

Midland College Syllabus
Spring 2016
CDEC 2328
Administration of Programs for Children II
(2-2-0)

Course Description:

This course is 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 applications in programs.

Prerequisite: Six hours of child development course work, to include Administration of Programs for Children I, or advisory approval

Course Goals/Objectives:

Upon successful completion of the course the student will:

- Discuss codes of conduct
- Describe communication skills needed in effectively administering an early care and education program
- Discuss the importance of parent education/partnerships in early care and education programs
- Explain the administrator's role in advocacy
- Describe personnel management skills necessary to administer programs
- Explain legal issues which impact progress
- Evaluate fiscal responsibilities of an administrator
- Examine current technology and issues in early care and education administration.
- Utilize skills in speaking, writing computation, and computer utilization

Text, References, and Supplies:

Sciarra, D. J., Lynch, E. M., Adams, S. M. and Dorsey, A. G. (2016); *Developing and Adminstrating a Child Care and Education Program*, (9th Ed), Boston, MA: Cengage Learning.

Mindtap Instant Access for Sciarra, D. J., Lynch, E. M., Adams, S. M. and Dorsey, A. G. (2016); *Developing and Adminstrating a Child Care and Education Program*, (9th Ed), Boston, MA: Cengage Learning.

Microsoft Office would be a great tool to have for use in this course. There are several assignments that ask you to create a PowerPoint. This can be purchased from the book store at this link:

<http://www.journeyed.com/item/Microsoft/Office/1608029>

or you can always access the software in the Education/Child Development lab. There are lab hours each week but I am happy to meet you at your convenience to allow you time in the lab. You can contact me through Canvas or by email or phone.

lsmith@midland.edu or 432-685-6806.

Minimum Technology Requirements:

Students will need to have Acrobat Reader, Microsoft Word or Free Word Viewer, Microsoft PowerPoint Reader, Skype or other video conferencing program in order to

meet with instructor if you are not able to come to Midland College Midland Campus.

Minimum Technical Skills for CDEC 2328 include:

1. Use of Canvas Management System (see Learn About Canvas Module)
2. Use of Microsoft Office Software
3. Ability to create Microsoft PowerPoints
4. Use of email with attachments
5. Use of appropriate antivirus utilities
6. Ability to Scan and upload documents

Notice Statement for Online Students:

Students enrolled in online courses MUST log in and actively participate by completing academic assignments required by the instructor by the official census date. Students who log in but do not actively participate in an academically-related activity will be reported as Never Attended and dropped from the course.

If you have questions or need assistance with addressing these requirements, please contact sgray@midland.edu.

Technical Support:

If you experience technical difficulties with Canvas, click the "Help" link at the bottom of the [Canvas login page](#), or in the top-right green toolbar from any page within Canvas, select Report a Problem, provide details, and submit the ticket. If you choose to Report a Problem, include your name and student ID, along with a description of the problem, in the ticket. Your ticket will be sent to the Midland College information technology support center. Check your email for support updates.

In most cases, students will not have access to their courses until 8 am the first class day. It can take up to 24 hours for your Canvas account to be created after enrolling for a course. A Canvas Student Orientation course is available for all students to become familiar with Canvas and can be accessed under Courses after login.

For technical support with Canvas you can also go to: [Link for technical support \(Links to an external site.\)](#)

Student Contributions and Class Policies:

The Helen L. Greathouse Children's Center, located at Midland College, is designated as the primary lab site for the completion of lab observations and assignments as specified by the instructor. The Midland College Child Care Center at Manor Park, Inc., located at Manor Park, Inc., 2208 N. Loop 250 West or other sites may be used upon instructor's approval prior to the completion of lab experiences.

The student will utilize text, observations, videos and projects to gain understanding of infant and toddler development. The student is expected be knowledgeable of course material. Projects and assignments are due on the due date and cannot be made up without prior approval of the instructor.

Evaluation of Students:

Course evaluation is determined by the following ratings:

Letter Grades & Percentages	Points
A = 100% - 90%	1830 - 1464
B = 89% - 80%	1463 - 1097
C = 79% - 70%	1096 - 730
D = 69%-60%	729 - 364
F = 59% and below	363 - 0

Course will contain the following assignments and points:

11 Discussion posts at 10 points each for a total of 110 points. These will be graded on a rubric. You must post twice to classmates. Instructor will post comments throughout the course when needed.

11 Scenario Activities at 100 points each for a total of 1100 points. These will be graded on a rubric.

11 Lab Assignments at 20 points each for a total of 220 points. These will be graded on a rubric.

4 tests at 100 points each for a total of 400 points.

A course calendar will be distributed to the class by the instructor. This will give specifics on due dates and order of assignments.

All assignments will be graded within 7 days of the due date. If for some reason, there is a delay I will alert you.

Students with Disabilities:

Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester. For more information on MC special services see the web site:

www.midland.edu/admissions/StudentServices/StudentswithDisabilities or call (432) 685-5598