

**Del Mar College
Course Syllabus**

CDEC 2326 – Administration of Programs for Children I (online section)

Fall 2012

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Course Description:

A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. R1, E1, M1

While all sections of CDEC 2326 address the topics listed above, additional course content and areas of emphasis vary by instructor and how the course is administered (online or lecture). Students should consult the syllabus for the particular section of CDEC 2326 in which they enroll.

Prerequisites: None

Student Learning Outcomes:

The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation of functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization.

Course Objectives:

The student will be able to:

- Analyze the planning functions of an administrator
- Evaluate the operational functions of an administrator
- Interpret the supervisory functions of an administrator
- Summarize the evaluation functions in an early care and education program
- Explore methods of effective communication

Textbook:

Child Care Administration: Planning Quality Programs for Young Children, 3rd edition, Linda S. Nelson, and Alan E. Nelson: The Goodheart-Wilcox Co. Inc. ISBN: 978-1590706008

Technology Requirements:

Students are expected to regularly check their DMC e-mail. In addition, online resources are available through www.delmar.edu. Students must be proficient in the use of technology to be successful in the online environment.

Methods of Evaluation:

Assignments	Points	Grade Scale
10 quizzes @ 20 points each	200 points	900-1000 points = A
1 Final Exam @ 175 points	175 points	800-899 points = B
4 Assignments @ 100 points	400 points	700-799 points = C
15 discussion postings @ 15 points	225 points	600-699 points = D
		0 – 599 points = F
Total Possible Points	1000 points	

*Portfolio Items – Laboratory assignments may be relevant for capstone or teaching portfolios.

Attendance and Course Policies:

Once the semester begins, students may access this online class **Monday** through **Saturday** each week. **On Sundays, Discussions and Quizzes will be locked**. Sundays will be used by the instructor to finish reading the students' discussion postings, grade quizzes, and tally weekly points.

Each week there will be a discussion question. You are required to participate by responding to these every week. You must participate **at least two times** on **DIFFERENT** days during the week. Students are expected to take part in weekly online discussions with their classmates. Failing to post for two consecutive weeks may result in your being dropped from the course. I will evaluate your postings on the following scale:

5 points – You responded to the original discussion question by **posting a response**.

8 points – You responded to the original discussion question **AND responded to fellow classmate's comments**. You actually engage in discussion with the class. Your postings are at least 50 words long (3-4 sentences).

10 points – All of the above, plus your postings are well-thought contributions that exhibit a true understanding of the assignment. Your postings are at least 100 words long (5 or more sentences).

15 points – All of the above, plus you read at least **80%** of the weekly posts submitting by the class. Participation involves reading AND responding throughout the week, so I want to make sure that students take time to read each other's posts.

Assignments:

Assignments must be submitted in Microsoft Word format (either Word 97-2003 or Word 2007) or saved as a Rich Text file. No other format will be accepted and therefore, will not be graded. See the web link for discounts and/or the free trial offer on Microsoft Word.

Your assignment(s) must be submitted in either MLA or APA format. Please refer to the Stone Writing Center link for reference on those formats. <http://dmc122011.delmar.edu/swc/research.html> All work must be free of writing errors. Proof your work; points will be deducted for misspelled words, poor punctuation, grammatical errors, paragraph structure, etc.

Writing Center:

Students needing help with written assignments may contact the Writing Center at 698-1364 for free tutoring in writing.

Late work automatically loses points as follows and will not be accepted once Final Exams week begins.

1 day late	loss of 5 points
2 – 7 days late	loss of 10 points
8 – 14 days late	loss of 20 points
15 days	loss of 50 points

If you have any questions about anything during the term, please don't hesitate to contact me. I will respond to your email message with 24 hours (48 hours on weekends and holidays).

College Policies:

Students are expected to read and abide by the Code of Conduct found in the College Catalog. If you have any questions regard the Code of Conduct, please consult with your instructor.

Students requesting disability accommodations or information encouraged to contact the Office of Special Services, Harvin Center Room 188, 698-1288.

SCANS Competencies:

The SCANS Competencies identified by the Secretary's Commission on Achieving Necessary Skills have been infused into this course. The SCANS Competencies were developed to close the gap between training and workplace know how. The specific SCANS Competencies to be developed in this course are:

C5 Information: Acquires and evaluates information

C7 Information: Interprets and communicates information.

C9 Interpersonal: Participates as a member of a team; Contributes to group effort.

IDEA:

The IDEA System defines effective teaching in terms of progress on selected objectives. The IDEA objectives identified for this course include:

- Gaining factual knowledge (terminology, classifications, methods, trends).
- Acquiring skills in working with others as a member of a team.
- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

The effectiveness of the IDEA objectives may be evaluated by students during the semester.

****Professional Dispositions**

for Early Childhood Students

General Dispositions:

The student demonstrates:

patience	fairness
tolerance	persistence
empathy	compassion
honesty	integrity
flexibility	passion

Class Behaviors:

The student:

- ❖ Shows respect for instructor and peers
- ❖ Participates and engages in class discussions and activities
- ❖ Completes assignments on time and without plagiarizing
- ❖ Attends class regularly and is punctual
- ❖ Dresses in clean, modest clothing

Professional Behaviors:

The student:

- ❖ Demonstrates a positive attitude toward children
- ❖ Maintains standards of confidentiality
- ❖ Strives to be a continuous learner
- ❖ Shows willingness to work with others
 - Reflects on practices and makes changes when necessary

Week 1	Introductions and Overview of the Course	
Week 2	Quality Child Care	Ch. 1
Week 3	The Need for Child Care	Ch. 2
Week 4	The Role of the Director/Management Styles Assignment 1 Due	Ch. 3
Week 5	Using the Code of Ethics http://www.naeyc.org/files/naeyc/file/positions/PSETH05_supp.pdf	
Week 6	The Philosophy and the Daily Program	Ch. 10
Week 7	Working with Families Assignment 2 Due	Ch. 17
Week 8	Governance	Ch. 5
Week 9	Licensing Regulations http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf	
Week 10	NAEYC Accreditation Stds. http://www.naeyc.org/files/academy/file/AllCriteriaDocument.pdf	
Week 11	Planning a Budget/ Business Plans	Ch. 3 & 4
Week 12	Budgets and Salaries Assignment 3 Due	
Week 13	Selecting Appropriate Staff	Ch. 8
Week 14	Maintaining Staff Morale	Ch. 12
Week 15	Program Evaluation Assignment 4 Due	Ch. 18
Week 16	Final	