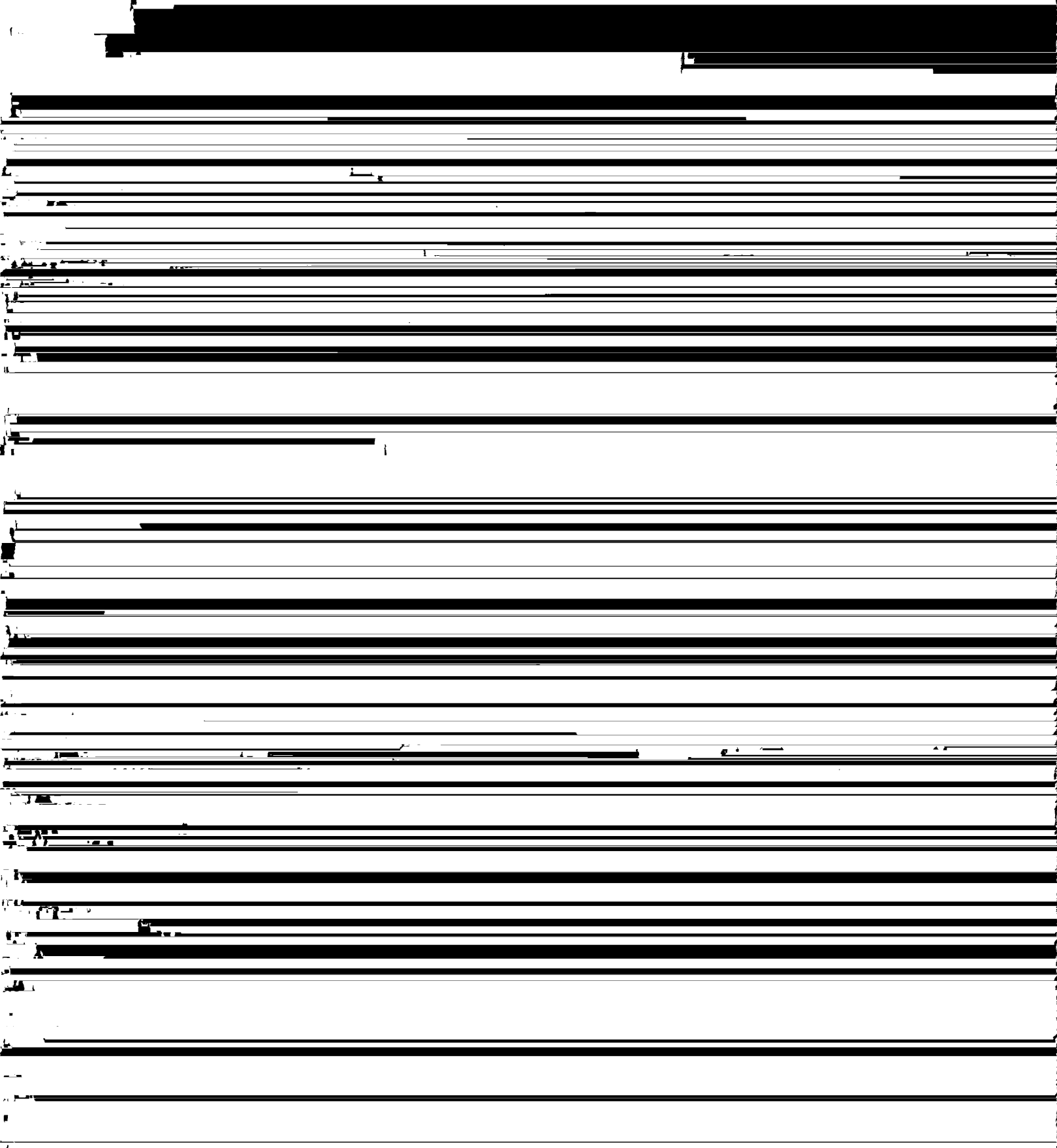




**Old Catalog Description**

**HMTC 427 Administration of Child Development Centers**

**3c-01-3sh**



New

## Syllabus of Record

### I. Catalog Description

3 class hours

**CDFR 218 Administration of Child Development Centers**

0 lab hours

3 semester hours  
(3c - 0l - 3sh)

**Prerequisite:** CDFR 218. Juniors or seniors only.

**E. Staffing Patterns and Administrative Organization**

**6 lecture hours**

1. Job Definitions
2. Selection of Employees
3. Training
4. Supervision and Evaluation

**F. Managing the Program's Finances**

**6 lecture hours**

1. Costs of Operating a Center
2. Funding Sources and Proposal Preparation
3. Budget Considerations

**G. Enrollment Management**

**3 lecture hours**

**3. Waiting List**

**4. Eligibility**

1. Personnel and Enrollment
2. Financial
3. Confidentiality
4. Use of Computers

**I. Employer-Sponsored Programs**

**1.5 lecture hours**

#### **IV. Evaluation Methods**

The final grade will be determined as follows:

- 20% In-class Assignments including budget calculations, equipment purchase decisions, facilities identification, development of a needs assessment.
- 20% Development of a funding proposal for a child development program based on ~~guidelines presented in class~~

**Historic**

**Decker, Celia A. and John R. Decker. Planning and Administering Early Childhood Programs. Fifth Edition. Columbus, OH. Merrill Publishing Co., 1992.**

**Hildebrand, Verna. Management of Child Development Centers. Third Edition. New York, NY. Macmillan Publishing Company, 1992.**

**HE 427 - ADMINISTRATION OF CHILD DEVELOPMENT CENTERS  
SYLLABUS**

**Course Description: Three credits/three lecture hours per week  
prerequisite: HE 218 or equivalent, junior standing**

**development of special knowledge and competencies needed by successful**

**administrators of child care programs, including proposal writing, budgeting and management, staff selection and training, appropriate curriculum materials and philosophy, parent involvement, child advocacy, and program evaluation.**

**Objectives:**

**After taking this course:**

- A. students will demonstrate the special knowledge and competencies needed by successful administrators of child care programs.**
- B. students will be able to explain the role of the child care administrator as a child advocate.**
- C. students will demonstrate that they understand funding sources and the process of proposal writing.**
- D. students will identify and analyze factors that contribute to program success and quality care for children.**

**Course Outline:**

- I. Historical perspective and Funding Sources**

**V. Staffing Patterns and Administrative Organization**

**A. Job Definitions**

**B. Selection of Employees**

**D. Supervision and Evaluation**

**VI. Managing the Program's Finances**

**A. Costs of Operating a Center**

**C. Budget Considerations**

**VII. Enrollment Management**

**A. Publicity**

**B. Grouping**

**C. Waiting List**

**D. Eligibility**

**VIII. Records and Reports**

**A. Personnel and Enrollment**

**B. Financial**



**Text:**

**Nelson, Linda S. and Alan E. Nelson, Child Care Administration: Planning Quality**

**Programs for Young Children, Tinley Park, IL, Goodheart Wilcox Publisher, 2000**

**Linda Nelson**

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**From:** George R. Bieger <grbieger@grove.iup.edu>  
**To:** Linda Nelson <lnelson@grove.iup.edu>  
**Sent:** Wednesday, May 09, 2001 2:29 PM  
**Subject:** RE: Prerequisite for HE 426 Techniques of Parent Education

Linda:

The Professional Studies in Education Department supports the proposal to allow ELED 215 "Child Development" to be an acceptable approved pre-requisite for HMEC "Techniques of Parent Education".

This course (HMFC "Techniques of Parent Education") is an important.