



Wayne County Community College District

COURSE SYLLABUS

ECE 230 Program Management and Supervision

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

This course will focus on the administrative program management, and supervision fundamental to the operation of early childhood programs and centers. Includes establishment of an organizational system, budget development and controls, licensing, business proposal writing, staffing, staff evaluation and supervision. CDA course requirement. Class recommended for those who are meeting the State of Michigan Child Care Directors' 12 credit hours requirement.

PREREQUISITE: ECE 101

EXPECTED COMPETENCIES:

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

- Demonstrate effective oral communications skills.
- Apply college-level writing.
- Identify and present a philosophy and a mission statement for a program or center.
- Develop and present workshops to promote parent participation.
- Present the responsibilities of a director.
- Identify and present a business plan and other important documents to operate a program or center for young children.
- Create and present a program budget for a center.
- Identify and present the administrative skills needed for a director.
- Present the leadership skills needed to operate a successful program.
- Present the management skills needed to operate a successful program.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E