



Child Development Associate with Office Management

415 hours/9 months/Instructor-Facilitated/Certificate Program

Course Code: **CTP-E2G103**

TP#: E2G103 Course Cost: **\$3,295**



Texas A&M University-Kingsville
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OVERVIEW

If you like working with children, a career as a childcare professional might be right for you. This certificate program in Childcare and Education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace in a flexible, self-directed online learning environment.

Through this convenient, affordable program, designed especially for working adult students, you will earn the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. The program is available 24 hours a day, seven days a week, and you'll benefit from the support of a committed, knowledgeable instructor. You can start the program at any time of the year. Do not let a busy schedule keep you from your career in childcare!

Note: The CDA Credential is not provided with this program. This program provides students with the education requirements needed to obtain their credential. Please click [here](#) to see the full list of CDA requirements.

OBJECTIVES

Upon completion of this program, you will complete a self-study CDA certificate that meets the 120 clock hours of professional development required by The Council for Professional Recognition in order to obtain the National CDA credential. **One Microsoft Office Exam Voucher is included in the price of this course, which can be used for any on of the MOS certification exams, including Word, Word Expert, Excel, Excel Expert, PowerPoint, or Outlook.**

Students will also develop competencies in:

- Microsoft Office 365 - Getting Started
- Microsoft Office 365 - Administration Basics
- Microsoft Office 365 - SharePoint for End Users
- Excel 2016 P1-3
- Outlook 2016 P1-2
- Powerpoint L1-2
- Word 2016 L1-3

STUDENT SERVICES

STUDENT SUPPORT SERVICES	INSTRUCTOR SERVICES	CAREER SERVICES
Study Groups	Answer Questions	Time Management Assistance
Student Success Calls	Mentoring	Labor Market Information
Study Schedules	24-hour Reply Time	National Certification Information
Technical Support	Industry Information	Externships
Extensions	Exam Reviews and Feedback	Check-in Emails
Leave of Absence	Write Recommendations	Student Feedback Surveys
Transcript Requests	On the Spot Test Results	
Completion Certificates	Progress Emails/Phone Calls	
Student Feedback Surveys	Student Feedback Surveys	

PROGRAM OUTLINE:

Child Development Associate

Child Development Associate Training

Upon completion of the program, you will have met the 120 hours of professional development required by The Council of Professional Recognition in order to obtain the national CDA credential. (120 Hours)

Child Care & Education Courses – 12 CEUs

• Childcare & Education I

The first section of our course covers the business side of working with children, whether you're interested in teaching, child care and daycare, or becoming a nanny. In seminar 1, we'll review the business aspects of child care facilities, and in seminar 2, we'll go over techniques and procedures for staff and personnel.

- Semester 1: Business Aspects of Child Care Facilities
- Semester 2: Personnel Techniques and Procedures

• Childcare & Education II

The second section is all about relationships—not only with the children's parents, but with the children themselves. Relationship building is an essential part of being a successful Child Development Associate. In seminar 1, we talk about establishing positive relationships with parents and families, while in seminar 2, we'll discuss providing a safe and secure child care environment.

- Semester 1: Establishing positive relationships with parents and families
- Semester 2: Providing a safe and secure child care environment

• Childcare & Education III

In the third section, we'll delve into the milestones of child development and teach you how to be a supportive, positive influence in any child's life. Seminar 1 will cover the development stages for infants, toddler, and pre-school-age children, and seminar 2 will review effective techniques for fostering positive self-esteem.

- Semester 1: Development stages for infants, toddlers, and pre-school age children
- Semester 2: Effective techniques for fostering positive self esteem

• Childcare & Education IV

Section 4 will teach you real-life strategies you can apply to various situations that are sure to arise in the day-to-day world of the Child Development Associate. Seminar 1 invites you to discover some early childhood academic and enrichment activities, while seminar 2 discusses the very important topics of behavior management and conflict resolution.

- Semester 1: Early childhood academic and enrichment activities
- Semester 2: Managing behaviors, resolving conflicts

WHAT YOU WILL LEARN

- The development stages for infants, toddlers, and pre-school-age children.
- How to establish positive and productive relationships with personnel, parents and families, and children.
- How to effectively manage a child care facility.
- Procedures and strategies to provide a safe and enriching child care environment.

HOW THE COURSE IS TAUGHT

- Self-paced, online course
- 6 months to complete
- Open enrollment, begin anytime
- 120 course hours

HOW YOU WILL BENEFIT

- Complete the professional development requirements you will need in order to apply for the National CDA Credential.
- Prepare for a career as an elementary or middle school teacher, substitute teacher, preschool or child care provider, or nanny or babysitter.
- Earn a certificate of completion you can add to your resume and use as a stepping stone to career success!

INSTRUCTOR BIO

Darlene Lawrence

Darlene Lawrence is an academic coach and childcare and education instructor with five years of experience. She holds a bachelor's degree in business administration and a master's degree in teaching.

