**Syllabus:** Administration of Programs for Children, I

**Course Number:** CDEC 2326

**Semester & Year:** Fall 2 (2025); Independent Study

**Instructor Information**

 Name: Dana L. Strickland
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 Office Hours: Mondays (10:00-11:00; 3:00-5:00); Tuesdays (11:00-12:30;

 3:00-5:00); Wednesdays (10:00-11:00; 2:00-3:00); Thursdays (11:00-12:30)

Course Description

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

Student Learning Outcomes

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| 1. Students will learn about the operation of early childhood programs.
2. Students will learn about implementing policies and procedures in a business environment.
3. Students will learn about leadership roles in child care programs and early childhood education.
4. Students will learn to administer effective communication with staff, families, and community members.
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Resources

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| ***T******exts:*** | No textbook is currently required for this course. |
| ***Outside readings:*** | Moodle assignments/articles |
| ***Classroom supplies:*** | Reliable internet |

Course Policies

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| This course is being offered in the web format. Students must log on to Moodle each Monday and complete that week’s set of assignments by that next Sunday at Midnight. Students may NOT work ahead in this course!**Make-up Work Policy**: Each student in this course may request TWO total extensions on any Moodle assignments that they do not submit by the daily deadline – This does NOT include redoing an assignment in order to make a higher grade. To request an extension, a student must EMAIL the professor and be specific! A new deadline will then be granted to the student for completing an assignment. Failure to comply with this new individual deadline will still count as ONE of your TWO total extensions. No extensions can be granted ON or AFTER Monday, December 1st! Please be patient with the professor changing and recording late work - Assignments submitted on time will be graded on time! |

Evaluation/Grading Scale

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| Grades will be taken from online Moodle assignments – due EACH SUNDAY NIGHT at Midnight. On a regular basis, students will complete quizzes over the chapters and topics. In addition, a variety of weekly assignments will be required – including but not limited to article reviews, video reviews, forums, etc. Students should consult the CDEC 2326 Fall 2, 2025 course schedule for more detailed information. The following is a breakdown of how your overall course grade will be figured:25% - Average of online quizzes25% - Average of all other online assignments (forums, articles, video reviews, etc.)25% - Leadership Project/Assignment25% - Final ExamStudents are encouraged to regularly check under their “Student” tab in MyTC for an ongoing record of grades.**Grading Scale:**90 – 100 (A)80 - 89 (B)70 – 79 (C)60 – 69 (D)59 and Below (F) |

Behavioral Expectations

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| * Students should be aware that copying ANY assignments (from another student or utilizing AI) will not be tolerated. This is academic or scholastic dishonesty and can result in being dropped from with the course with an “F” as the overall grade.
* Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records with result in the student receiving and “F”. This policy applies campus wide, including the TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>
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Attendance Policy

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| Student Handbook: <https://texarkanacollege.edu>Attendance will be counted EACH WEEK and will be based on whether or not a student submits at least one assignment by the midnight deadline. |

Disability Act Statement:

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| Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, or go by the office of Disability Services located in the Academic Commons (library) for personal assistance.If you have an accommodation letter from their office indicating that you have a disability, which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations. |

Financial Aid:

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| ***Attention!*** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision. |

**Academic Dishonesty Policy: Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F.”

This policy applies campus wide, including the TC Testing Center, as well as off-campus classrooms or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Special Announcement:**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Disability Services, at (903) 823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,* *human.resources@texarkanacollege.edu*