



Wayne County Community College District

COURSE SYLLABUS

CCT 230 Program Management & Supervision

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

This course will focus on the administrative program management, and supervision fundamental to the operation of early childhood programs and centers. This includes establishment of an organizational system, budget development and controls, licensing, business proposal writing, staffing, staff evaluation and supervision, and CDA course requirement. This class is recommended for those who are meeting the State of Michigan Child Care Directors' 12 credit hours requirement.

PREREQUISITES: *PSY 101, HUS 105, ENG 119, CCT 101 and EMT 101*

EXPECTED COMPETENCIES:

Upon completion of this course, the student will be familiar with:

1. The student will develop both oral and written communication skills.
2. The student will develop and write a philosophy statement for a program or center.
3. The student will develop and write a mission statement for a program or center.
4. The student will develop and write a business plan and other important documents to operate a program or center for young children.
5. The student will develop plans to promote parent participation.
6. The student will develop a record-keeping system.
7. The student will develop administrative skills.
8. The student will develop leadership skills to operate a successful program or center.
9. The student will develop management skills to operate a successful program or center.
10. The student will complete the requirements for the CDA portfolio.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9% = B
70%-79.9% = C
60%-69.9% = D
<60% = E