

**DEKALB TECHNICAL COLLEGE**  
*Clarkston Campus and Covington Campus*

**EARLY CHILDHOOD CARE AND EDUCATION  
TECHNICAL CERTIFICATES OF CREDIT**

**EARLY CHILDHOOD PROGRAM ADMINISTRATOR**

The Early Childhood Program Administrator Technical Certificate of Credit program is designed to provide students who are experienced or have completed foundational courses in ECE with additional skills, knowledge and attitudes necessary to succeed as early childhood program administrators. This certificate is one of the first recognized training vehicles in the state of Georgia for persons who wish to develop their careers by meeting competencies agreed upon statewide for early childhood and school age program administrators. Additionally, this program will provide a career path for people working in the field who wish to move into administration. A sampling of the topics include: laws, state rules and regulations, managing interactions with staff and parents, administrative roles, money and program management, facility design and management, leadership and organizational skills.

<u>Course Number</u>	<u>Course</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>	<u>Credit Hours</u>	<u>Prerequisites/Corequisites</u>
ECE 217	Program Administration	50	0	50	5	*, ** Program Admission
ECE 221	Facility Management	50	0	50	5	*, ** Program Admission
ECE 222	Personnel Management	50	0	50	5	*, ** Program Admission
	<b>TOTAL</b>	150	0	150	15	

\*Diploma program admission level English, reading, and math competency required.

\*\* All applicants must have postsecondary credentials, a Child Development Associate (CDA) Credential, or approval of the department chair; required age of 21, a high school diploma or GED required.

**CIP CODE: 19.070801**

**MAJOR CODE: OG01**

**REQUIRED CREDIT HOURS: 15**

**10/07**

The curriculum is subject to change to meet changing conditions. As set forth in its catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

**COURSE DESCRIPTIONS**

**ECE 217 – PROGRAM ADMINISTRATION (5)**

Prerequisites: ECE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, criminal background check; \*\*  
Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

**ECE 222 – PERSONNEL MANAGEMENT (5)**

Prerequisites: ECE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, criminal background check; \*\*  
Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation.

**ECE 221 – FACILITY MANAGEMENT (5)**

Prerequisites: ECE diploma program admission level English, reading, and math competency required; Hepatitis B vaccinations (or signed declination statement), TB test, criminal background check; \*\*  
Provides training in early childhood facilities management. Topics include: space management, money management, and program, equipment and supplies management.

**ESTIMATED PROGRAM COSTS**

**EARLY CHILDHOOD PROGRAM ADMINISTRATOR**

Tuition/Fees.....	\$544.00
Books/Supplies.....	140.00
Teacher Liability Insurance .....	15.00
Hepatitis B Vaccinations.....	175.00
TB Test.....	20.00
Criminal Background Check.....	20.00
<b>Total .....</b>	<b>\$914.00*</b>

\*Based on completion in one quarter

Tuition/fees and cost of books/supplies are estimates only and are subject to change without notice. Tuition is based on Georgia residency.  
10/07