



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)517-1945, Fax: (714)683-1440

EC 202 Organization & Management of Child Care Center / Online Fall 2015

Professor	
Class Hour: Thursdays 9:30 - 12:00pm	Class Room: 205
Office: 304	Phone: 714-683-1214 (ECE office)
Office Hours/ Consultation: Tue, Fri 9:00-2:00	E-mail: songjuahn@buc.edu
	Credit Unit: 3

A. Bethesda University Mission Statement

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

B. Relationship of Course to Bethesda University's Mission

Students will be learning theories, principles and practices regarding parenting. Applying the knowledge from the lecture, students will be able to design newsletters and other types of methods for parent education.

C. Course Description

This course studies the procedures in organizing child care centers, understanding legal requirements, and learning administrative skills in human relations.

D. Course Objectives & Student Outcomes

After completing this course, students will have achieved the following:

	Expected Student Outcomes	Assessment Used to Measure Outcomes
Spiritually	Develop biblical servant leadership qualities.	Best Insight Book Review
Intellectually	Identify the regulations of opening and administering child care center and family child care. Evaluate a child care center or family child care.	Best Insight Group Project Observation report
Socio-Emotively	Recognize the value of keeping balance in task and relationship. Appreciates other students' opinions.	Best Insight Group project Observation report
Vocationally	Comprehend the regulations of child care center and family child care home. Design a family child care home.	Best Insight Group Project



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E. Teaching/Learning Methods

- Textbook and handout reading
- Lecture
- Simulation
- Discussion
- Presentation
- Small group activities

F. Required Textbook(s)

Title	Author	Publisher	Year
어린이집및 유치원 운영을 위한 영유아 교육행정	신재흡	동문사	2013
Developing and administering a child care center and education program	Dorothy June Sciarra, Anne G. Dorsey, Ellen M. Lynch, & Shauna M. Adams	Wadsworth	2013

G. Recommended Reading and Other Course Resources

Title	Author	Publisher	Year
죽은 조직도 살리는 섬김의 리더십	박재림, 김수용	미래지식	2009
보스의 옷을 벗고 리더의 눈물로 서라: 느헤미야 리더십	조성익	넥서스 Cross	2012
내 안의 혁명: 서번트 리더십	제임스 C. 헌터 저. 김광수 역.	시대의 창	2005

Department of social services <http://www.cclld.ca.gov>

H. Course Calendar/Schedule, include the following

N	Date	Theme	Reading	Assignments
1	9/3	Introduction The Working Director	1	
Last Day to Request Add/Drop is Friday of First Week				
2	9/10	Assessing Community Need and Establishing a Program	2	
3	9/17	Licensing and Certification	3	
4	9/24	Organizing Center Structure and Working with a Board Handling Financial Matters	4, 5	
5	10/01	Funding the Program	6	
6	10/8	Developing a Center Facility	7	Book Review
7	10/15	Equipping the Center	8	



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8	10/22	Staffing the Center	9	
Last Day to Request Grade Withdrawal "W" is Friday of 8 th Week				
9	10/29	Recruiting Children	10	
10	11/5	Supporting Quality Curriculum	11	
11	11/12	Managing the Food and the Health and Safety Programs	12	Observation report
12	11/19	Working with Families, Volunteers, and the Community	13	
13	11/26	Providing for Personal and Professional Staff Development	14	
14	12/3	Thanksgiving Break		
15	12/10	Evaluating Center Components Marketing the Program	15, 16	Best Insights
16	12/17	Evaluation		Group project

I. Assignments

- Summary (30%): Write a half to one page summary of the lecture. Instead of giving the list of details, try to get the main idea of the class session and organize the details to support the main idea.
- Book Review (20%): Read and review a book about disabilities or children with disabilities.
- Observation Report (25%): Visit a family child care home or child care center. Evaluate the whole program along with the facility. Write a report of the observation with the strengths, weaknesses, and recommendations.
- Final Project (25%): Write an application for a family child care home by completing the given forms.

J. Evaluation/Assessment Rationale for Grade Determination

1. Grade Assessment

Summary	30%
Book Review	20%
Observation Report	25%
Group Project	25%

2. Grade definition

A	Excellent
B	Good
C	Satisfactory
D	Poor
F	Failure



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3. Grade scale

Letter Grade	Numeric Grade	Grade Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	59 or below	0

K. Course Policies

1. Attendance, Preparation, and Participation:
Three or more absences will result in failing the class. Being late two times will be counted as one absence.
Cell phones should be turned off or silent so students can study without interruption. Any student interrupts the class will be 1) warned and then 2) asked to leave the room, 3) and finally the grades will be affected.
2. Deadlines:
All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.
3. Make-up work:
If students have excuses for absences, the person needs to notify the professor in advance and can turn in make-up work for the day.
4. Other policies on Withdrawal and Grade Permanence, Academic Integrity, and Appeals and Grievance procedures refer to the Student Handbooks and Catalog.
Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source. A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes must first be approved by the Academic Affairs office. To apply for incomplete, students must fill out an incomplete-grade-request form and submit it to the office by December 4, 2015. After receiving approval from the office, the student must then obtain approval from his or her instructor.