

Online Professional Development Course Catalog

(1 Course Hour = .1 CEU)

Course ID	Course Name	Course Level	Course Hours
ADM102	Family Child Care Basics	Beginner	3
<p>This course was designed to provide information, resources, and advice to family child care providers. The course provides information regarding the business and regulatory side of family child care, as well as a basic overview of health, safety, child development, and educational issues relevant to those who use their homes to care for children.</p>			
ADM114	Five Steps to Building a High Performance Team	Intermediate	1
<p>This course, written by early childhood consultant and management coach, Dale Brown, is designed to guide the participant through a five step process of building "team esteem" communication, motivation, productivity, attitude, and appreciation. Each step is equally important and work together to produce results. When finished, the participants will be armed with the tools and tips they need to create the best team yet. Course Level - Intermediate</p>			
CCEI059T	Principles from the NAEYC Code of Ethical Conduct	Beginner	1
<p>This course gives participants the opportunity to explore the principles behind NAEYC's Code of Ethical Conduct and Statement of Commitment and the need for such a document in the early childhood profession. As a result of participating in this course, students should be able to demonstrate a working knowledge of the NAEYC Code of Ethical Conduct; ways to apply the Code of Ethical Conduct to problem solve ethical early childhood-related issues or dilemmas, and ways to employ the Code of Ethical Conduct to validate professional standards for children, families, staff, community, and themselves. Course level – Beginner</p>			
CCEI1001	Curriculum: What Is It and Why Is It Important?	Beginner	1
<p>This course explores the benefits of implementing a well-developed curriculum in an early childhood program. Participants will gain a better understanding of the issues to be considered when selecting a new curriculum or evaluating an existing curriculum. As a result of completing this course, students should be able to identify what is needed for an effective early childhood curriculum, reasons why they may need to consider a new curriculum, three main criteria for developing curricula, an appropriate evaluation process for curricula and list several basic rules for curricula and programs, as well as general principles for planning a curriculum. Course level – Beginner</p>			
CCEI1010	Planning an Early Childhood Environment that Promotes Creativity	Beginner	1
<p>This course defines creativity and explains the value of encouraging creativity in young children. As a result of completing this course, students should be able to define creativity as it relates to the early childhood classroom, describe the value of encouraging creativity in young children, differentiate between a product oriented and non-product oriented project, choose classroom materials that enhance and encourage creativity and describe the teacher's role in a creative classroom. Course level – Beginner</p>			
CCEI110A	Indoor Safety in the Early Childhood Setting	Beginner	1
<p>This course introduces early childhood professionals to indoor safety standards in an early childhood setting. Topics covered include toy safety, poison control, the development of appropriate play space, controlling high traffic areas in the center, and other safety standards. Upon successful completion of this course, students should be able to identify common indoor injuries and identify appropriate ways to prevent these injuries. Students will also learn about the basic components of toy safety, potential safety hazards with specific equipment, and ways in which children may be exposed to poisons. Course level – Beginner</p>			
CCEI110B	Outdoor Safety in the Early Childhood Setting	Beginner	1
<p>This course identifies common outdoor injuries and appropriate ways to prevent them. Student will learn about the various components of playground safety and hazards, as well as the steps that must be taken to prevent accidental poisoning. Upon successful completion of this course students should be able to identify common outdoor-related injuries to children and describe appropriate ways to prevent these injuries, list the four basic components of playground safety, identify playground problems and potential hazards and identify the ways children may be exposed to poisons. Course level - Beginner</p>			



