

# **Common Course Outline**

EDTR 204 Early Childhood Management  
3 semester hours (3 classroom hours per week)

## **The Community College of Baltimore County**

### **Overall Course Description:**

#### **Early Childhood Management**

Examines the operation and administration of an effective child care program in terms of management, health and safety issues. Topics include needs assessment, site selection, environmental design, personnel, community resources, recordkeeping, business procedures, regulations, budgets, marketing and legal issues. NOTE: Same as MNGT 204. Credit earned for one only. Prerequisite: EDTR 121.

### **Overall Course Objectives:**

Upon completion of the course, the student will be able to:

- Explain how to operate a children's center
- Identify techniques for parent participation
- Assess the operation of a center
- Develop a philosophy and handbook
- Develop an annual budget
- Describe State of Maryland Child Care Administration (CCA) regulations for personnel
- Describe State of Maryland CCA regulations for the facility

### **Major Topics:**

- CCA regulations and issues
- Finance and budget
- Personnel management
- Parent relationships
- Marketing
- Safety issues
- Program philosophy

### **Requirements:**

Individual faculty will determine specific evaluation procedures. Such evaluation may include exams, observations and projects.