And Supervision of Early Childhood Programs**

**Course Number: ECE\* E206**

**Credits: 3**

**Catalog description:** This course examines the roles, responsibilities and skills involved in management and supervision of preschool programs. Emphasis is placed on the duties and responsibilities of an administrator; the selection, supervision and evaluation of staff members; program development; the budgeting process and fiscal management; food and health services; laws and regulations concerning state child care licensing, and parent involvement.

**Prerequisite, or Parallel: ENG\* 101**

### **General Education Competencies Satisfied:**

**HCC General Education Requirement Designated Competency Attribute Code(s):**

None

**Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:**

None

**Embedded Competency(ies):**

None

**Discipline-Specific Attribute Code(s):**

None

### **Course objectives:**

1. develop effective organizational vision and mission statements, and management techniques.
2. develop a business plan in regard to budgets, marketing and finding resources.
3. identify program goals that support the mission statement.
4. identify developmentally appropriate practices to meet the educational goals
5. design programmatic approaches to building parent involvement and school/community interaction respecting cultural diversity.
6. recognize the importance of professional ethics in the daily management.
7. recognize legal issues in early childhood education.



**Course Content:**

1. Role of the Administrator
2. Business Management — Budgets Marketing — Funding
3. Licensing and Accreditation Standards - A Safe And Healthy Environment
4. Staff Management Supervision — Evaluation
5. Early Childhood Professional Development
6. Program Philosophy - Developmentally Appropriate Practices
7. Program Development — Goals — Vision - Mission - Design
8. Early Childhood Program Evaluation and Assessment - NAEYC
9. Delegation and Time Management
10. Family and Community Involvement— Cultural Diversity
11. Ethical and Legal Issues in Early Childhood Education

Date Course Created:

Date of Last Revision: 4/3/2017