

Coastal Bend College



Instructor's Name: Sulema Caballero

Office Location: Office 114 Pleasanton/Office 118 (Beeville)

Office Hours: 8:00- 9:00 Mon/Wed

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Course Syllabus

CDEC 2328

Administrative Programs for Children II

***** 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:

<i>Julia Garcia, Dean of Workforce Training (830) 569-4222 X1202 jgarcia@coastalbend.edu</i>	<i>Noemi Aguilar, Assistant Dean of Workforce Programs (361) 354-2306 aguilar@coastalbend.edu</i>
	<i>Coordinator of Professional Services: Jarod Bleibdrey: (361) 354-2339 jbleibdrey@coastalbend.edu</i>

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



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CIP Code Description 19.0708 (Child Development)

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, technical application in programs, and planning parent education/partnerships.

Semester Hours Credit:

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 , personal and social responsibilities and communication skills develop a presentation in the area of management to evaluate parent involvement strategies

Target: 90% accuracy

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

Prerequisite: Intermediate Course



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

CDEC 2328 Course Schedule

Week 1	Introduction/ syllabus	
Week 2	Ch. 9 Staffing the center	Research Texas licensing to advertise and find qualifications for staff.
Week 3	Ch. 10 Recruiting Children	Research ways to recruit children and provide a list of things you would need to find: Recruitment list. What ages etc. Which way to advertise...
Week 4	Visiting a daycare	
Week 5	Ch. 11 Supporting Quality curriculum	Report on curriculum from daycare
Week 6	Ch. 12 Managing the food...	Research on food management for Daycare.
Week 7		TEST I
Week 8	Ch. 12 continued	Provide a menu for preschool
Week 9	Ch. 13 Working with Families	Research on the impact of families and find new strategies for parent involvement.
Week 10	Role playing; interviews	In class assignment
Week 11	Ch. 14 Providing for personal staff dev..	What is staff dev.? What trainings will you need to provide.
Week 12	Ch. 15 Evaluating Center components	
Week 13		Test II
Week 14	<u>Ch. 15 Evaluating Center Components</u>	
Week 15	visiting a day care facility	Second visit to daycare center and evaluate center components .
Week 16		Final exam

Formatted: Centered

Technical Support:



Coastal Bend College



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/>.

Beeville	Alice	Kingsville	Pleasanton
3800 Charco Road Beeville, TX 78102 1-866-722-2838	704 Coyote Trail Alice, TX 78332 1-866-891-2981	1814 Brahma Blvd. Kingsville, TX 78363 1-866-262-1615	1411 Bensdale Pleasanton, TX 78064 1-866-361-4222

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>

Pleasanton Public Library: <https://pleasanton.biblionix.com/>

115 N. Main St., Pleasanton, TX 78064





Monday – Friday 9:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 1:00 p.m.

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 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 \(Legal\)](#)

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 \(Local\)](#) and [FM \(Local\)](#). 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 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 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.

(1-9-2019)



Coastal Bend College



VISION 2020 Keeping Student Success In Sight

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.