Department:

Early Childhood

Course Description:

Students in this course will be introduced to the total range of administrative and curriculum demands in different types of early childhood education centers. Funding, budgeting skills, evaluating, hiring, planning, collecting fees and writing reports are some of the topics that will be covered. The course will emphasize developing sound fiscal and program management skills with a focus in interpersonal relationships.

Course Competencies:

Program Planning and Evaluation
1. Behaves as a responsible staff member and participates in the program team.
2. Keeps appropriate records.
3. Complies with program policies and licensing.
4. Supports the program mission statement.
5. Organizes, plans, keeps, records and communicates effectively.
6. Develops unit plans and curriculum for the classroom.
7. Selects appropriate equipment and material for practice.
8. Writes objectives and goals for activities.
9. Uses available resources to ensure effective program operation.
10. Assists in gathering information for evaluation.
11. Follows, maintains and monitors a daily schedule.
12. Plans and adapts curricula and environments including the selection of materials appropriate to the developmental levels of children.

Personal Management
13. Works effectively with support staff, volunteers and professionals.
14. Supports other staff members and professionals.
15. Values and works to strengthen the program’s team of staff, administrator and volunteers.
16. Provides effective lines of communication among staff and administrators

Financial Management
17. Performs basic math computations and makes basic money transactions.
18. Follows bookkeeping procedures.
19. Utilizes generally accepted business practices.
20. Operates within budget.
22. Conducts and maintains the inventory of materials, supplies and equipment.

Course Content:
A. The Working director  
   Administrative styles  
   Management Tools  
   Staff Development  
   Managing Food, Health and Safety  

B. Evaluation  
   Children  
   Staff  
   Program  
   Needs Assessment  
   Program philosophy  

C. Developing a Center  
   Funding  
   Equipment  
   Staffing  
   Enrollment  
   Schedule  
   Curriculum  
   Parent Handbook  
   Working with families and the community  

Learning Assessments:  
Participation, written assignments, web activities, mid-term, final project.  

Instructional Materials:  
Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.