

# Washtenaw Community College Comprehensive Report

## CCP 124 CDA Assessment Preparation Effective Term: Fall 2014

### Course Cover

**Division:** Advanced Technologies and Public Service Careers

**Department:** Public Service Careers

**Discipline:** Child Care Professional

**Course Number:** 124

**Org Number:** 15400

**Full Course Title:** CDA Assessment Preparation

**Transcript Title:** CDA Assessment Preparation

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Credit hours**

**Total Contact Hours**

**Rationale:** After running the updated course for a year, it has become apparent that two credit hours is not required for most students. WCC students are well prepared and do not require that amount of time. Students from outside of WCC require individual attention that can not be given during lecture.

**Proposed Start Semester:** Fall 2014

**Course Description:** In this course, candidates for the Child Development Associate (CDA) national child care certificate are assisted in preparing for assessment. Students will receive assistance with preparing the Professional Portfolio and preparing for the Verification Visit by the CDA Specialist and the CDA exam. Students must have completed 120 clock hours of approved instruction in the 13 CDA functional areas and eight subject areas required by the CDA Council and submit proof of this training to enroll.

### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 15 Student: 15**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

No Level Required

### Requisites

**Prerequisite**

consent required

**Prerequisite**

CCP 122

and

**Prerequisite**

CCP 123

and

**Prerequisite**

CCP 132

and

**Prerequisite**

CCP 133

**General Education****Request Course Transfer**

Proposed For:

**Student Learning Outcomes**

1. Complete and submit CDA application for submission to the national CDA Council.

**Assessment 1**

**Assessment Tool:** Application to CDA Council for credentials

**Assessment Date:** Fall 2014

**Assessment Cycle:** Each Semester

**Course section(s)/other population:** all

**Number students to be assessed:** all students who apply to the CDA Council

**How the assessment will be scored:** accepted or rejected by CDA Council

**Standard of success to be used for this assessment:** 90% of the students will have applications accepted without additional requests.

**Who will score and analyze the data:** CDA Council staff will score the application. Departmental faculty will analyze the data.

2. Organize credentials and prepare documentation for the verification visit with the CDA Specialist

**Assessment 1**

**Assessment Tool:** self-assessment and reflection paper.

**Assessment Date:** Fall 2014

**Assessment Cycle:** Each Semester

**Course section(s)/other population:** all

**Number students to be assessed:** all who apply for the credential

**How the assessment will be scored:** pass or fail by CDA Specialist

**Standard of success to be used for this assessment:** 90% of the students will pass.

**Who will score and analyze the data:** CDA Specialist will score the paper and departmental faculty will analyze the data.

3. Master competencies and concepts required to pass the on-line CDA exam

**Assessment 1**

**Assessment Tool:** CDA assessment exam

**Assessment Date:** Fall 2014

**Assessment Cycle:** Each Semester

**Course section(s)/other population:** all who apply for the credential

**Number students to be assessed:** all who apply

**How the assessment will be scored:** electronically scored by Pearson-Vue exam site (may be WCC Testing Center)

**Standard of success to be used for this assessment:** 90% will pass.  
**Who will score and analyze the data:** CDA Council staff will score the exam.  
Departmental faculty will analyze the data.

### **Course Objectives**

1. Prepare application for submission to the CDA Council.

#### **Matched Outcomes**

2. Assemble resources for working with children and families by creating a Professional Portfolio: ten resource items, six reflective statements of competence, and a statement of educational philosophy.

#### **Matched Outcomes**

3. Identify appropriate practices for working with children and their families.

#### **Matched Outcomes**

4. Prepare for the "reflective dialogue" process with the CDA Specialist: identify areas of strength and areas for future growth, and set goals and action steps for improvement.

#### **Matched Outcomes**

### **New Resources for Course**

#### **Course Textbooks/Resources**

Textbooks

Manuals

Periodicals

Software

#### **Equipment/Facilities**

Level III classroom

Testing Center

Computer workstations/lab

#### **Reviewer**

#### **Action**

#### **Date**

#### **Faculty Preparer:**

*Sally Adler*

*Faculty Preparer*

*Feb 06, 2014*

#### **Department Chair/Area Director:**

*Ruth Walsh*

*Recommend Approval*

*Feb 06, 2014*

#### **Dean:**

*Marilyn Donham*

*Recommend Approval*

*Mar 04, 2014*

#### **Vice President for Instruction:**

*Bill Abernethy*

*Approve*

*Mar 27, 2014*