

Course Outcome Guide (COG)

Course:	EC 222: Administration and Leadership in ECE	Credits:	3	Date Updated:	10/22/2020
Course Description:	This course examines methods for creating, analyzing, and administering effective programs including financial management, licensing requirements, staff supervision, enrollment procedures, health and safety issues, and publicity procedures. Students learn to communicate effectively with parents about their children. The NAEYC Code of Ethics and accreditation criteria from professional, state and national organizations are reviewed. Childcare standards are used to develop a philosophy for childcare and to define program goals.				
Concepts and Issues	Process Skills	Assign	Intended Outcomes		
			Goals Objectives	General Education or Program	Institutional
<ul style="list-style-type: none"> • NAEYC Code of Ethics • Financial management • Licensing requirements • Staff supervision • Enrollment procedures • Health and safety issues • Publicity procedures • Grant writing • Family involvement • Collaborative relationships • Parent/teacher conferences • Program models • School philosophy • Child development • Family needs • Quality childcare standards • NEA criteria • NAEYC criteria • assessment 	<ul style="list-style-type: none"> • professional conduct • conduct conferences • Effective communication • Job shadow/mentor/interview • Review accreditation criteria • Program planning • Program evaluation 	<ul style="list-style-type: none"> • Discussions • Reflections • Essays • Research paper • Portfolio 	<ol style="list-style-type: none"> 1. Students will conduct effective and positive parent/teacher conferences. 2. Students will communicate effectively with parents. 3. Students will assess and planning for individual children, including children with disabilities, developmental delays, or special needs. 	Students will demonstrate effective communication skills.	Students will demonstrate effective communication skills.