SOUTHEAST COMMUNITY COLLEGE
DIVISION OF ARTS AND SCIENCES
Early Childhood Education
Revision Date: 01-09-23
Syllabus Statements

I. CATALOG DESCRIPTION

Course Number:	ECED 2450
Course Title	ECED Administration
Prerequisite(s):	Program Permission and ENGL1010, ECED2065/2901.
Corequisite:	It is strongly recommended that students have completed their core Social Science and Oral Communication requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience.
Catalog Description:	Analysis of supervisory and administrative procedures for the application of management theory in early childhood education programs.
Credit Hours:	3.0
Class Hours:	45
Lab Hours:	0
Total Contact Hours:	45

II. COURSE OBJECTIVES: *Course will:*

A. Identify the responsibilities of an administrator in an early childhood education setting.
B. Be aware of regulatory and licensing standards in early childhood education.
C. Identify effective systems of assessment and evaluation.
D. Demonstrate knowledge of key elements for both personal and professional development.
E. Identify methods and key elements that support effective partnerships in the workplace.
F. Recognize the impact and use of technology in early childhood education programs.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. Student Learning Outcomes: *Student will be able to:*
- **1.** Know the primary components of successful early childhood education program operations.
- **2.** Identify program, licensing, state and national standards.
- **3.** Determine a plan of action for program improvement using effective evaluations methods and assessment tools.
- **4.** Exhibit personal and professional development by:
  - **a.** Developing a personal code of ethics.
  - **b.** Planning and implementing a staff development event.
  - **c.** Demonstrating knowledge of effective workplace and family partnerships.

B. General Education Learning Outcomes
- **1.** GELO #5: Analytical, Quantitative, and Scientific Reasoning

  Outcome: Apply mathematical and scientific methods to solve problems from an array of contexts and everyday situations.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information)*

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. Roles and Responsibilities of a Team Member
I. Family Partnerships

V. INSTRUCTIONAL MATERIALS

A. Required Text(s):

1. Decker, Celiea A., et al. *Planning and Administering Early Childhood Programs*. 11th ed. New Jersey: Pearson Education, 2017. ISBN: 978-0-13-402731-9

B. Other Resources:

1. Nebraska Department of Education, et al. *Nebraska's Core Competencies for Early Childhood Professionals*. Nebraska: NDE, 2009.

C. One of the following, (see instructor before purchasing):

1. Harms, Thelma, et al. Early Childhood Environment Rating Scale. 3rd ed. New York: Teachers College, 2015.

2. Harms, Thelma, et al. Infant/Toddler Environment Rating Scale. 3rd ed. New York: Teachers College, 2017.

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Methods of presentation typically include a combination of the following:

1. Lecture, class discussion, visual presentations, demonstrations, and participatory activities.

VII. METHODS OF EVALUATION

A. Methods of evaluation typically include a combination of the following:

1. In-class assignments
2. Quizzes
3. Research Presentation
4. ECED Advocacy Display
5. Nature Explore Playground Design
6. Portfolio Assignments
7. Professional Grade
8. Class Participation
9. Grades and policies are consistent with college grades and standards. See Student Handbook.

B. SCC GRADING SCALE

A+	95-100	C+	75-79	F	59 or less
A	90-94	C	70-74		
B+	85-89	D+	65-69		
B	80-84	D	60-64		

VIII. SPECIFIC COURSE REQUIREMENTS:

1. Successful completion of all projects and assignments.
2. A grade of "C" or better is required for all ECED students to pass this class.