

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

COURSE SYLLABUS

COURSE NUMBER: CDEC 2336

COURSE TITLE: Administration of Programs for Children III

CREDIT HOURS: 3 **LECTURE HOURS:** 3 **LAB HOURS:** 1 **CLN/REC HOURS:** 0

PRE-REQUISITE: None

CO-REQUISITE: None

CATALOG DESCRIPTION:

An advanced study of the skills and techniques in managing early child care education programs.
Lab required.

TEXTBOOK: See Instructor's Syllabus

SUPPLIES:

MEASURABLE STUDENT LEARNING OUTCOMES:

1. Analyze planning for staff development.
 - a. Analyze staffing needs.
 - b. Identify staff training needs.
 - c. Discuss stress management.
 - d. Identify and discuss job burnout and how to avoid it.
 - e. Observe and discuss effective ways to provide staff training.
 - f. Plan and conduct an effective staff training event.

2. Demonstrate skills in children's curriculum planning.
 - a. Demonstrate an understanding of developmentally appropriate practice.
 - b. Identify essential curricular areas in early childhood programs.
 - c. Identify goals and objectives for developmentally appropriate early childhood programs.

3. Describe communication skills needed in effectively administering an early care education program.
 - a. Identify components of effective communication.
 - b. Discuss importance of communicating with staff and families.
 - c. Demonstrate teamwork skills utilizing effective communication.
 - d. Explain the process of teambuilding.

4. Define adult learning theory and practice.
 - a. Identify ways to maintain and increase parent involvement.
 - b. Demonstrate ways to stimulate volunteer involvement.
 - c. Examine adult learning needs.
 - d. Plan an effective parent training program.
 - e. Evaluate a parent training program.

5. Explore effective methods of communication.
 - a. Discuss the importance of communicating with staff and families.
 - b. Discuss conflict resolution.
 - c. Describe effective team building between administrators, parents, staff, children and the community.

6. Explain the responsibilities of an administrator.
 - a. Interpret the supervisory functions of an administrator.
 - b. Evaluate the operational functions of an administrator.
 - c. Analyze the planning functions of an administrator.
 - d. Define the fiscal responsibilities of an administrator.

COURSE REQUIREMENTS:

1. Participation in class activities.
2. Presentation of individual projects and group projects.
3. Completion of assigned readings and audiovisual viewings.
4. Acceptable completion of lab hours and lab reports.
5. Review and compliance with all state licensing requirements and adherence to the professional standards of ethics.
6. Demonstration of competence in relation to course specific skills, knowledge, and attitudes.
7. Midterm and final exams and/or reports.

COURSE FORMAT:

Lecture	Instructional Demonstrations
Group Discussion	Video Tape
Student Projects	Checklists and forms
Guest speakers	Field trips

METHOD OF EVALUATION: See instructor's grading policy.

ATTENDANCE POLICY:

Students are expected to attend each class session. Students are responsible for officially withdrawing themselves from the course; failure to do so will result in a performance grade of "F". The last day to officially withdraw to qualify for a grade of **W** is _____.

You may repeat this course only once after receiving a grade, including W.

Religious Holy Days: please refer to the current Collin Student Handbook

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

It is the policy of Collin County Community College to provide reasonable and appropriate accommodations for individuals with documented disabilities. This College will adhere to all applicable Federal and State laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS Office (G-200) or 881-5898, (TTD - 881-5950) in a timely manner if he/she desires to arrange for accommodations .

ACADEMIC ETHICS:

The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty.

Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to providing a paper or project to another student, providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.