

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: EDF 221
Course Title: Administration of Early Childhood Education
Recommended Transcript Title: Admin. of Early Childhood Educ.
Date Approved/Revised: 6-27-05; 8-3-17; 8-21-17
Credit Hours: 3 Contact hours per week (Based on 15-week term): Lecture: 3 Lab:
Prerequisite: None Corequisite: Pre/Corequisite:
Grading Mode: Letter Grade
Catalog Description: Instruction and observation in various phases of early childhood education administration including: incorporation, licensing, finance, personnel, curriculum, physical plant, health and social services, parental involvement; and resources. Field trips are appropriate.
Course Outcomes (Correlated with NAECY Standards): <ol style="list-style-type: none"> 1. Analyze the responsibilities and duties required in the administration of a quality program for young children. (ST 1, 2, 4, 6) 2. Examine leadership and management styles and how they impact staff, children, and families. (ST 1, 2, 6) 3. Develop policies and procedures for staffing and supervision of early childhood education programs. (ST 1, 6) 4. Discuss practical ideas for increasing staff morale, encouraging quality performance, and retaining employees. (ST 6) 5. Evaluate the techniques used for program planning in early childhood settings. (ST 3, 6) 6. Design developmentally appropriate environments for young children. (ST 1, 4). 7. Describe health and safety requirements set by local, state, and national regulatory agencies for best practice in early childhood programs. (ST 6). 8. Demonstrate a variety of effective communication methods with families and the community. (ST 2, 4). 9. Analyze financial management strategies used in successful business operations. (ST 6)
Implementation Cycle: Fall
Role in College Curriculum: (Check all that apply) <input type="checkbox"/> General Education Core (Specify program) <input checked="" type="checkbox"/> Technical Core Early Childhood Development

Course Number & Title: EDF 221 – Administration of Early Childhood Education

Date Prepared: /Revised: 6-27-05; 8-3-17

Approved by Curriculum Committee: 8-3-17

Approved by LOT: Program approved October 2003; 8-21-17

<input type="checkbox"/> Restricted Elective (Specify program) <input type="checkbox"/> General Elective
Course Fee: None
Instructor's Qualifications: Master's degree with coursework in early childhood education and related experience.
<p>Expanded Course Description:</p> <p>This course emphasizes the director's responsibility for administrative and leadership roles in child development and education programs. It covers the business and interpersonal skills needed to successfully implement an effective program for young children and their families.</p> <p>Students will learn practical information on all aspects of directing a program, including funding and budgeting, selecting, training, and supervising staff, housing the program and purchasing equipment and working with children and parents. Accrediting and licensing an early childhood center and carrying out program evaluation and quality improvement strategies will also be addressed.</p> <p>Lectures, class discussions, and other methods with an emphasis on class participation will be the main instructional procedures for this course.</p> <p>Key Assessments will include:</p> <ol style="list-style-type: none"> 1. Reflective paper – how to apply course content 2. Reflective paper – how to increase staff morale 3. Case studies 4. Develop a Director's Tool Kit

Prepared by:

Molly Edelen, Education Programs Coordinator, 7-20-2017

Name

Title

Date

Approved Per LOT Minutes:

Dean, Teaching and Learning

Date