

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: ORGANIZATION AND ADMINISTRATION OF CARE AND DEVELOPMENT OF YOUNG CHILDREN/LAB

Course Number: CDYC 1420

Credit Lecture hours: 2 **Credit Lab Hours:** 1 **Contact Hours:** 60

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description: Philosophy, objectives, and methods of organizing and operations of early childhood programs to include licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills, and advocacy.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

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

- I. Develop a program model for an early childhood learning environment.
 - a. Formulate goals and objectives for an early childhood learning environment.
 - b. Develop a program model to accomplish formulated goals and objectives.
- II. Create a facility plan for an early childhood learning environment.
 - a. Identify the factors to consider in facility planning.
 - b. Design and sketch a floor plan for an early childhood facility.
- III. Identify current State licensing laws and regulations for early childhood/child care centers.
 - a. Describe general and specific State licensing requirements for early childhood/child care centers.
 - b. Define terms associated with governmental regulations for early childhood/child care centers.
 - c. Identify the types of government regulations and inspections mandated for the establishment of an early childhood/child care center.
 - d. List licensing procedures, including application and renewal.
 - e. Identify State and Federal laws and agencies to consider in planning an early childhood/child care center.

Learning Outcomes continued:

- IV. Formulate personnel requirements, policies, and procedures for an early childhood/child care center, adhering to the State licensing laws/regulations.
 - a. Identify factors to consider when determining staff requirements.
 - b. Outline an effective staff selection process.
 - c. Identify topics to be addressed in policy formulation for staff and children.
 - d. Write policies for children and staff using established criteria.

- V. Create a plan for the entire financial responsibilities of an early childhood/child care center.
 - a. Identify the methods and procedures of record keeping for an early childhood/child care center.
 - b. List the criteria for completing accurate records.
 - c. Identify the components/factors to consider in preparing an early childhood/child care center budget.
 - d. Plan and prepare a complete operating budget for an early childhood/child care center.
 - e. Complete personnel records for an early childhood/child care center.
 - f. Explain how to delegate the purchase of goods and supplies for an early childhood/child care center.
 - g. Identify vendors for the purchase of goods and supplies for early childhood/child care centers.
 - h. Complete records of purchasing transactions.
 - i. Identify types of other services available to early childhood/child care centers.

- VI. Plan, present, and participate in professional staff development activities for the early childhood center.
 - a. Describe the components of a professional staff development program.
 - b. Plan activities for selected components of the professional staff program.
 - c. Implement prepared plans for professional development, staff meetings, individual conferences, and self-evaluations.

- VII. Maintain a professional relationship with other students, children, and supervisory personnel.
 - a. Use correct oral and written English.
 - b. Monitor behavior of children in all situations.
 - c. Respect and value all children.
 - d. Use anti-bias language and techniques.
 - e. Project a sense of self-worth and confidence.
 - f. Demonstrate a willingness to participate in all activities.
 - g. Display appropriate dress code and demeanor.
 - h. Accept and implement suggestions.
 - i. Model professional behavior at all times.

- VIII. Complete assigned tasks/duties competently and efficiently according to job descriptions.
 - a. Take initiative in implementing age-appropriate programs/skills theories learned in class when interacting with children.
 - b. Demonstrate a cooperative attitude when implementing suggestions.
 - c. Get along well with others.

- IX. Perform appropriate supervisory skills for administration according to job description.
 - a. Model appropriate professional behavior for children.
 - b. Communicate appropriately with parents/family.
 - c. Assist instructor in scheduling duties for student staff members.
 - d. Check student staff members for completion of daily duties.
 - e. Perform assigned management duties according to job description.

Assessment Measures: To be provided by the College Campus.

Library Resource Center:

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Delta Community College and its commitment to lifelong learning.

Special Accommodations:

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct:

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.