



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**CHILD CARE ADMINISTRATION AND ORGANIZATION
CHC5735 3 Credit Hours**

Student Level:

This course is open to students on the college level in their Sophomore year.

Catalog Description:

CHC 5735 - CHILD CARE ADMINISTRATION AND ORGANIZATION (3 hrs)

A study of organizational administration of preschool programs including facilities, personnel selection, staffing, scheduling, and budgeting.

Prerequisites:

No prerequisites required for this course.

Controlling Purpose:

This course designed to help the student increase their knowledge concerning organizational administration of preschool programs according to the state rules and regulations.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so

- limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: OVERVIEW OF EARLY CHILDHOOD PROGRAMS						
Outcomes: Upon Completion of this unit, students will be able to successfully...						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						List factors that influence early childhood programs.
						Identify types of early childhood programs.
						Identify children at risk.

UNIT 2: CONSTRUCTING THE EARLY CHILDHOOD PROGRAM'S FRAMEWORK						
Outcomes: Upon Completion of this unit, students will be able to successfully...						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Discuss the sources for determining the bases for programs.
						Identify improper sources used to design programs.
						Report on ways cultural values affect educational emphasis.

UNIT 3: REGULATIONS/POLICIES						
Outcomes: Upon Completion of this unit, students will be able to successfully...						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Request a copy of state licensing requirements.
						Describe licensing process.

UNIT 4: LEADING & MANAGING PERSONNEL

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Develop an organizational chart of staffing.
						Develop job descriptions for staffing early childhood program.
						Develop a needs assessment survey for program evaluation.
						Identify methods to improve quality of personal.

UNIT 5: PLANNING THE PHYSICAL FACILITY

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Organize a Physical facility.
						Calculate the sq. feet needed for an average number in a child care center 24 children.
						Create an activity center for 1 specific age.

UNIT 6: FINANCING & BUDGETING

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify types of budgets.
						Prepare a start-up budget for a center.
						Determine a salary ranges for various positions.
						Research ways to finance early childhood programs.

UNIT 7: PLANNING THE CHILDREN'S PROGRAM

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify goals/philosophy for Child Care Program
						Plan a program for specific age.

UNIT 8: PROVIDING NUTRITION, HEALTH & SAFETY SERVICES

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Define nutrition.
						Plan menus for your center.
						Prepare poster that shows basic four food groups.
						Identify types of records.

UNIT 9: ASSESING, RECORDING & REPORTING CHILDREN'S PROGRESS

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify types of assessment for early childhood.
						Interview teachers about the difficulties they encounter in record keeping.
						Collect and analyze, check sheets and report cards used in area of public schools for pre-kindergarten, kindergarten and primary grades, programs.

UNIT 10: WORKING WITH FAMILIES

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						List benefits of working with parents.
						Identify legal rights of parents.
						Plan a parent education activity for your school.
						Develop a parent handbook.

UNIT 11: CONTRIBUTING TO THE PROFESSION

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Discuss professional ethics.
						Interview a person from another profession about their code of ethics.

Textbook:

Contact Bookstore or Instructor for current textbook

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission, and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching, and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.