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CCEI110C	Transportation and Field Trip Safety	Beginner	1
<p>This course discusses safety requirements for vehicles and drivers who transport children. Focus areas include safe loading and unloading procedures, safety rules, and safety precautions for field trips. Participants will learn how to implement preventive practices for safe field trips and emergencies. Upon successful completion of this course, students should be able to list general safety and licensing requirements for vehicles used for the transport of young children, list requirements for drivers who transport children in the early childhood setting, identify vehicle operating procedures, identify safe processes for the loading and unloading of children from a vehicle and identify three developmentally appropriate transportation safety rules for children for use in a transportation emergency plan. Course level - Beginner</p>			
CCEI110CP1	Transportation and Field Trip Safety: A Practical Application Workshop	Intermediate	2
<p>This practical application course provides students the opportunity to apply the concepts learned in CCEI110C, Transportation and Field Trip Safety. The completion of instructor evaluated exercises is required in order to receive a certificate of completion. Upon successful completion of this course, students should be able to identify general safety requirements for transporting children, list general practices to ensure safe transport of children, list center procedures for transporting children to ensure the implementation of safe practices, plan a field trip and identify potential problems that may be encountered during a field trip. Course level - Intermediate</p>			
CCEI112A	Child Abuse: Signs of Abuse and Reporting Requirements for Early Childhood Professionals	Beginner	1
<p>This course identifies and defines the major categories of child abuse, explains the responsibilities of mandated reporters, lists methods of reporting, and emphasizes the importance of visual checks. Upon successful completion of this course, students should be able to identify and define the four major categories of child abuse, along with the signs, symptoms, and examples of each type of abuse. Course level – Beginner</p>			
CCEI112D	Child Abuse: The Impact of Maltreatment on Relationship Skills and Bonding	Beginner	1
<p>This course educates professional caregivers about the impact of maltreatment on a child's ability general relationship skills and bonding abilities. Participants will learn the major consequences of various forms of maltreatment on toddlers, young children, and adolescents, as well as the long-term impacts for adults who were abused as children. Participants will also learn about constructive measures that can be taken to help abused children overcome these disadvantages. Course level - Beginner</p>			
CCEI114A	Health and Hygiene in the Early Childhood Setting	Beginner	1
<p>In this course, participants will better understand the importance of health and hygiene in the early childhood setting as well as steps which may be taken to ensure greater sanitation in the classroom and other areas where young children are present. Upon successful completion of this course, students should be able to identify why health issues are important in early childhood settings, how diseases are spread, ways to reduce the spread of illness in the early childhood setting, and areas that need close attention when cleaning and disinfecting. Course level - Beginner</p>			
CCEI114B	Recognizing Infectious Diseases in the Early Childhood Setting	Beginner	1
<p>This course aids early childhood professionals in recognizing the symptoms of infectious diseases, and it outlines the necessary steps to prevent the spread of disease in an early childhood setting.</p>			
CCEI116A	Oral Health in Early Childhood	Beginner	1
<p>This course addresses the importance of early and consistent oral health care for young children. Upon successful completion of this course, participants will be able to identify the causes and characteristics of dental decay, as well as strategies for promoting good oral hygiene in the classroom and home environments.</p>			
CCEI117	Sudden Infant Death Syndrome	Beginner	1
<p>This course is designed to increase knowledge about Sudden Infant Death Syndrome and to inform early care professionals of risk reduction strategies. As a result of participating in this course, participants should be able to define SIDS, identify SIDS as the leading cause of death of infants between one month and one year of age, identify sleep environment dangers, identify the connection between child care and SIDS, identify healthy infant motor development in back sleeping infants and identify SIDS risk reduction recommendations. Course level - Beginner</p>			
CCEI118	Shaken Baby Syndrome	Beginner	1
<p>This course addresses the importance of understanding and preventing child abuse associated with Shaken Baby Syndrome. Upon successful completion of this course, students should be able to define Shaken Baby Syndrome, identify the occurrence and the causes of Shaken Baby Syndrome and identify the symptoms of Shaken Baby Syndrome and what to do when Shaken Baby Syndrome is suspected. Course level - Beginner</p>			



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CCEI119	Food Allergies in the Early Care Setting	Beginner	1
<p>This course provides an overview of food allergies and basic food allergy safety principles to employ in the early care setting. Upon completion of this course, participants will be able to identify the occurrence of food allergies in the United States, identify the center's responsibility to provide a safe environment for children and staff who suffer from food allergies, identify the eight major food allergens, identify contact and airborne sensitivity, list the theories associated with the rise in food allergies, identify the importance of food labeling and packaging and define epinephrine. Course level – Beginner</p>			
CCEI120	Brain Development and the Effects of Early Deprivation	Intermediate	1
<p>This course examines the effects of early childhood deprivation, maltreatment and abuse on brain development. Ways in which Early Childhood Educators may help promote healthy brain development are also discussed. Upon completing this course, student will be able to define maltreatment, identify the lasting effects of early deprivation and maltreatment, recognize the results of research that studies the links between childhood maltreatment and later-life health and well-being, define neurons, synapse, and pruning, select ways in which early childhood educators might encourage the connection between experience and the formation of synaptic pathways, identify the long term effects of synaptic pruning in children, identify the effects of repeated early childhood maltreatment, recognize how critical early experiences affect brain development, define sensitive periods in early childhood brain development, recall stressful events that effect early childhood brain development, define the various types of stress, recognize the five premises of the Cascade Model of Stress Response Theory and identify classroom tips for promoting healthy brain development. Course Level - Intermediate</p>			
CCEI1200	Assessing Young Children: Part 1 – Introduction to Assessment	Beginner	1
<p>This is the first of a three-part series dealing with the assessment of young children. Students completing this course will have an understanding of the importance of assessing young children and creating a narrative summary for the assessment of each child. Upon successful completion of this course, students should be able to define assessment, list why it is important for teachers to assess young children, list the four basic areas addressed by developmental milestones and define "performance-based assessment". Course level - Beginner</p>			
CCEI121	Motor Development and Physical Fitness in Early Childhood	Beginner	1
<p>This course provides an understanding of the importance of motor development and physical fitness in the early childhood years and the ways in which they can become part of the curriculum. Participants will be able to define physical fitness as it applies to young children, identify five health related fitness factors, physical activity recommendations for young children and fundamental motor skills. Course level – Beginner</p>			
CCEI1210	Assessing Young Children: Part 2 – Methods of Assessment	Intermediate	1
<p>This is the second of a three-part series dealing with the assessment of young children. Participants will examine six methods for assessing young children and discover how to successfully apply these techniques to the early childhood classroom. Upon successful completion of this course, participants should be able to list six methods for assessing young children, create a developmental checklist, conduct successful parent interviews, use self-portraits as an assessment tool, include scribbling, drawing, and writing samples in assessment practices and keep helpful anecdotal records on children. Course level - Intermediate</p>			
CCEI122	Active Learning in Early Childhood	Intermediate	1
<p>This course is written by well known author and national trainer, Rae Pica. The course is designed to increase the participant's knowledge of the ways in which movement and active involvement can be used as tools in exploring and understanding concepts falling under the content areas of art, language arts, mathematics, music, science, and social studies. Upon completion, participants will be able to recognize the difference between authentic, active learning and rote learning, contrast the value of active learning as opposed to rote learning, define and recognize the bodily/kinesthetic intelligence, as identified by Howard Gardner, identify what the research says about the role of active learning in brain development, describe the role of active learning in cognitive development, describe the role of active learning in social/emotional development, discover how to use active learning across the early childhood curriculum and identify concepts under each content area that are suited to active learning. Course level – Intermediate</p>			
CCEI1220	Assessing Young Children: Part 3 – Interpreting Data and Improving Practices	Intermediate	1
<p>This is the third in a three-part series dealing with the assessment of young children. Upon successful completion of this course, participants will gain an understanding of how to interpret assessment data. In addition, participants will be familiar with NAEYC's "indicators of effectiveness," which are useful in evaluating the success or quality of a school's assessment system.</p>			

