COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Early Childhood Program Planning & Administration
COURSE NUMBER	ECED 0200
DIVISION	Social and Behavioral Sciences & Public Services
DEPARTMENT	Early Childhood Education and Development
CIP CODE	19.0708
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

The Early Childhood Program Planning and Administration course combines the direct application of child development knowledge, state regulations and national standards to organization and administration of high quality early childhood programs; to collaborate with families, school districts and communities and to engage in strategic planning. Designed for current and future directors of child care/child development centers, Parents as Teachers, Part C Programs (Tiny-K), Early Head Start, Head Start programs and communitybased pre-kindergarten and kindergarten programs. Course requires 5 hours of outside class experiences in programs serving children 0 to age 8. Primary settings with NAEYC accreditation, or licensed early childhood programs for family, group, center, Head Start, faith based, public and private pre-k or nursery school setting.

PROGRAM LEARNING OUTCOMES

1. PLO #1 Describe and demonstrate the practices necessary to provide a safe, healthy learning environment for infants and toddlers or preschool aged children.
2. PLO #2. Evaluate the physical, intellectual, social and emotional development of the child to implement a developmentally appropriate program.
3. PLO #3. Describe the principles of child development and learning as it relates to their own professional philosophy of the education of infants and toddlers or preschool aged children.
4. PLO #4. Describe and demonstrate effective program management including positive interactions with children and families.

Institutional Learning Outcomes

☒ Communication
☐ Computation and Financial Literacy
☒ Critical Reasoning
☐ Technology and Information Literacy
☒ Community and Civic Responsibility
☐ Personal and Interpersonal Skills

TEXTBOOKS

http://kckccbookstore.com/

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to, lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

I.   Early Childhood Programs
II.   Community Need and Establishing Childcare Programs
III.   Standards, Licensing and Certification
IV.   Organizing Center Structure and Working with a Board
V.   Fiscal Responsibility
VI.   Food, Health and Safety Programs
VII.   Families, Volunteers, and the Community
VIII. Advocacy and Professional Ethics

COURSE LEARNING OUTCOMES

A. CLO #1. Identify leadership skills and the behaviors of early childhood program administrators.
B. CLO #2. Demonstrate, compare, and apply an understanding of childcare regulations and accreditation criteria.
C. CLO #3. Examine various early childhood program organizational structures including, early intervention, Head Start, Early Head Start, public and private programs.
D. CLO #4. Illustrate an understanding of fiscal management practices and interpretation of basic budget.
E. CLO #5. Demonstrate educational programming within the framework of philosophy and practice including accommodating children with diverse needs and backgrounds.
F. CLO #6. Analyze program policies and procedures for parents and personnel.
G. CLO #7. Describe and discuss the components of a comprehensive program evaluation and show how evaluation data can be utilized for program planning.

H. CLO #8. Investigate the use of technology in the administration, educational programming, and communication of program information.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.