

**I. COURSE INFORMATION**

- A. Early Childhood Education 207 Early Childhood Program Administration
- B. 3 credit hours
- C. Leekeenan, Debbie and Chin Ponte. *From Survive to Thrive: A Director's Guide for Leading an Early Childhood Program*. NAEYC, 2018
- D. Prerequisites: None

**II. COURSE DESCRIPTION**

The student will build knowledge of the operations and management of early childhood care and education programs. The student will learn how to maintain budgets and implement the administration and organization of early childhood care and education programs.

**III. LEARNING OUTCOMES** (CDA4-5 hours, CDA5-40 hours)

- A. Assess the various budgetary needs and potential funding sources including grants
- B. Describe licensing requirements specific to the state of Kansas, the preparations and process associated with program rating assessment, and program accreditation options
- C. Create and justify the process of staff selection, supervision, performance assessments, and emergency preparedness procedures
- D. Explore various leadership styles and strategies, problem solving techniques, and positive communication techniques
- E. Recognize the importance of parent education and family involvement

**IV. MAJOR CONTENT AREAS**

- A. Administration
- B. Planning: program and environment
- C. Staff administration
- D. Management

**V. ASSIGNMENTS** (may include but are not limited to)

- A. Reading Assignments
- B. Application assignments
- C. Discussions
- D. Quizzes and exams

**VI. EVALUATION METHODS** (may include but are not limited to)

- A. Attendance and participation
- B. Assignments
- C. Discussions
- D. Class projects
- E. Exams