



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Administration of Programs for Young Children II

Course Prefix and Number – CDEC 2328

Department – Education and Early Childhood

Division – Technology and Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
- Academic WCJC Core Course
- WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours #: Lecture Hours # : Lab/Other Hours # 3:2:2

Equated Pay hours for course – 3

Course Catalog 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, technical applications in programs, and planning parent education/partnerships.

List Lab/ Other Hours
Lab Hours 2
Clinical Hours 0
Practicum Hours 0
Other (list) 0

Prerequisites/Co-requisites - Approval of program coordinator.

Prepared by Mushira Shamsi

Date 3/31/2014

Reviewed by Department Head Barbara S. Lynn

Date 09/12/2014

Accuracy verified by Division Chair David Kucera

Date 01/09/15

Approved by Dean or Vice President of Instruction

Date 7-11-15



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

1. Legal/Ethical Issues in Administering Programs for Children
2. Personnel Management
3. Conflict Resolution in Programs for Children
4. Stress Management for Self and Staff
5. Advocacy for Young Children and their Families: The Director’s Role
6. Professionalism in the Administration of Programs for Children
7. Program Fiscal Analysis
8. Parent/Family Education
9. Creating and Maintaining Partnerships with Families
10. Application of Technology to Programs for Children
11. Leadership models; evaluation of one’s leadership skills
12. Current Issues in the Effective Administration of Programs for Children
13. And any other topics deemed relevant by the instructor

These topics are introduced in 2 lecture hours and are reinforced through 2 lab hours/week (32 total lab hours for the semester).

National Association for the Education of Young Children Standards measured in this course:

1. Promoting child development and learning
2. Teaching and learning
3. Observing, documenting, and assessing
4. Using developmentally appropriate approaches to connect with children and families
5. Using content knowledge to build meaningful curriculum
6. Becoming a professional

II. Course Learning Outcomes

Learning Outcomes	Methods of Assessment
<p>Upon successful completion of this course, students will:</p> <ol style="list-style-type: none"> 1. Discuss codes of ethical conduct; 2. Explain the administrator's role in advocacy; 3. Describe interpersonal management skills; 4. Explain legal issues; 5. Evaluate parent involvement strategies 6. Reflect upon weekly topics relevant to the course content. 7. Utilize skills in speaking, writing, computation, and technical applications. 	<ol style="list-style-type: none"> 1. -7. Students will be assessed a class participation grade measuring their participation in group discussion and in class assignments 1.-7. Students will submit a notebook of lab experiences and assignments that is graded according to a rubric; grade of 70 indicates mastery. 1.-5.7. Students will be evaluated in their lab experiences by the center director according to a departmental rubric.; grade of 70 indicates mastery

	<p>1. -5. Students will complete a midterm (with a minimum of one essay question) and final exam (and other quizzes deemed necessary by the instructor) assessing course objectives. (grade of 70 indicates mastery).</p> <p>6. Students will participate in a weekly, in-class journal reflection on the topic of study.</p>
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III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Most recent edition of:
 Hearron, P. F. & Hildebrand. V. (most recent edition). Management of child development centers, Upper Saddle River, NJ: Merrill Pren-Hall

Bredecamp & Copple (2009). Developmentally appropriate practices in programs serving children (3rd ed.) Washington, DC: NAEYC. ISBN 13: 9781928896647

IV. Suggested Course Maximum - 35

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

None

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

After reading the text books and participating in class lectures and discussions, students will keep a record of their lab assignments in a binder or notebook that is graded according to a rubric and students are evaluated by the director of the external learning site on a departmental rating form so that the instructor can formulate the student’s lab grade.

The final calculations in the grade are

- 30%-Student term project of weekly lab assignments/ lab performance
- 20%-Students are evaluated according to their attendance and participation in class discussions and participation in weekly in-class reflections
- 50%-Written Tests (midterm with one essay question, final exam, and other tests deemed necessary by the instructor).

Grading Scale:

- A-90-100%
- B-80-89%
- C-70-79%
- D-60-69%
- F-59 and below

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.