



Basic Center Management Certificate Program Syllabus

Setting: Early Care and Education

Program Code: 4216-SPC

Program Length: 6 hours

IACET CEU Value: 0.6 CEU

Program Start Date: Rolling Enrollment – Start Anytime

Program End Date: 60 days from enrollment date

Textbook Information: No textbook is required to complete this certificate program.

Program Description: The Basic Center Management Certificate introduces participants to the basic elements of child care center management, including developing and upholding a program philosophy and mission, hiring and retention of qualified staff, marketing, customer service, and basic legal issues.

Program Objectives: Upon satisfactorily completing the Basic Center Management Certificate program, students should be able to:

- Identify key considerations for developing a *center philosophy* and *mission statement*
- Define *organizational structure* and *organizational culture*
- Identify areas of focus to achieve a *culture of improvement*
- Identify common *personnel policy* areas
- Identify effective assessment tools in the early childhood environment
- Identify effective marketing tools for child care centers
- Identify strategies for improving public relations and family communications
- Identify key aspects of federal civil rights legislation, labor laws, and other legal matters related to employment and business operations
- Identify key elements of time management
- Evaluate forms, documentation, and record-keeping practices in a child care center

Assessment Methodologies Used: Students enrolled in the Basic Center Management Certificate program are assessed using the following methods:

- Competency based multiple choice questions
- End of course quizzes in multiple choice format
- Student activities and/or observations with written feedback
- Cumulative Final Exam in multiple choice format

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
- Course(s) within this program may 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 course(s).

Program Completion Requirements: All of the following requirements must be met in order for a student to graduate and receive the Basic Center Management 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.

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.



Basic Center Management Certificate Program Coursework

CCEI952 Managing a Center: What It's All About, Part I

This course explains the components of managing a successful early childhood education program. Upon successful completion of this course, students should be able to identify the components that are needed for quality programs, define how the community can assist in marketing the program, define the impact of first impressions in all areas of the program, identify ways to build enrollment from effective touring practices and define the importance of relationships with parents within an early childhood program.

CCEI953 Managing a Center: What It's All About, Part II

This course follows *CCEI952*. Participants will learn about accreditation processes and quality reports, marketing tools, improving public relations, and promoting positive relationships with families.

CCEI959 Legal and Regulatory Issues for Child Care Centers

This course, intended for directors and administrators, focuses on legal issues that affect early care and education centers. Participants will gain a greater understanding of legal knowledge needed for effective management. Upon successful completion of this course, students should be able to list state and local regulations for child care centers, define state labor laws, develop an appropriate admissions policy for a child care center and create an appropriate questionnaire for new employees.

CCEI770 Making Time! Time Management Skills for Administrators

This course outlines effective time management skills for program administrators or directors. Participants will learn how to prioritize deadlines, set goals, and use time more effectively. Upon successful completion of this course, students should be able to clearly state their job purpose, list three types of formal and informal planning and create strategies for using time more efficiently.

CCEI952P1 The Organized Center: Forms and Documentation, A Practical Application Course

This course examines the wide variety of forms, documentation, and record keeping systems necessary to maintain a check care center. Proper forms and documentation are essential for good customer service as well as legal compliance.