

Certificate of Mastery in Early Care Education Administration

Child Care Center Emphasis

Program Description

The Certificate of Mastery in Early Care Education Administration, Child Care Center Emphasis offers a program of studies designed to develop an in-depth understanding of directing and managing a childcare facility within Oklahoma. This unique, statewide certificate program allows the student who may be new to the early care education field, as well as the seasoned childcare director, to explore all aspects of early care education management, developing a solid foundation for meeting and exceeding Oklahoma Department of Human Services licensing regulations set for licensed childcare facilities. A certificate program provides not only an excellent base for early care education management, it prepares the student for future personal growth and advancement in education and career development.

Employment Information

Oklahoma has over 2000 licensed child care facilities. Students enrolled in the certificate program will be prepared to fulfill the duties and responsibilities of an Oklahoma childcare center director while earning a Certificate of Mastery. Individuals will also explore the criteria for two star centers; environmental rating scales and national accreditation. In addition, individuals completing the certificate program may be eligible for monetary advancement within Oklahoma's R.E.W.A.R.D. program.

Certificate Awarded

Certificate of Mastery in Early Care Education Administration - Child Care Center Emphasis

For More Information Contact:

Kim Pearsall

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Department Head, Early Care Education

Human Services Division

Public Safety Training Center

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Technical Occupational Specialty

			18 Credit Hours		
<input type="checkbox"/>	ECEA	1103	Planning/Implementation of Administrative Systems	3	
<input type="checkbox"/>	ECEA	1113	Personnel Supervision	3	
<input type="checkbox"/>	ECEA	1213	Utilization of Community Resources	3	
<input type="checkbox"/>	ECEA	1223	Communication Practices	3	
<input type="checkbox"/>	ECEA	2223	Liability, Ethics and Advocacy in Early Care Education	3	
<input type="checkbox"/>	ECEA	2323	Budget Development and Finance Management	3	

Technical Occupational Support

12 Credit Hours

& Related Courses

<input type="checkbox"/>	ECEA	2213	Inclusion in Early Care Education	3	
<input type="checkbox"/>	ECEA	2113	Child Development	3	
<input type="checkbox"/>	ECEA	2123	Families as Partners in Early Care Education	3	

Any one of the following to bring total to 12 credit hours:

<input type="checkbox"/>	ECEA	1123	Foundations of Early Care Education	3	
<input type="checkbox"/>	ECEA	1133	Health, Safety and Nutrition in Early Care	3	
<input type="checkbox"/>	ECEA	2233	Child Guidance, Behavior and Classroom Management	3	

General Education Requirements

3 Credit Hours

<input type="checkbox"/>	ENGL	1113	English Composition I	3	
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Total to Graduate

33 Credit Hours*

* To graduate with the Early Care Education A.A.S., in addition to earning the required credit hours, student must complete with 80% accuracy:

- the six (6) component written exam covering Early Childhood/Child Development and
- the Proficiency Projects included for each of the Technical Occupational Specialty Courses

Date	Institution

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Student Name:	_____
CWID:	_____
Counselor:	_____
Catalog 2009 - 2010	

For Scholarship Criteria Contact:

Jeff Rosson

Scholar Coordinator, Scholars for Excellence

Early Care Education

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ECEA 1103 PLANNING & IMPLEMENTATION OF ADMINISTRATIVE SYSTEMS

This course will explain how to plan for and implement administrative systems that effectively carry out an early care program's mission, goals and objectives. In addition, students will receive an overview of the various types of programs available in the early care education field. Students will gain an increased awareness of professionalism, as well as an overview of state regulations, developmentally appropriate practice from the director's perspective, health and safety issues, state fire code and regulations, Oklahoma's Reaching for the STARS, environmental rating scales, subsidized child care funding, child and adult care food program (CACFP), national credentialing and accreditation programs. This course is the GATEWAY for all other Early Care Education Administration courses, and should be taken prior to OR concurrently with other Early Care Education Administration courses.

ECEA 1113 PERSONNEL SUPERVISION

Covered in this course will be information relating to communication styles and techniques of conflict resolution, knowledge of supervisory and group facilitation styles, and the ability to relate to staff of diverse racial cultural and ethnic backgrounds. The ability to hire, supervise and motivate staff to high levels of performance, as well as develop and implement appropriate staff evaluation tools and disciplinary steps including termination will be explored. Staffing patterns and scheduling will also be covered. Student will develop an Early Care Education Personnel Handbook. Prerequisite: ECEA 1103 or concurrent enrollment.

