

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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