The University of Southern Queensland

Course Specification

Description: Administration in Early Childhood

<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>
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<td>ECE</td>
<td>4010</td>
<td>14821</td>
<td>2, 2002</td>
<td>ONC</td>
<td>1.00</td>
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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 in all areas of early childhood services demands at last some understanding by all those who seek to become early childhood educators. All educators' must be competent in the skills of managing care and education centres for young children 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, support services and working with government services. The use of computer and computer software for the management of some of these areas will also be discussed.

OBJECTIVES

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

- administrate 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 child care services;
- understand the need and develop the skill 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 national Accreditation document;
• understand the complexities of budgeting and finance.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Family interaction and communication skills</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Personnel management</td>
<td>20.00</td>
</tr>
<tr>
<td>3. Administration and organisational skills</td>
<td>10.00</td>
</tr>
<tr>
<td>4. Using computers for administration</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Budget and finance</td>
<td>20.00</td>
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<tr>
<td>6. Record keeping - inventory and ordering</td>
<td>5.00</td>
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<tr>
<td>7. Marketing and imaging</td>
<td>10.00</td>
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<tr>
<td>8. Identifying support services</td>
<td>5.00</td>
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<tr>
<td>9. Working with Government departments and support services</td>
<td>5.00</td>
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<tr>
<td>10. Reflective practitioner</td>
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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.


Barry, K Team Processes, QCOSS, Brisbane.


Publisher: National Association for the Education of Young Children)


### STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
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<tbody>
<tr>
<td>Assessment</td>
<td>50</td>
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<tr>
<td>Directed Study</td>
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<tr>
<td>Lectures</td>
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<tr>
<td>Private Study</td>
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<td>Tutorial</td>
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### ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT</td>
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<td>50.00</td>
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<td>20 Sep 2002</td>
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<td>ASSIGNMENT</td>
<td>50.00</td>
<td>50.00</td>
<td>Y</td>
<td>25 Oct 2002</td>
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</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.