

# Northern Marianas College

## CURRICULUM ACTION REQUEST

Course: ED146 Administration in Early Childhood

**Effective Semester / Session:** Fall 2021

**Type of Action:**

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

**Course Alpha and Number:** ED146

**Course Title:** Administration in Early Childhood

**Reason for initiating, revising, or canceling:**

This course guide is being modified to incorporate the course as a requirement for the Certificate of Completion in Early Childhood Education, as well as update the Catalogue Course Description, Degree or Certificate Requirements met by the Course, Course Prerequisites, Method of Evaluation, Course Outline, Instructional Goals, Student Learning Outcomes, and Assessment Measures of Student Learning Outcomes.

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06/15/2021

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06.18.2021

**Interim Dean of Learning & Student Success**

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Course: ED146 Administration in Early Childhood

### 1. Department

School of Education

### 2. Purpose

The purpose of this course is to introduce and acquaint prospective coordinators, managers, and administrators in the Early Childhood Education field with basic knowledge, skills, and guidance on practices, policies, and standards in the management of schools for the development of children in early childhood.

### 3. Description

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

Required:

Freeman, N. K., Decker, C. A., Decker, J. R., (2016) *Planning and Administering Early Childhood Programs*. 11<sup>th</sup> Ed. Upper Saddle River, NJ: Pearson Prentice Hall.

Recommended: None

#### B. Contact Hours

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

#### C. Credits

1. **Number:** 3
2. **Type:** Regular Degree Credits

#### D. Catalogue Course Description

This course is a requirement for the Certificate of Completion in Early Childhood Education. This course is designed to teach students about the implementation of practices, policies, and standards in early childhood settings. It examines the management and operation of early childhood programs or schools emphasizing effective interpersonal relationships and communication skills of potential coordinators, managers, and administrators in early childhood programs. English Placement: EN095 (offered Fall and Spring).

#### E. Degree or Certificate Requirements Met by Course

This is a required course for the Certificate of Completion in Early Childhood Education.

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### **F. Course Activities and Design**

This course is designed to incorporate lectures, readings, in-class assignments, demonstrations and teach-back, assigned projects, reflective essays, topic discussions, student participation, collaboration and engagement

### **4. Course Prerequisite(s); Concurrent Course Enrollment**

Prerequisites: None

Concurrent Course Enrollment: None

### **Required English/Mathematics Proficiency Level(s)**

English Placement Level: EN095

Mathematics Placement Level: None

### **5. Estimated Cost of Course; Instructional Resources Needed**

Cost to the Student: Tuition for a 3-credit course, instructional material fees, and textbook.

Cost to the College: Salary of instructor, supplies, materials and internet.

Instructional resources needed for this course include: internet, projector, and whiteboard.

### **6. Method of Evaluation**

Students will be evaluated on the basis of attendance, in-class assignments, demonstrations, a teach-back, assigned projects, reflective essays, topic discussions, participation, collaboration, engagement, midterm and final exams. NMC's 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 Program Governance**

- 1.1 CNMI child care licensing administrative code
- 1.2 CNMI child care regulations
- 1.3 Head Start/Early Head Start performance standards
- 1.4 Roles and responsibilities: program governance, administration, support staff, teaching staff
- 1.5 Program outcomes

### **2.0 Professionalism**

- 2.1 Becoming a professional
- 2.2 Commitment to the early childhood profession
- 2.3 Acting responsibly and ethically
- 2.4 School and home culture
- 2.5 Ethical behaviors toward children and families
- 2.6 Performance assessment and evaluation

### **3.0 Viewing Yourself as a Professional**

- 3.1 Striving to meet the standards of the profession
- 3.2 Taking opportunities to improve professional growth
- 3.3 Building knowledge and skills

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### 8. Instructional Goals

The course will introduce students to:

- 1.0 An Overview of Early Childhood Program Governance;
- 2.0 Professionalism; and
- 3.0 Leadership in Early Childhood.

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**9. Student Learning Outcomes**

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

- 1.0 Describe program governance in early childhood programs;
- 2.0 Discuss attributes and characteristics of professionalism in early childhood programs;
- 3.0 Identify roles and responsibilities as a leader in early childhood programs;
- 4.0 Describe the importance of implementing program practices, policies, procedures, and standards in early childhood programs;
- 5.0 Describe program needs assessment and ongoing monitoring;
- 6.0 Establish program learning outcomes based on assessment results;
- 7.0 Develop program improvement plans; and
- 8.0 Establish program mission, vision, and philosophy for early childhood programs.

**10. Assessment Measures of Student Learning Outcomes**

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

- 1.0 Oral Presentations;
- 2.0 Midterm; and
- 3.0 Final Exam.