



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

CDA Unit 8: Program Plans and Record Keeping
CC348

Hours : In Class 10 Clinical Total 10

Description

Part of the 10 class, 150 hour series in the Pathway to the Childcare Development Associate, CDA, national credentialing program. Unit 8 describes how to effectively develop program plans that recognize the developmental needs of children and how to keep accurate records as both are essential components of a successful early education facility.

Prerequisites

None. Classes in this program series do not need to be taken in any sequence except that Unit 10 must be taken after all the other classes have been completed successfully.

Learning Objectives

- Develop lesson plans and plan a schedule
- Integrate learning centers to provide for easy transitions
- Plan safety and health related activities
- Develop weekly lesson plans that include goals for children's learning and development and include accommodations for children with special needs
- State the purposes of a record keeping system
- Develop criteria for items which should be on the early education child information card
- List guidelines for recording the administration of medication
- Identify the appropriate uses for accident reports and how to properly complete them
- Develop a statement describing how your teaching practices ensure a well-run, purposeful program that is responsive to participant needs

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Evaluation Methods

Students are required to achieve a minimum score of 80% on the quiz

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.