

Online Director Certificate Syllabus

Setting: Early Care and Education and School-Age Care

Program Code: 3101-DC

Program Length: 60 hours

IACET CEU Value: 6 CEU's

Program Start Date: Rolling Enrollment – Start Anytime

Program End Date: 183 days from enrollment date

Textbook Information: A textbook is required and must be purchased at the student's expense.

Handbook for Early Childhood Administrators – Hilde Reno, with Janet Stutzman and Judy Zimmerman. The approximate cost is \$40. This textbook is available from many bookstores including www.eCampus.com.

Program Description: The Online Director's Certificate provides professional information for early childhood professionals seeking to further their skills and knowledge in the management of a child care center. The program is broken into five Instructional Units. These units focus on the core areas of competency required to manage a child care center.

Program Objectives: Upon satisfactorily completing the Online Director's Certificate program, students should be able to:

- Identify key considerations for developing a center philosophy
- Define the developmentally appropriate classroom
- Identify the reasons that nutrition is important in an early childhood education setting
- Identify common hazards throughout the school facility
- Identify the goals of multicultural education
- Define performance-based assessment
- List the benefits of teamwork in the early childhood environment
- Identify the characteristics of a leader
- Identify negative communication strategies
- Define and identify key elements of an operating budget
- Identify effective marketing tools for child care centers
- Identify important strategies for increasing retention through internal marketing and parent communication
- Identify various forms of child advocacy

Assessment Methodologies Used: Students enrolled in the Online Director's Certificate program are assessed using the following methods:

- Competency based multiple choice questions
- Essays and short-answer writing assignments
- Student activities and/or observations with written feedback
- Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course.
- Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program.

Enrollment Requirements:

- Must be 18 years of age or older
- Must possess a high school diploma or GED and submit documentation as proof
- Must have access to a computer and printer
- Must have a valid email address
- Must have access to the Internet through a JavaScript enabled web browser (i.e. Internet Explorer 7.0 or higher, Mozilla Firefox 3.0 or higher, etc.)
- Must be able to speak, read, and write well enough in the language the course is presented in to understand and complete the course material
- Several courses within this program require observation, assessment, and practical application of learning principles in an early childhood learning environment. Students must be working in or have access to an early childhood environment to successfully complete these courses.

Program Completion Requirements: All of the following requirements must be met in order for a student to graduate and receive the Online Director's Certificate.

- Complete all assigned coursework and readings
- Receive a passing grade of 70% or better on all quizzes
- Receive a passing grade on all essay assignments
- Pass a cumulative final exam in multiple choice format with a 70% or better
- Submit all documentation forms that are required for the program including but not limited to proof of high school diploma or GED

About the Coursework:

Competency Based Courses

These courses are content driven, and measure the student's comprehension of the stated course objectives. These courses contain competency based questions that do not allow the participant to move forward in the course unless questions are answered correctly. If a student answers incorrectly, the course redirects the student to the section of the course that presents the correct information.

Practical Application Courses – These courses end in P1 or P2

These courses require the student to apply concepts they have learned by doing actual exercises in the field or classroom. These courses also may require observation and assessment work. The student must complete a series of written exercises detailing how he/she practically applies the concept addressed. Each written exercise must be reviewed and approved as satisfactory by the student's assigned Education Coach to complete the course.

Competency Statements –

These courses require the student to write a series of competency statements (essays) demonstrating the student's comprehension of the topic addressed. Competency statements must be reviewed and approved as satisfactory by the student's assigned Education Coach to complete the course.

Completion of CCEI Coursework: Students may complete a maximum of six (6) courses each day. Submission of final coursework should occur at least two (2) weeks before end-of-program deadline to allow for grading and revisions. After completion of all required documentation and coursework, student will have access to final exam. Please refer to the Student Handbook for specific Academic Policy requirements.

Program Coursework

Overview to the Online Director's Certificate

CCEI015 Overview to the CCEI Online Director Certificate Program

This introductory course provides students with information about the Online Director's Certificate Program and its' completion requirements.

