

EARLY CHILDHOOD EDUCATION ADMINISTRATION CERTIFICATE

32 Semester Credit Hours; Curriculum: 0076

Code	Title	Hours
Courses for a Certificate		
ECE 102	Child Growth and Development	3
ECE 107	Observation and Assessment of the Young Child	3
ECE 108	Nutrition, Health and Safety for the Young Child	3
ECE 180	The Exceptional Child	3
ECE 255	Curriculum Design for Early Childhood Programs	3
ECE 270	Child, Family, and Community Relations	3
ECE 273	Introduction to Early Childhood Administration	3
ECE 274	Early Childhood Director Practicum	3
ECE 280	Legal Aspects of Early Childhood Administration	1
ECE 281	Fiscal Management in Early Childhood Administration	2
ECE 282	Marketing and Public Relations for the Early Childhood Program Director	2
ECE 283	Staff Management and Human Relations in Early Childhood Programs	1
ECE 284	Leadership and Advocacy for the Early Childhood Program Director	1
ECE 285	Communications for the Early Childhood Program Director	1
Total Hours		32

Completion of this Certificate can lead to obtaining the Illinois Gateways to Opportunity Director Credential Level 1. Please note that eligible individuals must complete an associate degree in addition to Early Childhood Education Administration Certificate. Contact the Early Childhood Education chair for more information.

Early Childhood Education Administration Certificate Pathway

The following pathway is recommended for students pursuing the Early Childhood Education Administration Certificate.

First Year		
Fall Semester		Hours
ECE 102	Child Growth and Development	3
ECE 107	Observation and Assessment of the Young Child	3
ECE 108	Nutrition, Health and Safety for the Young Child	3
ECE 270	Child, Family, and Community Relations	3
ECE 273	Introduction to Early Childhood Administration	3
	Hours	15
Spring Semester		
ECE 180	The Exceptional Child	3
ECE 255	Curriculum Design for Early Childhood Programs	3
ECE 282	Marketing and Public Relations for the Early Childhood Program Director	2
ECE 283	Staff Management and Human Relations in Early Childhood Programs	1

ECE 284	Leadership and Advocacy for the Early Childhood Program Director	1
ECE 285	Communications for the Early Childhood Program Director	1
ECE 274	Early Childhood Director Practicum	3
	Hours	14
Summer Semester		
ECE 280	Legal Aspects of Early Childhood Administration	1
ECE 281	Fiscal Management in Early Childhood Administration	2
	Hours	3
	Total Hours	32

Note: Pathway is a recommended sequence of courses. Part-time students should contact the department chair to discuss a part-time pathway as well as course prerequisites and recommendations.

Program Learning Outcomes

1. Articulate orally and in writing a basic understanding of all developmental areas in early childhood, from birth to 8 years.
2. Demonstrate an understanding of the professional role of a director of an early childhood education program, including mission and philosophy, budget planning, staff management, and family involvement.
3. Demonstrate a basic knowledge of the IL Department of Children and Family Services (DCFS) licensing standards for early childhood programs.
4. Demonstrate an expanded knowledge base in child development and early childhood administration.
5. Demonstrate basic skills in early childhood administration, including legal and fiscal management, staff management, leadership, advocacy, appropriate business communication, and marketing approaches.
6. Students who successfully complete the Administration Certificate and the A.A.S. degree in ECE, and document all required observation hours and practical experience, will be eligible to apply for the IL Director Credential, Level 1.