Course Syllabus
Administration of Programs for Children I
CDEC 2326

Semester with Course Reference Number (CRN)	Spring – CRN 723394
Instructor contact information (phone number and email address)	Deborah E. Harris (832)724-7015 e-mail: correspondence within Blackboard mail system
Office Location and Hours	Appointments based upon request
Course Location/Times	Online Course
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours
Total Course Contact Hours	48
Continuing Education Units (CEU): if applicable	
Course Length (number of weeks)	16 weeks
Type of Instruction	Internet
Course Description:	Application of management procedures for early child care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Course Prerequisite(s)	
Academic Discipline/CTE Program Learning Outcomes	1. NAEYC Standard 5. Becoming a Professional
Course Student Learning Outcomes (SLO): 4 to 7	1. Analyze the planning functions; evaluate the operational functions; and interpret the supervisory functions of an administrator. 2. Summarize the evaluation of functions in an early care and education program. 3. Explore methods of effective communication. 4. Utilize skills in speaking, writing, computation, and computer applications
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	**Analyze the planning functions; evaluate the operational functions; and interpret the supervisory functions of an administrator.** 1. Analyze different types of early childhood programs. 2. Discuss components of a philosophy. 3. Write a parent policy handbook for an early care and education program. 4. Discuss the licensing process. 5. List major categories of income and expenses budgeted in an early care and education programs. **6.** Discuss employment process (e.g., job descriptions, recruiting, screening, interviewing, selecting, terminating). **Summarize the evaluation of functions in an early care and education program.** 1. Summarize methods to evaluate the program. **Explore methods of effective communication.** 1. Explore methods of communicating with staff and families. **Utilize skills in speaking, writing, computation, and computer applications** 1. Develop and present a program portfolio for an early education program.
SCANS and/or Core Curriculum Competencies: If applicable	SCANS **Analyze the planning functions; evaluate the operational functions; and interpret the supervisory functions of an administrator.** Workplace Competencies - Resources -Allocates Money Workplace Competencies - Resources -Allocates Material & Facility Resources Workplace Competencies - Resources -Allocates Human Resources **Summarize the evaluation of functions in an early care and education program.** Workplace Competencies - Systems -Understands Systems Workplace Competencies - Systems -Improves & Designs Systems **Explore methods of effective communication.** Foundation Skills - Basic -Listening Foundation Skills - Basic -Speaking **Utilize skills in speaking, writing, computation, and computer applications** Foundation Skills - Basic -Writing Foundation Skills - Basic -Mathematics Foundation Skills - Basic -Speaking
Course Calendar	See Course Overview
Instructional Methods	Face to Face Web-enhanced (49% or less) ****Distance (100%) – This course is 100% Distance Ed**

Student Assignments	5 Modules which include: Student Assignments, Discussions, Projects, Quizzes and a Final Exam
Student Assessment(s)	Online Quizzes and a Final Exam
Instructor's Requirements	This is an online course and you should be comfortable with writing using standard English and should have basic computer skills. Online **quizzes** reveal information that you gathered from your textbook readings. All of your assignments will be sent via an electronic process through the "**Assignment Tool**" in the Blackboard class; therefore, you will need to know how to download files, save them, and then upload them into Blackboard. Information is shared with other students by using the "**Discussion Tool**." Using the **"Help"** function will provide directions for using these tools. The Online Orientation for this class provided through Distance Ed will also be helpful. Correspondence with me should be through my Blackboard email.
Program/Discipline Requirements: If applicable	**NOTICE** This course of study would not be appropriate for anyone who falls into the following category as noted by the Texas Department of Family and Protective Services. "No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed as a felony against the person or felony violation of the Texas Controlled Substance Act may be present while children are in care."

HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale.

Instructor Grading Criteria

Grades:
475 – 428 = A
427 – 380 = B
379 – 332 = C
331 – 285 = D
284 and below = F

Instructional Materials

Click, P. M. (2008). Administration of Schools for Young Children. (7th ed.) Albany, NY: Delmar. Texas Department of Family and Protective Services. (2003). Minimum Standards Rules for Licensed Child- Care Centers. For free copy visit website
http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf

HCC Policy Statement:

Services to Students with Disabilities - Students who require reasonable accommodations for disabilities are encouraged to report to LHSB, Room 106, or call 713-718-6164 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office.

New Repeat Course Fee – Effective Fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Class Attendance - It is important that you come to class! (For Distance Ed Courses this means it is important that you log in and participate in class)! You must complete assignments by the specified due dates. You are expected to attend all lecture and labs regularly/fully participate in all assignments. You are responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences/non-participation in the course.

You may be dropped from a course due to non-participation. a student after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

HCC Course Withdrawal Policy - The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.* If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Use of Camera and/or Recording Devices -Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

Scholastic Dishonesty -- Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism mean the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Access Student Services Policies on their Web site: http://hccs.edu/student-rights

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site: http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site: http://hccs.edu/CE-student-guidelines