



WACO, TEXAS

Child Development Associate Training II
CDEC 2322
COURSE SYLLABUS

REVISED:
2009-2010

Child Development Associate Training II

CDEC 2322
Syllabus
2009-2010

GENERAL COURSE INFORMATION

Child Development Associate Training II
CDEC 2322

INSTRUCTOR INFORMATION

Name: Pamela S. Briggs
Office Address: Community Services Building (CSC)
Child Development Center
Phone: 254-299-8788
e-mail Address: pbriggs@mclennan.edu
Office Hours: Will be posted on door
Messages: Leave messages in box next to office door, or with the Child Development Secretary (299-8720). Please leave your phone number with your message. **(Late assignments must be given directly to the course instructor.)**

COURSE DESCRIPTION

Continues a study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social and guidance. Semester Hours 3 (2 lec/2 lab)

Opportunity for students to pursue the Child Development Associate National Credential (CDA). (The Council) operates the CDA credentialing program as a major national effort to improve the quality of childcare. Focusing on the skills of childcare providers, the program is designed to provide performance-based training; assessment and credentialing of center-based staff, home visitors, and family child care providers.

The CDA Competency Standards are the core of the CDA program. Composed of Goals and Functional Areas, they are statements of the skills needed to be a competent caregiver and the basis upon which caregivers are assessed.

REQUIRED TEXTBOOKS

Essentials for Child Development Associates Working with Young Children, 2nd Edition
Carol Brunson Day, Editor, The CDA Professional Preparation Program Council for Professional Recognition, Copyright 2004, ISBN# 0-9759140-0-6

Early Childhood Activities for Creative Educators Pamela S. Briggs, Theo L. Pilot, Janet H. Bagby, Delmar Thomson Learning, Copyright 2001, ISBN #0-7668-1610-9

POLICIES AND PROCEDURES (Read Carefully)

Attendance & Tardiness:

Regular and punctual attendance is expected of all students, and each instructor will maintain a

complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

Student Absences On Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may

interfere with patient care.

Six Course Drop Restriction

McLennan Community College will comply with the Texas Education Code Section 51.907 in regard to the limitations on the number of courses that may be dropped under certain circumstances by undergraduate students.

Students who enroll at MCC as entering freshman or first-time college students during the fall 2007 semester or any subsequent semester may not drop more than six courses. The six-course limit does not apply to students who were enrolled in college courses prior to the fall 2007 semester. Students who have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six-course limit includes courses taken at MCC or any other Texas public institution of higher education. If a seventh drop is attempted, the student and instructor will be informed that the student must remain in the course and the student will receive a grade of A, B, C, D, F, or I and will not be able to receive a W or withdrawal grade and will not be due a refund of tuition and fees.

All courses dropped after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is an approved drop exemption.

Drop exemptions can be approved if the student provides documentation that the drop was required for one of the following reasons.

1. The student experiences a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course; Required documentation– Statement from doctor
2. The student becomes responsible for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete the course; Required documentation – Statement from doctor regarding illness of the person being cared for; Statement from the sick, injured or needy person regarding the student's role as the care-giver or, in case of a child, statement from the student
3. There is a death of a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause; Required documentation – Death certificate, obituary from newspaper or copy of funeral program
4. The student or a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student is called to active duty service as a member of the Texas military forces or armed forces of the United States; Required documentation – Military Orders
5. There is a change in the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; Required documentation – Letter from employer
6. The College determines other good cause for the student to drop the course

For purposes of this section, a “member of the student’s family” is defined to be the student’s spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a “person who is otherwise considered to have a sufficiently close relationship to the student” is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the college on a case-by-case basis.

MCC policies B-II and B-XIV-C should be followed regarding the assignment of W grades and the withdrawal from a course. If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, the student must submit the Change in Schedule Form to the Office of Student Records. Students who wish to have a withdrawal considered for one of the drop exemptions must note the exemption on the Change in Schedule Form and submit the form to the Office of Student Records as soon as possible or by the 60 percent point in the semester or term.

