

## Degree Description

This award builds the skills needed to be recognized in Texas as a Director of a child development facility.

### Marketable Skills:

1. Graduates will be able to effectively collaborate within the diverse education workforce. (TW, COM)
2. Graduates will have the ability to communicate professionally with families, employers, employees and the community using oral and written methods appropriate to the situation (face-to-face, email, social media, etc.). (COM, PR, SR)
3. Graduates will be equipped to provide leadership and supervision to teachers regarding developmentally appropriate curriculum, instructional strategies, planning, referrals and child guidance strategies. (CT, EQS, PR, SR)
4. Graduates will be prepared to act as an advocate, engaging in conversations about how local, state, federal and legislative decisions influence children, families and the educational system. (CT, COM, TW, PR, SR)
5. Graduates will be equipped to appropriately handle confidential matters and make ethical decisions regarding business practices, employees, children and families. (CT, PR, SR, EQS)

<a href="#">CDEC 2326 Administration of Programs for Children I</a>	3 hours
<a href="#">CDEC 2328 Administration of Programs for Children II</a>	3 hours
<a href="#">CDEC 2336 Administration of Programs for Children III</a>	3 hours
	<b>9 hours</b>

**Total hours: 9 hours**

## Course Descriptions

### **CDEC 2326 Administration of Programs for Children I**

Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Semester Hours 3 (3 Lec)

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### **CDEC 2328 Administration of Programs for Children II**

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, and technical applications in programs. This course serves as the Capstone experience for the Child Development Certificate Option III. Semester Hours 3 (3 Lec)

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### **CDEC 2336 Administration of Programs for Children III**

An advanced study of the skills and techniques in administering early care and education programs. Prerequisites: CDEC 2326 and CDEC 2328. Semester Hours 3 (3 Lec)

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