

	<b>CAPILANO UNIVERSITY</b>		
	<b>COURSE OUTLINE</b>		
	<b>Course Title</b>	Centre Operations	
<b>Course Number</b>	EDUC 251	<b>Credits</b>	3.0
<b>Section Number</b>		<b>Instructor</b>	
<b>Term</b>	Fall 2017	<b>Office</b>	
<b>Phone</b>		<b>Local</b>	

**COURSE FORMAT:**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be offered in an on-line format.

**COURSE PREREQUISITE:** EDUC 121 or EDUC 221. This course is equivalent to EDUC 352.  
Duplicate credit will not be granted for this course and EDUC 352.

**EARLY CHILDHOOD CARE & EDUCATION DEPARTMENT VISION STATEMENT:**

The ECCE diploma / degree program fosters intellectual curiosity and critical thinking relevant to advocacy and leadership in early childhood education careers, advanced study, and lifelong learning.

**Course Description :**

The student will gain knowledge of the broad concepts and principles involved in the effective administration and management of a child care centre and the skills required to fulfil the role of a manager/director/administrator.

**Learning OUTCOMES:**

*Students who successfully complete this course should be able to:*

- Explain the fundamental principles and practices of effective administration;
- Describe the administrative tasks required in the delivery of child care;
- Articulate the legal requirements needed to establish and operate a program;
- Explain the licensing requirements specific to infant and toddler and special needs;
- Identify components of effective human resource management;
- Summarize the organizational structure of a non-profit society, its role and legal responsibilities and the staff-board partnership;

- identify the components of effective financial management and planning;
- Critically analyse the current provincial and local initiatives and the role of the provincial government;
- Critically analyse impact of trends and changes that could impact the delivery of child care;
- Describe essential policies and procedures; and
- Explain the principles of community relations and working together with other agencies.

**REQUIRED READINGS:**

American Psychological Association (2010). *Concise Rules of APA Style: The Official Pocket Style Guide*. (6th Edition)

Early Childhood Educators of British Columbia (2008). *Code of ethics: early childhood educators of British Columbia*. Vancouver, BC: Author.

Government of British Columbia (2012). *Community care and assisted living act: Child care licensing regulation*. Victoria, BC: Queens' Printer.

Government of British Columbia. (2008). *British Columbia early learning framework*. Victoria, BC: Ministry of Education, Ministry of Health, Ministry of Children and Family Development , & British Columbia Early Learning Advisory Group.

Government of British Columbia. (2008). *British Columbia early learning framework: From theory to practice*. Victoria, BC: Ministry of Education, Ministry of Health, Ministry of Children and Family Development , & British Columbia Early Learning Advisory Group.

**COURSE CONTENT: Please refer to course Moodle site for current class schedule and content updates**

- Administrative tasks and delivery of programs
- Ethics and Administration
- Policy and Procedure Development
- Effective Human Resource management
- Not for profit sector
- Professional Development
- Financial planning and management
- Family and Community relations

**EVALUATION PROFILE:**

Community Plan Fact Sheets Group Project 35% (Part 1 20%, Part 2 15%)

Administrative Dilemma Case Studies	30% (3 x 10%)
Professionalism Paper	35%
<b>TOTAL</b>	<b>100%</b>

**ASSIGNMENTS:**

Details of assignments will be provided by the instructor at the start of the course.

**GRADING PROFILE:**

A+ = 90 - 100	B+ = 77 - 79	C+ = 67 - 69	D = 50 - 59
A = 85 - 89	B = 73 - 76	C = 63 - 66	F = 49 and below
A- = 80 - 84	B- = 70 - 72	C- = 60 - 62	

**OPERATIONAL DETAILS**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website

**Attendance**

Attendance is essential for the successful completion of this course and to meet the Licensing requirements of the BC Early Childhood Educator Registry. In the event of an absence from class, the student will inform the course instructor. A student who misses 10% of classes may not receive credit for this course. A faculty review will occur in the event the maximum percentage of absences has been exceeded.

**\*Please note that this pertains to all students who are taking this course, regardless of whether individual students are not seeking licensure.**

**Punctuality**

Punctuality is essential given the professional nature of this program. Lateness will be assessed in the same way as attendance. Being late for more than 10% of classes will result in a faculty review.

**\*Please note that this pertains to all students who are taking this course, regardless of whether individual students are not seeking licensure.**

**Academic Responsibility**

Each student is responsible for the material covered in class and for any work required for the following class. If a student misses a class, they have the responsibility to contact a peer and obtain the notes, handouts and work for future classes.

The quality of work should provide both adequate depth and breadth so as to demonstrate a commitment to your professional development and that the competencies required of the course and assignments have been successfully met.

**Professionalism**

All students are expected to maintain professional behaviour, as laid out in the ECEBC's Code of Ethics, while participating in this course. This pertains to all students, registered for this course.

### Final Exams

Students are advised that they are expected to be present and available during the entire exam period. Exams may be scheduled at any time during this time frame. In rare circumstances, exams may need to be rescheduled due to weather or other unforeseen factors. Travel plans must be made outside of the exam schedule.

### Missed presentations, exams, quizzes

Students will be allowed to make up in-class assignments, presentations, projects, exams, and quizzes under the following conditions:

If a doctor's certificate of illness is provided; or, in the case of the death of a close family member, a death certificate is provided.

### Late Assignments

All assignments are due at the beginning of the class on the due date. Late assignments will receive a 5% deduction in grade for each day they are overdue.

### Incomplete Grades

"I" Grades will be given only when prior arrangement has been made in writing between the instructor and the student specifying the exact nature of the work to be done and the date it is to be received.

### English Usage and Writing Style

All assignments are marked for correct English usage, proofreading, and formatting. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is a "C".

All assignments will adhere to APA stylistic guide for avoiding bias in language use and will be written in a manner that reflects the spirit and values inherent in the ECEBC Code of Ethics and the BC Early Learning Framework. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is a "C".

### Cheating & Plagiarism

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.

Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without appropriate acknowledgement.

Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre, or the Library. Students are responsible for ensuring that they understand what constitutes cheating and plagiarism and that these violations of proper academic practice have serious consequences.

The instructor has the right to assign a grade of "0" on the examination or assignment, or, at the instructor's discretion, a letter grade "F" / No Credit on the course.

Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the University policy available on the University website.

#### Emergency Procedures

Please read the emergency procedures posted on the wall of the classroom.