



## CERTIFICATE OF MASTERY IN ECE ADMN-FAMILY CHILD CARE HOME 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 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 1153 PROGRAM & FACILITIES MANAGEMENT FOR FAMILY CHILD CARE HOMES**

This course will provide students with an intense study of program and facilities management for family child care homes including, but not limited to, the following topics: staffing for small and large family child care homes – job descriptions/responsibilities, advertising for staff, interviewing, hiring and job orientation, staff professional development training, criteria for substitutes and guidelines for utilizing substitutes; criteria for volunteers and guidelines for utilizing volunteers; STAR requirements for family child care homes; environmental rating scales specific to family child care homes; environmental design, set-up and extended hour care; national accreditation and certification; and the importance of family child care associations. Prerequisite: ECEA 1103.

### **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 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 NFANT/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 2353 BASIC BUDGETING AND RECORD KEEPING FOR FAMILY CHILD CARE HOMES**

This course will provide students with an intense study of basic budgeting and record keeping specific to small and large family care homes. This course will cover, but is not limited to, the following topics: simple annual line-item budgets, income/expenses, "buck-stretching" techniques and basic financial planning, time/space percentages, salary pay scales, child and adult care food program, DHS child care subsidy program, per child cost, break even analysis, cash flow analysis, children's attendance, staff attendance, year-end statements and IRS reporting. Prerequisite: ECEA 1103.