



The University of Southern Queensland

Course Specification

Description: Administration of Child Care Settings

Subject	Cat-Nbr	Class	Term	Mode	Units	Campus
ECE	4001	24770	2, 2003	EXT	1.00	TWMBBA

Academic Group:	FOEDU
Academic Org:	FOE004
HECS Band:	1
ASCED Code:	070101

STAFFING

Examiner: Di Small

Moderator: Lindy Austin

RATIONALE

The increasing complexity of the administration of early childhood services demands at least some understanding of this area by all those who seek to become directors of centres. Early childhood educators must be competent in the skills of managing care and education centres and be able to understand the nature of political and social change affecting the provision of services.

SYNOPSIS

This course will introduce students to important factors relating to the administration of centres such as parent interaction, communication skills, personnel management, administration, legal issues, support services and working with government services.

OBJECTIVES

On successful completion of this course students will be able to:

- administer a centre which takes into account the needs of children and their families;
- demonstrate effective interpersonal communication skills;
- show an awareness of socioeconomic and political parameters of day care;
- demonstrate the skills to effectively manage personnel;
- be competent team builders;
- identify support services;
- communicate effectively with government departments;
- have a clear grasp of the child care regulations;
- critically analyse and assess policies and documents including the Accreditation document;
- understand the complexities of budgeting and finance.

TOPICS

Description	Weighting (%)
1. Family Interaction	15.00
2. Communication Skills	20.00
3. Personnel Management	20.00
4. Administration Skills - including budgeting, finance and legal issues	25.00
5. Identifying Support Services	10.00
6. Working with Government Departments and Services	10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at <http://bookshop.usq.edu.au> by entering the author or title of the text.

Hearron, P.F., & Hildebrand, V. 2003, *Management of Child Development Centres*, Merrill Prentice Hall, Upper Saddle River NJ.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Barbour, C. & Barbour, N.H. 2001, *Families, Schools and Communities Building Partnerships for Educating Children*, 2nd edition, Merrill Prentice Hall, Upper Saddle River, NJ.

Berger, E.H. 2000, *Parents as Partners in Education*, 5th edition, Merrill, Upper Saddle River, NJ.

Child Care Information Exchange. 1998, *The Art of Leadership: Managing Early Childhood Organisations*, Child Care Information Exchange, Redmond, WA.

Genus, A. 1998, *The Management of Change: Perspectives and Practice*, International Thomson Business Press, London.

Jensen, M.A. & Hannibal, M.A. 2000, *Issues, Advocacy and Leadership in Early Education*, 2nd edition, Allyn & Bacon, Needham Heights, MA.

Jones Shoemaker, C.C. 2000, *Leadership and Management of Programs for Young Children*, 2nd edition, Merrill, Upper Saddle River, NJ.

Rodd, J. 1998, *Leadership in Early Childhood*, 2nd edition, Allen & Unwin, Frenchs Forest.

Sciarra, D. & Dorsey, A. 1998, *Developing and Administering a Child Care Center*, 4th edition, Delmar Publishers, Albany.

Short, P. 2002, *Leadership in Empowered Schools: Themes from Innovative Efforts*, 2nd edition, Merrill, Upper Saddle River.

Smith, A. 1999, *Managing Staff in Early Years Settings*, Routledge, London.

Wright Springate, K. & Stegelin, D.A. 1999, *Building School and Community Partnerships Through Parent Involvement*, Merrill, Upper Saddle River, NJ.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	30
Directed Study	140
Telephone Tutorials	3

ASSESSMENT DETAILS

Description	Marks Out of	Wtg(%)	Required	Due Date
ASSIGNMENT 1 (REPORT)	50.00	50.00	Y	13 Sep 2003
ASSIGNMENT 2 (REPORT)	50.00	50.00	Y	24 Oct 2003

IMPORTANT ASSESSMENT INFORMATION

- Attendance requirements:
 - It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- Requirements for students to complete each assessment item satisfactorily:
 - To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assessment item.
- Penalties for late submission of required work:
 - If students submit assignments after the due date without prior approval then a penalty of 10% of the total marks available for the assignment will apply for each working day late.
- Requirements for student to be awarded a passing grade in the course:
 - To be assured of receiving a passing grade a student must achieve at least 50% of the available weighted marks for the summative assessment items.
- Method used to combine assessment results to attain final grade:
 - The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- Examination information:
 - There is no examination in this course.
- Examination period when Deferred/Supplementary examinations will be held:
 - There will be no Deferred or Supplementary examinations in this course.

8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/SECARIAT/calendar/Part5/> or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

- 1 (b) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (c) The examiner may grant an extension of the due date of an assignment in extenuating circumstances. (d) The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media. (e) The Faculty will NOT accept submission of assignments by facsimile.