Syllabus
ECED 2450
Early Childhood Administration
2023

Committee Members:

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Facilitator: NDE: Julie Miller

The Institution agrees to the contents in this syllabus including course prefix, number, course description and other contents of this syllabus.

[signature] 04/04/2023		Adopt
Chief Academic Officer, Central Community College		
Loretta Broberg 03/23/2023		Adopt
Chief Academic Officer, Little Priest Tribal College		
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I.   CATALOG DESCRIPTION

Course Number: ECED 2450
Course Title: Early Childhood Administration
Prerequisites: None

Catalog Description: This course is designed to provide students with a comprehensive understanding of the administrative aspects of early childhood programs. This course will prepare students to plan a facility, identify program goals, work with community resources, collaborate with schools, families, and other early childhood programs, implement an early childhood program, and evaluate program quality.

Credit Hours: 3.0 semester credit hours/3.0 quarter credit hours

II.   COURSE OBJECTIVES/COMPETENCIES

The course will:

1. Identify the responsibilities of an administrator in an early childhood education setting.

2. Review local, state, and federal regulatory and licensing standards in early childhood education.

3. Examine effective and current systems of assessment and evaluation of staff and the early childhood programs.

4. Site key elements for professional development and ethical concerns of early childhood educators.

5. Explore methods to support effective partnerships in the workplace and community.

6. Promote the use of tools and technology in early childhood education programs.

III.   STUDENT LEARNING OUTCOMES

Students will be able to:

1. Understand the primary components of successful early childhood education program operations, policies, and procedures.

2. Identify program, licensing, local, state, and federal standards.

3. Determine effective evaluation methods and assessment tools.

4. Understand the role of professional development as an administrator.

5. Articulate the importance of family, community, and professional partnerships.

6. Identify and practice using tools and technology in the early childhood education setting.

IV.   **COURSE CONTENT / TOPICAL OUTLINE**

A. Components Program Operations
B. Licensing and Standards
C. Quality Elements of ECED Programs
D. Program Assessment and Improvement
E. Staff Evaluations
F. Staff Development
G. Personal Code of Ethics
H. Team Member Roles and Responsibilities
I. Partnerships

V.   **INSTRUCTIONAL MATERIAL**

Freeman, Nancy K., et al. *Planning and Administering Early Childhood Programs*. Pearson, 2017.

Developing and Administering an Early Childhood Education Program. CENGAGE LEARNING, 2021.

Supplemental Texts and Materials:

Supplemental hand-outs, slides, videos, and Open Educational Resources (OERs) as determined by instructor.

Environmental Rating Scales, University of North Carolina at Chapel Hill, https://ers.fpg.unc.edu/environment-rating-scales.

VI.   **METHODS OF PRESENTATION / INSTRUCTION**

Methods of presentation typically include a combination of the following:
1. Technology enhanced lecture
2. Classroom discussions
3. Interactive group activities
4. Audio visual materials
5. Presentations by experts from the ECED industry

VII. **METHODS OF EVALUATION**

Methods of evaluation, although determined by the individual instructor, traditionally includes a combination of the following:
1. Attendance and participation
2. Daily assignments
3. Written exams and/or quizzes
4. Performance and observational assessment

VIII. **INSTITUTIONAL DEFINED SECTION**

To be used at the discretion of each community college as deemed necessary.