After the 60 percent point in the semester or term and after consultation between the student and the instructor, if there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to the Office of Student Records as soon as possible and no later than the last class day of a semester or term. If a drop is to be considered for one of the exemptions, the exemption should be noted on the Change in Schedule Form.

Students are responsible for providing the documentation supporting the exemption. Such documentation must be provided to the Office of Student Records as soon as possible or by the end of the next long semester. Drop exemption appeals will not be considered after one year.

The College’s student information system will track the number of drops a student has toward the six-course limit. If a seventh drop is attempted, the Office of Student Records will inform the student and the instructor that the student must remain in the class and receive a grade of A, B, C, D, F, or I and will not be able to receive the W or withdrawal grade.

In general, all undergraduate courses offered by the College in the fall 2007 semester or any subsequent semester taken and dropped by an affected student are to be included in the six-course limit. A course recorded on a transcript by a Texas public institution but taken at an out-of-state location, or by distance learning by a student outside of Texas should be included in the six-course limitation. Courses comprised of lecture and a required laboratory should be counted as one drop whether or not identified as separate courses or as separate sections of a course. The following courses or hours are exempt from the six-course drop limit:

1. Courses taken by students while enrolled in high school – whether for dual credit, early admission, or for college credit
2. Courses dropped at private or out-of-state institutions
3. Continuing education or non-credit courses
4. Developmental courses that do not generate academic credit that could be applied to a degree at the College if the course work is within the 27-hour limit (Texas Higher

Education Coordinating Board Chapter 13.107 – Institutions shall not submit for formula funding any hours for remedial and developmental courses for which the student has exceeded 27 hours of remedial and developmental courses in a public community college, public technical college, or public state college.)

5. In fall 2007 and subsequent semesters, withdrawals approved under Academic Fresh Start will not be counted toward the six-limit drop limitation
6. Non-funded courses
7. Courses which meet the definition of complete withdrawal
8. Courses dropped prior to the census date

Transfer students will be allowed to drop courses prior to receipt of all of their transcripts from institutions previously attended during their first semester at the college. Students will not be allowed to re-register until transcripts from all institutions previously attended are submitted to the College.

The number of course drops that a student has acquired toward the six-course limit will be posted on the official transcript.

Students affected by this law who plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

- **Class attendance is recorded on a "Student Sign-In Sheet". This is passed around at some point during each class.**
- **Your signature verifies your class attendance for that class period. (and only your signature)**
- **If you arrive late and/or depart early, it is the student's responsibility to "sign in". If a student forgets he/she must call the instructor within 24 hours to clarify this matter. Waiting until the next class period is not acceptable.**
- **Leaving class early will result in a deduction of points.**

Ethics:

- Direct your attention to the Child Development Principals of Conduct, The General Conduct Responsibility Policy (located in the MCC Catalog), the Highlander Guide and the MCC Student Handbook). Any breeches of conduct will result in disciplinary action.
- Cheating and class disruption in any form is not acceptable. Acts of dishonesty and disruptive behavior will not be tolerated. Students may be asked to leave class if necessary.

Side Conversations:

- It is important that students are respectful to each other. Often times side conversations are very distracting. If you feel the need to have a side conversation with a student(s)

- during class, please take the conversation outside to the hallway!
- Student(s) who continue to have side conversations that are disruptive to others will be asked to leave class.
 - Class discussion(s) on pertinent course material is strongly encouraged.

Noise: Students are expected to assist in maintaining a classroom environment conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any form of distraction.

Turn Cell Phones OFF during class.

Once a class begins, students will refrain from disruptive activities including use of beepers, cellular phones, walkie-talkies and other electronic devices. If an extenuating circumstance arises when such a device is required, **the student must clear use of the device with the instructor in advance.** Lap tops may be used for taking notes. Class time missed to answer calls may be counted against attendance.

Visitors: Any person who is not a student or employee of MCC, while on the premises of the College, is considered a visitor and shall conduct him/herself in a manner consistent with the principles and guidelines of the "General Conduct Policy."

