



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 II
Course Prefix and Number – CDEC 2428
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 –

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, professionalism, fiscal analysis, and planning parent education/partnerships and technical applications in programs for children. (Capstone Course)

Prerequisites/Corequisites - Approval of program coordinator and CDEC 2426.

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>Pate</i>	Signature <i>LUC</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. Management Skills/Techniques
- II. Legal/Ethical Issues in Administering Programs for Children
- III. Personnel Management
- IV. Conflict Resolution in Programs for Children
- V. Stress Management for Self and Staff
- VI. Advocacy for Young Children and their Families: The Director’s Role
- VII. Professionalism in the Administration of Programs for Children
- VIII. Program Fiscal Analysis
- IX. Parent/Family Education
- X. Creating and Maintaining Partnerships with Families
- XI. Application Technology to Programs for Children
- XII. Current Issues in the Effective Administration of Programs for Children

These topics are introduced in 3 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. 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. Utilize intermediate level skills in speaking, writing, computation, and computer utilization as applied to the administration of programs for children ages birth-12years. 2. Students will identify and evaluate effective management skills and techniques in the administration of programs for children. 3. Students will identify and evaluate effective fiscal practices, ethical practices, staff management practices, and family involvement strategies in the administration of programs for children. 	<ul style="list-style-type: none"> 1. 2. 3. Students will be assessed a class participation grade measuring their participation in group discussion and in class assignments (20% of grade, 70 indicates mastery). 1. 2. 3. Students will submit a notebook of lab experiences and assignments that is graded according to a rubric (30%); grade of 70 indicates mastery. 2. 3. Students will be evaluated in their lab experiences by the center director according to a departmental rubric.; grade of 70 indicates mastery. 1. 2. 3. Students will complete a midterm and final exam (and other quizzes 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.

Hearron, P. F. & Hildebrand. V. (2007). Management of child development centers, 6th ed., Upper Saddle River, NJ: Merrill Pren-Hall

ISBN-10: 0131712071

ISBN-13: 9780131712072

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 so that the instructor can formulate the student's lab grade.

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

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