

Course Syllabus

**Administrative Programs for Children II
CDEC 2328**

***** 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:

Coordinator of Public Services: David Sullivan; 361-664-2981 EX 3051; sullivan@coastalbend.edu
Director of Technical Program, Noemi Aguilar: 361-354-2306; aguilar@coastalbend.edu
Dean of Workforce Programs, Julia Garcia: (830) 569-4222 X1202; jgarcia@coastalbend.edu

Course 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, advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical application in programs.

Semester Hours Credit: 3

Lecture/Lab Hours: The class meets for (3) lecture hours per week.

Prerequisite: Intermediate Course

Textbook(s): **Developing & Administering a Child Care Center**, 7th Ed. Sciarra, Dorsey, Cengage

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

1. Use communication skills to discuss codes of ethical conduct
2. Use communication skills to explain the administrator's role in advocacy
3. Use critical thinking skills to describe interpersonal management skills
4. Use empirical and quantitative skills to explain legal issues
5. Use personal and social responsibilities to evaluate parent involvement strategies

Teaching Methods: Lecture, discussion, videos and group activities



Evaluation Methods: Will be based on the following criteria

Assignments 30%

Tests and Final 30%

Presentation 35%

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 (3) lecture hours per week. Failure to do assignments, including excessive absences may result in the student being dropped from the course.

Student Learning Outcome: Using critical thinking skills and communication skills develop a 1 hour presentation in the area of early childhood.

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, please go by the Counseling Office, or contact: Dee Berthold at deedee@coastalbend.edu in Alice, Amanda Barrera at amanda@coastalbend.edu in Kingsville, Lindsey Hagen at lhagen@coastalbend.edu in Beeville, and Katie Sherman at ksherman@coastalbend.edu in Pleasanton.

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 Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. (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 Librarian of the College or the Public Relations Office.

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.

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