

Course Code: ECE 260

Course Title: Administration of Day-Care Centers

Department: Arts, Media, and Social Sciences

Effective Date: Summer 2026

PCS Code: 1.1 - Baccalaureate/Transfer

CIP Code: 19.0708

Repeatability: 0

Credit Hours

Catalog Notation: 3-0-3

Credit Hour Distribution:

Lecture: 3

Lab: 0

Clinical: 0

Total: 3

General Course Information

Catalog Description

Administrative duties in a child-care center; evaluation of child-care centers, development of leadership abilities, and utilization of community resources are emphasized.

General Course Objectives

Skills in administrating a child care facility are taught, which will enable the student to seek a job as director of such a facility.

Minimum Placement Levels

English

None

Reading

Placement out of CCS 098

Math

None

Prerequisites

None

Methods of Evaluation

2 essay exams, 4 assignments, 3 quizzes, discussion forums. Demonstrate ability to plan, equip, and staff a facility through the development of a budget and equipment plan according to state licensing standards. Compare and critique program brochures. Interview a center director and write a paper critiquing own management and leadership skills.

Instructional Materials and Additional Supplies

Developing and Administering a Child Care and Educational Program, by Sciarra/Dorsey/Lynch.

Current edition, 97811334991491

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.
- Reasoning and Inquiry: Students will demonstrate the ability to solve problems using deductive reasoning and logic, quantitative reasoning, or the scientific method.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Center organization: Funding, Policies, Procedures, Philosophy, Legal Structure, Boards, Licensing Requirements, Legal Aspects, Food/Nutrition Program	<ol style="list-style-type: none"> 1. Identify funding sources, including public sources and grants. 2. Obtain and compare a variety of center policy and procedure manuals. 3. Observe a board meeting. 4. Demonstrate understanding of licensing procedures and standards for day care centers. 	18	0	0
Role of the Director: Leadership Styles, Communication Skills, Advocacy, Parent and Community Relations, Program Evaluation	<ol style="list-style-type: none"> 1. Examine own leadership style. 2. Practice effective communication techniques. 3. Identify appropriate tools for assessing children's development. 4. Develop methods of family involvement, including newsletters, brochures, surveys, and conferences. 	15	0	0
Setting up a Center: Assessing Community Need, Developing a Business Plan, Purchasing, Marketing the Program	<ol style="list-style-type: none"> 1. Develop a business plan based upon an assessment of needs. 2. Design a floor plan for a center. 3. List equipment and supplies for the center, including cost and source. 	12	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
45	0	0