ADMINISTRATION OF PROGRAMS FOR CHILDREN II (CDEC 2328)

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

MODE OF INSTRUCTION
Online

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:	Tiffanie Garrett Cruz
Email:	Tgcruz@lit.edu
Office Phone:	409-718-1147
Office Location:	TC 220
Office Hours:	Scheduled upon request

REQUIRED TEXTBOOK AND MATERIALS

This course will be using the AgriLife online courses on Program Administration.
Required: a laptop or device that will allow you to access required material on LIT Blackboard and to access the AgriLife online course materials.
Downloaded copy of the version 2024 Minimum Standards for Child Care Centers.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

ATTENDANCE POLICY

Internet usage- students are to use proper netiquette when participating in course email, assignment submissions and online discussions.

Week	Date	Topic	Course Work
1	1/25	Introductions & Expectations, Blackboard Orientation Test, Set up Account with AgriLife, Introduction Discussion	➢ Introductions & Expectations, Blackboard Orientation Test, Set up Account with AgriLife, Introduction Discussion
2	2/1	Strategic Planning	➢ Journal, ➢ Discussion, ➢ Vision and Mission Presentation
3	2/8	Physical Facilities SubChapter T, U Basic Requirements SubChapter F,G,H,I,J,K	➢ Quiz, ➢ Discussion,
4	2/15	Marketing & Public Relations	➢ Journal, ➢ Discussion, #MilestoneMonday Social Media Campaign Assignment
5	2/22		➢ Quiz, ➢ Discussion
6	3/1	Leadership	➢ Journal, ➢ Discussion
7	3/8	Admin & Communications SubChapter B	➢ Quiz, ➢ Discussion,

			Operational Policies
8	3/9-3-13	Human Resources	➢ Journal, ➢ Discussion,
9	3/22	Personnel & Record Keeping SubChapter C & D	➢ Quiz, ➢ Discussion, ➢ Job Descriptions
10	3/29	Finance	➢ Journal, Discussion, ➢ Projections
11	4/5	Ratios & Group Sizes SubChapter E	➢ Quiz, ➢ Discussion
12	4/12	Performance Management	➢ Journal, ➢ Discussion
13	4/19	Discipline & Guidance, Health & Safety SubChapter L, R, S	➢ Journal, ➢ Discussion
14	4/26	Emergency	➢ Quiz, ➢ Discussion,
15	5/3	Management & Team Building	➢ Journal, ➢ Discussion
16	5/10	Course Final	➢ Admin Portfolio

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

ASSIGNMENTS	% OF TOTAL
Discussion Posts	15%
Homework Assignments	15%
Quiz	10%
Journal	10%
Projects (1-5)	10% each = 50%
Total	100%

There will be 5 projects due throughout the semester that together will make up the grade of a Final. These projects collectively make up 50% of your total grade.

GRADE SCALE

A	90%-100%
B	80%-<90%
C	70%-<80%
D	60%-<70%
F	Below 60%

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.

COURSE REQUIREMENTS

Success is dependent on active participation and engagement in all areas of the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on at least 3 times per week- different days in order to complete weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus
- Participate in the threaded discussions
- Cheating will not be tolerated

You should expect to spend 8-12 hours per week actively engaged with the course.

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog and Handbook.

STUDENT EXPECTED TIME REQUIREMENT
Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

DISCUSSION BOARDS
Students are expected to participate in threaded Discussion Board topics. Participation is required in the discussion posts by responding to the thread, then posting engaging comments or questions to at least two other peers' postings.
Late Discussions will receive a grade reduction.

MAKE UP WORK
Late work will be accepted with communication. All late work will result in a 10% penalty.

RESPONSE TIMES

I expect to respond to your emails within 24 to 48 hours. All discussion post/responses, homework, quizzes, and assignments are usually graded by the day after the due date.

COURSE INSTRUCTOR EVALUATION

Instruction as well as student performance is subject to evaluation. Procedures for instructor evaluation will be provided near the end of this course via email from Lamar Institute of Technology. Save a screenshot of your instructor's evaluation completion page and upload it to the appropriate spot for extra credit.

ONLINE ETIQUETTE

- Log in a few minutes before the scheduled class time to test equipment (camera, microphone, internet connection), and have course materials ready before class begins. This is important because punctuality and preparedness shows professionalism and respect for the course, instructor and fellow students.
- Cameras should be on during the class session with student visually present. Building a strong learning community is essential for effective interaction. Visual presence fosters accountability, engagement, and instruction understanding. Ensure appropriate attire during sessions.
- Microphone should be muted unless you are speaking. Background noise is a disruptive to the session.
- Use verbal or chat participation to ask questions, contribute to discussions, or respond to prompts. Passive attendance limits learning.
- Avoid multi-tasking during sessions. Maintaining a respectful and distraction-free learning environment supports a professional academic environment.