Instructor's Name: Sulema Caballero
Office Location: Office 114 Pleasanton/Office 118 (Beeville)
Office Hours: 8:00-9:00 Mon/Wed
Phone Number: 830-569-4222 ext. 1203/2760
Email Address: scaballero1@coastalbend.edu

Course Syllabus

CDEC 1417
Child Development Associate
Training I

***** Note to Student *****

Student Success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Director of Technical Programs, or the Dean of Workforce, as soon as possible. Their contact information is provided below:

<table>
<thead>
<tr>
<th>Julia García, Dean of Workforce Training (830) 569-4222 X1202 <a href="mailto:jgarcia@coastalbend.edu">jgarcia@coastalbend.edu</a></th>
<th>Noemi Aguilar, Assistant Dean of Workforce Programs (361) 354-2306 <a href="mailto:aguil@cstalbend.ed">aguil@cstalbend.ed</a></th>
<th>Coordinator of Professional Services: Jarod Bleibrey: (361) 354-2339 <a href="mailto:jbleibrey@coastalbend.edu">jbleibrey@coastalbend.edu</a></th>
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</table>

"For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the Assistant Dean. You also have the right to request a criminal history evaluation letter from the applicable licensing agency."

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review with students, course information with specific reading schedules, assignments, and testing information during the first week of 1/4/2019.
Assignments 30%
Tests & Finals 30%
Lab 20%
Teacher Evaluation 15%
Attendance 5%

Additionally, the course information will be posted to Blackboard (THECB 60x30TX compliance).

CIP Code Description 19.0709 (Child Development)

Course Description:
Based on the requirements for the Child Development Associate Credential (CDA), topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication.

Semester Hours Credit: 
4

Lecture/Lab Hours:
Class meets for three (3) hours of class time per week and three (3) hours of lab. Student will be dropped after three (3) consecutive absences.

Prerequisite: Must have departmental approval prior to enrolling in this course.

Textbook(s): CDA Value Package for Preschool, CDA Council Bookstore

End of course outcomes: Upon successful completion of this course the student will be able to:
1. Use communication skills to identify methods to advance physical and intellectual competence
2. Use communication skills to describe the CDA process
3. Use critical thinking skills to develop observation skills and
4. Use empirical and quantitative skills to summarize child growth and development
5. Use critical thinking skills to utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving.

Teaching Methods: Lecture, discussions, videos, group activities

Evaluation Methods: Will be based on the following criteria:
Assignments 30%
Tests & Finals 30%
Lab 20%
Teacher Evaluation 15%
Attendance 5%

1/4/2019
A 100-90 Points, B 89-80 Points, C 79-70 Points, D 69-60, F 59 & below

The course grade is comprised of both lecture and lab. Failure to do lab assignments, including excessive absence from lab, may result in the student being dropped from the course.

**Student Contribution:** Each student is expected to spend 3 hours per week preparing for class. Attendance is crucial

For the success in this course

**Student Learning Outcome:** develop observation skills and summarize child growth and development; and utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving. **Target:** 90% with identify the process for applying for CDA with 70% accuracy or better.

CDEC 1417  Child Development Associate Training I

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings/ Assignments</th>
<th>TEST</th>
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<tbody>
<tr>
<td>Week  1</td>
<td>Candidate Eligibility requirements</td>
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<td>Week  2</td>
<td>Bio</td>
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<td>Week  3</td>
<td>Functional Area I : Safe</td>
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<td>Week  4</td>
<td>Writing the competency</td>
<td>TEST I</td>
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<td>Week  5</td>
<td>Functional Area 2: Healthy</td>
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<td>Week  6</td>
<td>Writing the competency on Health</td>
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<td>Week  7</td>
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<td>Week  9</td>
<td>Functional Area 3: Learning environment</td>
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<td>Week  10</td>
<td>Writing The competency</td>
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<tr>
<td>Week 11</td>
<td>Functional Area 4: Pysical</td>
<td>TEST II</td>
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<tr>
<td>Week 12</td>
<td>Writing the essay</td>
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<td>Week 13</td>
<td>Functional Area 5: Cognitive</td>
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<tr>
<td>Week 14</td>
<td>Writing the essay</td>
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<tr>
<td>Week 15</td>
<td>Functional Area 6: Communication Functional Area 7 Creative</td>
<td>Completing the essays required.</td>
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<tr>
<td>Week 16</td>
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<td>Final Exam</td>
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1/4/2019

