

THE SOURCE FOR LEARNING-COURSE CONTENT SUMMARY
SFL LM 101-MANAGEMENT (36 clock hours*)

Course Description

The Management course focuses on students learning the “nuts and bolts” of managing an early childhood program. Students will have several required readings and assignments to support them in the opportunity to implement theory into practice in an early childhood setting.

General Course Purpose

To introduce the students to the aspects of managing an early childhood program. Students will explore how people, finances, policies, and procedures provide best practices for operating an efficient early childhood program that supports high quality early learning.

Course Prerequisites/Co-requisites

- Attainment of a current, non-expired CDA or Early Childhood Development Career Studies Certificate (C.S.C.) Recipients: Completing the VA-ECAP courses qualify for a credential and a couple of courses may count towards an AA degree for Level I.
- Minimum of an Associate’s degree or higher in ECE-CD or a Bachelor’s degree in an unrelated field for Level II.

Course Objectives

Upon completing the course, the student will be able to:

- Have an understanding how early childhood programs exist within the context of a larger environment
- Handle problems, make decisions, and take actions
- Provide clarity to employees of their roles and responsibilities
- Identify best practices for recruitment and retention
- Create a financial plan, analyze a budget, and develop a process for financial forecasting
- Identify grant opportunities and work through the submission process
- Plan marketing strategies for their early childhood program

Major Topics to be Included

- Recruitment & Retention
- Policies & Procedures
- Fiscal Management & Budgeting
- Grant writing
- Marketing Early Childhood Programs

**Upon successful completion of the course, students will be awarded CEUs from ODU, if requested.*