Hazard Community and Technical College
Course Syllabus

IEC 230 45Z1: Business Administration of ECE Programs (3515)
Summer 2019/Online

Instructor Contact Information
Instructor Name/Title: Penny Smith/Program Coordinator
Office Hours: by appointment only          Phone Number: 606-487-3160
Office Location: JCC 256 Hazard Campus      Email Address: psmith0091@kctcs.edu

If you email me, please expect a 24-48 hour response time through the week. If you email me over a weekend, response may not occur until the following business day (Monday). Assignments are graded within one week of the due date if submitted on time.

*All times are EST Eastern Standard Time/EDT Eastern Daylight Time

Course Information
Course Description
Introduces establishing, operating and/or owning an early childhood program. Includes legal forms for early childhood programs, finance, accounting, insurance, governmental regulations and assistance, economics, marketing and management principles.

Prerequisites: None

Start Date: 6/3/2019
Midterm: 6/24/2019
Last Date: 7/14/2019

Textbook Information and Supplies
Jack, Gail: The Business of Child Care: Management and Financial Strategies

Other Requirements
You MUST use Microsoft WORD to type and save your work. All HCTC/KCTCS Colleges have Microsoft Word on their computers. In addition, Office 365 Pro Plus is available FREE to all currently enrolled students.

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Explain advantages and disadvantages of opening and operating an early childhood program.
2. Identify types of programs and ways to establish each type.
3. Describe and compare legal forms of early childhood programs.
4. Evaluate the influence of government regulations, assistance, economic, and market conditions on the program operation.
5. Discuss legal issues related to program operations.
6. Identify sources of funding an early childhood program.
7. Demonstrate a functional knowledge of a strategic business plan.
8. Analyze and interpret accounting data and financial statements.
9. Apply marketing information and research to an early childhood program.
10. Identify strategies for risk management in an early childhood program.
11. Identify human resource management strategies for an early childhood program.
12. Explain the impact of a quality initiative on an early childhood program.

**Course Structure, Evaluation, and Grading Methods**

Each student begins the class with 0 points. To acquire points, students must successfully complete all assignments and projects, and demonstrate knowledge on written assessments. Point guidelines will be adapted based on the progress of the class through the required material.

**Grading Scale**

- **A** = 90% of total points (630-700)
- **B** = 80% of total points (560-629)
- **C** = 70% of total points (490-559)
- **D** = 60% of total points (420-489)
- **E** = below 60% total points (419 and below)

You will also need access to high-speed internet and a computer. (Phones are not computers.) You may need to come to a local college campus, public library, or other facility with internet access and a computer to complete your course work. NOT having access to high-speed internet or a computer will not be accepted as an excuse for not completing work.

**Class Policies/Procedures**

**Inclement Weather Class Policy/Procedure**

During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.**, will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information.

**General Class Make-up, Late Assignment Class Policy/Procedure**

Learners **will not** be permitted to “make-up” exams or assignments. Students will have ample time to complete and submit exams and assignments on or before their due dates. Exam time frames will be posted on the course calendars and often announced through the course announcements. It is the responsibility of the student to ensure they are checking the course site and due dates so exams/assignments are not missed. In case of extreme weather conditions, due dates will be adjusted (tornados, electrical outages, severe storms, etc).

**Attendance Class Policy/Procedure**

The attendance in this online course is monitored through your login to Blackboard and dates of assignment submissions. You should plan to login daily (weekdays) and complete assignments weekly adhering to due dates.

**Withdrawal Class Policy/Procedure**

A student may officially withdraw from any class up to and including the date of midterm with a W grade assigned to the student’s record without instructor’s consent.
DO not ask for a W grade if you have not done any classwork all semester. The student MUST following the online procedures for withdrawal after midterm. This online procedure includes getting consent from the instructor.

**Accommodations Procedure**
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan.

Julie Caudill, HCTC Disabilities Services Representative  
Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

**Appeals Process**
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.

**Dean/Supervisor Contact Information**

**Dean/Supervisor:** Dr. Ella Strong  
**Office Location:** Hazard Campus, Jolly Classroom Center, Room 230 B  
**Phone Number:** 606-487-3208  
**Email Address:** ella.strong@kctcs.edu

**Plagiarism**
You must submit your own work for a grade. You must not give or receive unauthorized aid on papers, reports, exams, quizzes, or other assignments. Submitting graded assignments that are not your original work or on which you have given or received unauthorized aid is cheating. If you have questions on what constitutes appropriate aid on your assignments, please consult with me. Words and ideas taken from any source must be carefully documented in your papers. The deliberate and unauthorized use of words and ideas from an unacknowledged source without appropriate documentation is plagiarism. If you have questions about how to document your assignments appropriately, please consult with me. Proven instances of cheating or plagiarism make you liable to a variety of penalties, including failure of the assignment, failure of the course, and/or expulsion.

**Inside/Outside Classroom Interaction:**
Since this is an online course, the majority of interaction will occur through emails, class messages, discussions, and Bb collaborate. Please remember sometimes the “personal” touch is lost when interacting online. Sometimes conversational tone is misunderstood and the reader interrupts the message differently than the intent of the sender. If in doubt, please contact the sender. Please be professional when sending messages. Use business standard words, punctuation, etc. Please refrain from using text-messaging jargon. For example, do not use U R for you are. Please spell everything out.
**IEC 230**  
Summer 2019 Calendar (3515)  
6 Week Course

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<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Due Date</th>
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| Week 1  
June 3-8   | Syllabus Quiz  
Chapter 1 The Child Care Administrator: Who You Are, How You Manage Assignment | 6/5/2019     |
|              |                                                                     | 6/9/2019     |
| Week 2  
June 10-15 | Chapter 2 Enrollment, Staffing, and Tuition Fees  
Group Size Determination  
Parent Survey | 6/16/2019     |
| Week 3  
June 17-22 | Chapter 3 Staffing: A Guide to Recruitment and Retention  
Staff salaries and staff benefits  
Chapter 4 The Budget  
(Spreadsheet Terminology pgs. 131-133)  
Create your own budget using your own line items | 6/23/2019     |
| Week 4  
June 24*-29  
*June 24 Last day to withdraw | Chapter 5 The Budget as a Planning Tool  
Ways to cut cost  
Chapter 6 Financial Record Keeping  
Why and How | 6/30/2019     |
| Week 5  
July 1-6   | Chapter 7 The Decision-Making Process  
Who makes the decisions? | 6/7/2019     |
| Week 6  
July 8-13  | Final Project Due: Employee Handbook  
Budget Assignment Due from Chapter 4 | 7/14/2019     |