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CCEI2421TX	Texas Minimum Standards: Part I	Beginner	1
<p>This course introduces students to Texas Regulations, Minimum Standards, and Licensing Requirements. The course is intended for center directors and all employees, and includes information on maintaining compliance in a licensed child care center, safety standards, important health practices, and appropriate discipline and guidance techniques. Upon completion of this course students will have a better understanding of Texas Minimum Requirements and will be able to properly evaluate their child care program for compliance.</p>			
CCEI3010	Birth to Five: Physical Development in Young Children	Beginner	1
<p>This course examines the physical changes in children from birth to age five. Emphasis is placed on growth, development of hand-eye coordination, and movement. Upon successful completion of this course, students should be able to list the physical changes children undergo during the first five years of life and identify developmental milestones for young children. Course level – Beginner</p>			
CCEI3011	Birth to Five: Emotional Development in Young Children	Beginner	1
<p>This course examines the emotional development of young children. Participants will learn about Erikson's eight stages of emotional development, methods of increasing emotional literacy, and activities that can be applied in the home to encourage emotional development. Upon successful completion of this course, a student should be able to define Trust vs. Mistrust, Autonomy vs. Shame and Doubt and Initiative vs. Guilt. Course level - Beginner</p>			
CCEI3012	Birth to Five: Cognitive Development in Young Children	Beginner	1
<p>Students taking this course will learn about the cognitive changes in children from birth to age five. Emphasis is placed on the development of memory, cause and effect, and problem solving. Upon successful completion of this course, students should be able to list the cognitive changes children undergo during the first five years of life, define early childhood development and identify developmental milestones and developmentally appropriate activities for young children. Course level – Beginner</p>			
CCEI3013	Birth to Five: Social Development in Young Children	Beginner	1
<p>This course examines social development in young children during the first five years of life. Emphasis is placed on the development of social interaction skills, self-regulation, and the development of independence. Upon successful completion of this course, students should be able to identify the stages of social development, the causes of temper tantrums and biting and appropriate social development in young children. Course level - Beginner</p>			
CCEI3014	How Children Learn	Beginner	1
<p>This course examines the process of learning in young children. Participants will explore theories of learning, including Piaget's theory of cognitive development. Upon successful completion of this course, students will be able to define the four domains in which learning and development occur, define egocentrism, list and explain Piaget's stages of cognitive development, explain how children learn through the observation of models, and define permanence and the learning process.</p>			
CCEI3017	Enriching Language and Problem Solving	Beginner	1
<p>Parents are their child's first teacher. As parents enrich language and problem solving in the home, children take an active role in their own learning. When parents engage children in questions and activities that allow them to problem solve this also enriches the language experiences in which children participate. Upon successful completion of this course, students should be able to identify the way in which parents serve as their child's first teacher, learn ways to enrich the home learning environment so it is suitable for the growth and development of a child, learn ways to support family literacy and learn the ways Head Start can assist parents enrich the language environment of the home. Course level - Beginner</p>			
CCEI3022	Parent-Teacher Conferences	Beginner	1
<p>This course explores the parent's role in parent-teacher conferences. Upon successful completion of this course participants should be able to properly prepare for a parent-teacher conference and cultivate a positive relationship between parent and teacher. Course level - Beginner</p>			
CCEI3024	Supporting Family Literacy	Beginner	1
<p>This course explains the benefits of supporting family literacy and discusses ways parents and teachers can encourage the development of reading and writing skills. Participants will learn strategies and methods to help parents establish developmentally appropriate practices at home in order to promote early literacy skills and a lifelong love of reading and knowledge. Course level – Beginner</p>			

