

Early Childhood Education Leadership

Section B.47
9/20/2019

Certificate (Part-time Distance Education) (1061)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

This part-time online certificate program is designed for learners who have an Early Childhood Education (ECE) diploma or equivalent and who wish to enhance their leadership skills or gain the knowledge and skills required to pursue a career as a supervisor, manager, or administrator of childcare services. Course curriculum focuses on staff supervision and leadership skills, financial management, performance management, marketing, advocacy and professionalism in child care settings, as well as intercultural communication and communication strategies.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Entrance and Certificate Requirements

Entrance Requirements:

- Early Childhood Education Diploma or equivalent
- Although students can begin directly upon graduation from their ECE Diploma, students are advised to have at least one-year post-graduation ECE work experience

Graduation Requirements:

- Students must successfully complete all courses within 7 years of acceptance into the program in order to graduate.
- Students must obtain a G.P.A. of 2.0 or 60% or higher to obtain this certificate.

CAREER PATHS

For more details on related occupations, job market information and career opportunities, see the Government of Canada website: <http://www.jobbank.gc.ca>.

CERTIFICATIONS

Upon successful completion of the online Early Childhood Education Leadership certificate program, students will obtain a Sault College certificate.

PROGRAM OF STUDY

SEMESTER 1

OEL1326-3 Communication Strategies in Early Learning

OEL1327-3 Advocacy and Professionalism in Early Learning and Care
OEL1328-3 Service Marketing in Early Learning and Care Programs
OEL1329-3 Issues in ECE
OEL1330-3 Management Leadership Skills and Staff Development for ECEs
OEL1331-3 Computer Applications and Financial Planning in Early Childh
OEL541-3 Introduction to Intercultural Communication
OEL851-2 Human Relations

Course Descriptions

Semester 1

Communication Strategies in Early Learning (OEL1326) (3 credits)

Students construct, practice and analyze a variety of communication strategies, related to the responsibilities of a Supervisor/administrator in Early Childhood environments. Students develop a professional communication portfolio which includes; sample formats for surveys, program brochures, business letters, media releases, newsletters, policies/procedures and business proposals. Additionally students assess and analyze which strategies are most effective with different client groups; children, parents, board of directors, volunteers, staff and other community professionals. Through online discussions, postings, case studies, readings, assignments and practical applications, students have the opportunity to practice and utilize effective communication skills including analysis, research, evaluation, and decision-making to affect change in the workplace.

Advocacy and Professionalism in Early Learning and Care (OEL1327) (3 credits)

Students examine historical, political, professional, and social issues affecting early childhood administration practice in current Early Learning programs. Students review professional responsibilities and practices of ECE supervisors and administrators and analyze them within recognized best management practices. Students review strategies characterizing advocacy roles and responsibilities for ECE supervisors that reflect an in-depth understanding of early childhood education and ethical practices within the context of a self-regulated profession. Additionally students develop strategies for personal and professional development growth in a management capacity. Through discussions, posting/presentations, case studies, readings, assignments and practical applications, students have the opportunity to practice and utilize advocacy and professional skills including analysis and reflective practices.

Service Marketing in Early Learning and Care Programs (OEL1328) (3 credits)

Students examine marketing principles and practices as they apply to the manager's role in the operation of early childhood education centre. Participants will research and develop marketing plans through the identification of the needs of clients and market demands, including SWOT and PEST analyses. Strategies for effective program marketing, publicity, and promotion will be determined and evaluated for effectiveness. Through discussions, presentations, readings, research, assignments and practical applications, students have the opportunity to prepare and evaluate effective marketing plans.

Issues in ECE (OEL1329) (3 credits)

Examine research into the impact of quality in child care, the importance of advocacy, child abuse, and other current issues. Contribute ideas of interest or concern and to participate actively in discussion. Develop the skill in locating, reviewing and critiquing related research literature, and to prepare to fulfill professional responsibilities in the area of child abuse.

Management Leadership Skills and Staff Development for ECEs (OEL1330) (3 credits)

This subject explores effective communication and theories of leadership. Through a process of self-evaluation, students will develop a professional leadership style appropriate to the role of an

administrator of an early childhood education setting. Students will develop techniques to hire and maintain quality staff in an Early Childhood Education program.

Computer Applications and Financial Planning in Early Childh (OEL1331) (3 credits)

Students are given a comprehensive overview of developing a financial plan to incorporate the requirements of a licensed ECE program. This involves the use of computer software.

Introduction to Intercultural Communication (OEL541) (3 credits)

Students taking this course will learn the definition of culture and will be introduced to inter-cultural communication theories such as differences in gestures, personal spaces, and customs. By identifying intercultural issues in North American society, student will learn how they can apply intercultural communication theories to their daily lives and how they can respect and understand persons from other cultures. The main objective of this course is to create an environment in which students will feel comfortable communicating with people from different cultures and backgrounds. Students will communicate with people from other cultures electronically and in person. This course will be of interest to workers in health services, education, human resources, and business as well as those people who want to enhance their communication skills.

Human Relations (OEL851) (2 credits)

What makes people tick and how to keep them going! Human Relations will improve your understanding of people. You will discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your overall performance.