



Course Syllabus

Administrative Programs for Children

CDEC 2326

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

Semester Hours Credit: 3

Lecture/Lab Hours: The class meets for two (2) lecture hours per week and three (3) hours of lab per week.

Prerequisite: 6 hours of Early Development and Education coursework or advisor approval.

Textbook(s): Developing and Administering; A Childcare and Education Program. 8th Ed., Sciarra, Dorsey, and Lynch. Wadsworth, ISBN: 9781111833381

End of course outcomes: Upon successful completion of this course, the student will be able to:

1. Use empirical and quantitative skills to develop an initial operational plan;
2. Use communication skills to identify the functions of an administrator.
3. Use critical thinking skills to evaluate an early care and education program

Teaching Methods: Lecture, discussion, group activities

Evaluation Methods: Will be based on the following criteria

Assignments	20%
Tests and Final	30%
Lab	25%
Teacher Evaluation	20%
Attendance	5%

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: 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 will be dropped after three (3) consecutive absences. Student will be dropped after three (3) consecutive absences

Student Learning Outcome: Utilizing empirical and quantitative skills construct a budget for a child care center.

Target: 90% accuracy

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)

Special Needs Services: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this class should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor.

For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu.

Academic 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) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at [FLB \(Local\)](#) and [FM \(Local\)](#)

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

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 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 \(Local\)](#).

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.

CIP Code Description: 19.0709 (Child Care Provider/Assistant)

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Coastal Bend College



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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.