Visitors, including, but not limited to, spouses or children of students, will not be admitted to classrooms or laboratories. Instructors have the prerogative of making an exception to this rule. The instructor must first discuss the exception with the appropriate division director. In any case, where the appropriate division director has approved an exception, the instructor may still, at any time, remove the visitor from their classroom in the interest of the learning environment.

Bringing Children to Class: Children are not allowed in class or the lab school.

Students or employees of the College who bring a visitor to the College may not leave the visitor unattended on campus, if the visitor is a minor.

Students who choose not to comply with the policies and procedures may be asked to leave class.

Late assignments result in an automatic 20 point deduction all assignments are due at the beginning of class.

When you are absent it is the student's responsibility to:

- **Consult with another student on missed notes and information**
- **Request in writing a copy of any handout material**
- **Specific title(s) of the handout must be requested**
- **Make an appointment with the instructor during scheduled office hours for additional individual assistance.**

- Understand the instructor can not "catch you up" on missed class information during class.

EVALUATION/GRADING

Quizzes 400 points (40%)

Quizzes cover everything in the assigned reading, plus everything covered in class. There will be four quizzes.

Dates: 1. _____ 3. _____
 2. _____ 4. _____

Bring Scantrons for each quiz. Scantron Form #882-E

- You have two weeks to make up a missed quiz.
- Quizzes not taken within two weeks of the original test date are subject to a 20 point deduction.
- Quizzes not taken at the regularly scheduled time are subject to change. Only one after four quizzes may be taken late.
- Late quizzes may be taken Monday – Friday from 8:00 am – 4:00 pm. The quizzes are available in the Child Development office.

CDA Notebook 100 points (10%)

The notebook compiled in (CDA I) CDEC 1317 will be expanded on during (CDA II) CDEC 2322. This notebook will organize CDA class materials and serve as resource information.

- The purpose of this notebook is to have an organized method of compiling all CDA materials.
- The notebook should have visible tab dividers for each of the 13 functional areas along with a miscellaneous section.

Class Contract 300 points (30%)

Based on the following:

- Class Attendance
- Interest/Attitude/Cooperation
- Class Participation
- In Class Projects / Assignments
- Large & small group discussions
- Time Management and Organization
- Class Preparation

From time to time there will be a variety of class assignments. Some of these experiences will be done individually and others will be group experiences.

Special Assignments 200 points (20%)

Due Date: (1) _____
 Due Date: (2) _____

Specific guidelines for these assignments will be explained in class.

**Late assignments should be turned in directly to the Instructor.
Assignments placed in the office mail box will NOT be accepted.**

20 points will be deducted from any and all late assignments.

The student's signature verifies the assignment was turned in on time.

**Important Reminder: Assignments are due at the beginning of class.
Assignments turned in during class or at the end of class
are considered LATE and -20 points will be deducted.**

**If you are absent, you will be responsible for getting information from another student.
Usually, you have the opportunity to make up the assignment, but you will not receive the
maximum points available. Points deducted will be at the instructor's discretion, based
on the assignment.**

Attendance is critical for all the CDA courses. The Council for Professional Recognition (CDA) in Washington, D.C. requires CDA candidates complete 120 clock hours of formal training.

Grading Scale

- A = 900 - 1000 points
- B = 800 - 899 points
- C = 700 - 799 points
- D = 600 - 699 points
- E = 0 - 599 points

How To Be Successful:

- 1. Come to class**
- 2. Read the textbook**
- 3. Follow and read the syllabus**

CDA Reading Assignments

Read: Unit 1 Assigned Reading for CDA III
Unit 2 Assigned Reading for CDA III
Unit 3 Assigned Reading for CDA II
Unit 4 Assigned Reading for CDA II
Unit 5 Assigned Reading for CDA I
Unit 6 Assigned Reading for CDA III
Unit 7 Assigned Reading for CDA III
Unit 8 Assigned Reading for CDA II and CDA III

*CDEC 1317 (CDA I): Set up a notebook according to the 13 functional areas:

- 1) Safe
- 2) Healthy
- 3) Learning Environment
- 4) Physical
- 5) Cognitive
- 6) Communication
- 7) Creative
- 8) Self
- 9) Social
- 10) Guidance
- 11) Families
- 12) Program Management
- 13) Professionalism
- 14) Miscellaneous

Label each section 1-13.

