

Program Planning Guide
Early Childhood Administration Certificate (C55850)

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma (Higher entrance standards required); Early Childhood Administration Certificate

Program Sites: Lee Main Campus – Evening, Selected Evening Courses; Selected Distance Education Courses

Suggested Course Schedule:	HOURS			Grade	Semester	Notes
	Class	Lab	Credit			
1st Semester (Fall)						
EDU 119	Intro to Early Child Education	4	0	4		
EDU 131	Child, Family & Community	3	0	3		
EDU 153	Health, Safety and Nutrition	3	0	3		
				10		
2nd Semester (Spring)						
EDU 261	Administration I	3	0	3		
EDU 262	Administration II	3	0	3		
				6		

Total Semester Hours Credit: 16

Course Descriptions:

EDU 119 Intro to Early Childhood Educ 4-0-4

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 261 Early Childhood Admin I 3-0-3

Corequisites: EDU 119 & DRE 098

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 131 Child, Family, & Community 3-0-3

Corequisite: Take DRE 097

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 262 Early Childhood Admin II 3-0-3

Prerequisite: EDU 261

Corequisites: EDU 119 & DRE 098

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 153 Health, Safety, and Nutrition 3-0-3

Corequisite: DRE 097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses,