SYLLABUS

DATE OF LAST REVIEW: 02/2013

CIP CODE: 19.0708

SEMESTER: Current

COURSE TITLE: CHILD DEVELOPMENT ASSOCIATE PREP

COURSE NUMBER: CHLD0227

CREDIT HOURS: 2

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: Departmental Syllabus

EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITES: none

REQUIRED TEXT AND MATERIALS:
Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
The student will prepare materials required for the application process of the Child Development Associate Credential (CDA). The student will write statements of competence, an autobiography and collect and organize materials for their resource file. (Observation and application fee not included.)

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. CDA Credential Plan
   A. Review procedures
   B. Eligibility requirements
   C. Chose focus
   D. Review materials in packet
   E. Set Goals

II. Competency Goal I
   A. Functional area 1: Safe
   B. Functional Area 2: Healthy
   C. Functional Area 3: Learning Environment

III. Competency Goal II
   A. Functional Area 4: Physical
   B. Functional Area 5: Cognitive
   C. Functional Area 6: Communication
   D. Functional Area 7: Creative

IV. Competency Goal III
   A. Functional Area 8: Self
   B. Functional Area 9: Social
   C. Functional Area 10: Guidance

V. Competency Goal IV: Families

VI. Competency Goal V: Program Management

VII. Competency Goal VI: Professionalism

VIII. Resource File

IX. Autobiography

X. Parent Questionnaires

XI. The verification Visit

XII. Early Childhood Studies Review

XIII. Oral Interview

XIV. Facts about the CDA Credential

XV. CDA Renewal and Second Setting CDA Credential
EXPECTED LEARNER OUTCOMES:

A. The student will be able to write six Statement of Competence based on the six Competency Goals of the CDA Credential.
B. The students will be able to write an autobiography of about 300 words stating who she/he is and what things about his/her life influenced the decision to work with young children.
C. The student will be able to Collect and organize the 17 items need for the CDA Resource file.
D. The student will be able to distribute and collect Parent Opinion Questionnaires to determine parents’ opinion of her or his work.

COURSE COMPETENCIES:

The student will be able to write six Statement of Competence based on the six Competency Goals of the CDA Credential.
1. The student will be able to tell in writing how he/she provides a safe healthy learning environment.
2. The student will be able to tell in writing how he/she advances physical and intellectual competence.
3. The student will be able to tell in writing how he/she supports social and emotional development and provides positive guidance.
4. The student will be able to tell in writing how he/she establishes positive and productive relationships with families.
5. The student will be able to tell in writing how he/she ensures a well-run purposeful program responsive to participant needs.
6. The student will be able to tell in writing how he/she maintains a commitment to professionalism.

The student will be able to write an autobiography, following the CDA guidelines.
7. The student will be able to state who he/she is according to the CDA guidelines.
8. The student will be able to state what things about his/her life influenced the decision to work with young children.

The student will be able to collect and organize the 17 items need for the CDA Resource file.
9. The student will be able to read and summarized information from the Kansas Licensing regulations following CDA guidelines.
10. The student will be able to use the internet and other sources to research and collect information following CDA guidelines.
11. The student will be able to complete a weekly lesson plan including accommodations for children with special needs.
12. The students will be able to describe learning experiences for children following CDA guidelines.
13. The student will be able to provide information on various community agencies following CDA guidelines.
14. The student will be able to document program policies following CDA guidelines.
15. The student will be able to locate an observation tool and use it in recording information about children’s behavior.
16. The student will be able to organize his/her notebook in such a way that it is easy to review.

_The student will be able to distribute and collect Parent Opinion Questionnaires to determine parents’ opinion of her or his work._

17. The student will be able to plan an event to distribute questionnaires
18. The student will be able to collect a minimum of 75% of questionnaires distributed

**ASSESSMENT OF LEARNER OUTCOMES:**
Students will be evaluated in the following methods: attendance, unit exams, competency goal statements, parent questionnaires, oral presentations, class projects, along with a midterm and final.

**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

_Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, in Room 3354 or call (913) 288-7670._
Learning Outcomes

Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes

Communication Learning Outcomes

The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes

The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes

The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes

The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes

The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.

Personal and interpersonal Skills Learning Outcomes

The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.
SOCIAL AND BEHAVIORAL SCIENCES
STUDENT SUCCESS STRATEGIES

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.

Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.