The CDA notebook will be used in all 3 CDA classes.

CDA packets should be ordered from the council **at the end of CDA II.** (1-800-424-4310)

W WITHDREW - This grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, Summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work.

I INCOMPLETE – This grade is given when a course is incomplete because of student’s absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.

A variety of instructional methods will be used to accomplish the course objectives including:

- Student reading, reviewing, and studying of the text, handouts and other assigned readings
- Classroom lecture by the instructor
- Classroom discussion led by the instructor and involving all class members
- Small group discussions involving class members and facilitated by the instructor
- Written assignments and projects by the student as assigned by the instructor
- Small group activities as assigned and supervised by the instructor
- Audio-visual materials
- Class hands-on learning activities

COURSE COMPETENCIES

1. Explain methods to establish and maintain a safe, healthy learning environment.
 - a. Provide a safe environment to prevent and reduce injuries.
 - b. Provide safe toys and materials for use by children.
 - c. Supervise appropriately for developmental level of children.
 - d. Plan and organize emergency procedures in advance.
 - e. Implement hygiene practices consistently to eliminate the spread of infectious disease.
 - f. Encourage health maintenance habits in children.
 - g. Organize diapering/toileting procedures to maintain health.
 - h. Plan meals/snacks to meet the developmental needs of children.
 - i. Provide a pleasant and appropriate environment conducive to rest.
 - j. Provide well-arranged space that meets the developmental needs of children during routines and play.
 - k. Provide a variety of developmentally appropriate materials.
 - l. Organize materials for play.
 - m. Provide a schedule that meets children’s needs for routine and play.
 - n. Identify signs indicating possible child abuse and neglect.
 - o. Describe required reporting requirements for abuse and neglect.
2. Describe techniques to support social and emotional development.
 - a. Give children the message that each is important, respected and valued.
 - b. Help individual children to develop a sense of security.
 - c. Establish developmentally appropriate diapering/toileting procedures to encourage self-

- help skills.
 - d. Establish developmentally appropriate feeding/mealtime procedures to encourage self-help skills.
 - e. Encourage each child to be accepted in the group.
 - f. Encourage feelings of empathy and respect for others.
 - g. Implement non-biased curriculum.
 - h. Encourage children to respect the environment.
3. Describe techniques used to provide positive guidance.
 - a. Implement methods for avoiding problems.
 - b. Demonstrate positive guidance techniques.
 - c. Relate guidance practices to knowledge of each child's personality and developmental level.
 4. Utilize skills in writing, speaking, problem-solving, time management and record keeping.

**The Council For
Professional Recognition in
Washington, D.C. Awards the
CDA credential.**

**A passing grade in CDA I, CDA II & CDA III
does not guarantee the CDA credential
will be awarded to the candidate.**

Definition of a CDA

The Child Development Associate (CDA) is a person who is able to meet the specific needs of children and who, with parents and other adults, works to nurture children's physical, social, emotional, and intellectual growth in a child development framework. The CDA Credential is awarded to childcare providers and home visitors who have demonstrated their skill in working with young children and their families by successfully completing the CDA assessment process.

CDA COMPETENCY GOALS

Functional Areas – Training Subject Areas

| CDA Competency Goals | Functional Areas | Training Subject Areas |
|---|--|---|
| I. To establish and maintain a safe, safe, healthy Maintain a safe, healthy learning Environment | 1. Safe 2. Healthy 3. Learning environment | 1. Planning a learning environment |
| II. To advance physical & children's intellectual competence | 4. Physical 5. Cognitive 6. Communication 7. Creative | 2. Steps to advance physical & intellectual development |
| III. To support social emotional development & provide & provide positive guidance | 8. Self 9. Social 10. Guidance | 3. Positive ways to support children's social & emotional development |
| IV. To establish positive & productive relationships with families | 11. Families | 4. Strategies to establish productive relationships with families |
| V. To ensure a well run, purposeful program responsive to participant need | 12. Program management | 5. Strategies to manage an effective program operation |
| VI. To maintain a commitment to professionalism | 13. Professionalism | 6. Maintaining a commitment to professionalism 7. Observing & recording children's behavior 8. Principles of child growth & development |