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CCEI3025	Creating a Safe Home Environment	Beginner	1
<p>This course examines the importance of creating a safe and secure family home environment to reduce hazards and ensure a child's safety in the home. Child care providers are encouraged to share this information with parents, as well as to use this information to help ensure a safe child care environment. Course level – Beginner</p>			
CCEI3026	Defining Quality Care	Beginner	1
<p>This course assists caregivers and parents in identifying the elements of a high-quality child care program. Upon successful completion of this course, participants will be able to use NAEYC's <i>Ten Standards for High-Quality Early Childhood Education</i> as the basis for measuring the overall quality of a child care program. In addition to helping parents make informed decisions, this information can help child care providers improve the quality of their programs.</p>			
CCEI330	Books and Beyond: Language Development in Young Children	Beginner	1
<p>This course introduces methods for creating a learning environment that provides the opportunity for children to develop language through speaking, reading, writing, and listening. Upon successful completion of this course, a student should be able to identify the four main types of language, define and differentiate between oracy and literacy, apply language activities to the classroom and explain the importance of a language-rich classroom environment. Course level – Beginner</p>			
CCEI350	The Developmentally Appropriate Classroom	Beginner	1
<p>This course will help you create a learning environment that is safe, secure, and full of opportunities for learning. Upon successful completion of this course, students will be able to recognize the four major things to be considered when designing a developmentally appropriate classroom, and identify keys for successful activity transitions. Course level – Beginner</p>			
CCEI4001	Positive Guidance, Part 1: What Is Positive Guidance and Why Is It Important?	Beginner	1
<p>Upon successful completion of this course, students should be able to define the term <i>positive guidance</i> and explain why it is valuable for caregivers to use it during the early childhood years. Students will be introduced to foundational theories behind <i>positive guidance</i>, as well as basic methods for implementing it in the classroom.</p>			
CCEI4002	Positive Guidance, Part 2: Infants and Toddlers	Beginner	1
<p>Upon successful completion of the course students will be able to define the term <i>positive guidance</i> and identify strategies for promoting self-identity, self-confidence, and self-control in young children. Course participants will also be introduced to theories, theorists, and concepts regarding human behavior and early childhood development.</p>			
CCEI4003	Positive Guidance, Part 3: The Terrific Twos! Positive Reinforcement and Setting Limits	Beginner	1
<p>Upon successful completion of this course, participants will be able to identify important developmental milestones for two-year-olds, including cognitive, social, and emotional characteristics. Additionally, students will gain a great understanding of the foundational theories behind <i>positive guidance</i>, along with specific methods for promoting a child's self-esteem, self-confidence, and decision-making abilities.</p>			
CCEI4004	Positive Guidance, Part 4: The Preschool Years	Beginner	1
<p>This course provides information about the use of <i>positive guidance</i> methods in the preschool environment. Course topics include background information on Erik Erikson's stages of psychosocial development; description of Jane Nelson's Eight Methods for Positive Discipline; and a other important methods for promoting self esteem, personal responsibility, and good decision making in young children.</p>			
CCEI4005	Positive Guidance, Part 5 – The Early School-Age Years	Beginner	1
<p>This course focuses on specific guidance methods for early school-age children. Recommended methods are based on children's developmental needs, which are significantly advanced compared to younger children. Topics include: developmental milestones of early school-age children; educational theories behind the positive guidance philosophy; goals and motivations of misbehavior; and methods for confronting a variety of specific behaviors in the school-age environment.</p>			



