

DEPARTMENT OF EARLY CHILDHOOD DEVELOPMENT

CERTIFICATE IN EDUCATION (EARLY CHILDHOOD DEVELOPMENT)

DEPARTMENT OF EARLY CHILDHOOD EDUCATION

1) Certificate in Education(Early Childhood Education)

Requirements:

- Senior six level certificate with One Principal.
- O level certificate with 5 years teaching experience and another certificate recognized by College senate and Higher Education council of Rwanda.
- Be interviewed.

Length of the course: 4 Semester i.e 15 Months.

Graduation opportunities:

- Teacher Kindergarten or Nursery school.
- Administration of the Kindergarten school.
- Home based Care.

Fees: Rwf. 120,000 Per semester

Further study:

- Diploma in Education(Early Childhood Education)
- Teaching Diploma

Course Content

SEMESTER I

Unit Code	Unit Title
ECE111	ENGLISH 1
ECE 112	FOUNDATION OF EARLY CHILDHOOD DEVELOPMENT
ECE113	INTRODUCTION TO CHILD GROWTH AND DEVELOPMENT
ECE 114	HEALTH, NUTRITION AND SAFETY
ECE 115	INSTRUCTIONAL AND LEARNING APPROACHES
ECE 116	LANGUAGE ACTIVITIES

SEMESTER 2

Unit Code	Unit Title
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ECE 121	GENERAL METHODS OF TEACHING MATHEMATICS ACTIVITIES
EC E 122	SCIENCE ACTIVITIES
EC E 123	GENERAL METHODS OF TEACHING YOUNG CHILDREN MUSIC AND PHYCHOMOTOR ACTIVITIES
EC E124	CREATIVE ACTIVITIES
EC E125	TEACHING PRACTICE 1(Micro teaching) Instruction and learning apparatus
ECE126	INTRODUCTION TO CHILD PSYCHOLOGY

SEMESTER 3

Unit Code	Unit Title
ECE 211	GENERAL METHODS OF TEACHING SOCIAL STUDIES ACTIVITIES
ECE 212	GENERAL KNOWLEDGE
EC E213	COMUNICATION SKILLS
E CE214	CHILD RIGHT AND PROTECTION
E CE215	CHILDREN WITH SPECIAL NEEDS
ECE216	GUIDING AND COUNSELLING YOUNG CHILDREN

SEMESTER 4

Unit code	Unit Title
ECE 221	TEACHING PRACTICE

Diploma in Education (Early Childhood Education)

Requirements:

- A level Certificate with One principle.
- Certificate in Education(ECDE)
- Certificate in Primary Education.

Length of the course: 5 Semesters i.e. 2 years

Graduation opportunities:

- Teacher Kindergarten or Nursery school.
- Manager Home based Care programme.
- Project implementer programs dealing with children.
- Proprietor: ECDE Center.

Fees: Rwf: 150,000 Per semester

Further study:

- Teaching Diploma.
- Bachelor's degree in Education or Social work or development

Course Content

FIRST YEAR - SEMESTER 1

Module Code	Module Title	Contact Hours	Credit
DEC 111	HISTORY AND FOUNDATION OF ECDE	42	12
DEC 112	ENGLISH	42	12
DEC 113	GENERAL PSYCHOLOGY IN ECDE	42	12
DEC 114	LANGUAGE ACTIVITIES	42	12
DEC 115	CURRICULUM DEVELOPMENT	42	12
DEC 116	CHILD GROWTH AND DEVELOPMENT 1	42	12

FIRST YEAR SEMESTER 2

MODULE Code	MODULE Title	Contact Hours	Credit
DEC 121	CHILD GROWTH AND DEVELOPMENT I	42	12
DEC 122	GENERAL METHODS OF TEACHING YOUNG CHILDREN MATHEMATICS ACTIVITIES	42	12
DEC 123	CHILD RIGHTS AND PROTECTION	42	12
DEC 124	HEALTH AND NUTRITION AND CARE	42	12
DEC 125	GUIDANCE AND COUNSELLING	42	12
DEC 126	COMMUNITY DEVELOPMENT	42	12

