



**DEPARTMENT of HUMAN SERVICES**

**COURSE OUTLINE –WINTER 2021**

**CD 2030 (A3): Administering Early Childhood Programs – 2 (4.5-0-0) 30**

**INSTRUCTOR:** Theresa Suderman      **PHONE:** (780) 539-2787  
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**OFFICE HOURS:** By appointment

**WINTER 2021 DELIVERY:**

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

Note: GPRC reserves the right to change the course delivery.

**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 first year.

**REQUIRED TEXT/RESOURCE MATERIALS:** No textbook required.

**COURSE OBJECTIVES:**

1. The learner will articulate the role of the administrator in an early childhood program.
2. The learner will identify 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 demonstrate the funding and budget process involved in the operation of a child care program.
5. The learner will describe effective 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:

In Class Assignments	25%
Assignment Unit One	25%
Assignment Unit Two	25%
Assignment Unit Three	25%

## 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: See separate document**

**STUDENT RESPONSIBILITIES:**

It is the right of the student and of the instructor to experience a favorable learning/teaching environment. It is the responsibility of the student and of the instructor to engage in appropriate adult behavior that positively supports learning. This includes, but is not limited to, treating others with dignity and being punctual.

**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 <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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