

DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE –Spring 2023

CD 2030: Administering Early Childhood Programs– 2 (2-0-0) 30 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Alicia Nickerson

PHONE: 780-897-4034

OFFICE: N/A

E-MAIL: anickerson@nwpolytech.ca

OFFICE HOURS:

Monday to Friday
during reasonable
hours

CALENDAR DESCRIPTION: This course examines the role of the administrator in an early childhood program. Students will study effective staff supervision models and techniques for evaluating and motivating staff. Students will learn about funding available through all levels of government, as well as service organizations in the private sector. The budgeting process, advertising and marketing strategies will be explored.

PREREQUISITE(S)/COREQUISITE: Successful completion of the first year.

REQUIRED TEXT/RESOURCE MATERIALS: No Textbook Required.

DELIVERY MODE(S): Online Distance Delivery

COURSE OBJECTIVES:

1. The learner will gain an understanding of the role of the administrator in an early childhood program.

2. The learner will become familiar with effective staff supervision practices and recognize the importance of regularly reviewing staff performance.
3. The learner will develop strategies to provide and support on-going staff development.
4. The learner will be familiar with the funding and budget process involved in the operation of a child care program.
5. The learner will gain an understanding of marketing and advertising strategies.

LEARNING OUTCOMES:

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

1. Explain the various roles and responsibilities of a director in a child care program.
2. Describe effective staff supervision practices and explain the importance of regularly reviewing staff performance
3. Implement strategies to provide and support on-going staff development.
4. Complete the necessary funding and budgeting processes necessary to operate a child care program.
5. Utilize marketing and advertising strategies to promote an early childhood program.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

| | |
|--|-----|
| Assignment 1 | 25% |
| Assignment 2 | 25% |
| Assignment 3 | 25% |
| Learning Activities | 15% |
| Participation- quizzes throughout readings | 10% |

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|--|-------------|--------------------|-----------------------|
| A+ | 4.0 | 90-100 | | C+ | 2.3 | 67-69 |
| A | 4.0 | 85-89 | | C | 2.0 | 63-66 |
| A- | 3.7 | 80-84 | | C- | 1.7 | 60-62 |
| B+ | 3.3 | 77-79 | | D+ | 1.3 | 55-59 |
| B | 3.0 | 73-76 | | D | 1.0 | 50-54 |
| B- | 2.7 | 70-72 | | F | 0.0 | 00-49 |

COURSE SCHEDULE/TENTATIVE TIMELINE: : The timeline for this course will follow a schedule of due dates for each unit of work. This can be found within the course under ‘Important Information’.

STUDENT RESPONSIBILITIES: Students are expected to complete all of the required work for the course. Students are also expected to share the responsibility with the instructor towards an open communication in regard to the course.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

**Note: all Academic and Administrative policies are available on the same page.