

DELAWARE TECHNICAL & COMMUNITY COLLEGE
COLLEGE WIDE COURSE SYLLABUS

CAMPUS: Collegewide

DEPARTMENT: Early Childhood Education

COURSE: ECE 220 Program Administration

INSTRUCTOR NAME: Telephone: Email:

PREREQUISITES: PSY 125, ECE 123 or ECE 125, ECE 127, and ECE 226

CO-REQUISITES: None

COURSE HOURS and CREDITS: 3:0:3

COURSE DESCRIPTION:
This course is designed to provide students with an opportunity to explore program evaluation and the techniques for program administration. These techniques ensure alignment of programs with community needs. Prerequisites: PSY 125, ECE 123 or ECE 125, ECE 127, and ECE 226.

TEXT: Planning & Administering Early Childhood Programs, 8th ed. Decker & Decker.

MATERIALS: (To be selected by each Campus)

METHOD of INSTRUCTION: Online or land based lecture

MANUALS: (To be selected by each Campus)

DISCLAIMER:

COLLEGEWIDE CORE COURSE PERFORMANCE OBJECTIVES:

The student will be able to:

1. Describe community needs for childcare programs. (PGC 2 & CCC 1, 2)
2. Identify the various types of childcare programs. (PGC 2 & CCC 1, 5)
3. Summarize the applicable licensing requirements and legal issues affecting early childhood programs. (PGC 4 & CCC 5)
4. Write a program philosophy and mission statement. (PGC 2 & CCC 1, 4)
5. Use effective communication systems to support program. (PGC 2 & CCC 1)
6. List styles of effective education and involvement for boards and management. (PGC 3, 6 & CCC 1, 8)
7. Create long-term strategic plans for family childcare, school-age care, and childcare center programs for the purpose of evaluation. (PGC 3 & CCC 1, 5)
8. Describe program evaluation models used in childcare settings. (PGC 1, 3, & CCC 1, 5)
9. Design a system to evaluate a program's effectiveness to meeting the community's needs. (PGC 2, 5 & CCC 5)

MEASURABLE PERFORMANCE OBJECTIVES:

The student will be able to:

1. Describe community needs for childcare programs.
 - 1.1 Develop and interpret a community needs assessment.
 - 1.2 List needs of local community.
2. Identify the various types of childcare programs.
 - 2.1 Define early childhood education.
 - 2.2 Identify types of classification of early childhood education programs.

3. Summarize the applicable licensing requirements and legal issues affecting early childhood programs.
 - 3.1 Define proprietorship, partnership, and corporation.
 - 3.2 Describe latest legal trends and issues in early childhood education.
4. Write a program philosophy and mission statement.
 - 4.1 Compare and contrast curriculum models and related philosophies.
 - 4.2 Review local early childhood programs, philosophies, and mission statements.
5. Use effective communication systems to support program.
 - 5.1 Identify components of parent and staff handbooks.
 - 5.2 Develop a marketing plan, including a plan for establishing relationships with committees, contractors, vendors, and community partners.
 - 5.3 Develop parent contracts.
 - 5.4 Discuss emergency management plans.
6. List styles of effective education and involvement for boards and management.
 - 6.1 Describe the Board of Director's role and function.
 - 6.2 Compare involvement activities for Boards at varying early childhood programs.
7. Create long-term strategic plans for family childcare, school-age care, and childcare center programs for the purpose of evaluation.
 - 7.1 Discuss the steps for strategic planning.
 - 7.2 Identify measurable goals, criteria, and measures.
8. Describe program evaluation models used in childcare settings.
 - 8.1 Define the purpose of program evaluation models.
 - 8.2 Identify and evaluate evaluation models used in early childhood programs.

9. Design a system to evaluate a program's effectiveness to meeting the community's needs.

9.1 Describe ethics in program evaluation.

9.2 Compare and contrast objectives-based evaluations and standards-based evaluations.

EVALUATION CRITERIA:

Students will demonstrate proficiency on all measurable performance objectives at least to the 75% level. The final grade will be derived from:

Written Assignments	50%
Exams	<u>50%</u>
	100%

College Grading System:

92 - 100	= A
83 - 91	= B
75 - 82	= C
0 - 74	= R

Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy and other policies relevant to their academic progress.