



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 Children I
Course Prefix and Number – CDEC 2426
Department – Education/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 # **4:3:2**

Equated Pay hours for course – 4 hours

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

Course Catalog Description -

Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Prerequisites/Corequisites - Approval of program coordinator.

Approvals – *the contents of this document have been reviewed and are found to be accurate.*

Prepared by Barbara S. Lynn	Signature <i>Barbara S. Lynn</i>	Date 07-08-09
Department Head Barbara S. Lynn	Signature <i>Barbara S. Lynn</i>	Date 07-08-09
Division Chair Stephanie Dees	Signature <i>S Dees</i>	Date 7/15/09
Vice President Dr. Ty Pate <i>Dean</i>	Signature <i>TP</i>	Date 7-22-09



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):

- I. Explore/refine management skills/techniques required of a director of a program for children
- II. Identify and apply skills in staffing programs and managing personnel
- III. Identify and examine varying philosophies governing programs for children
- IV. Identify and examine variations in types of private and public programs for children (birth –age 12)
- V. Develop sound policies in administering programs for children in a developmentally appropriate way (as defined by the National Association for the Education of Young Children-NAEYC)
- VI. Identify and apply communication skills in the administration of programs for children (integrating the use of technology where appropriate)
- VII. Participate in program fiscal analysis
- VIII. Identify regulations governing the administration of programs for children
- IX. Practice the application of technology to programs for children (in generating communications, menus, schedules, lesson plans, policy statements)

Students will participate in 16 weeks of 2 hour labs at a licensed facility, completing assignments related to the course content of managing a quality child care program.

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

- 1. Building family and community relationships
- 2. Observing, documenting, and assessing to support young children and families
- 3. Identifying with and acting as an early childhood professional
- 4. Promoting child development and learning

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
<ul style="list-style-type: none"> 1. Students will utilize skills in speaking, writing, computation, and computer utilization as applied to the administration of programs for children ages birth to age 12 years. 2. Students will observe, define, and refine management skills and techniques required of a director of a program for children. 3. Students will examine varying philosophies governing programs for children. 4. Students will identify regulations governing the administration of programs for children. 5. Students will define and develop sound policies (involving staffing, fiscal policies, and management techniques) in administering programs for children in a developmentally appropriate way (according to standards defined by the National Association for the Education of Young Children-NAEYC). 	<ul style="list-style-type: none"> 1. Students will be assessed a class participation grade measuring their participation in group discussions and in-class assignments (20% of grade, grade of 70 indicates mastery). 2. 3. Students will submit a portfolio of lab experiences and assignments (which include a statement of philosophy) that is graded according to a rubric (30% of grade; grade of 70 indicates mastery). 3. 4. 5. Students will complete a midterm and final exam (and other quizzes as deemed necessary by the instructor) assessing course objectives (grade of 70 indicates mastery).

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Sciarrà & Dorsey. (2009). Developing and administering child care programs (7th ed.). Cengage Learning. ISBN 13: 9781418001681

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

30%-Students 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.

20%-Students are evaluated according to their attendance and participation in class assignments

50%-Written Tests (midterm, final, others deemed necessary by the instructor)

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**
Attach the following:

- Program SCANS Matrix
- Course SCANS Competencies Checklist