

Child Development 220
Ethics and Administration 1

Credit Hours: # 3

Scheduled hours per week

Online

Catalog Course Description:

Background and ethics issues related to administering early childhood programs.

Prerequisites: None

Corequisites: 10 Hours of Field Experience

Course learning Outcomes:

1. Analyze the responsibilities and duties required in the administration of a quality program for young children. (NAEYC Standards 1, 2, 4, 6)
2. Examine leadership and management styles and how they impact staff, children, and families. (NAEYC Standards 1, 2, 6)
3. Develop policies and procedures for staffing and supervision of early childhood education programs. (NAEYC Standards 1, 6)
4. Discuss practical ideas for increasing staff morale, encouraging quality performance, and retaining employees. (NAEYC Standards 6)
5. Evaluate the techniques used for program planning in early childhood settings. (NAEYC Standards 3, 6)
6. Design developmentally appropriate environments for young children. (NAEYC Standards 1, 4).
7. Describe health and safety requirements set by local, state, and national regulatory agencies for best practice in early childhood programs. (NAEYC Standards 6).
8. Demonstrate a variety of effective communication methods with families and the community. (NAEYC Standards).
9. Analyze financial management strategies used in successful business operations. (NAEYC Standards 6)

Topics to be studied:

- Planning for responsibilities and duties required as the administrator
- Examining leadership and management styles and their impact on staff, children and parents.
- Communicating with parents effectively to identify needs of the program such as following policy, meeting the needs of the children and the staff and making the environment the most effective learning tool.
- Program planning and tools to use including program design and financial responsibilities.

Relationship of course to program or Discipline Learning Outcomes:

- Be able to discuss and apply childcare licensing procedures specific to their state of residence or employment.
- Be able to identify and use NAEYC program accreditation standards.
- Demonstrate procedures to set up an early childhood program considering budgeting and program guidelines.
- Understand and apply appropriate ethical practices in administering an early childhood program.
- Plan a physical environment that is appropriate for an identified age group.
- Design an early childhood program and complete steps to start a program with consideration of diverse children and families.
- Develop and manage a child care center budget
- Define and describe child care center operations and the role of the administrator in management of operations

Relationship of Course to General Education Learning Outcomes:

Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	X
Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	
The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
5/3/2016	

Special projects or requirements of the course:

Reflective Paper- how to apply course content
 Reflective Paper – how to increase staff morale
 Case Studies
 Develop a Director's Tool Kit

Additional information: NA

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