ECEA 1123 FOUNDATIONS OF EARLY CARE EDUCATION

This course will provide students with a practical introduction to early care education. Emphasis is given to awareness of cultural influences and backgrounds, the need to understand child growth and development, developmentally appropriate practices, positive guidance, and the importance of working with families, as well as the importance of observational skills and the inclusion of children with differing abilities. Upon completion of this course, the student will have gained a greater understanding of the important role early care education has in helping children develop later abilities to do well in school and life.

ECEA 1133 HEALTH, SAFETY AND NUTRITION IN EARLY CARE

This course will provide students with an introduction to the interrelationship of health, safety and nutrition in a holistic environmental approach within early care. Students will receive basic information, history, and assessment tools that will prepare them to deal with issues of children's safe environments, good nutrition and health in a practical and realistic manner. Emphasis is given to setting up and managing a safe indoor/outdoor environment in early care, infection control, emergency response procedures for early care, and promoting good nutrition. Students will receive clear, concise, thought provoking information reflective of the latest developments and practices in the field regarding SIDS, HIV/AIDS, fetal alcohol syndrome and otitis media.

ECEA 1213 UTILIZATION OF COMMUNITY RESOURCES

This course will teach students how to foster good community relations that directly impact the functioning of the program. Information regarding how different community services function, utilization of those resources to enhance the quality of program care that children are given and connecting parents to those resources will be covered. Prerequisite: ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 1223 COMMUNICATION PRACTICES

Covering the fundamental elements of effective written and verbal communication, this course will focus on enhancing interactions with staff, children, families and the community. Student will develop and deliver an early care education presentation, including handouts and visual/technological aides. Marketing, public relations and working with various media entities will also be covered. Prerequisite: ECEA 1103 or concurrent enrollment.

ECEA 2113 CHILD DEVELOPMENT

This course will offer the student an introduction to the most common theories of child development. The child's physical, cognitive, communication, social and emotional development will be explored.

ECEA 2123 FAMILIES AS PARTNERS IN EARLY CARE EDUCATION

Socialization in a developmental context regarding the child, socialization for high self-esteem in healthy families and socialization in regard to the early care facility/child/family and community are all covered within this course. Student will also explore methods of effectively interacting with families, as well as develop a Family Handbook within this course. Prerequisite: ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2213 INCLUSION IN EARLY CARE EDUCATION

This course is a study of inclusion within the Early Care Education program: environment, curriculum and interactions with family members while equally serving children with varying physical, emotional, developmental and behavioral needs. Student will study the various characteristics of physical disabilities, while exploring characteristics of diverse needs of young children. Individualized Education Plans (IEP) and Individualized Family Service Plans (IFSP) will also be covered. Student will develop a handbook demonstrating inclusive knowledge and practices within an early care education facility. Prerequisite: ECEA 2113 and ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2223 LIABILITY, ETHICS & ADVOCACY IN EARLY CARE

A survey course of current liability issues affecting the administration and day-to-day operations of a well-run early care education facility. The National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct will be explored and discussed in regard to various ethical issues early care education programs face. In addition, advocacy and the role of an early care education advocate including the legislative process will be covered. Prerequisite: ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2333 CHILD GUIDANCE, BEHAVIOR AND CLASSROOM MANAGEMENT

This course will provide students with solid child guidance theories, reinforced with positive strategies that will empower their understanding of the child guidance process. Students will gain the knowledge in developmentally appropriate child guidance, different caregiving styles, specific positive discipline strategies and managing the physical environment effectively. Special topics in child guidance will be covered: children and stress, understanding and management of anger, understanding and guiding aggressive children, guiding children toward a healthy sense of self and self-esteem and the development of prosocial behavior. Students will also explore the development and procedures of behavior change within staff members when implementing new guidance procedures. In addition, emphasis will be given to training classroom teachers' guidance strategies and parent training/support that will affect the everyday classroom setting. Prerequisites: ECEA 2113 and ECEA 1103 or ECEA 1123 or concurrent enrollment.

ECEA 2323 BUDGET DEVELOPMENT AND FINANCE MANAGEMENT

This course is designed to acquaint students with methods of budget planning, development and fiscal control for early care education facility operations. Students will become acquainted with the child care trilemma, as well as explore and develop: utilization factors, annual budgets, monthly budgets, break-even charts, cash flow projections, salary compensation scales, fund-raising and software available for early care education fiscal management. Prerequisites: ECEA 1103 and ECEA 1113 or concurrent enrollment.