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

_____ **PROGRAM:**

COMMON WORKPLACE COMPETENCIES

- Manage Resources:** Time / Money / Materials / Space / Staff
- Exhibit Interpersonal Skills:** Work on teams/ Teach others / Serve customers / Lead work teams/
Negotiate with others
- Work with Information:** Acquire & evaluate data / Interpret & communicate data
- Apply Systems Knowledge:** Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
- Use Technology:** Select equipment and tools

FOUNDATION SKILLS

- Demonstrate Basic Skills:** Arithmetic & Mathematics / Speaking / Listening
- Demonstrate Thinking Skills:** Creative thinking / Decision making / Problem solving / Thinking logically
- Exhibit Personal Qualities:** Self-esteem / Self-management / Integrity

Disabilities/ADA

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Dr. Johnette McKown, Executive Vice President and Dr. Lynn Abernathy, Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Marc Sweatt, Disability Specialist, at 299-8122 or msweatt@mcclennan.edu.

| Course Number: <u>CDEC 2322</u> Course Name: <u>Child Dev. Assoc. Training II</u> | Relevant Competencies (Identify by Competency Number) |
|---|--|
| SCANS COMPETENCIES. | |
| 1. Managing Resources: <ol style="list-style-type: none"> a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff | <ol style="list-style-type: none"> a. 1g, 1, h, 1m, 4, 1d b. 4, 1d c. 4, 1d d. 4, 1d e. 4, 1c, 1d, 2e, 3b |
| 2. Exhibiting Interpersonal Skills: <ol style="list-style-type: none"> a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures | <ol style="list-style-type: none"> a. 1c, 2b, 2a, 2e, 3b b. 4, 1c, 2e, 3b c. 4, 1d, 2b, 2e d. 4, 1c e. 4, 2b, 2e, 3b f. 1j, 1n, 2b, 2e, 2g, 3b |
| 3. Working with Information: <ol style="list-style-type: none"> a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers | <ol style="list-style-type: none"> a. 4, 2g b. 4, 1g, 1l, 2g c. 4, 2g d. 4, 3a |
| 4. Applying systems knowledge: <ol style="list-style-type: none"> a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems | <ol style="list-style-type: none"> a. 4, 3a b. 4 c. 4, 3a d. 4, 3a, 3b e. 4, 3a, 3b |
| 5. Using Technology: <ol style="list-style-type: none"> a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/trouble shoot technologies | <ol style="list-style-type: none"> a. 2h, 3a, 1b b. 4, 3a c. 4, 3a |
| SCANS FOUNDATIONS. | |
| 6. Demonstrating Basic Skills: <ol style="list-style-type: none"> a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening | <ol style="list-style-type: none"> a. 4, 2b, 3b b. 4, 2b c. 4, 2b d. 4, 2b, 3b e. 4, 2b, 3c, 3b |
| 7. Demonstrating Thinking Skills: <ol style="list-style-type: none"> a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye | <ol style="list-style-type: none"> a. 4, 1j, 1m, 2b, 3b b. 4, 1j, 1m, 2b, 3b c. 4, 1j, 1m, 2b, 3b d. 4, 1j, 1m, 3b e. 4, 1j, 1m, 2e, 3b, 3c |
| 8. Exhibiting Personal Qualities: <ol style="list-style-type: none"> a. Individual responsibility b. Self-esteem c. Sociability d. Self-management | <ol style="list-style-type: none"> a. 4, 1d, 1n, 2a, 2c, 2e, 2h, 3b b. 1d, 2a, 2c, 2e, 3b, 3c c. 1m, 2a, 2c, 3c d. 4, 1d, 1m, 2a, 2c, 3c e. 4, 2a, 2c, 3c |