

## **Child Development Associate III (CDEC 2424)**

**Credit:** 4 semester credit hours (4 hours lecture)

**Prerequisite/Co-requisite:** N/A

### **Course Description:**

The instructor-supported CDA Certificate meets the 120 clock hours of professional development required by The Council for Professional Recognition in order to obtain the National CDA Credential. Topics include child growth and development and the next five functional areas of study covered in this course which includes Self, Social, Families, Program Management and Professionalism.

### **Required Textbook and Materials:**

1. Essentials for Working with Young Children by Valora Washington, Ph.D., Editor, Second Edition

- a. ISBN number is 978-0-9903072-8-0

Only ONE of the following books depending on the age group you work with:

2. CDA Competency Standards Infant-Toddler Edition

- a. ISBN number is 978-0-9889650-1-0

OR

CDA Competency Standards Preschool Edition

- b. ISBN number is 978-0-9889650-0-3

1.5 inch binder

Pen & Yellow Highlighter

75 page protectors

Paper for notes

8 tabbed dividers (already 3 hole punched)

Flash Drive

### **Course Objectives:**

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

1. Develop a warm, positive, supportive and responsive relationship with each child and helps each child learn about and take pride in his or her individual and cultural identity
2. Help each child function effectively in the group, learn to express feelings, acquire social skills, and make friends and promote mutual respect among children and adults
3. Establish a positive, responsive and cooperative relationship with each child's family, engage in two-way conversation with families, encourage their

- involvement in the program and support the child's relationship with his or her family.
4. be a manager who uses observation, documentation and planning to support children's development and learning and be a competent organizer, planner, record keeper, communicator and a cooperative co-worker
  5. make decisions based on knowledge of research-based early childhood practices, promote high quality child care and take advantage of trainings

### **Course Outline:**

- A. Functional Area 8: SELF
  1. Understanding the Emotional Development of Infants, Toddlers & Preschoolers
  2. Promoting Children's Sense of Self
  3. Guiding Children in Expressing Their Feelings
  4. Help Each Child Flourish
- B. Functional Area 9: SOCIAL
  1. Understanding the Social Development of Infants, Toddlers & Preschoolers
  2. Using the Environment to Encourage Positive Interactions
  3. Supporting Children's Play
  4. Encouraging Children's Positive Relationships
  5. Fostering Prosocial Behavior
- C. Functional Area 11: FAMILIES
  1. Defining Family
  2. Partnering with Families
  3. Encouraging Family Involvement
  4. Communicating with Families
  5. Holding Formal Meetings with Families
  6. Supporting Child Development at Home
- D. Functional Area 12: PROGRAM MANAGEMENT
  1. Assessing Through Observation
  2. Documenting Children's Learning
  3. Planning & Evaluating
  4. Working with Colleagues and the Community
- E. Functional Area 13: PROFESSIONALISM
  1. Educating with Intentionality & Reflection
  2. Making Ethical Decisions
  3. Articulating Values, Vision and Passion
  4. Continuing Your Professional Development
  5. Advocating for Children and Families

## **Course Requirements**

1. Daily Work
2. Portfolio/ Binder
3. Tests

## **Grade Scale:**

90-100	A
89-80	B
79-70	C
69-60	D
59-0	F

## **Remedial Process-**

If a student fails either the Exam and/or Assessment, they will receive an email letting them know which competencies they need to strengthen their knowledge in. The CDA expects the student to receive trainings in those areas. They could ask for documentation. Once the student has their training, they will need to re-apply to the CDA Council. The fee will need to be paid again. On the CDA website, at [www.cdacouncil.org](http://www.cdacouncil.org), there is a tab for scholarships. Apply to those to see if they will pay for the re-test and the 2<sup>nd</sup> observation. The CDA will allow the student to take the exam and be assessed again anywhere between 3- 6 months after receiving their additional training. The student does have to take BOTH the exam and be observed again. The CDA prefers the student to have a different PD Specialist observe them if the student is able to find/schedule one. The CDA's phone number is 1-800-424-4310.

## **Course Policies:**

1. No food, drinks or use of tobacco products in class.
2. Cellphones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. I expect all assignments to be written in complete sentences and with correct grammar. Work that does not reflect these expectations will be returned to the student for correction.
5. Students are expected to be present at every class as well as being in time.
6. If you do not understand an assignment, ask the instructor during or after class for clarification. There are no dumb questions.
7. Cheating will not be tolerated in any form. Plagiarism and cheating have no place in a community of scholars. Have the confidence in yourself to give your original best.
8. If assignments are late, points will be taken off each day that it is late.
9. Students that miss a test will take it upon returning to class.
10. Attendance Policy- Attendance and participation are critical for completion of this course. This course has limited time in the classroom and that time has to be utilized

effectively. Absences are strongly discouraged unless in the event of a true emergency or illness.

11. The instructor must be notified in the event of an absence.

12. If a student is tardy to class or departs early three times, it will be equal to one absence. Each absence beyond one will result in having to make up the hours to equal the 120 required for the CDA.

13. No use of perfume/ scented products in class ( examples: perfume, lotion, body spray)

14. If you wish to drop a course, the student is responsible for initiating and completing the drop process.

### **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. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>.

### **Student Code of Conduct Statement:**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. *The LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

<b>Week</b>	<b>Assignments- CDA III</b>	<b>Due Date</b>
Week 1	Introductions Binder Syllabus	
Week 2	Families Lecture Families Worksheet	
Week 3	CSIV Families (1 <sup>st</sup> paragraph)	
Week 4	CSIV a,b,c	
Week 5	RC IV 1,2,3,4 Project	
Week 6	Video & Questions Test #1 Families	
Week 7	Parent Handbook Employee Handbook	
Week 8	Program Management Lecture Program Management Worksheet	
Week 9	CSV, a RC V (3)	
Week 10	Financials/ Budget Test #2 Program Management	
Week 11	Professionalism Lecture Professionalism Worksheet	
Week 12	CSVI, a, b RC VI 1,2,3	
Week 13	AIMs Due Test #3 Professionalism	
Week 14	EXAM / Check Binders	
Week 15	Complete	

