

Northern Marianas College
CURRICULUM ACTION REQUEST

Effective Semester / Session: Spring 2010

Type of Action:

- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: ED 246

Course Title: Administration in Early Childhood *Education*

Reason for initiating, revising, or canceling:


This course is designed to assist students in developing knowledge in Administration in Early Childhood Education. This course is regarded as an important professional element for ongoing practitioners in the field. The new century encourages leadership practices and skills that moves towards quality in service for young children and recognition as professionals with unique expertise in the filed of education.


Barbara Merfalen

12.18.09

Proposer

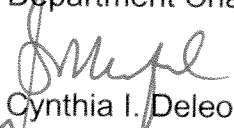
Date


Pam Buckingham, Acting Director SOE

12-21-09

Department Chair

Date


Cynthia I. Deleon Guerrero

12.18.09


Dean of Academic Programs and Services

Date

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Course Guide

Course: ED 246 Administration in Early Childhood Education

1. **Department**
Education

2. **Purpose**
To provide a student with substantive elements of the family daycare business and administration in an early childhood program.

3. **Description**

A. Required/Recommended Textbook(s) and Related Materials

Required: Rodd, Jillian, *Leadership in Early Childhood*. 2nd ed. New York: Teacher's College Press, 1998.

Readability level: Grade 12.0

B. Contact Hours

1. **Lecture:** 3 hours per week / 45 hours per semester
2. **Lab:** None
3. **Other:** None

C. Credits

1. **Number:** 3
2. **Type:** Regular degree units

D. Catalogue Course Description

This course provides practical knowledge necessary for administration in early childhood education and leadership. The course offers early childhood professionals basic knowledge about how to create successful childcare programs, including a typology of leadership and on being an ethical leader. Prerequisites: ED205, ED211, and ED246 with a grade of "C" or better, or Concurrent Enrollment. English Placement Level: EN101. Math Placement Level: MA091, or approval of the School of Education Director. (Offered ~~Spring and Fall~~ *and Spring*)

E. Degree or Certificate Requirements Met by Course

This course is a required course for the B.S. Degree in Education, Early Childhood Education.

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F. Course Activities and Design

Course activities include, but are not limited to, lectures, discussions, chapter presentations, article reflections, lesson planning, viewing relevant VHS/DVD tapes, small/large group projects, periodic quizzes and tests, and a final exam.

4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)

Prerequisites: ED 205, ED 211, and ED 240 with a grade of "C" or better or Concurrent Enrollment.

English Placement Level: EN 101

Math Placement Level: MA 091 or approval of the School of Education Director.

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3 credit course, instructional materials fee, textbooks.

Cost to the College: Instructor's salary.

Instructional Resources needed for this course include standard classroom materials and supplies such as whiteboard, whiteboard markers, TV/VCR/DVD/AV equipment, VHS/DVD programs, flip-chart papers, permanent markers, multicolored construction papers, library books, Curriculum Resource Center (CRC) materials, occasional photocopying, and other resources as needed.

6. Method of Evaluation

Student grades will be based on the regular letter grade system as described below:

- A: Excellent – grade points: 4.0;
- B: Above average – grade points: 3.0;
- C: Average – grade points: 2.0;
- D: Below average – grade points: 1.0;
- F: Failure – grade points: 0.0.

Northern Marianas College and School of Education grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Introduction to administration in early childhood education
- 2.0 A professional issue for leadership in early childhood education
- 3.0 Communication and interpersonal skills in leadership with an early childhood program.
- 4.0 Conflict resolution in an early childhood education program
- 5.0 Decision making in early childhood education
- 6.0 Building and leading a team in an early childhood program
- 7.0 Initiating and implementing change in an early childhood organization
- 8.0 Leadership and the research connection in early childhood education
- 9.0 A partnership with parents and the public in the early childhood team; and
- 10.0 The ethics of leadership in early childhood education.

8. Instructional Goals

This course will introduce students to:

- 1.0 An overview of the characteristics of administration in early childhood education;
- 2.0 Leadership roles and responsibilities in early childhood education;
- 3.0 A list of communication and interpersonal skills in early childhood education;
- 4.0 Typical ways to manage conflict in early childhood education;
- 5.0 Decision making in early childhood education;

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- 6.0 The stages of team development in early childhood organizations;
- 7.0 The types of change in an organization;
- 8.0 Action research and decision making as early childhood professionals
- 9.0 Leadership in the public domain; and
- 10.0 The early childhood code of ethics for organizations and as professionals.

9. Student Learning Outcomes

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

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- 1.0 Discuss characteristics of administration in early childhood education programs;
- 2.0 Define leadership and its role in the early childhood profession;
- 3.0 Identify communication and interpersonal skills in early childhood education;
- 4.0 List ways to manage conflict in an early childhood center;
- 5.0 Explain methods of decision making in early childhood programs;
- 6.0 Analyze the stages of team development in an early childhood organization;
- 7.0 Recognize types of change in an organization;
- 8.0 Demonstrate action research and decision making skills as a professional in early childhood education;
- 9.0 Participate in professional and community organizations; and
- 10.0 Discuss professional ethics in early childhood education.

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10. **Assessment Measures**

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Class participation;
- 2.0 Group discussions;
- 3.0 Writing assignments and exercises;
- 4.0 Oral and visual presentations;
- 5.0 Chapter quizzes and/or tests;
- 6.0 Homework;
- 7.0 Group projects; and
- 8.0 A final exam.