Learning  Innovation  Excellence  Leadership  Diversity  Respect  Service  Integrity  Collaboration  Communication

At all times, in all ways, the student is at the heart of all we do.
Technical Support:

| Email Support:      | helpdesk@coastalbend.edu  
cabrigo@coastalbend.edu |
|---------------------|---------------------------|
| Telephone Support:  | 866-722-2838 ext. 2508 (Toll Free)  
361.354.2508 (Direct Line) |
| Live Chat:          | Fall/Spring Hours: Monday-Thursday 8 a.m. to 8 p.m.; Friday 8 a.m. to 5 p.m.  
Summer Hours: Monday-Thursday 7 a.m. to 6 p.m. |

Tutoring Services: Coastal Bend College offers free tutoring services to all CBC students who need academic assistance. Services include One-on-One, Group, and Online tutoring to all current CBC students. The Tutoring Coordinator’s office is at CBC-Beeville in the Student Success Center (SSC), Room 140 which is in the R.W. Dirks building. The SSC’s hours of operation are Monday - Thursday from 8 am – 8 pm. Tutoring services are also available at all the CBC site locations and students can visit the site’s SSC. For questions regarding tutoring services, please contact the CBC Tutoring Coordinator at (361) 354-2838 ext. 2578 or visit us at our website at: http://coastalbend.edu/tutoring/.

<table>
<thead>
<tr>
<th>Beeville</th>
<th>Alice</th>
<th>Kingsville</th>
<th>Pleasanton</th>
</tr>
</thead>
<tbody>
<tr>
<td>3800 Charco Road</td>
<td>704 Coyote Trail</td>
<td>1814 Brahma Blvd.</td>
<td>1411 Bensdale</td>
</tr>
<tr>
<td>Beeville, TX 78102</td>
<td>Alice, TX 78332</td>
<td>Kingsville, TX 78363</td>
<td>Pleasanton, TX 78064</td>
</tr>
<tr>
<td>1-866-722-2838</td>
<td>1-866-891-2981</td>
<td>1-866-262-1615</td>
<td>1-866-361-4222</td>
</tr>
</tbody>
</table>

Grady C. Hogue Learning Resource Center (Library): Located on the Beeville campus, the operation hours are Monday - Thursday 8:00 a.m. - 6:00 p.m.; Friday 8:00 a.m.- 5:00 p.m. (Summer semesters will observe the CBC campus operation hours.) For locations and hours of CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page links below.

Grady C. Hogue Learning Resource Center (Library): http://lrc.coastalbend.edu/about
Online Catalog : http://lrc.coastalbend.edu/catalog
Library Website: http://lrc.coastalbend.edu/about
Hours and Locations: http://lrc.coastalbend.edu/hours

1/4/2019
Financial Aid: Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at [www.coastalbend.edu/finaid](http://www.coastalbend.edu/finaid) or contact us at 361-354-2238. Office hours: Monday-Thursday 7-6 and Friday 8-5 *(THECB 60x30TX compliance.)*

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GA (Legal)](https://www.coastalbend.edu/ada)

Students with Disabilities: Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Student Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Disability Services (SSB 4.104, 471-6259). For more information contact (361) 354-2300.

Scholastic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College’s rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies [FLB (Local)](http://www.coastalbend.edu/academic-affairs/scholastic-dishonesty) and [FM (Local)](http://www.coastalbend.edu/academic-affairs/scholastic-dishonesty). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

Use of E-mail for Official Correspondence to students: All students should be familiar with the college’s official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical. CBC email format: last name with last four digits of social security number

[@study.coastalbend.edu](http://@study.coastalbend.edu) and password is your student ID (ex. cougar1234@study.coastalbend.edu).

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to 1/4/2019
literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner’s permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, CT (Legal).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student/Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy CT (Legal) and CT (Local).

Questions regarding this information should be directed to Library Services at: library@coastalbend.edu.

NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

(1-9-2018)