Instructional Unit 1 - Center Management

Reading Assignment

Read Chapters 1, 2, & 3, in the *Handbook for Early Childhood Administrators*

CCEI952 Managing a Center Part I

This course explains what is involved in running the day to day operations of an early childhood program and identifies the components that are needed for quality programs.

CCEI953 Managing a Center Part II

This course identifies the details involved in program planning, marketing, public relations, budgeting, and working with boards.

CCEI1001 Curriculum: What is it and Why is it Important?

This course explores the benefits of implementing a well-developed curriculum in an early childhood program.

CCEI350 The Developmentally Appropriate Classroom

This course provides information on how to create a learning environment that is safe, secure, and full of opportunities for learning.

CCEI953P1 Managing a Center: A Practical Application Course

This course is a practical application course that requires the student to apply knowledge learned in the previously listed courses in this module.

**CCEI964P1 Who Do I Call?: Agencies and Departments that can Help:
A Practical Application Course**

This course provides information about the national agencies and departments who can be of assistance to child care administrators and requires students to do research and answer questions about the agencies that are applicable to their market.

CCEI770 Making Time! Time Management Skills for Administrators

This course outlines effective time management skills for program administrators or directors.

ADM101C Administrator Competency Statement 1

In this essay course, students will demonstrate competence in the area of developing and maintaining appropriate staff and parent handbooks.

Instructional Unit 2 – Program Planning and Evaluation

Reading Assignment

Read Chapters 7 & 15 in the *Handbook for Early Childhood Administrators*

CCEI891 Developmental Domains in Early Childhood Development

This course provides an overview of growth and development during early childhood and the factors that affect teacher practices.

CCEI530A Nutrition I - The USDA Food Program and Meal Planning

This course explains the USDA's food plan, food groups and recommended serving sizes and components for each food group for planning meals and snacks.

CCEI540A Nutrition III - Preventing Food Borne Illnesses: Sanitation and Hygiene in the Child Care Environment

This course is designed to help child care professionals understand the importance of kitchen sanitation as it relates to food service and health issues.

CCEI110A Indoor Safety in the Early Childhood Setting

This course introduces indoor safety standards for an early childhood setting.

CCEI110B Outdoor Safety in the Early Childhood Setting

This course identifies common outdoor injuries and appropriate ways to prevent them.

CCEI114A Health and Hygiene in the Early Childhood Setting

In this course, participants will better understand the importance of health and hygiene in the early childhood setting as well as steps which may be taken to ensure greater sanitation in the classroom and other areas where young children are present.

CCEI114B Recognizing Infectious Illnesses in the Early Childhood Setting

This course aids early childhood professionals in recognizing infectious diseases and identifies the necessary steps to prevent the spread of disease.

CCEI110C Transportation and Field Trip Safety

This course discusses safety requirements for vehicles and drivers who transport children.

CCEI110CP1 Transportation and Field Trip Safety: A Practical Application Course

This course requires students to apply their knowledge of transportation and field trip safety concepts.

CCEI968 Inclusion: Children and Disabilities

This course provides participants with a greater understanding of the importance of including children with various disabilities in the regular early childhood classroom.

CCEI640 Creating a Multicultural Environment

This course explains multiculturalism and the importance of introducing new cultures in the early childhood classroom.

CCEI1200 Assessing Young Children Part 1 - Introduction to Assessment

In this course, students will gain an understanding of the importance of assessing young children and learn how to create a narrative summary for the assessment of each child.

CCEI1220P2 Informal Assessment: Frequency Charts and Checklists: A Practical Application Course

In this course, students will implement and analyze the use of a developmental checklist and a frequency chart.

ADM102C Administrator Competency Statement 2

In this essay course, students will demonstrate competency in the area of program development and evaluation.

Instructional Unit 3 – Staffing and Communication

Reading Assignment

Read Chapters 4, 5, & 6 in the *Handbook for Early Childhood Administrators*

CCEI951 Leadership and Mentoring: Growing Your Staff

This course reinforces to early childhood administrators the importance of leading their staff by using effective mentoring techniques.

