Course: Syllabus CDEC 1426
Administration of Programs for Children I
4 sem. hours

Course Description: A practical application of management procedures for early child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

Learning Outcomes: The student will analyze the planning functions; evaluate the operational functions and interpret the supervisory functions of an administrator. The student will summarize the evaluation functions in an early care and education program and explore methods of effective communication and utilize skills in speaking, writing, computation, and computer utilization.

Course Objectives:
The student will be able:

- Analyze the planning functions of an administrator
- Evaluate the operational functions of an administrator
- Interpret the supervisory functions of an administrator
- Summarize the evaluation functions in an early care and education program
- Explore methods of effective communication

SCANS Competencies:
The SCANS competencies identified by the Secretary’s Commission on Achieving Necessary Skills have been infused into this course. The SCANS were developed to close the gap between training and workplace know-how. Specific competencies to be developed in this course include:

C2 - C4 Identifies, organizes, plans and allocates money and human resources in an early child and education program
C15 Understands systems - know how
C19 Applies technology to tasks
IDEA
The IDEA System defines effective teaching in terms of progress on particular objectives. The following objectives will be used to rate students’ progress in this area.

IDEA (continued)

- Learning to apply course materials (to improve thinking, problem-solving, and decisions)
- Learning how to find and use resources for answering questions or solving problems
- Learning to analyze and critically evaluate ideas, arguments, and points of view.

The effectiveness of the IDEA objectives may be formally evaluated by the students during the semester.

Students requesting disability accommodations or information are encouraged to contact the Special Services Office, Harvin Center, 698-1298.

Textbooks:

Texas Association for the Education of Young Children, Tools for Center Management: Parent Handbook.