

Date Prepared: August 7, 2003

New       Revised  
(Check One)

Effective Date: Fall 2003

## COURSE OUTLINE

1. COURSE PREFIX and NUMBER: **CHD 270** CREDIT HOURS: 3
2. COURSE TITLE: **Administration of Child Care Programs**
3. PREREQUISITES:
4. COURSE DESCRIPTION: Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for record keeping. Lecture 3 hours per week.
5. CONTENT: (Major Headings)
  - a. Child care issues and trends
  - b. General business management and organizations
  - c. Policy development
  - d. Health, safety, food management, and nutrition
  - e. Principals of developmentally appropriate curricula
  - f. Parental involvement and communications
  - g. Community resources
  - h. Legal issues
  - i. Marketing skills

6. GENERAL COURSE OBJECTIVES:

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

- a. A working knowledge of current issues and trends in childcare.
- b. Practical applications of general business principles as related to childcare.
- c. An understanding of techniques for developing child care policies.
- d. Appropriate practice, which ensure the health, safety, and nutrition of children in-group care.
- e. Develop appropriate practices for group care facilities of young children.
- f. Techniques for effectively communicating with and involving parents in early childhood programs.
- g. Knowledge of when and how to access community resources.
- h. An understanding of the multitude of legal issues that impact programs caring for young children.
- i. A variety of skills and techniques for marketing early childhood programs.