



COURSE SYLLABUS

COURSE: EDU 261 EARLY CHILDHOOD ADMINISTRATION I

HOURS: Lecture: 3 Lab: 0 Shop/Clinical: 0 Credits: 3

COURSE DESCRIPTION:

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. *This course is also available through the Virtual Learning Community (VLC).*

PREREQUISITE(S): None

COREQUISITE(S): DRE 098 and EDU 119

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Sciarra, D.J., and A. G. Dorsey. *Developing and Administering a Child Care Center*, 8th Edition. Albany, NY: Wadsworth Cengage Learning, 2010. Print. ISBN# 9781111833381
Readability Level: 12

NC Division of Child Development. *North Carolina Child Care Regulations*. Raleigh, NC. Print. Item# 10015088

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Develop and state a personal philosophy of early childhood education and family support.
2. Develop program goals based on a personal philosophy of early childhood education and family support.
3. Identify state licensing regulations for child care/early childhood education in NC, and describe the regulations' purposes and importance for maintaining program quality, and safe and healthy environments.
4. Identify procedures for establishing and working with a board of directors/advisors.
5. Describe required and commonly used record-keeping practices of a child care/early childhood education program, and identify methods of efficient record keeping.

6. Determine income and expense needs of a child care/early childhood education program, and describe methods for creating and managing a budget.
7. Describe key components of personnel policies that include the following topics: program philosophy, program goals, hiring procedures, supervision and employee performance.

SYLLABUS INFORMATION:

The Student Learning Outcomes listed in this syllabus are those required actions that a student who successfully completes the course must be able to perform. The educational experience, however, is a two-way, interactive process involving both the student and the instructor. The student must play an active role in the learning process in order to be successful. Instructors will provide an Instructor's Syllabus at the first class meeting explaining how they measure each of the Student Learning Outcomes. A student who is unable to accomplish the outcomes will not receive a passing grade in the course.

The information in this BCC Syllabus may not be accurate beyond the current semester. Textbooks and other course materials are subject to change. Students should verify the textbooks at the first class meeting with their instructor prior to purchasing.

GRADING SYSTEM:

Brunswick Community College employs a system of letter grades and corresponding quality points per grade to evaluate a student's performance in meeting the stated goals and objectives for each course. The grading system is published in the [BCC Catalog and Student Handbook](#).

ATTENDANCE POLICY:

Each student has individual responsibility for attending class regularly and for meeting course objectives. A student is expected to attend all class meetings in a course. Rules on tardiness and leaving class early are addressed in each instructor's syllabus. Instructors are required to record absences and report excessive absenteeism to the Registrar.

If a student is absent for any reason in excess of 20 percent of the class hours, he or she is in violation of the Brunswick Community College attendance policy. Unless the student officially withdraws from the course prior to the 65 percent point of the 16 week semester (or equivalent days for courses of other duration), he or she may receive a grade of "F."

Students who receive an "EXCESSIVE ABSENTEEISM NOTICE" are advised to contact their instructors immediately to review the conditions for withdrawing from the course or for continuing the course.

STUDENTS WITH DISABILITIES:

Brunswick Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, which require that no qualified student with a disability be excluded from participation in or be denied the benefits of any services, programs or activities on the basis of his or her disability. If a student has a disability that is covered by the Americans with Disabilities Act and requires accommodations in the classroom and/or in extracurricular activities, the student must request the accommodations in writing and submit the request to the Disability Services Coordinator. Instructors will not provide accommodations without notification from the Disability Services Coordinator. Brunswick Community College will make every effort to provide reasonable accommodations.