



University of Pretoria Yearbook 2019

Management in the early years 474 (JBA 474)

Qualification	Undergraduate
Faculty	Faculty of Education
Module credits	6.00
Prerequisites	No prerequisites.
Contact time	2 lectures per week
Language of tuition	Module is presented in English
Department	Early Childhood Education
Period of presentation	Quarter 1 or 2 or 3 or 4

Module content

The module focuses on the basic administration strategies and skills relevant to the Early Childhood Care and Development centre. The key content areas of the module include administrative strategies, guidelines and procedures for effective management of early childhood centres; creating and maintaining healthy and safe teaching and learning environment for both children and educators; and keeping and maintaining up-to-date day-to-day income and expenditure and financial records and other tangible and intangible assets of the ECCE centre.

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