



# Child Development

Department of Early Childhood Studies  
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## CDEC 1317 Child Development Associate Training I

### COURSE INFORMATION:

**Course Description:** Based on the requirements for the Child Development Associate National Credential (CDA). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication.

**Prerequisites:** None

**NOTICE:** This course of study would not be appropriate for anyone who falls into the following category as noted by the Texas Department of Family and Protective Services. "No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed as a felony against the person or felony violation of the Texas Controlled Substance Act may be present while children are in care."

**Texts:** Beaty, J. (2008). *Skills for Preschool Teachers and Building Bridges with Multicultural Picture Package* (7<sup>th</sup> ed.). Upper Saddle River, NJ: Merrill

National Association for the Education of Young Children. (1997) *Developmentally Appropriate Practices for Early Childhood Programs*. Washington, DC: NAEYC.

**STUDENT LEARNING OUTCOMES:** The student will be able to:

	NAEYC	TECECDS	HSCKS
1. Identify methods to advance physical and intellectual competence.	4a, 4b	1	P1
2. Describe the CDA process.	5a, 5c, 5d	8	
3. Develop general observation skills.	3a, 3b, 3c	7	P3
4. Summarize basic child growth and development.	1a, 1b	1	P1
5. Utilize skills in writing, speaking, teamwork, time management, creative thinking, and problem solving.	SS3, 335		

NAEYC Supportive Skills -The student will write competency goals for the Child Development Associate credential portfolio requirements (SS3) and will set goals for completion of Child Development Associate credential (SS1).

For a complete list of all standards visit HCC Central College Learning Web <http://learning.cc.hccs.edu/Courses/>

NAEYC – National Association for Education of Young Children Standards for Early Childhood Professional Preparation Associate Degree Programs

TECECDS – Texas Early Care and Education Career Development System

HSCKS – Head Start Core Knowledge and Skills for Practitioners

**SCANS Competencies:**

	1303	1311	1313	1317	1318	1319	1321	1323	1354	1356	1357	1358	1359	1393	2186	2286	2322	2324	2326	2328	2341	2380
Basic Skills				X	X		X		X								X	X	X	X		
Thinking Skills			X			X						X	X									
Personal Qualities	X	X		X				X						X	X	X	X	X			X	X
Resources			X												X	X			X			X
Information		X			X	X			X	X	X	X									X	X
Interpersonal							X			X			X						X			
Systems	X				X			X						X								
Technology											X				X	X						X

**Basic Skills:** The student will write competency goals for the Child Development Associate credential portfolio requirements (*writing*).

**Personal Qualities:** The student will set goals for completion of Child Development Associate credential (*self-management*) and demonstrates NAEYC code of ethics (*integrity/honesty*).

**ACADEMIC INFORMATION:**

**New Repeat Course Fee** – Effective Fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**Class Attendance - It is important that you come to class!** You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

You may be dropped from a course a student after accumulating absences in excess of six (6) hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

**HCC Course Withdrawal Policy** - The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if

any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**Use of Camera and/or Recording Devices** -Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Scholastic Dishonesty** -- Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- Bribing another person to obtain a test that is to be administered.

Plagiarism mean the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit.

Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

#### **Instructor Responsibilities:**

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

#### **Student responsibilities:**

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

**Final grades** – Grades are available online within one week of the end of the course on the website [www.hccs.edu](http://www.hccs.edu)

**STUDENT SERVICES:**

**Children on Campus** - We love your children and understand that parents often face child care problems. However, the campus is a work place, and the purpose of our presence here is the business of education. Therefore, we cannot allow children in the college classrooms or unattended on campus. We ask for your cooperation in adhering to this policy.

**Services to Students with Disabilities** - Students who require reasonable accommodations for disabilities are encouraged to report to LHSB, Room 106, or call 713-718-6164 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office.

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