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CCEI4006	Positive Guidance, Part 6: Working with Parents	Beginner	1
<p>Upon successful completion of this course, participants will be able to identify strategies for sharing <i>positive guidance</i> principles and methods with parents. This course focuses on effective communication methods and practical tools intended to promote the use of <i>positive guidance</i> in the home as well as the child care environment. Emphasis is placed on the challenge of sharing <i>positive guidance</i> methods while respecting family values and goals.</p>			
CCEI430	Math Madness	Beginner	1
<p>Develop those logical thinking skills with age-appropriate activities that make math for the preschool child come to life. This course explains how children learn pre-math skills during the preschool years and provides suggestions for numerous math activities for young children. Upon successful completion of this course, students should be able to define the activities that help children develop math skills such as classifying, patterning, sequencing, comparing, ordering and one to one correspondence, identify materials that belong in a well-stocked math/manipulative center and activities that strengthen pre-math skills for children in the preschool classroom. Course Level - Beginner</p>			
CCEI440	Sensational Science	Beginner	1
<p>This course examines age appropriate guidelines and activities for setting up a science center that includes activities that build curiosity. Upon successful completion of this course, student should be able to define science as it relates to preschool children and identify appropriate materials to include in a science center. Course level - Beginner</p>			
CCEI450A	Launching Learning Centers in Your Classroom	Beginner	1
<p>This course examines the process of establishing and enhancing learning centers in an early childhood education setting. Upon successful completion of this course, students should be able to list common learning centers found in an early childhood classroom and identify the requirements for evaluating and adjusting each classroom center to ensure the appropriateness for young children. Course level - Beginner</p>			
CCEI450B	Liven Up Your Learning Centers	Beginner	1
<p>This course focuses on enhancing traditional learning centers in the classroom. Upon successful completion of this course, students should be able to list items that can be used for rotating new materials into learning centers, list a series of appropriate themes for learning centers, and identify items to be added to classroom learning center to enhance traditional learning. Course level - Beginner</p>			
CCEI520	Parent Communication: Building Partners in the Educational Process	Beginner	1
<p>This course discusses the importance of open communication between parents and teachers. Participants will apply positive listening and speaking skills, practice positive non-verbal, verbal and written skills, learn methods for dealing with communication barriers, and create partnerships with parents. Upon successful completion of this course, students should be able to list five reasons for the importance of communication between parents and teachers and identify three ways teachers can communicate with parents. Course Level - Beginner</p>			
CCEI530A	Nutrition I: The USDA Food Program and Meal Planning	Beginner	1
<p>This course explains the USDA's food plan, food groups and recommended serving sizes and components for each food group for planning meals and snacks in an early childhood education setting. Participants will plan a menu using the USDA Guidelines. Upon successful completion of this course, students should be able to define the effects of improper nutrition on children's growth and development and create a variety of appropriate meals for young children based on the meal patterns of the CACFP. Course level - Beginner</p>			
CCEI530B	Nutrition II: Nutrition and Food Service in the Childcare Setting	Beginner	1
<p>This course examines proper food service methods to be implemented in the childcare setting. Upon successful completion of this course, students should be able to define a food and nutrition policy for a child care center, list steps to reduce choking hazards, and explain proper food preparation and food storage methods for an early childhood environment. Course level - Beginner</p>			
CCEI540A	Nutrition III - Preventing Foodborne Illnesses: Sanitation and Hygiene in the Child Care Environment	Beginner	1
<p>This course is designed to help childcare professionals understand how to reduce the risk of foodborne illnesses by following guidelines for food safety, personal hygiene and sanitation in the early childhood environment. Upon successful completion of this course participants should be able to define foodborne illness, identify common signs of foodborne illnesses, identify five personal hygiene behaviors, identify effective hand washing techniques and identify sanitary behaviors that should be used at mealtimes. Course Level - Beginner</p>			



