

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Spring 2025

CD 2030 (EC): Administering Early Childhood Education Programs – 2 (2.5-0-0) 30 Hours for 12 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:

Amanda Young

PHONE: N/A

OFFICE:

N/A

E-MAIL:

ayoung@nwpolytech.ca

OFFICE HOURS:

By email to set an appointment

CALENDAR DESCRIPTION: Students examine the role of the administrator in Early Learning and Child Care programs, including effective staff supervision, models and techniques for evaluating and motivating staff. Students will learn about funding available from 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): Successful completion of the first year courses or by consent of department.

COREQUISITE(S): Not Applicable.

REQUIRED MATERIALS:

No textbooks are required.

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

DELIVERY MODE(S): Online asynchronous.

LEARNING OUTCOMES:

Upon successful completion of this course, students 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 the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

** For courses with alpha (letter) grading, a 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:

All submitted work is graded according to the grading criteria or rubric set for the learning activity or assignment submitted between May 5th to July 25th, 2025, the first and last day of the course. Assignments: 50% (Each is worth 16.67%, 3 total) Learning Activities: 42% (each is worth 6% 7 total), Quizzes 8% (2% each 4 total). Assignment details and specific instructions will be discussed in My Class. Assignments and learning activities must be submitted in the Dropbox on My Class by 11:59 p.m. on the due date. Failure to submit assignments and learning activities on time will result in a late deduction of 5% per day for up to 10 days.

GRADING CRITERIA:

Please note that most institutions 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	95-100	C+	2.3	67-69
A	4.0	85-94	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:

Unit 1 May Total Learning Activities: 2 Total Assignments: 1 Total Quizzes: 2	May 10 th Course Outline Quiz May 16 th Learning Activities 1 and 2 May 24 th Quiz 1 May 25 th Assignment
Unit 2 June Total Learning Activities: 4 Total Assignments: 1 Total Quizzes: 1	June 13 th Learning Activities 1 and 2 June 20 th Learning Activities 3 and 4 June 21 st Quiz 2 June 27 th Assignment
Unit 3 July Total Learning Activities: 1 Total Assignments: 1 Total Quizzes: 1	July 11 th Learning Activity July 12 th Quiz 3 July 18 th Assignment

All work is due by 11:59 pm on the dates indicated above. A deduction of 5% per day for up to 10 days will be applied for late learning activities, assignments. Quizzes will receive a 0% if they are not completed on the above dates.

STUDENT RESPONSIBILITIES:

NWP expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

In addition,

1. Students must be familiar with the Distance Education Student Handbook and any regulations, policies, and conduct that apply to students studying via online delivery, as outlined in the calendar.
2. Meet all submission deadlines.
3. Participate in online discussion boards.
4. To have computer hardware and software that meets standards set for online delivery.

STATEMENT ON ACADEMIC MISCONDUCT:



Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

Additional Information:

Learning Activities

Each unit has special tasks for you to complete. These learning activities are to be submitted to your instructor for feedback and marking. They allow your instructor to monitor your learning throughout the course and to provide you with helpful feedback. Each learning activity will be looked at by your instructor. However, only one per unit will be graded with feedback. ALL LEARNING ACTIVITIES MUST BE COMPLETED. Late learning activities will be penalized by a deduction of 5% per day up to a maximum of ten days. The rubric for learning activities can be found under Important Information and at the end of the learning activity description.

Assignments

These are an important part of your learning. Each unit assignment(s) must be completed and submitted to your instructor for feedback and marking. Your instructor has set specific deadlines for each of the assignments in this course. Late assignments will be penalized by a deduction of 5% per day up to a maximum of 10 days. It is strongly recommended that you keep copies of each assignment before submitting them to your instructor. Save a copy on your computer or Google Drive. The rubric for assignment rubric is listed at the end of the assignment description.

Quizzes

The quizzes are in place to review the material in the course before the module assignments. This is done to support your learning and understanding of the material in the module before the assignment. All quizzes are open book. This means you can use your notes and the course material during the time of the quiz. Quizzes will only be accessible on the dates indicated in the course schedule. There are no resubmissions for quizzes. Failure to complete the quiz during its availability will result in a mark of zero.

Communication with Instructor:

Please include the course name and number, the student's full name, and student identification number for email communication. Communication is to be respectful and professional with an instructor. We are humans too. I understand that not achieving a specific goal or grade can be filled with many emotions like being overwhelmed and frustrated. Please ensure that your communication with course instructors is professional and respectful because we are here to support you in your learning journey, and we are humans too. Communication is key to finding success. Please keep communication lines open. Email me to ask questions and let me know if you are struggling with class content or deadlines. I am more than willing to help you in your learning so you can soak up all that there is to learn. However, I cannot help you if I do not know you need help. Communication is key!

Hand in assignments via MyClass on the date indicated.

- Instructors reserve the right to make exceptions to this rule in extenuating circumstances on a



case-by-case basis.

- ALL assignments will be typed, double-spaced (or follow the provided template), and will include a cover page with your name, course number, and assignment name.
- To synthesize the information learned and to enhance your learning, it's important that you do your own writing, without using Chat-GPT or any other AI or language bot. Assignments, Discussion Posts, or Learning Activities found to have been created using AI/bots will not be graded and receive a mark of 0. AI-written papers may be subject to further penalties under the Student Rights and Responsibilities policy.
- Students may be required to submit their coursework to Turnitin, a third- party service provider engaged by BVC. Turnitin identifies plagiarism by checking databases of electronic books and articles, archived web pages, and previously submitted student papers. Students acknowledge that any coursework or essays submitted to Turnitin will be included as source documents in the Turnitin.com reference database, where it will be used solely to detect plagiarism. The terms that apply to a student's use of Turnitin are described on Turnitin.com.
- Students will be allowed to make one re-submission during the duration of the course. Re-submissions can be completed for one assignment or one learning activity for any module in the course. **There is only one resubmission.** Resubmissions will be accepted during the last week of the course from July 21, 2025, to July 25, 2025. The resubmission is in place to help you apply feedback directly and increase your grade in the course. Students **must notify the instructor via email when a re-submission is made** so the instructor knows the student has resubmitted. In the email, the student must include the course number, the student's full name, the learning activity and/or assignment details, and the date of re-submission.

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.