YEAR 2 SEMESTER 1

Premier ECDE teachers college

Module Code	module Title	Contact Hours	Credit
DEC 211	PERSONALITY DEVELOPMENT	42	12
DEC 212	GENERAL METHODS OF TEACHING YOUNG CHILDREN CREATIVE ACTIVITIES	42	12
DEC 213	GENERAL METHODS OF TEACHING YOUNG CHILDREN SOCIAL ACTIVITIES	42	12
DEC 214	GENERAL METHODS OF TEACHING YOUNG CHILDREN SCIENCE ACTIVITIES	42	12
DEC 215	GENERAL METHODS OF TEACHING YOUNG CHILDREN PHYSICAL ACTIVITIES	42	12
DEC 216	GENERAL METHODS OF TEACHING YOUNG CHILDREN MUSIC ACTIVITIES	42	12

YEAR 2 SEMESTER 2

Module Code	Module Title	Contact Hours	Credit
DEC 221	EDUCATION RESEARCH METHODS	42	12
DEC 222	CHILD GROWTH AND DEVELOPMENT III	42	12
DEC 223	INTRODUCTION TO SPECIAL NEEDS EDUCATION	42	12
DEC 224	ADMINISTRATION AND MANAGEMENT OF ECDE	42	12
DEC 225	EDUCATION INFORMATION TECHNOLOGY	42	12
DEC 226	EARLY CHILDHOOD DEVELOPMENT PROJECT	42	12

YEAR 3 SEMESTER 1

MODULE Code	Module Title	Contact Hours	Credit
DEC 311	TEACHING PRACTISE	42	12

ADVANCED DIPLOMA IN EDUCATION (EARLY CHILDHOOD EDUCATION)

Requirement

- A level certificate, two principles
- Diploma in Education or any other Diploma recognized by Premier ECDE teachers college senate and Higher education council.

Length of the course: 2 ½ for those with only A level certificate and one (1) year for those with Diploma in Education (ECDE).

Graduation opportunities:

- Teacher of Kindergarten or Nursery school.
- Administrator/ manage of children programmes.
- Head teacher of a Primary School.

Fees: Rwf. 180,000 per semester

Course Content

YEAR I SEMESTER I

<i>Unit Code</i>	<i>Unit Title</i>	<i>Contact Hours</i>	<i>Credit</i>
ADEC 111	HISTORY AND FOUNDATION OF ECDE	42	12
ADEC 112	CHILD GROWTH AND DEVELOPMENT 1	42	12
ADEC 113	GENERAL PSYCHOLOGY FOR ECDE	42	12
ADEC 114	COMMUNICATION SKILLS	42	12
ADEC 115	PHILOSOPHY OF EDUCATION	42	12
ADEC 116	SOCIOLOGY OF EDUCATION	42	12

YEAR I Semester II

<i>Unit Code</i>	<i>MODULE Title</i>	<i>Contact Hours</i>	<i>Credit</i>
ADEC 121	LANGUAGE ACTIVITY	42	12
ADEC 122	CHILD GROWTH AND DEVELOPMENT II	42	12
ADEC 123	GENERAL METHOD OF TEACHING YOUNG CHILDREN AND MATERIALS	42	12
ADEC 124	MATHEMATICS MATERIALS	42	12
ADEC 125	HEALTH AND NUTRITION	42	12
ADEC 126	GUIDANCE AND COUNSELLING	42	12

YEAR 2 SEMESTER 1

Unit Code	module Title	Contact Hours	Credit
ADEC 211	CHILD RIGHTS AND PROTECTION	42	12
ADEC 212	COMMUNICATION TECHNOLOGY AND MATERIALS	42	12
ADEC 213	PHYSICAL AND PSYCOMOTOR ACTIVITIES	42	12
ADEC 214	MUSIC AND MOVEMENT ACTIVITIE	42	12
ADEC 215	SCIENCE ACTIVITIES	42	12
ADEC 216	CREATIVE ACTIVITIES	42	12

YEAR 2 SEMESTER 2

Unit Code	module Title	Contact Hours	Credit
ADEC 221	CURRICULUM DEVELOPMENT FOR ECDE	42	12
ADEC 222	MICRO TEACHING	42	12
ADEC 223	PERSONALITY DEVELOPMENT	42	12
ADEC 224	SOCIAL STUDIES ACTIVITIES	42	12
ADEC 225	CHILDREN WITH SPECIAL NEEDS	42	12
ADEC 226	EDUCATION RESEARCH	42	12

YEAR 3 SEMESTER 1

Unit Code	Unit Title	Contact Hours	Credit
ADEC 311	HIV AND AIDS	42	12
ADEC 312	CULTURAL STUDIES FOR ECDE	42	12
ADEC 313	COMMUNITY DEVELOPMENT 1	42	12
ADEC 314	MEASUREMENT AND EVALUATION	42	12
ADEC 315	ADMINISTRATION AND MANAGEMENT OF ECDE PROGRAMME	42	12
ADEC 316	COMPARATIVE EDUCATION	42	12

