

Certificate of Mastery in Early Care Education Administration

Child Care Center Option

Program Description

The Certificate of Mastery in Early Care Education Administration, Child Care Center Option 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 Option

For More Information Contact:

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 405-945-9140
 Human.services@osuokc.edu
 pruittr@osuokc.edu

Technical Occupational Specialty

			19 Credit Hours
<input type="checkbox"/>	ECEA 1101	The Early Care Professional	1
<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 1233	Communication, Leadership & Technology	3
<input type="checkbox"/>	ECEA 2223	Liability, Ethics and Advocacy	3
<input type="checkbox"/>	ECEA 2323	Budget Development and Finance Management	3

Technical Occupational Support & Related Courses

			12 Credit Hours
<input type="checkbox"/>	ECEA 2113	Child Development	3
<input type="checkbox"/>	ECEA 2233	Child Guidance, Behavior & Classroom Management	3
<input type="checkbox"/>	Any two of the following to bring total to 12 credit hours:		6
	ECEA 1133	Child Health, Safety and Nutrition	3
	ECEA 2133	Infant/Toddler Programming	3
	ECEA 2213	Inclusion in Early Care Education	3
	ECEA 2123	Child and Family in the Community	3

General Education Requirements

			3 Credit Hours
<input type="checkbox"/>	ENGL 1113	English Composition I	3

Total to Graduate

34 Credit Hours*

* To graduate with the Early Care Education Certificate of Mastery, in addition to earning the required credit hours, student must complete with 80% accuracy:

- the Proficiency Projects included for each of the Technical Occupational Specialty Courses

Date	Institution

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For Scholarship Criteria Contact:

Jeff Rosson, Scholar Coordinator, Scholars for Excellence
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Petra Hutchison, Assistant Professor

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Student Name:	_____
CWID:	_____
Counselor:	_____
Catalog 2011-2012	

CERTIFICATE OF MASTERY IN ECE ADMN-CHILDCARE CENTER OPTION COURSE DESCRIPTIONS

ECEA 1101 THE EARLY CARE PROFESSIONAL

This course will introduce students to the Early Care Education program and the profession of early care education in Oklahoma. Students will learn the expectations of the Early Care Education program and options for transferring to a university program following completion of the AAS. This course will reinforce computer skills needed for online/hybrid courses. Students will begin the development of their academic portfolio. This course is the GATEWAY for all ECEA courses and should be taken prior to OR concurrently with the remaining early care education courses.

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 1133 CHILD HEALTH, SAFETY AND NUTRITION

This course will provide students with an introduction to the interrelationship of child health, safety and nutrition in a holistic environmental approach. Emphasis is given to application in early care education environments. This includes the management of a safe indoor/outdoor environment, infection control, emergency response procedures 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. Two (2) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 1213 UTILIZATION OF COMMUNITY RESOURCES

Students will gain an understanding of how to initiate and foster good community relations that directly impact the functioning of the early care program. Information will be given regarding how different community services function, utilization of those resources to enhance the quality of program care that children are given, as well as connecting parents to those resources. This course will also reinforce the Oklahoma Early Learning Guidelines by correlating their importance to an appropriate environmental design including the intentionality of equipment and materials that promote children's development in all domains. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 1233 COMMUNICATION, LEADERSHIP & TECHNOLOGY

Covering the fundamental elements of effective written, verbal and nonverbal communication, this course focuses on enhancing interactions with staff, co-workers, children, families and the community. Leadership styles and peer mentoring is explored. Students develop and deliver an oral presentation including handouts and visual/technological aids. Extensive use of technology as means to effective communications with families is introduced and applied including blogging and web-pages. Marketing and public relations, as well as working with media entities are also covered. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or concurrent enrollment in ECEA 1101 and ECEA 1103 or ECEA 1123.

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. Ten (10) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2123 CHILD AND FAMILY IN THE COMMUNITY

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. Two (2) clock hours of supervised/directed observation assignments must be completed at an approved family court site. Prerequisite or Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2133 INFANT/TODDLER PROGRAMMING

A study of prenatal development, birth and infancy through 35 months of age. Special emphasis placed on program planning, implementation and evaluation of developmentally appropriate programs and environments for infants, toddlers and two-year olds. Theory pertaining to physical, cognitive and social/emotional development also discussed. Infancy through 35 months of age as a critical period in the psychosocial development of the individual highlighted. Ten (10) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite/Concurrent Enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

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

A survey course of current liability issues affecting the administration and day-to-day operations of an 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 childhood advocate will be covered. A research-based paper with an advocacy focus is required. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisite or concurrent enrollment: ECEA 1101 and ECEA 1103 or ECEA 1123.

ECEA 2233 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. Four (4) clock hours of supervised/directed field experience assignments must be completed at an approved site. Prerequisites or Concurrent Enrollment: ECEA 1101, ECEA 1103 and ECEA 1113.