

DELAWARE TECHNICAL & COMMUNITY COLLEGE

COLLEGE WIDE COURSE SYLLABUS

CAMPUS: Collegewide

DEPARTMENT: Early Childhood Education

COURSE: ECE 221 Operational Management

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 the opportunity to understand operational systems in a childcare setting. Students will gain skills for record keeping plans, system implementation of facilities and equipment maintenance, and implementing health, safety, and nutrition policies. 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. Analyze legal issues and applicable licensing requirements for starting and maintaining a childcare center. (PGC 4, & CCC 5)
2. Compile a list of regulating institutions and their particular functions. (PCG 3, 4, & CCC 5)
3. Identify security systems to safeguard assets. (PGC 5, & CCC 4)
4. Develop policies and procedures for utilization, inventory and replacement of supplies, materials and equipment. (PGC 5, & CCC 2, 4)
5. Identify and use record keeping plans for purchase, maintenance, and instruction manuals. (PGC 3, 5, & CCC1, 2)
6. Design a system for cleaning, maintenance and update of building, grounds, vehicles, and equipment. (PGC 2, 4 & CCC 1, 5)
7. Describe pros and cons of various types of structural facilities, and analyze space requirements. PGC 1, 4 & CCC 5)
8. Construct a system for food service in compliance with all regulations. (PGC 4, & CCC 5)
9. Develop facility policies for the monitoring of health and safety regulations. (PGC 4, & CCC 5)

MEASURABLE PERFORMANCE OBJECTIVES:

The student will be able to:

1. Analyze legal issues and applicable licensing requirements for starting and maintaining a childcare center.
 - 1.1 Describe applicable Delacare requirements for family care homes and Delacare requirements for childcare facilities.
 - 1.2 Discuss legal issues affecting early childhood programs.
2. Compile a list of regulating institutions and their particular functions.

- 2.1 Identify area agencies regulating early childhood programs.
- 2.2 Compare and contrast the regulatory functions of each agency.
3. Identify security systems to safeguard assets.
 - 3.1 Identify assets that need safeguarding in an early childhood program.
 - 3.2 Organize a chart comparing and evaluating multiple security systems for early childhood programs.
4. Develop policies and procedures for utilization, inventory and replacement of supplies, materials and equipment.
 - 4.1 Examine current policies and procedures in local childhood programs.
 - 4.2 List supplies, materials, and equipment needed in an early childhood program.
5. Identify and use record keeping plans for purchase, maintenance, and instruction manuals.
 - 5.1 Compare and contrast early childhood record keeping plans.
 - 5.2 Review Headstart and ECAP instructional manuals.
6. Design a system for cleaning, maintenance and update of building, grounds, vehicles, and equipment.
 - 6.1 Examine current systems for cleaning, maintenance and update of local early childhood facilities.
 - 6.2 Identify and evaluate potential business partners.
7. Describe pros and cons of various types of structural facilities, and analyze space requirements.
 - 7.1 Discuss the various types of structural facilities and applicable zoning laws.
 - 7.2 List factors needed to analyze space for a center or home based program.
8. Construct a system for food service in compliance with all regulations.
 - 8.1 Identify all food regulations for early childhood programs.

- 8.2 Summarize the USDA food program.
- 9. Develop facility policies for the monitoring of health and safety regulations.
 - 9.1 Identify all health and safety regulations for early childhood programs.
 - 9.2 Examine facility policies for health & safety monitoring in a NAEYC accredited center or an accredited family home care facility

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.