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CCEI540B	Nutrition IV: Preventing Food Borne Illnesses: Reducing Risks through Food Selection and Storage	Beginner	1
<p>This course examines what elements must be present for food bacteria to grow and describes common food borne illnesses. Upon successful completion of this course, students should be able to list the three necessary components of food safety, list the five factors necessary for bacterial growth, identify the causes of food-borne illnesses, recognize common food-borne illnesses, define "Cross-Contamination" and define methods for proper food storage. Course level - Beginner</p>			
CCEI540C	Nutrition V: Preventing Food Borne Illness: Safe Food Preparation and Handling	Beginner	1
<p>This course defines methods to be used to prevent cross-contamination of food and describes the bacteria that are cause most food contamination. Upon successful completion of this course, students should be able to list the three necessary deterrents for preventing food-borne illnesses and define the processes to properly thaw, marinate, wash, and cook food, transport and serve food, and cool and reheat food. Course level - Beginner</p>			
CCEI550	Cool Cooking	Beginner	1
<p>This class explores cooking as a classroom activity and focuses on activities that require little or no heat. Upon successful completion, participants should be able to describe objectives for cooking activities and identify appropriate methods for integrating cooking activities in the preschool classroom. Course level -Beginner</p>			
CCEI640	Creating a Multicultural Environment	Beginner	1
<p>This course explains multiculturalism and anti-bias education. Upon successful completion of this course, students will be able to define the goals of multiculturalism, develop an anti-bias classroom, incorporate multiculturalism into learning centers and other classroom activities, and promote cooperative social skills in diverse classrooms.. Course level – Beginner</p>			
CCEI660	Supporting Appropriate Choices: The Preschool Teacher and Classroom Discipline	Beginner	1
<p>This course defines discipline as it relates to the ECE setting and explains causes for the inappropriate behavior of children. Upon successful completion of this course, participants should be able to explain the many reasons children make inappropriate choices, why teachers react to inappropriate behavior in different ways and define appropriate and successful discipline techniques. Course Level - Beginner</p>			
CCEI670	Bright Beginnings: Age Appropriate Activities for Infants and Toddlers	Beginner	1
<p>This course is designed to help participants understand the importance of developmentally appropriate, and individually appropriate activities in the childcare setting. Upon successful completion of this course, participants will be able to define the four domains in which learning and development occur, list the four stages of Piaget's Theory, define the sensorimotor stage, list the four general guidelines teachers should keep in mind to promote positive interactions with infants and toddlers, list the three factors to consider in arranging an indoor infant and toddler environment, and identify four criteria to use when selecting toys for infants and toddlers. Course Level - Beginner</p>			
CCEI680A	Orientation to Child Care: Roles and Responsibilities for Teachers	Beginner	1
<p>This course discusses the roles and responsibilities of being a teacher in an early childhood setting. Upon successful completion of this course, a student should be able to identify five or more roles a preschool teacher fulfills, name three ways to prevent and reduce injuries in the classroom, name three appropriate guidance techniques, learn how to communicate clearly and professionally with parents and other caregivers, and describe ways to create an engaging developmentally appropriate environment that encourages learning through play. Course Level – Beginner</p>			
CCEI690	Rainbows and Rembrandts: Enhancing Art in the Preschool Classroom	Beginner	1
<p>This course introduces preschool teachers to the basic concepts of developing and managing art projects. Upon successful completion of this course, students should be able to describe basic objectives for children's learning in the art center, list appropriate methods of observing identify methods of involving parents in the art program and assess the effectiveness of an art center. Class level - Beginner</p>			
CCEI760	Rainbows and Rembrandts: Including Fine Art in Young Children's Programs	Intermediate	1
<p>This course is designed to provide an understanding of the development of aesthetic appreciation of art in preschool children. In addition, the course will examine methods for bringing additional art experiences to the children through the use of expert resources, field trips and parental involvement. Upon successful completion of this course, preschool teachers will be able to define appropriate methods of acquainting young children with fine works of art. Course level - Intermediate</p>			

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CCEI770	Making Time! Time Management Skills for Administrators	Beginner	1
<p>This course outlines effective time management skills for program administrators or directors. Participants will learn how to prioritize deadlines, set goals, and use time more effectively. Upon successful completion of this course, students should be able to clearly state their job purpose, list three types of formal and informal planning and create strategies for using time more efficiently. Course level - Beginner</p>			
CCEI780	Tune In or Tune Out: The Effects of Television and Media on Young Children	Beginner	1
<p>This course examines the effects that watching large amounts of television has on children's behavior and development. Participants will discover the influences of violent programming on young minds and will learn effective ways of creating a stimulating, safe, and television-free classroom environment. Upon successful completion of this course, students should be able to identify methods for sharing tips with parents to encourage appropriate viewing times and media content for young children, and how to encourage healthy choices regarding media intake. Course level - Beginner</p>			
CCEI790	Foundations in Learning: John Dewey's Approach	Beginner	1
<p>The purpose of this course is to provide a basic introduction to the work of John Dewey, one of America's most influential educators. This course provides a brief introduction to Dewey's life, main theories, and their application in an early care and education classroom. Upon successful completion of this course, participants should be able to recall important events in John Dewey's life that influenced his work, explain the primary assertions of Dewey's theories of education, describe how Dewey's theories affect the way we work with children in an early childhood classroom, critique their own practice in relation to Dewey's work. Course level - Beginner</p>			
CCEI800	The Professional Portfolio: Fostering and Documenting Professional Development	Beginner	1
<p>This course introduces early childhood professionals to the practice of developing a professional director/teacher portfolio as a means of enhancing professional growth. Upon successful completion of this course, students should be able to identify the major components to include in a professional director/teacher portfolio and recall the steps in organizing and arranging a professional director/teacher portfolio. Class level - Beginner</p>			
CCEI810	Brain Development and Learning: What Every Early Care and Education Professional Should Know	Beginner	1
<p>This course explores the areas of the brain as they relate to learning, and how nature and nurture affect brain development. Upon successful completion of this course, a student should be able to identify three protective factors or strategies for reducing a child's stress, describe an incident in which a child has made an important connection that furthers their learning and select factors related to the nature vs. nurture debate. Course level – Beginner</p>			
CCEI820	Games & Group Activities for Children of All Ages	Beginner	1
<p>This course identifies the benefits of playing games with children of various ages and provides students with numerous suggestions for enhancing daily group activities. Upon successful completion of this course, students should be able to identify valuable lessons children learn by playing games and guidelines that should be used in implementing effective developmentally appropriate games and activities. Course level – Beginner</p>			
CCEI854	Developmental Delights: Birth to Six Months	Beginner	1
<p>This course provides a brief overview of the physical, cognitive, social, and emotional development of infants during their first six months of life. Courses in this series introduce early childhood development to child care workers and educators and suggest practical applications for the childcare setting. Upon successful completion of this course, participants should be able to identify the phases of development in infants ages birth to six months. Course level - Beginner</p>			
CCEI855	Developmental Delights: Six to Twelve Months	Beginner	1
<p>This course provides a brief overview of the physical, social, and educational development of children during the six to twelve month period of life. Participants are provided with information about early childhood developmental characteristics as well as practical applications for the classroom that foster development. Upon successful completion of this course, a student should be able to define 'object permanence', list environmental factors that influence early childhood development and list the common signs of teething. Course level - Beginner</p>			
CCEI857	Developmental Delights: Two-Year-Olds	Beginner	1
<p>The course provides a brief overview of the physical, social, and educational development of children ages two to three years. Upon successful completion of this course, participants should be able to identify the areas and phases of development for two-year-olds, and identify the factors affecting development. Course level -Beginner</p>			



