The University of Southern Queensland

Course Specification

Description: Administration of Child Care Settings

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE</td>
<td>4001</td>
<td>14769</td>
<td>2, 2002</td>
<td>EXT</td>
<td>1.00</td>
<td>TWMB</td>
</tr>
</tbody>
</table>

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

STAFFING

Examiner: Dianne Small
Moderator: Anne Petriwskyj

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

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

## 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.


## 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.


Neugebauer, R 1994, *Survival Skills for Centre Directors*, Child Care Information Exchange, Redmond, WA.


STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>30</td>
</tr>
<tr>
<td>Directed Study</td>
<td>140</td>
</tr>
<tr>
<td>Telephone Tutorials</td>
<td>3</td>
</tr>
</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT 1 (REPORT)</td>
<td>50.00</td>
<td>50.00</td>
<td>Y</td>
<td>06 Sep 2002</td>
</tr>
<tr>
<td>ASSIGNMENT 2 (REPORT)</td>
<td>50.00</td>
<td>50.00</td>
<td>Y</td>
<td>01 Nov 2002</td>
</tr>
</tbody>
</table>

OTHER REQUIREMENTS

1. When there is more than one marker for a single item of assessment, the distribution patterns and means for the different markers will be compared and marks adjusted if necessary.
2. Marking criteria are provided in course material as mark sheets/guides or as part of assignment specifications.
3. Summative assessment items will be given a numerical score.
4. Course Grades will be calculated by aggregating the weighted result or numerical score for each summative assessment item.
5. All assessment items must be submitted and passed overall.
6. If assignments are submitted after the due date without an approved extension of time, University penalties will apply.