YEAR 3 SEMESTER 2

		Contact Hours	Credit Hours
ADEC 321	COMMUNITY DEVELOPMENT II	42	12
ADEC 322	FIELD ATTACHMENT	42	24
ADEC 323	TEACHING PRACTICE	42	24

COLLEGE SERVICE CHARTER

Academic division service charter

	Activity / service offered	Service delivery standards	Responsible officer
1.	Calendar for admission	Available by August every year	Assistant Registrar (Admissions)
2.	Acknowledgement of applications for admission	Acknowledgement of applications within a period of 7 days	Assistant Registrar (Admissions)
3.	Processing of applications for admission	Process within 4 weeks of receipt of applications	Assistant Registrar (Admissions)
4.	Dispatch of admission letters	Dispatch letters within one week of completion of admission process.	Assistant Registrar (Admissions)
5.	Registration and orientation of new students	Process to be accompanied with relevant documentation	Assistant Registrar (Admissions)
6.	Time of registration	Within a maximum of 3 weeks from the opening date of the trimester / semester	Assistant Registrar (Admissions)
7.	Student Identification Cards	To be issued within 5 days from the beginning of the academic year / semester / trimester.	Assistant Registrar (Admissions)
8.	Transfers, deferments and resumptions of study program	Decision to be communicated to applicants within 3 weeks from the time of receipt of applications.	Deputy Principal, AA
9.	Student nominal roll	To be signed within 4 weeks after registration time	Assistant Registrar (Admissions)
10.	Credit transfer	To be completed within 3 weeks from the date of receipt of application	Deputy Principal, AA
11.	Almanac and prospectus	To be available by beginning of new academic year	Deputy Principal, AA
12.	Newsletter and College magazine	To be published periodically, preferably monthly for newsletters.	Assistant Registrar (Teaching and learning)
13.	Teaching timetable	To be available two weeks prior to beginning of each semester / trimester	Assistant Registrar (Teaching and Learning)
14.	Examination timetable	To be available two weeks before	Assistant

		beginning of examinations	Registrar (Teaching and Learning)
15.	Examination / CAT cards	To be issued 1 week before start of CATS / examinations	Assistant Registrar (Examinations)
16.	Marking of examinations papers	To be completed within 2 weeks after end of examinations	HODs
17.	Processing of examination results	To be completed within 7 days after end of marking	Deputy Principal, AA
18.	Release of examination results	Released within 5 days upon approval of results by Senate	Deputy Principal, AA
19.	Responding to examination related issues	Respond within 3 days upon request	Examinations Officers
20.	Issuance of examination result slips	To be done within 5 days upon approval of results by Senate	Deputy Principal, AA
21.	Issuance of academic transcripts and certificates	Timely issuance of transcripts and certificated without errors within 5 days upon request	Deputy Principal, AA
22.	Identification and certification of graduating students	To be done 10 weeks prior to the day of graduation	Deputy Principal, AA
23.	Advertisement and publicity prior to graduation ceremony	To be done 8 weeks before graduation day	Marketing Officer
24.	Rehearsals	To be held 1 day prior to graduation day	Deputy Principal, AA
25.	Library Cards	To be issued within the first three weeks of the trimester / semester	Librarian
26.	Registration of clubs	Registration to be effected within 4 weeks in conformity with relevant university policies after receipt of application	Dean of Students
27.	Student Governing Council elections and activities	Elections to be conducted whenever scheduled as per the student governing council constitution	Dean of students
28.	Chaplaincy services	Available from the chaplain on a regular basis	College Chaplains
29.	Disciplinary cases	Effectively handled within fourteen days from the reporting date	Deputy Principal, AA
30.	Invitation and preparation for student disciplinary committee	Letters and agenda to be issued 7 days prior to the date of a meeting	Deputy Principal, AA
31.	Examination irregularities	Accurate statements by those involved made on the same day the irregularity is committed	Chief invigilator / Invigilator

Finance Section Service Charter

	Activity / Service offered	Standard Service delivery indicators	Responsible officer
1.	Confirmation of fee payment	To be done by 3 week from opening date	Finance Officer
2.	Issuance of receipts	To be done within 5 days after presentation of bank deposit receipts	Finance Officer
3.	Issuance of fee statements	To be done by 2 weeks before close of trimester / semester	Finance Officer