



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – HS 2370

Administration of Human Services Programs

INSTRUCTOR: Andrea Wilkinson **PHONE:** 780 539-2708 or
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OFFICE
HOURS: TBD and by appointment

PREREQUISITE(S)/COREQUISITE:

Successful completion of first year or consent of department.

REQUIRED TEXT/RESOURCE MATERIALS:

Chandler, K. (2009). Administering for quality. Toronto: Pearson Press.

CALENDAR DESCRIPTION:

Students examine the role of an administrator in an early childhood program, 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

CREDIT/CONTACT HOURS:

30 Hours – 2 credits (2-0-0)

DELIVERY MODE(S):

Classes will be comprised of lectures, independent and small group tasks, class discussion, and field trips.

OBJECTIVES:

On completion of this course the learner will:

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

TRANSFERABILITY:

**** 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.**

GRADING CRITERIA:

A final grade of D must be obtained to pass this course. Final grades will be based on Assignments and In-Class Participation. Your grades may be accessed on Moodle throughout the semester.

Final grades will be based on the following 4-point system:

Alpha Grade	4-point Equivalence	Percentage
A+	4.0	90-100
A	4.0	85-89
A-	3.7	80-84
B+	3.3	76-79
B	3.0	73-75
B-	2.7	70-72
C+	2.3	67-69
C	2.0	64-66
C-	1.7	60-63
D+	1.3	55-59
D	1.0	50-54
F	0.0	0-49

Assignments – 90% and Attendance/Participation – 10%

EXAMINATIONS:

There are no formal examination in this course.

STUDENT RESPONSIBILITIES:

College expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to page 47 of the GPRC College calendar regarding rights and responsibilities

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Date	Topic	Reading	Test/Assignment
Wednesday Jan. 5	Course over view Role of an administrator		
Monday Jan. 10	Historical Historic Role of an administrator Staff supervision		
Wednesday Jan. 12	Role of an administrator Staff supervision	Pgs. 63-75	
Monday Jan. 17	Quality Programs Employment standards	Pgs. 1-24	
Wednesday Jan. 19	Performance review models Staff development	Pgs. 117-136	Quiz #1 – In class 20% of final grade
Monday Jan. 24	Financial management Reading a financial statement	Pgs. 211-230	
Wednesday Jan. 26	Funding and budgeting	TBD	Quiz #2 – In class 20% of final grade
Monday Jan. 31	Funding and budgeting	TBD	
Wednesday Feb. 2	Marketing & advertising	TBD	Quiz #2 – In class 20% of final grade
Monday Feb. 7	Marketing & advertising	TBD	Take Home Exam – Handed out

Wednesday Feb. 9	Field Trip TBD		
Monday Feb. 14	Field Trip TBD		Take Home Exam – Due 30 % of final grade
Wednesday Feb. 16	Wrapping Up!		