



## ECED-208 – Supervision and Administration

### Health and Human Services

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2028-09-01

**Program Area:** Child Youth and Family Studies

#### Description:

ECED 208 provides students with the knowledge and skills needed to administer and supervise child care programs and related services. Emphasis is placed on budgets, licensing requirements, personnel and team management, organizational framework, and advocacy.

#### Program Information:

This course is a core requirement of the Early Childhood Education Diploma Program

**Delivery Methods:** Online

**Credit Type:** College of the Rockies Credits

**Credits:** 3

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
<b>Total</b>	<b>45</b>

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### Course Requisites:

- Complete all of the following
  - Earned a minimum grade of C+ (65%) in at least 1 of the following:
    - ENFP 12 – English First Peoples 12
    - ENST 12 – English Studies 12
    - ENGL090 – English – Provincial Level
  - Child, Youth and Family Studies Program: Early Childhood Education Certificate or a Certificate in Early Childhood Education from an accredited college.

### Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

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### Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

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### Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Chandler, K. (2019). *Administering for quality: Leading Canadian early childhood programs* (6th ed). Toronto, Ontario: Pearson Education.

Haig, J., & MacMillan, V. (2018). *Cites and sources* (5th ed). Toronto Ontario: Nelson Education Ltd.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

## Learning Outcomes:

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

- describe indicators of quality early childhood practices in relationship to educators' characteristics, environments, curriculum, leadership styles, and partnerships with families and communities;
- demonstrate an understanding of the role of government in early childhood programs;
- demonstrate an understanding of current regulatory requirements;
- create and assess a variety of administrative policies and procedures for staff, families, and programs;
- develop an efficient and effective system for records and reports such as: staff performance, health and safety, financial reports, and childrens' records;
- analyze leadership styles and challenges;
- demonstrate an understanding of the supervisor's role in supporting and enhancing staff development and employment issues;
- demonstrate administration responsibilities in designing child care programs which utilizes past and present research and knowledge;
- demonstrate an understanding of financial planning which includes budgets, fundraising, subsidy, marketing, recruiting, and grant opportunities; and
- demonstrate how to establish a non-profit society and profit programs.

## Course Topics:

- The Organizational Framework
- Understanding Leadership in Early Childhood Programs
- High Quality Early Childhood – A Definition and Changing Roles of Government
- Physical Environments and Staffing – The Key to Quality

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

## Evaluation and Assessments

### Assessment Type: Online

Assessment Type	% of Total Grade
Online Discussions	30%
Assignment #1	20%
Case Studies	50%

Total

100%

## Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60			<60

**Pass requirements:** None

### Evaluation Notes Comments:

Note: Students who miss deadline dates postings in weekly online topic discussions receive “0” for that topic.

### Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

### Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

### Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.

