

465-434 ECP42P Administrative Processes (FT)

Credit Points:	12.500
Level:	Undergraduate
Dates & Locations:	2008, This subject commences in the following study period/s: Semester 1, - Taught on campus. External.
Time Commitment:	Contact Hours: This subject is offered in external mode and there will be no regular class contact Total Time Commitment: Not available
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p><p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p> </p>
Coordinator:	TBA
Subject Overview:	This subject provides an introduction to the study of administration in early childhood. With the use of organisational theory, it will explore a variety of administrative processes used in early childhood settings. Topics will include the importance of financial accountability; introduction to budgets, business plans and other financial reports; establishment and maintenance of record-keeping systems including enrolments, staff records, rosters and inventories; as well as administration of policies and procedures regarding various aspects such as excursions, newsletters, and handling complaints. The application of computer-related technologies such as databases and spreadsheets, and the selection and use of software packages to enhance administration in early childhood, will be included as appropriate.
Assessment:	A 2-hour exam, and assignments totalling 2000 words or Âequivalent.
Prescribed Texts:	None
Recommended Texts:	Information Not Available
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	Information Not Available
Related Course(s):	Bachelor of Early Childhood Studies(Pathways Program)