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>
</tr>
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<tbody>
<tr>
<td>ECE</td>
<td>4010</td>
<td>34728</td>
<td>2, 2004</td>
<td>ONC</td>
<td>1.00</td>
<td>TW MBA</td>
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Academic group: FOEDU
Academic org: FOE004
Student contribution band: 1
ASCED code: 070101

STAFFING
Moderator: Lindy Austin

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 completion of this course students will be able to:

1. administer a centre which takes into account the needs of children and their families;
2. demonstrate effective interpersonal communication skills;
3. show an awareness of socioeconomic and political parameters of child care and educational services;
4. understand the need and develop the skill to effectively manage personnel;
5. be competent team builders;
6. identify support services;
7. communicate effectively with government departments;
8. have a clear grasp of the child care regulations and government policies;
9. critically analyse and assess policies and documents including the national Accreditation document;
10. understand the complexities of budgeting and finance;
11. appreciate the role of information technology in administration of a centre.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
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<tbody>
<tr>
<td>1. Family interaction and communication skills</td>
<td>10.00</td>
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<tr>
<td>2. Personnel management</td>
<td>20.00</td>
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<tr>
<td>3. Administration and organisational skills</td>
<td>10.00</td>
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<tr>
<td>4. Using computers for administration</td>
<td>10.00</td>
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<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</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:**

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).


**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.

Click, P 2000, *Administration of Schools for Young Children*, 5th edn, Delmar, Albany.


**STUDENT WORKLOAD REQUIREMENTS:**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</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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<tr>
<td>Tutorial</td>
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**ASSESSMENT DETAILS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>50.00</td>
<td>50.00</td>
<td>30 Aug 2004</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>50.00</td>
<td>50.00</td>
<td>16 Oct 2004</td>
</tr>
</tbody>
</table>
IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   (b) 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.

2 Requirements for students to complete each assessment item satisfactorily:
   (a) To complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3 Penalties for late submission of required work:
   (a) 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.

4 Requirements for student to be awarded a passing grade in the course:
   (d) To be assured of receiving a passing grade a student must submit all of the summative assessment items and achieve at least 50% of the available weighted marks for those items.

5 Method used to combine assessment results to attain final grade:
   (a) 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.

6 Examination information:
   (e) There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   (d) 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/corporateservices/calendar/part5.htm or in the current USQ Handbook.

ASSESSMENT NOTES

1 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) If requested, students will be required to provide a copy of assignments submitted for assessment purposes. Such copies should be despatched to USQ within 24 hours of receipt of a request being made. (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.
OTHER REQUIREMENTS

1. (a) Students will require access to e-mail and internet access to USQConnect for this course.