

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: EDU 215: Child Care Center Administration and Management, 3 credits

INSTRUCTOR:

SEMESTER/YEAR: 17 FALL

COURSE DESCRIPTION: This course is designed to study the concept of program management in early childhood education, including planning, implementing, and evaluating childcare programs. Financial, legal, personnel, and program administration will be emphasized (meets 45 clock hours as required for Directors by the MSDE Office for Child Care).

TEXTBOOK: Sciarra, J., Dorsey, A., Lynch, E. & Adams, S. (2016). *Developing and Administering a Childcare and Education Program*, 9th Edition. Cengage Learning. ISBN 978-1-305-08808-5.

STUDENT LEARNING OUTCOMES:

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

- Describe the roles and responsibilities of a program administrator;
- Demonstrate knowledge of staff supervision, scheduling, evaluation and ongoing professional development requirements;
- Develop comprehension and implantation of budgeting and cash flow management.

COURSE CONTENT OBJECTIVES:

At the conclusion of the course, students will be able to:

- Implement the roles and responsibilities of a program director as relating to best practices, human resources, professional ethics, and legal responsibilities;
- Evaluate licensing requirements and allocate funds for staff training.
- Analyze budgeting resources and project future planning for salaries, environmental needs, operations, materials;
- Develop classroom assignments, create staff schedules, and evaluate staff/teachers.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

DEFINITION OF CREDIT HOUR:

Components of the Course	Hours in Class	Hours Outside of Class	Total
Lecture/Classwork	37.5		
Reading/Homework		40	
Preparing for Exams		10	
Student Success Center		5	
License and Accreditation Review		20	
			112.5