

# Early Childhood Program Management Courses

## **Required Courses** (Listed in the order of completion)

---

### **HRMG-0033 Human Resource Function**

**3 credits**

The work of organizations is done through people. This course introduces the topic of leading and managing people in organizations. Topics include the strategic importance of the human resource function, recruitment and selection, orientation and training, performance appraisal, job motivation and relevant legislation.

### **PSSY-0001 Organizational Behaviour 1**

**3 credits**

Students study behaviour science theory and concepts useful in organizations. Topics include perception and learning, stress management, applied performance practices and team dynamics.

### **PSSY-0002 Organizational Behaviour 2**

**3 credits**

**Prerequisite:** PSSY-0001 Organizational Behaviour 1

Building on Organizational Behaviour 1, students focus on decision-making, power and influence in the workplace, as well as organizational structure, design, culture and change.

### **PSSY-0080 Family and Community Relations**

**3 credits**

Quality early learning and child care programs support families in their day-to-day lives and activities. Students practice professional and respectful strategies to balance the needs of children and families attending the centre. Current issues, professional partnerships, and community initiatives are covered in this course

### **ACCT-0032 Financial Management**

**6 credits**

Students are introduced to the accounting and administrative concepts that are essential for a director of an early learning and child care centre. Students learn to prepare budgets, keep accurate records and manage the day-to-day financial requirements of the early learning centre. Students become familiar with the provincial reporting system and grant applications.

### **ECED-0026 Early Childhood Administration**

**3 credits**

**Prerequisites:** HRMG-0033 Human Resource Function, PSSY-0001 Organizational Behaviour 1, PSSY-0002 Organizational Behaviour 2, ACCT-0032 Financial Management, PSSY-0080 Family and Community Relations

This course is the critical element of the certificate program. Managing effectively is fundamental to the success and quality of the early childhood setting. This course describes and analyzes the systems, relationships, roles and skills necessary to effectively manage an early childhood setting.

**Note: Integration Seminar and Practicum-ECMGT are completed simultaneously once all academic course requirements are completed.**

Students who are ready for practicum should contact the School at 725.8700 ext. 6699. Student will then be connected to the Practicum Coordinator to further discuss arrangements.

### **ECED-0025 Integration Seminar**

**3 credits**

**Prerequisites:** Two years experience in an early childhood setting.

**Corequisite:** PRAC-0018 Practicum - ECMGT

Using various group process strategies and problem-solving techniques, students prepare for practicum and are assisted to integrate the theory they have learned with their own experiences in an early childhood setting. Effectiveness of various administrative policies and practices are evaluated.

### **PRAC-0018 Practicum – ECMGT**

**2 credits**

**Prerequisite:** Two years experience in an early childhood setting

**Corequisite:** ECED-0025 Integration Seminar

This practicum gives students the opportunity to become familiar with the day-to-day experiences of a manager. The student "shadows" the manager and completes tasks as assigned. Self-evaluation is an important part of the learning process during this practicum.

### **Elective Course Options** (Choose one of the following)

---

#### **Manitoba Child Care Association - Ethics Training IV, Request Credit Transfer**

If you have completed the Ethics training IV through the Manitoba Child Care Association, you can request credit transfer for your elective course by:

- Mailing your original certificate to the School of Health & Human Services with a letter requesting credit transfer include your full name and student ID#.
- Once received the Chairperson will verify certificate and submit a credit transfer on your behalf. Your certificate will be returned once credit transfer has been processed.
- Contact the administrative assistant at 725.8700 ext 6699 or email [haddowk@assiniboine.net](mailto:haddowk@assiniboine.net) for more information.

#### **PSSY-0012 Conflict Resolution**

**3 credits**

In this course students learn techniques on how to resolve conflicts before they escalate to a crisis situation. They learn how to analyze a variety of confrontational situations and learn personal triggers and reactions to conflicts. Through situation role-playing and other techniques, students learn defusing skills.

#### **PEDV-0106 Leadership Skills**

**3 credits**

This course is a foundation for further development of students' knowledge and skills in leadership. Students learn the skills necessary for practicing competent, ethical leadership. Through assigned class work and activities, students are provided opportunities for the practice of leadership skills.