

CDEV 325: ETHICS AND ADMINISTRATION 2**Credit Hours:** # 3**Scheduled hours per week****Lecture:** 3**Lab:** 0**Field Experience:** 10 hours of field experience total for the semester**Catalog Course Description:**

Background and ethics issues related to administering early childhood programs. Emphasizes managing operations and budget, meeting state regulations, and licensing requirements and building programs.

Prerequisites: Admission to the CDEV BAS Program**Corequisites:** 10 hours of field experience must be completed to successfully complete the course.**Course Learning Outcomes**

1. Identify standards related to administering a childcare center. (NAEYC Standards 6b, 6c) (WV Standards 7.1, 7.2, 7.5)
2. Demonstrate procedures to set up an early childhood program. (NAEYC Standards 1d, 6c) (WV Standards 7.3, 7.5, 7.6)
3. Identify ways staffing requirements effect early childhood programs. (NAEYC Standards 6a, 6b) (WV Standards 7.1)
4. Examine the role of the administrator as a mentor. (NAEYC Standards 6c, 6d,6e) (WV Standards 6.5e)
5. Apply appropriate ethical practices in administering an early childhood program. (NAEYC Standards 6.a, 6.b, 6.e) (WV Standards 6.1)
6. Plan a physical environment that is appropriate for an identified age group. (NAEYC Standards 1d, 4c) (WV Standards 4.1-4.6)

CLO Assessment Methods: Written assignments, scenarios, journals, interviews, quizzes, reflective assignments, and projects.

Topics to be studied:

- Licensing laws and procedures for early childhood programs, both state and national levels
- Human resources management and aspects of managing personnel
- Setting up centers to meet needs of diverse children
- Ethical issues in early childhood programs
- Community Relationships and Events
- Designing physical space
- Developing and designing new programs

Relationship of course to program or Discipline Learning Outcomes:

BAS 1 Early childhood educators will make recommendations based on a child's unique development. (NAEYC 1)

BAS 2 Early childhood educators will develop a plan for building partnerships with families and the community. (NAEYC 2)

BAS 3 Early childhood educators will create effective assessment plan for young children.

BAS 4 Early childhood educators will develop effective lesson plans for young children using a variety of appropriate teaching strategies to meet the needs of diverse children. (NAEYC 4)

BAS 5 Early childhood educators will create a plan to guide young children through developmentally appropriate curriculum. (NAEYC 5)

BAS 6 Early childhood educators will explain methods for showing professional commitment to children, families, co-workers, administrators, and their community. (NAEYC 6)

Check if approved as: ☐ Foundational Learning Course ☐ Reinforcement Learning Course

Special projects or requirements of the course:

Director's Tools Kit Portfolio

Additional information: NA

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