

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Child Development</u>
COURSE RUBRIC AND NUMBER	<u>CDEC 2326</u>
COURSE TITLE	<u>Administration of Programs for Children I</u>
COURSE CREDIT HOURS	<u>3 3 :</u> <u>0</u> Credits Lec Lab

I. Catalog Description

Studies the application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Includes topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. **(3:0)**.

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Identify and explain five (5) ways of developing productive interpersonal relationships with adults and children within the setting of a childcare facility.
- B. Explain the Texas Department of Human Resources requirements as they apply to the operation of a childcare center.
- C. List and describe the practical applications of fiscal management for childcare centers.
- D. Identify staffing procedures for childcare facilities.
- E. Explain the procedures of enrollment and grouping of children in an educational childcare.

III. THECB Learning Outcomes (WECM)

1. Analyze the planning functions.
2. Evaluate the operational functions.
3. Interpret the supervisory functions of an administrator.
4. Summarize the evaluation of functions in an early care and education program.
5. Analyze methods of effective communication.
6. Utilize skills in speaking, writing, computation, and computer applications.

IV. Evaluation

1. The instructor will maintain a continuous record of each student's progress on an institutionally approved grade sheet or computerized substitute. All instructors must keep records in such a way that information would be clear to a second party having to check grade computation in special cases. An explanatory legend should be provided on the grade sheet.

2. The evaluation of the assignments should be based on the student's mastery of the assigned objectives. In addition assignments, the instructor may require quizzes and exercises on course content. The instructor may also require a journal or free writing assignments.
3. The course projects will be devised at the instructor's discretion.

Grading scale

A = 90 - 100

B = 80 - 89

C = 70 - 79*

D = 60 - 69*

F = below 60*

*Remediation

At the instructor's discretion, students may be allowed to rewrite papers or retake for higher grades. Students seeking additional help may obtain tutoring assistance from the Writing Center at any campus.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.