

NATIONAL OPEN UNIVERSITY OF NIGERIA

ECE 412



Management of Early
Education
Course Guide

ECE 412 Management of Early Childhood Education Course Guide

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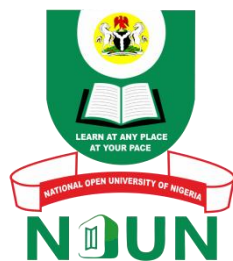
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Introduction

This course consists of 15 units and is divided into three modules. It deals with the management of early childhood education in Nigeria.

Early childhood education popularity is increasing daily. It emphasizes holistic approach in attending to child's physical, emotional, social as well as cognitive development. To achieve these, there is need for proper management of education by the personnel who are going to teach, nurture and manage this level of education. The course intends to expose students to the components of management of early childhood education with particular reference to Nigeria.

Exposing the teachers to this course will equip them with necessary skills required in the management of early childhood education. Obviously it is the implicit obligation of tertiary institutions producing teachers to provide qualified administrators/teachers to work, and manage the ever-growing number of children's institutions in Nigeria.

This course examines the concept of early childhood so as to expose the students to various definitions and components of early childhood education in Nigeria. Also, the knowledge about the evolution of early childhood education in Nigeria will equip students, student with vivid facts on the emergence of early childhood education in Nigeria are treated.

Taking the students through the importance and types of early childhood education will afford the students the opportunity to be familiar and conversant with the benefits of early childhood education services.

Moreover, the knowledge about the developmental milestones in children education would create awareness and give reason children should be taught or handled in particular ways.

In the same vein, exposing the students to the management structure, equips them with management skills as owners of day care facilities, and private nursery schools. Furthermore, taking the students through resources in early childhood education will help them in selecting appropriate teaching materials.

Exposing the students to the concept of financing and budgeting in early childhood will give them insight to budgetary activities as well as fund management.

Discussion on curriculum development, policy regulation and responsibilities in early childhood education will expose the students to curriculum contents and legal provisions for early childhood education in Nigeria.

Course Aims

The course aims at introducing you to the Principles of Management in Early Childhood Education.

Course Objectives

The objectives of this course shall be to:

- examine the concept and definition of early childhood education
- describe the management structure, policy regulation and legislation in early childhood education
- explain the curriculum content and highlight the procedure for professional development in early childhood education
- examine in detail the basic principles of finance and budgeting in early childhood education
- identify the developmental milestones and problems facing early childhood education in Nigeria.

Working through this Course

This is a course that explains to you the effective management of early childhood education. The content has been painstakingly selected to enable you to be vast in administration and management principles. The sequence of the topics will provide you with adequate knowledge in understanding the study package. You will be expected to align your study with practical aspects by visiting early childhood education centres. You are also advised to avail yourself the opportunity of attending tutorial sessions.

Finally, you would be expected to familiarize yourself with other texts and materials that will further enhance your knowledge in all aspects related to this course.

Course Materials

Basically, your course material shall consist of a course guide and study units which you will be provided with. In addition, the course offers you a list of recommended textbooks, which are necessary supplement to the course material.

Study Units

The following are the study units contained in this course.

Module I Concept of Early Childhood Education

- Unit 1 Definition and Meaning of Early Childhood Education
- Unit 2 Historical Development of Early childhood Education in Nigeria
- Unit 3 Importance of Early Childhood Education
- Unit 4 Types of Early Childhood Education Programmes
- Unit 5 Child Indices

Module 2 Management Structure, Roles and Responsibilities in Early Childhood

Unit 1 Management of Early Childhood Education

Unit 2 Policy Regulation and Legislation in Early Childhood Education

Unit 3 Curriculum Development in Early childhood Education

Unit 4 Resources in Early Childhood Education

Unit 5 Professional Development and Training Procedures in Early Childhood Education

Module 3 Financing Early Childhood Education

Unit 1 Sources of Financing in Early Childhood and Primary Education

Unit 2 Internal Control and Financial Accountability in Early Childhood Education

Unit 3 Budgeting Technique and Process in Early Childhood

Unit 4 Expenditure Line and Budget Control in Early Childhood

Unit 5 Problems of Early Childhood Education

Module 1

The first unit in this module examines the meaning and concept of early childhood education. The second unit focuses on the historical development and evolution of early childhood education in Nigeria. The third unit highlights the importance of early childhood education. The fourth unit identifies and describes the various forms of early childhood education. It also identifies the various principles of early childhood education.

Unit five explains child indices. It discusses the developmental milestone and child assessment.

Module 2

Unit one highlights the management structure, roles and responsibility in early childhood education and primary education. Unit two of this module defines the concept of policy, policy regulation and legislation in early childhood education. Unit three focuses on curriculum development and analyses the curriculum content in early childhood education and primary education. Unit four identifies the resources in early childhood education. It further highlights the duties of various human resources.

Unit five examines staff training and professional development. It also highlights qualities of personnel working with young children.

Module 3

Unit one focuses on sources of funding and financing for early childhood education and primary education. Unit two discusses internal control and financial accountability in early childhood education. Unit three explains budgeting technique and process in early childhood education. Unit four examines expenditure line, and budget control in early childhood education.

Unit five identifies various problems confronting early childhood education management in Nigeria.

Assessment File

There are two components of assessment for this course: the Tutor-Marked Assignment (TMA) and the end of course examination.

Tutor-Marked Assignment

The Tutor-Marked Assignment is the continuous assessment component of the course. It attracts 30 per cent of the total score. Each unit has a Tutor-Marked Assignment and you will be given 4 TMAs to answer. Three of this must be answered before you are allowed to sit for the examination.

Final Examination

The examination concludes the assessment for the course it attracts 70 per cent of the whole course. You will be informed of the time for the examination.

Textbooks and Reference

The following are the recommended texts for further reading:

Ajayi A.O. (1989). *Basic Concepts of Administration Planning and Economics of Education*. Ibadan: Gabesther Publisher.

Akanni J. A. (1987). *Management Concepts, Techniques and Cases*. Ibadan: Julab Publishers Limited.

Akinbote, O.; Oduolowu, O. & Lawal, B. (2001). *Pre-Primary and Primary Education in Nigeria: A Basic Text*. Ibadan: Stirling – Holdens Publishers.

Babalola J.B. (2003). "Budget Preparation and Expenditure Control in Education". In: Babalola, J.B. (Eds.) *Basic Text in Educational*

Planning. The Department of Educational Management, University of Ibadan, Nigeria.

Ozigi, A.O. (1980). *A Handbook of School Administration and Management*. London: Macmillan Education Limited.

Summary

This course provides knowledge about the management of early childhood education. It discusses the concept of early childhood education, importance, resources and management structure. It also discusses the issue of finance management in early childhood education.