

**Applications now being accepted for  
NEW, Fall 2010**

**EARLY CHILDHOOD ADMINISTRATOR  
Continuing Education Certificate Course!**

**Mount Saint Vincent University  
Department of Child and Youth Study**

**Early Childhood Administrator  
Continuing Education Certificate Course**

**Are you an early learning & childcare program Administrator or Educator?**

**Are you looking to develop your leadership skills, knowledge & competency in the essential elements of administering & managing early learning & care programs?**

***Applications are now being accepted for the Early Childhood Administrator  
Continuing Education Certificate Course, starting in September 2010.***

This new professional part-time certificate program is for early learning and care program administrators or educators who wish to develop skill, knowledge and competency in the essential elements of administering and managing early learning and care programs.

Participants will engage in individual & group work, discussion & debate, & share information & resources to support each others' learning. Through a mix of lectures & presentations, including expertise from university professors & consultants, participants will learn to become more effective leaders & administrators of early care & education programs to improve the quality of services available to the children & their families.

The course runs from September to April, with classes being held Friday afternoon, 1-4 pm, and all day Saturday once a month for eight months. Tuition is \$400 plus \$100 for course materials.

Individuals participating in all six modules and satisfactorily completing the required activities will receive a Continuing Education certificate of achievement.

**Enrolment is limited. Application deadline July 30, 2010  
Priority consideration will be given to those  
currently in administrative roles in an Early Childhood facility.**

This course qualifies for the Nova Scotia Department of Community Services reimbursement Continuing Education Program.

For more information on eligibility & requirements, please visit the DCS website:

**<http://www.gov.ns.ca/coms/families/provider/RecruitmentRetention.html>**

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Department of Child and Youth Study**

**EARLY CHILDHOOD ADMINISTRATOR  
CONTINUING EDUCATION CERTIFICATE COURSE 2010/2011**

**2010/2011 SCHEDULE:**

**Orientation Session: Wednesday  
September 15, 2010 7-9pm**

**Module 1: September 24/25, 2010**  
Section 1: Management & Leadership  
Skills for the Early Childhood  
Administrator  
Section 2: Managerial Communication

**Module 2: October 22/23, November  
19/20, 2010**  
Section 3: Human Resource Management  
for ECE Administrators  
Section 4: ECE Policy Development

**Module 3: December 10/11, 2010**  
Section 5: Financial Management for ECE  
Administrators Part A  
Section 6: Financial Management for ECE  
Administrators Part B

**Module 4: January 21/22, 2010**  
Section 7: Computer Applications for  
ECE Administration  
Section 8: Marketing Child Care  
Programs

**Module 5: February 25/26, March 25,  
2010**  
Section 9: Advocacy and Professionalism  
for the ECE Administrator  
Section 10: Strategic Planning and Risk  
Management in ECE Programs

**Module 6: March 26, April 15/16, 2010**  
Section 11: ECE Curriculum Design,  
Implementation and Evaluation  
Section 12: Facilities and Operations  
Management

**May 20/21, 2010 alternate class dates**

**Presentation of Certificates Reception:  
TBA**

For more information, please contact:  
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