Office Management

Microsoft Office 365 - For End Users Series

- Course 01 - Office 365 Overview
- Course 02 - Email, Contacts & Calendar
- Course 03 - Using the Office 365 Office Apps

Microsoft Office 365 - Administration Series

- Course 01 - Getting Your Domain Ready
- Course 02 - Creating and Supporting Users and Groups
- Course 03 - Administering Mailboxes, Contacts, Policies and More

Microsoft Office 365 - SharePoint for End Users Series

- Course 01 - SharePoint Overview
- Course 02 - Creating Your First Site
- Course 03 - Adding Content to the Team Site | Searching for Content

Microsoft Office 2016 Excel - Basic Series

- Course 01 - Getting Started with Microsoft Office Excel 2016
- Course 02 - Performing Calculations
- Course 03 - Modifying a Worksheet
- Course 04 - Formatting a Worksheet
- Course 05 - Printing Workbooks
- Course 06 - Managing Workbooks

Microsoft Office 2016 Excel - Intermediate Series

- Course 01 - Working with Functions
- Course 02 - Working with Lists
- Course 03 - Analyzing Data
- Course 04 - Visualizing Data with Charts
- Course 05 - Using PivotTables and PivotCharts

Microsoft Office 2016 Excel - Advanced Series

- Course 01 - Working with Multiple Worksheets and Workbooks
- Course 02 - Using Lookup Functions and Formula Auditing
- Course 03 - Sharing and Protecting Workbooks
- Course 04 - Automating Workbook Functionality
- Course 05 - Creating Sparklines and Mapping Data
- Course 06 - Forecasting Data

Microsoft Office 2016 Word - Basic Series

- Course 01 - Getting Started with Word
- Course 02 - Formatting Text and Paragraphs
- Course 03 - Working More Efficiently
- Course 04 - Managing Lists
- Course 05 - Adding Tables
- Course 06 - Inserting Graphic Objects
- Course 07 - Controlling Page Appearance
- Course 08 - Preparing to Publish a Document

Microsoft Office 2016 Word - Intermediate Series

- Course 01 - Organizing Content Using Tables and Charts
- Course 02 - Customizing Formats Using Styles and Themes
- Course 03 - Inserting Content Using Quick Parts
- Course 04 - Using Templates to Automate Document Formatting
- Course 05 - Controlling the Flow of a Document
- Course 06 - Simplifying and Managing Long Documents
- Course 07 - Using Mail Merge to Create Letters, Envelopes, and Labels

Microsoft Office 2016 Word - Advanced Series

- Course 01 - Manipulating Images
- Course 02 - Using Custom Graphic Elements
- Course 03 - Collaborating on Documents
- Course 04 - Adding Document References and Links
- Course 05 - Securing a Document
- Course 06 - Using Forms to Manage Content
- Course 07 - Automating Repetitive Tasks with Macros

Microsoft Office 2016 Outlook - Basic Series

- Course 01 - Getting Started with Outlook 2016
- Course 02 - Formatting Messages
- Course 03 - Working with Attachments and Illustrations
- Course 04 - Customizing Message Options
- Course 05 - Organizing Messages
- Course 06 - Managing Your Contacts
- Course 07 - Working with the Calendar
- Course 08 - Working with Tasks and Notes

Microsoft Office 2016 Outlook - Advanced Series

- Course 01 - Modifying Messages and Setting Global Options
- Course 02 - Organizing, Searching, and Managing Messages
- Course 03 - Managing Your Mailbox
- Course 04 - Automating Message Management
- Course 05 - Working with Calendar Settings
- Course 06 - Managing Contacts
- Course 07 - Managing Activities Using Tasks
- Course 08 - Sharing Workspaces with Others
- Course 09 - Managing Outlook Data Files

Microsoft Office 2016 PowerPoint - Basic Series

- Course 01 - Getting Started with PowerPoint
- Course 02 - Developing a PowerPoint Presentation
- Course 03 - Performing Advanced Text Editing Operations
- Course 04 - Adding Graphical Elements to Your Presentation
- Course 05 - Modifying Objects in Your Presentation
- Course 06 - Adding Tables to Your Presentation
- Course 07 - Adding Charts to Your Presentation
- Course 08 - Preparing to Deliver Your Presentation

Microsoft Office 2016 PowerPoint - Advanced Series

- Course 01 - Modifying the PowerPoint Environment
- Course 02 - Customizing Design Templates
- Course 03 - Adding SmartArt and Math Equations to a Presentation
- Course 04 - Working with Media and Animations
- Course 05 - Collaborating on a Presentation
- Course 06 - Customizing a Slide Show
- Course 07 - Securing and Distributing a Presentation

Professionalism in the Office Series

- Course 01 - Positioning Yourself as a Professional
- Course 02 - Enhancing Your Professional Image
- Course 03 - Expanding Your Skills
- Course 04 - Communicating for Results
- Course 05 - Building Relationships and Networks

Business Etiquette and Professionalism Series

- Course 01 - Principles of Professional Behavior
- Course 02 - Interview Etiquette
- Course 03 - Planning and Attending Business Meetings
- Course 04 - Electronic Etiquette
- Course 05 - Multicultural Etiquette

Communication Essentials Series

- Course 01 - Business Communication
- Course 02 - Verbal and Non-verbal Communication
- Course 03 - Written Communication
- Course 04 - Electronic Communication
- Course 05 - Communicating with Graphics
- Course 06 - Effectively Working for Your Boss

Thinking Critically Series

- Course 01 - Facing New Problems
- Course 02 - Establishing the Problem
- Course 03 - Discovering the Solution
- Course 04 - Accepting a Decision

Time Management Skills Series

- Course 01 - Identifying Goals
- Course 02 - Effective Energy Distribution
- Course 03 - Working with Your Personal Style
- Course 04 - Building Your Toolbox
- Course 05 - Establishing Your Action Plan

Customer Service Series

- Course 01 - Understanding Customer Service
- Course 02 - Focusing on the Customer
- Course 03 - Customer Service and the Telephone
- Course 04 - Handling Complaints
- Course 05 - Enduring Stress



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