Course Description: An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning, parent education/partnerships, and technical application in programs. R1, E1, M1

Learning Outcomes: The student will discuss codes of conduct; describe communication skills needed in effectively administering an early care and education program; discuss the importance of parent education/partnerships in early care and education programs; explain the administrator's role in advocacy; describe personnel management skills necessary to administer programs; explain legal issues which impact program; evaluate fiscal responsibilities of an administrator and examine current technology and issues in early care and education administration. The student will utilize skills in speaking, writing, computation, and computer utilization.

Course Objectives: The student will be able:
- Discuss codes of conduct
- Describe communication skills needed in effectively administering an early care and education program
- Describe personnel management skills necessary to administer programs
- Explain legal issues which impact programs
- Evaluate fiscal responsibilities of an administrator
- Examine current technology and issues in early care and education administration.

SCANS Competencies: The SCANS competencies identified by the Secretary’s Commission on Achieving Necessary Skills have been infused into this course. The SCANS were developed to close the gap between training and workplace know how. Specific competencies to be developed in this course include:

C2 - Uses or prepares budgets; makes forecasts, keeps records and makes adjustments to meet objectives
C5 - Acquires and evaluates information
C9 - Participates as members of a team
C19 - Applies technology to task
IDEA
The IDEA System defines effective teaching in terms of progress on particular objectives. The following objectives will be used to rate students’ progress in this area.

- Learning to apply course materials (to improve thinking, problem-solving, and decisions)
- Learning how to find and use resources for answering questions or solving problems
- Learning to analyze and critically evaluate ideas, arguments, and points of view.

The effectiveness of the IDEA objectives may be formally evaluated by the students during the semester.

Students requesting disability accommodations or information are encouraged to contact the Special Services Office, Harvin Center, 698-1298.

Textbooks:
Developing and Administering A Child Care Center. Dorothy Sciarra

Tools for Center Management: Job Descriptions and Performance Appraisals. Texas Association for the Education of Young Children.

Tools for Center Management: Personnel Policies. Texas Association for the Education of Young Children.