EDTR/MNGT 204
Early Childhood Management
3 Credits

Community College of Baltimore County
Common Course Outline

Description

EDTR/MNGT 204 – Early Childhood Management: is a course in which students examine the operation and administration of an effective childcare program in terms of management, health, and safety. Topics include needs assessment, site selection, environmental design, personnel, parent relationships, community resources, recordkeeping, business procedures, regulations, marketing, and legal issues. NOTE: EDTR 204 is the same as MNGT 204. Earn credit for one only.

Pre-requisites: EDTR 121

Overall Course Objectives

Upon completion of this course, students will be able to:

1. explain how to operate a childcare center;
2. identify techniques for parent participation;
3. assess the operation of a center;
4. develop a philosophy and handbook;
5. develop an annual budget;
6. describe Office of Child Care (OCC)/State of Maryland regulations for personnel; and
7. describe State of Maryland OCC regulations for the facility.

Major Topics

  I.   OCC programs, regulations, and issues
 II.   Finance and budget
III.   Personnel management
IV.   Parent relationships
 V.   Marketing
VI.   Safety
VII.   Program philosophy

Course Requirements
Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- two quizzes
- two written assignments
- one center handbook and budget
- a comprehensive final exam

The Common Course Outline (CCO) determines the essential nature of each course.
For more information, see your professor's syllabus.

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

<u>Other Course Information</u>
This course meets the requirements set by The Office of Child Care (OCC)/State of Maryland for directors of licensed childcare and preschool centers.

Date Revised: 1/17/2023

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