

**Spokane Falls Community College**  
**COURSE LEARNING OUTCOMES AND OUTLINE**

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**Prefix and Course Number**  
**Course Title**

**ECED& 139**  
**Administration of ECE**

**Version Date: 11/6/18**

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**Course Learning Outcomes**

1. Crosswalk program policies and practices with licensing and professional standards.
2. Create a plan for appropriate staff, food, equipment, materials and programming for specific age groups and settings.
3. Prepare a balanced budget.
4. Identify methods for recruiting, hiring, evaluating, supervising, and supporting culturally and linguistically reflective staff.
5. Describe strategies for building relationships with all families.
6. Review tools used to evaluate program effectiveness and identify areas for improvements.
7. Apply the NAEYC Code of Ethics in resolving an administrative dilemma.

**Course Outline:**

- I. Program policies and practices with licensing and professional standards
  - A. Federal, state and local legislation
  - B. Regulations and professional standards
  - C. Program policy alignment
- II. Appropriate staff, food, equipment, materials and programming for specific age groups and settings
  - A. Planning and record keeping
  - B. Family and staff communication
- III. Balanced budget
  - A. Appropriate accountability structure – business practices
  - B. Budgetary processes
- IV. Recruiting, hiring, evaluating, supervising, and supporting culturally and linguistically reflective staff
  - A. Recruitment and retention strategies
  - B. Supportive, respectful, and safe work environments
- V. Building relationships with all families
  - A. Role of family in educational process
  - B. Shared perspectives and expectations
- VI. Tools used to evaluate program effectiveness and identify areas for improvements
  - A. Types of evaluations and processes
  - B. Strategic planning
- VII. NAEYC Code of Ethics
  - A. Professional code of ethics
  - B. Professional development