Effective Semester / Session: Fall 2023

Type of Action:

<u> X </u>   New
__   Modification
__   Move to Inactive (Stop Out)
__   Cancellation

Course Alpha and Number: ED086

Course Title: Introduction to Basic Administration

Reason for initiating, revising, or canceling:
This course guide is being created to meet the requirements for the Certification of Completion in Early Childhood Education.

Sara Forti

Proposer   Date

Roland Merar   5/26/2023

Academic Unit Head   Date

Adam Walsh   05.16.23

Language & Format Review Specialist   Date

                                                                                    5.16.2023
Ajani Burrell

Academic Council Chair   Date

Lorraine Maui _Lorraine C. Maui_   May 26, 2023
Lorraine Cabrera (May 26, 2023 10:31 GMT+10)

Interim Dean of Academic Programs & Services   Date

1. **Department**
   School of Education

2. **Purpose**
   This course explains and introduces prospective coordinators, managers, and administrators in the Early Childhood Education field with introductory basic knowledge, skills, and guidance on practices, policies, and standards in the management of a successful early childhood education program.

3. **Description**

   A. **Required/Recommended Textbook(s) and Related Materials**
      Required:
      Adams, S., Sciarra Ed.D, D.J., Kronberg. A., Donley, M., Dorsey, A.G., Lynch, E. *Developing and Administering an Early Childhood Education Program*, Latest Edition. Cengage Learning Inc.

      Recommended: None

   B. **Contact Hours**
      1. **Lecture:** 45 per semester
      2. **Lab:** None
      3. **Other:** None

   C. **Credits**
      1. **Number:** 3
      2. **Type:** Non-Degree Units

   D. **Catalog 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 explores the basic management and operation of early childhood programs or schools focusing on effective interpersonal relationships and communication skills of potential coordinators, managers, and administrators in early childhood programs. (Semester offered varies by academic year).

   E. **Degree or Certificate Requirements Met by Course**
      This is a required course for the Certification of Completion in Early Childhood Education.

F. Course Activities and Design

This course is designed to incorporate lectures, readings, forums, in-class activities, demonstrations, topic discussions, student participation, assigned projects, 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: EN085
Mathematics Placement Level: None

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 3-credit hour non-degree course, cost of the textbook, and any applicable fees.

Cost to the College: Instructor's salary and/or any additional costs to NMC.

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

6. Method of Evaluation

Students will be evaluated on the basis of forums, in-class activities, demonstrations, topic discussions, student participation, assigned projects, collaboration and engagement. NMC's grading and attendance policies will be followed.

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 criminal offense clearance
       1.2   CNMI director/administrator qualifications to work with children
       1.3   CNMI lead caregiver qualifications to work with children
       1.4   Student clearance for admission to the schools
       1.5   Program outcomes
       1.6   Adherence to facility protocols

   2.0   Professionalism
       2.1   Becoming a professional
       2.2   Acting responsibly and ethically
       2.3   ethical behaviors toward children and families
       2.4   School and home culture
       2.5   Performance assessment and evaluation
       2.6   Taking opportunities to improve professional growth
       2.7   Building knowledge and skills

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 education.

9. **Student Learning Outcomes**
   Upon successful completion of this course, students will be able to:

   1.0   List the qualifications necessary to run a child care program;

   2.0   Identify employee and student clearance;

   3.0   Label program outcomes;

   4.0   Describe responsibility, ethics, and professionalism; and

   5.0   Interpret knowledge and skill to improve professional growth.

10. **Assessment Measures of Student Learning Outcomes**
    Assessment of student learning may include, but not be limited to, the following:

    1.0   Forums;

    2.0   Quizzes;

    3.0   Assignments; and

    4.0   Projects.

ED086 Fall 2023

Final Audit Report   2023-05-26

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