

Administration of Programs for Young Children II (CDEC 2328)



Credit: 3 semester credit hours

Prerequisite/Co-requisite: N/A

Course Description

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, and planning parent education/partnerships.

Required Textbook and Materials

1. No Textbook Required.
2. A variety of Online Resources for Early Childhood.
3. Texas Department of Family and Protective Services Minimum Standards for Child Care Centers

Course Objectives

Upon completion of this course, the student will be able to:

1. Discuss codes of conduct. (SCANS: C6, F2, F7)
2. Describe communication skills for effectively administering an early care and education program. (SCANS: F2, F7)
3. Explain the administrator's role in advocacy. (SCANS: C7, C15, F2, F10)
4. Describe personnel management skills necessary to administer programs. (SCANS: C5, C6)
5. Explain legal issues which impact programs. (SCANS: C8, C16, C17, C18, C19, C20, F7)
6. Evaluate fiscal responsibilities of an administrator. (SCANS: C8, C16, C17, C18, C19, C20, F7)
7. Examine current technology and issues and discuss the importance of parent education/partnerships. (SCANS: C7, C15, F2, F10)
8. Utilize skills in speaking, writing, computation, and technical applications. (SCANS: C8, C16, C17, C18, C19, C20, F7)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work

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Course Syllabus

settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that “workplace know-how” consists of two elements: foundation skills and workplace competencies.

Course Outline

- A. Welcome to Course
 - 1. Introduction of faculty and students
 - 2. Who am I?
 - 3. What am I doing here?
- B. LIT
 - 1. Policies
 - 2. Academic calendar
 - 3. Physical facilities

Grade Scale

1000-900 points	A
899-800	B
799-700	C
699-600	D
599- 0	F

Course Evaluation

Final grades will be calculated according to the following criteria:

- | | |
|---|-----|
| 1. Attendance and Participation-In Class | 10% |
| 2. Course Assignments (5@100pts) | 50% |
| 3. Management Document Development
(4@ 100pts) | 40% |

Course Requirements

- 1. Attendance and Participations at Lecture/Discussions.
- 2. Development of Procurement Plans for Infants, Toddlers, Preschoolers, and Primary-Aged Children classrooms.
- 3. Construct Management Documents for submission to the Texas Department of Family and Protective Services required to open a Child Care Facility.
- 4. Create and present a professional power point presentation on team building, leadership, conflict resolution, and stress management.

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Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
7. Students are responsible for initiating and completing the drop process. If a student stops coming to class and fails to drop the course, he/she will earn an 'F' in the course.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

Week	Topic
Week 1	Introductions/Paperwork/Permit Holder Responsibilities
Week 2	Minimum Standards/Purpose and Definitions
Week 3	Administration and Communication
Week 4	Record Keeping/Costs
Week 5	Personnel/ Background Check Rules/Costs
Week 6	Child/Caregiver Ratios and Group Sizes/Costs
Week 7	Developmental Activities and Activity Plan/Costs
Week 8	Basic Care Requirements for Infants/Costs
Week 9	Basic Care Requirements for Toddlers/Costs
Week 10	Basic Care Requirements for Pre-kindergarten Age Children/Costs
Week 11	Basic Care Requirements for School-age Children/Costs
Week 12	Discipline and Guidance
Week 13	Nutrition and Food Service/Costs
Week 14	Health Practices/ Safety Practices/ Emergency Practices

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Week	Topic
Week 15	Physical Facilities/ Indoor and Outdoor Active Play Space and Equipment/Costs
Week 16	Handbooks

Contact Information:

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