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(1 Course Hour = .1 CEU)

Course ID	Course Name	Course Level	Course Hours
CCEI861	Developmental Delights: Twelve to Twenty-Four Months	Beginner	1
<p>This course provides a brief overview of the physical, social, and educational development of children during the 12- to 24-month period of life. Participants are provided with information about early childhood developmental characteristics as well as practical applications for the classroom that foster development. Course Level - Beginner</p>			
CCEI881	Developmental Delights: Three Year Olds	Beginner	1
<p>This course provides a brief overview of the physical, social, and educational development of children ages three to four years. Participants are provided with information about early childhood development characteristics as well as practical applications to foster further development within the classroom. Upon successful completion of this course, participants should be able to define early childhood development, identify how a three-year-old's metabolism affects development, identify the physical changes to expect in a three-year-old and identify the gross motor skills that a three-year-old should have. Course level – Beginner</p>			
CCEI882	Developmental Delights: Four and Five-Year-Olds	Beginner	1
<p>This course provides a brief overview of the physical, social, and educational development of four and five year old children. Upon successful completion of this course, students should be able to recognize the signs indicating that children are entering a new stage or phase of development, react appropriately to each phase of development, prepare activities to encourage development and identify those children who are consistently not meeting developmental standards or consistently exceeding developmental standards. Course level - Beginner</p>			
CCEI890	Prominent Early Childhood Theorists.	Intermediate	1
<p>This course provides an overview of prominent early childhood theorists and the role they played in the development of acceptable practice. Upon successful completion of this course, students should be able to recognize Sigmund Freud's Psychoanalytic Theory, Behavioral/Learning Theory and the work of John Watson, B.F. Skinner, and Edward Thorndike, Lev Vygotsky's Theory of Social Context Learning and Piaget's Stages of Cognitive Development, Object Permanence, Assimilation, and Accommodation, identify Freud's stages of development, theory of personality and defense mechanisms, Psychosocial Theory and the work of Erik Erikson, John Bowlby, and Mary Ainsworth, Trust vs. Mistrust, Autonomy vs. Shame and Doubt, Initiative vs. Guilt, Mutuality, and Attachment Theory and the Zone of Proximal Development and Scaffolding. Course level – intermediate</p>			
CCEI891	Developmental Domains in Early Childhood Development	Beginner	1
<p>This course provides an overview of growth and development during early childhood and the factors that effect teacher practices. As a result of participating in this course, students will be able to identify concepts associated with developmental domains, list issues associated with attachment, stranger anxiety, and maternal deprivation and recall key facts about personal and social development in infants. Course level - Beginner</p>			
CCEI900	Safety in the Infant/Toddler Classroom	Beginner	1
<p>This course examines methods to prevent many injuries from happening in the classroom by learning the "safety musts" for infant/toddler teachers. Participants will learn to safely handle and supervise infants, properly feed and diaper them, and reduce hazards in the classroom environment. Upon successful completion of this course, students should be able to properly diaper a baby, list the precautions to take to safely put an infant to sleep, list the requirements to childproof an infant/toddler classroom and identify the four types of poison young children could encounter. Course level - Beginner</p>			
CCEI950	Children and Divorce	Beginner	1
<p>This course assists early childhood education staff in better understanding the effects of divorce on children. Participants will learn how they can positively impact the lives of children during this difficult time. Upon successful completion of this course, students should be able to define how both age and developmental stages can determine how children cope with divorce. They should also be able to list ways they can better meet the needs of children and families experiencing divorce and separation while allowing children to maintain positive feelings about themselves. Course level – Beginner</p>			
CCEI951	Leadership and Mentoring: Growing Your Staff	Beginner	1
<p>This course reinforces to early childhood administrators the importance of leading their staff by using effective mentoring techniques. Upon successful completion of this course, students should be able to define the importance of feedback and constructive criticism of staff and identify principles for being an effective supervisor and motivator. Course level – Beginner</p>			

