



**Course Name: Administrative Leadership In Early Childhood Programs**

**Course Number: ECE\* E212**

**Credits: 3**

**Catalog description:**

**This** course is designed to examine the multi-dimensional roles of the early childhood program administrator. Emphasis will **be on** effective leadership and the impact of communication and interpersonal skills; decision-making and participatory management tools; how to conduct effective meetings; formation of partnerships with families; child welfare advocacy, and strategic approaches to initiating and implementing change.

**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:**

- I. identify the differences between leadership and management.
2. identify and utilize situational leadership styles.
3. facilitate effective meetings. Utilize understanding of group processes.
4. develop communication and consensus building skills to carry out mission.
5. recognize adult learning styles.



6. develop partnership-building skills to encourage family involvement in school/community relationships.
7. recognize ethical issues in early childhood programs.

**Course Content:**

1. Implementing Mission And Providing Vision in Early Childhood Programming
2. Decision Making and Participatory Management
3. Leadership Styles
4. Conducting Effective Meeting - Understanding Group Processes
5. Communication And Interpersonal Skills -how Adults Learn
6. Managing Conflict in Early Childhood Programs
7. Habits of Highly Effective Leaders
8. Building Partnerships with Families - Consensus Building
9. Child Welfare Advocacy
10. Initiating and Implementing Change
11. Values And Standards In Early Childhood Programs

Date Course Created:

Date of Last Revision: 4/3/2017