![Wharton County Junior College logo]

Course Information

Course Title	Administration of Programs for Young Children II
Course Prefix, Num. and Title	CDEC 2328 – Administration of Programs for Young Children
Division	Technology & Business
Department	Education / Early Childhood
Course Type	WECM Course
Course Catalog 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 applications in programs and planning parent education/partnerships.
Pre-Requisites	Approval of program coordinator
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:2:2
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):
1. Legal/Ethical Issues in Administering Programs for Children
2. Personnel Management
3. Conflict Resolution in Programs for Children
4. Stress Management for Self and Staff
5. Advocacy for Young Children and their Families: The Director's Role
6. Professionalism in the Administration of Programs for Children
7. Program Fiscal Analysis
8. Parent/Family Education
9. Creating and Maintaining Partnerships with Families
10. Application of Technology to Programs for Children
11. Leadership models; evaluation of one's leadership skills
12. Current Issues in the Effective Administration of Programs for Children
13. And any other topics deemed relevant by the instructor

These topics are introduced in 2 lecture hours and are reinforced through 2 lab hours/week (32 total lab hours for the semester). National Association for the Education of Young Children Standards measured in this course:
1. Promoting child development and learning
2. Teaching and learning
3. Observing, documenting, and assessing
4. Using developmentally appropriate approaches to connect with children and families
5. Using content knowledge to build meaningful curriculum
6. Becoming a professional

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

1. Discuss codes of ethical conduct;
2. Explain the administrator's role in advocacy;
3. Describe interpersonal management skills;
4. Explain legal issues;
5. Evaluate parent involvement strategies
6. Reflect upon weekly topics relevant to the course content
7. Utilize skills in speaking, writing, computation, and technical applications.

Methods of Assessment:

1. -7. Students will be assessed a class participation grade measuring their participation in group discussion and in class assignments 1.-7. Students will submit a notebook of lab experiences and assignments that is graded according to a rubric; grade of 70 indicates mastery.

1.-5.7. Students will be evaluated in their lab experiences by the center director according to a departmental rubric.; grade of 70 indicates mastery

1. -5. Students will complete a midterm (with a minimum of one essay question) and final exam (and other quizzes deemed necessary by the instructor) assessing course objectives. (grade of 70 indicates mastery).

6.Students will participate in a weekly, in class journal reflection on the topic of study for the

Required text(s), optional text(s) and/or materials to be supplied by the student:

Most recent edition of:
Hearron, P. F. & Hildebrand. V. (most recent edition). Management of child development centers, Upper Saddle River, NJ: Merrill Pren-Hall

Bredecamp & Copple (2009). Developmentally appropriate practices in programs serving children (3rd ed.) Washington, DC: NAEYC. ISBN 13: 9781928896647

Suggested Course Maximum:

35

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

After reading the text books and participating in class lectures and discussions, students will keep a record of their lab assignments in a binder or notebook that is graded according to a rubric and students are evaluated by the director of the external learning site on a departmental rating form so that the instructor can formulate the student's lab grade.

The final calculations in the grade are:
30%-Student term project of weekly lab assignments/ lab performance
20%-Students are evaluated according to their attendance and participation in class discussions and participation in weekly in-class reflections
50%-Written Tests (midterm with one essay question, final exam, and other tests deemed necessary by the instructor).

Grading Scale:
A-90-100%
B-80-89%
C-70-79%
D-60-69%
F-59 and below

Curriculum Checklist:

☐**Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐**Administrative WCJC Core Course**. Attach the Core Curriculum Review Forms

☐Critical Thinking

☐Communication

☐Empirical & Quantitative Skills

☐Teamwork

☐Social Responsibility

☐Personal Responsibility

☒**WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist