School of Academics,
Applied Arts and Tourism

Early Childhood Education—Administrative Leadership
Prior Learning Assessment Recognition (PLAR)

Course Descriptions

EE3010—Leadership

This course explores team building and leadership within the field of early childhood education (ECE). Students will gain a thorough understanding of the responsibilities of the administrator in addition to skills that are necessary to lead in early learning and child care environments.

Major Topics:

- Administrator Overview
- Administrator Responsibilities
- Elements of Leadership
- Team Dynamics
- Team Development
- Team Goals
- Facilitation and Professional Development
- Advocacy

EE3015—Relationship Building

In this course, students will discuss strategies to build trusting relationships by engaging family, culture, traditions, and community into the program. In addition, ethical approaches in the workplace will be addressed.

Major Topics:

- Building Trust
- Ethics
- Family Involvement
- Community Engagement
- Incorporating Culture and Traditions
- External Partnerships

EE3020—Culture & Diversity

Students enrolled in this course will develop an in-depth understanding and respect for culture, diversity, and inclusion. Throughout this course, students will gain knowledge, skills, and tools that will support them in promoting and supporting culture, diversity, and inclusive practices within child care environments. The knowledge, skills, and tools presented in this course will assist early childhood educators create a more inclusive and respectful environment for children, families, and employees. In addition, issues such as access, equality, and social justice will be explored.

Major Topics:

- Culture and Traditions
- Cultural Awareness and Cultural Sensitivity
- Diversity
- Indigenous Populations
- Immigrants and Refugees
- LGBTQ Community
- Inclusive Practices
- Access, Equality, and Social Justice

EE3025—Mentoring in ECE

Mentorship within the field of early childhood education is defined as a reciprocal, relationship-based and process-oriented professional learning experience between two individuals. The purpose of the relationship is to learn and improve professional practice through reflection, self-directed learning and collaboration. This course will explore aspects of mentorship with a particular emphasis on provincial legislation, early childhood learning framework, and curriculum design and implementation.

Major Topics:

- Mentorship
- Mentor-Mentee Relationship
- Adult Learning and Mentorship
- Communication and Mentorship
- Coaching to Connect Curriculum
- Mentoring Professional Development
- Reflective Supervision and Mentoring

EE3030—Governance in ECE

Governance in early childhood education is the establishment of policies and continuous monitoring of their proper implementation by the licensee, administrator, and/or board of directors. In this course, students will explore the role of government, social policies relating to child care, program organization, and the role of licensee and administrator as they relate to accountability, decision making, risk management, and supervision.

Major Topics:

- Roles of Government
- Social Policy
- Program Organization
- Employee Management
- Risk Management in Early Learning Environments
- Conducting Meetings

EE3035—Financial Management in ECE

This course provides students with an overview of the financial responsibilities of an administrator in early child care environments. Combining theory with hands-on learning, students will learn about the importance of financial management, and will have the opportunity to work on financial management tasks such as budgeting, record keeping, and payroll.

Major Topics:

- Finance
- Child Care Budgeting
- Financial Record Keeping
- Financial Resources
- Salaries & Payroll

EE3040—Human Resources in ECE

Human resource management in the early childhood education field includes hiring and mentoring early childhood educators so that they become more valuable to the organization. This course explores many aspects of human resource management, including recruitment, employee selection, facilitation, professional development, retention, and performance appraisals.

MAJOR TOPICS:

- Theories in Managing Early Learning and Child Care Environments
- Human Resource Management
- Human Relations
- Recruiting Early Childhood Educators
- Hiring Procedures
- Retention of Early Childhood Educators
- Performance Management

EE3045—Conflict Resolution

The goal of this course is to provide administrators with practical conflict resolution skills. Students will learn techniques and strategies that will help resolve conflict. Understanding and utilizing these techniques and strategies will help administrators manage types of conflict in the early learning environment.

Major Topics:

- Defining Conflict
- Conflict Management
- Conflict Resolution
- Strategies for Handling Conflict
- Culture and Conflict Resolution

EE3050—Current & Emerging Trends

In this course, students will examine current and emerging trends affecting young children, families, and the profession. Students will explore professionalization, emerging curriculum trends, the use and effects of technology in the field, programming, shifting demographics, government initiatives, and the benefits and challenges of assessment.
THIS COURSE CAN NOT BE CHALLENGED.

Major Topics:

- Professionalization
- Curriculum Delivery
- Innovation & Technology
- Shifting Demographics
- Government Initiatives
- Assessment

EE3055—Reflective Practice in ECE

This course is intended for students to reflect on previous learning and explore opportunities for further studies. Students will select and complete an independent learning project on a relevant topic of interest. Examples could include (but are not limited to) the development of a portfolio, addressing a gap that currently exists in the early childhood education workplace, or in-depth research of a topic covered in a previous course. It is highly recommended that students complete this course at the end of the program.

THIS COURSE CAN NOT BE CHALLENGED.

Major Topics:

- Reflective Practice
- Project Selection
- Project Research
- Draft of Project
- Final Project