ADMINISTRATION OF PROGRAMS FOR CHILDREN II (CDEC 2328)

CREDIT
3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE:
N/A

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, and planning parent education/partnerships.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1. Demonstrate knowledge in the Minimum Standards for Child Care Centers.
2. Discuss legal and ethical issues that arise in Child Care Programs.
3. Explain the administrator's role in advocacy.
4. Describe personnel management skills necessary to administer programs.
5. Examine leadership, conflict resolution and stress management.
6. Evaluate fiscal responsibilities of an administrator.
7. Examine the importance of parent education/partnerships.
8. Utilize skills in speaking, writing, computation, and technical applications.

INSTRUCTOR CONTACT INFORMATION
>Instructor: Sharon Kruger

>Email: skruger@lit.edu

>Office Phone: 409-241-3163

>Office Location: MPC 240

>Office Hours: refer to Starfish

REQUIRED TEXTBOOK AND MATERIALS
Printed and binded copy of the version 2024 Minimum Standards for Child Care Centers

ATTENDANCE POLICY
Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Standards/Purpose	Subchapter A	
Week 2	Admin & Communications	Subchapter B	Admin Interview (TBD)
Week 3	Record Keeping	Subchapter C	Operational Policies (TBD)
Week 4	Personnel	Subchapter D	Job Descriptions (TBD)
Week 5	Ratio, Group Sizes, Fiscal	Subchapter E	
Week 6	Activities & Basic Requirements	Subchapters F,G,H,I,J,K	
Week 7	Discipline & Guidance	Subchapters L	Discipline & Guidance Policy (TBD)
Week 8	Special Accommodations	Subchapters M,N,O,P,Q,V,X	
Week 9	Health Practices	Subchapters R	
Week 10	Safety Practices	Subchapters S	
Week 11	Physical Facilities/Indoor & Outdoor/Fiscal	Subchapters T, U	Classroom Design
Week 12	Emergency Practices	Subchapters W	Emer. Preparedness Plan (TBD)
Week 13	Parent Partnerships		Parent Event (TBD)
Week 14	Leadership		
Week 15	Review		Review
Week 16	Final Evaluation		

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

Attendance and Participation-In Class	10%
(at 50 points each)	
Course Assignments (4)	40%
Management Document Development (3)	50%

GRADE SCALE

- 900-1000 A
- 800-890 B
- 700-790 C
- 600-690 D
- 0-590 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT
Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI / ChatGPT in their courses.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
Insert additional course policies/information specific to your section here.