CCEI954 Building a Team Environment

This course examines how the role of a director or administrator can affect the quality of programs and address the needs of the staff within an early childhood program.

CCEI962 Successful Staffing

This course provides participants with a better understanding of the importance of having an effective team of early childhood staff.

CCEI962P1 Recruiting and Interviewing: A Practical Application Course

In this course, participants will apply the concepts associated with recruiting and interviewing job candidates.

CCEI965 Retention & Motivation Part 1

This course provides students with an overview of the strategies used to retain and motivate staff in a child care center.

CCEI966 Retention & Motivation Part 2

This course is the second in a two-part series about staff retention and motivation in an early childhood education setting.

CCEI955 Effective Methods of Evaluating Staff

This course focuses on how to effectively evaluate staff in an early childhood setting.

CCEI960 Staff Communication: Educational Partnerships

This course provides strategies and methods for effective verbal communication, including active listening skills.

PROF100 Stress Management for Child Care Providers

This course provides an overview of the effects of stress in the lives of child care professionals and offers coping techniques to manage stress.

ADM103C Administrator Competency Statement 3

In this essay course, students will demonstrate competency in the area of staff evaluation and motivation.

Instructional Unit 4 – Financial and Legal Matters

Reading Assignment

Read Chapters 8, 9, 10, & 11 in the *Handbook for Early Childhood Administrators*

CCEI059T Principles from the NAEYC Code of Ethical Conduct

This course gives participants the opportunity to explore the principles behind the NAEYC Code of Ethical Conduct.

CCEI959 Legal and Regulatory Issues for Child Care Centers

This course focuses on legal issues that affect early care and education centers.

CCEI112A Child Abuse: Signs and Reporting Requirements for Early Childhood Professionals

This course identifies and defines the major categories of child abuse, explains the responsibilities of mandated reporters, lists methods of reporting, and emphasizes the importance of visual checks.

CCEI956 Budgeting Basics for Directors

This course examines basic accounting and budgeting functions for Directors of an early childhood program.

CCEI957 Budgeting Basics for Directors: Part II

This course is the second of a two-part series that examines basic accounting and budgeting functions of a director in an early childhood program.

CCEI957P1 Budgeting Basics for Directors: A Practical Application Course

This course contains practical application exercises that allow participants to demonstrate that they can apply the knowledge they have been given in the previous budgeting courses.

ADM104C Administrator Competency Statement 4

In this essay course, students will demonstrate competency in the area of compliance with state licensing standards.

Instructional Unit 5 – Marketing and Community

Reading Assignment

Read Chapters 12 & 14 in the *Handbook for Early Childhood Administrators*

CCEI975 Successfully Marketing Your Program

This course teaches marketing basics and how to apply them to promote an early childhood program.

CCEI975B Successfully Marketing Your Program Part 2: Enrollment and Retention

This course offers a review of some marketing basics and gives practical application exercises that focus on enrollment and retention strategies.

CCEI963 Advocacy for the Center, Parents, Children and Staff

This course examines the many reasons educators should advocate for their center, parents, children and staff and effective ways of doing so.

CCEI980 Customer Service for the Center Administrator

This course examines practical tips for proper customer service methods to be used in a child care center.

CCEI520 Parent Communication: Building Partners in the Education Process

This course discusses the importance of open communication between parents and teachers.

FAM100P Family Involvement Overview: A Practical Application Course

This course addresses the importance of family involvement when designing a program to meet the developmental needs of young children.

PROF101 Adult Learning Theories and Strategies

This course is designed for directors and other early childhood professionals who train adults or facilitate professional development programs. Participants will learn basic adult learning theories and strategies.

CCEI3024 Family Literacy

This course explains the benefits of supporting family literacy and discusses ways parents and teachers can encourage the development of reading and writing skills.

ADM105C Administrator Competency Statement 5

In this essay course, students will demonstrate competence in the area of marketing and public relations.