

DELAWARE TECHNICAL & COMMUNITY COLLEGE
COLLEGE WIDE COURSE SYLLABUS

CAMPUS: Collegewide

DEPARTMENT: Early Childhood Education

COURSE: ECE 224: Fiscal 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 information on financial management in childcare settings. Students will gain experience in areas of legal issues, financial planning and application. 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. Estimate using standard budget procedures, the start-up, and annual cost of major programs. (PGC 3, 4, & CCC 1, 2, 7)
2. Identify and use record keeping plans for budgets, tax expenses, and income. (PGC 2 & CCC 2, 7)
3. Prepare fiscal reports and documents. (PGC 2 & CCC 1,5)
4. List sources and opportunities for funding childcare programs. (PGC 2 & CCC 5, 6)
5. Describe state and federal reimbursement programs for childcare services. (PGC 4, 5, & CCC 4, 8)
6. Create fee structures appropriate for family childcare, childcare centers, and school-age programs. (PGC 1, 4 & CCC 5, 7)
7. Construct fiscal policies and procedures. (PGC 3, 4, & CCC 1, 2, 5)
8. Design cost effective purchasing system. (PGC 2, 4 & CCC 1,5)
9. Compare financial tools appropriate to use in childcare setting. (PGC 5 & CCC 4, 6)

MEASURABLE PERFORMANCE OBJECTIVES:

The student will be able to:

1. Estimate using standard budget procedures, the start-up, and annual cost of major programs.
 - 1.1 Identify appropriate insurance policies needed for operation.
 - 1.2 Develop a budget for a specific program proposal.
2. Identify and use record keeping plans for budgets, tax expenses, and income.
 - 2.1 Compare and contrast early childhood record keeping plans.

- 2.2 Review Headstart and NAEYC accredited centers/home care facilities' financial plans.
3. Prepare fiscal reports and documents.
 - 3.1 Collect and analyze supplemental resources for fiscal documentation.
 - 3.2 Review sample fiscal reports for center based and home based child care.
4. List sources and opportunities for funding childcare programs.
 - 4.1 Research internet for relevant funding sources, including, but not limited to grants.
 - 4.2 Examine samples of requests for proposal (RFP) for funding.
5. Describe state and federal reimbursement programs for childcare services.
 - 5.1 Explain the roles and functions of state and federal reimbursement programs.
 - 5.2 Discuss USDA, POC, Headstart funds.
6. Create fee structures appropriate for family childcare, childcare centers, and school-age programs.
 - 6.1 Conduct a cost comparison survey of area early childhood programs.
 - 6.2 Identify key components considered in establishing childcare fees.
7. Construct fiscal policies and procedures.
 - 7.1 List and define factors affecting fiscal policies and procedures.
 - 7.2 Create fee collection and cash accounts policy.
 - 7.3 Summarize best practices for fiscal policies according to procedures in accordance with Delacare regulations and NAEYC guidelines.
8. Design cost effective purchasing system.
 - 8.1 Identify materials and services in need of purchasing for early childhood programs.
 - 8.2 Complete cost comparisons for materials and services needed.

- 8.3 Discuss vendor selection and negotiating contracts.
9. Compare financial tools appropriate to use in childcare setting.
- 9.1 Identify and evaluate financial tools available to assist early childhood programs.
- 9.2 Organize a chart comparing and contrasting relevant financial tools.

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.