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Course ID	Course Name	Course Level	Course Hours
CCEI954	Building a Team Environment	Beginner	1
<p>This course examines how the role of a director or administrator can affect the quality of programs and the needs of the staff within an early childhood program. Upon successful completion of this course, students should be able to list the qualities that outstanding directors possess, define what makes a school function harmoniously, list how small actions from administrators can create positive work environments, and explain what is needed to manage and lead a positive team of early childhood educators. Course Level – Beginner</p>			
CCEI955	Effective Methods of Evaluating Staff	Beginner	1
<p>This course will assist both experienced and new directors in effectively evaluating staff in an early childhood setting. Participants will learn proper methods of providing feedback, the importance of performance evaluations, and appropriate methods of supervision for staff. Upon successful completion of this course, students should be able to define how evaluations and feedback can be used as a training tool and discuss the importance of using performance evaluations for staffing early childhood programs. Course level – Beginner</p>			
CCEI959	Legal and Regulatory Issues for Child Care Centers	Beginner	1
<p>This course, intended for directors and administrators, focuses on legal issues that affect early care and education centers. Participants will gain a greater understanding of legal knowledge needed for effective management. Upon successful completion of this course, students should be able to list state and local regulations for child care centers, define state labor laws, develop an appropriate admissions policy for a child care center and create an appropriate questionnaire for new employees. Course level - Beginner</p>			
CCEI960	Staff Communication: Educational Partnerships	Beginner	1
<p>This course provides directors, administrators, and aspiring directors with a greater understanding of the value of good communication skills, as well as various techniques for listening and responding appropriately to staff, parents, and children. Upon successful completion of this course, students should be able list key phrases to remember when communicating, identify ways to improve their communication skills, define active listening and explain methods to be used by staff members to effectively communicate among each other. Course level - Beginner</p>			
CCEI961	Parenting Children Ages 1-4	Beginner	1
<p>This course provides parents and early childhood professionals with an inside look at the numerous jobs a parent fills. Participants will examine parenting styles, positive discipline techniques, and steps for encouraging positive behaviors in young children. Upon successful completion of this course, students should be able to identify the developmental ages and stages of children from one to four years of age. Course level - Beginner</p>			
CCEI962	Successful Staffing	Beginner	1
<p>This course, intended for directors, administrators, and aspiring directors, provides participants with a better understanding of the importance of having an effective team of early childhood staff. Upon successful completion of this course, students should be able to define the importance of the selection process when hiring staff, identify several facts in building a good team of early childhood professionals, and list a variety of training methods available to center directors and staff. Course level - Beginner</p>			
CCEI963	Advocacy for The Center, Parents, Children and Staff	Beginner	1
<p>This course examines the many reasons educators should advocate for their center, parents, children and staff and effective ways of doing so. Upon successful completion of this course, students should be able to define the role of an early childhood advocate; the steps required for successful advocacy and list the requirements to organize a successful advocacy campaign. Course level - Beginner</p>			
CCEI965	Staff Retention & Motivation Part I	Beginner	1
<p>This course provides students with an overview of the strategies used to retain and motivate staff in a child care center. Upon successful completion of this course, a student should be able to list three qualities to look for in teacher candidates, three interview strategies, three characteristics of a good coach and list the key elements used to guide employees. Course level - Beginner</p>			
CCEI966	Staff Retention & Motivation Part II	Intermediate	1
<p>This course is the second in a two-part series about staff retention and motivation in an early childhood education setting. Upon successful completion of this course, a student should be able to define a successful child care organization, identify the characteristics of a leader, and define how to build empowered teams. Course level - Intermediate</p>			

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(1 Course Hour = .1 CEU)

Course ID	Course Name	Course Level	Course Hours
CCEI967	Sensory Learning For All Ages	Beginner	1
<p>This course examines sensory experiences in the early childhood classroom and the benefits of these activities for young children. Participants will explore various ways of incorporating sensory learning into every day activities, enhancing sensory learning centers, and appropriate methods of guidance. Upon successful completion of this course, students should be able to identify ways children benefit from sensory experiences, list ways for guiding developmentally appropriate sensory learning experiences and implement developmentally appropriate ideas and props used for sensory learning experiences. Course level - Beginner</p>			
CCEI968	Inclusion and Children with Special Needs	Beginner	1
<p>This course provides participants with a greater understanding of the importance of including children with various disabilities in the regular early childhood classroom. Participants will explore ways to adapt the classroom to better accommodate children with disabilities in various centers of a classroom. Upon completion of this course, students should be able to identify ways to adjust their schools philosophy to include children with disabilities, identify what to look for when observing children and what developmental alerts may result in professional referrals, list several types of common disabilities and list ways to adapt learning centers for children with various disabilities. Course level - Beginner</p>			
CCEI975	Successfully Marketing Your Program Part I – Marketing 101: Spreading the Word About Your Program	Beginner	1
<p>This course, offered to directors and aspiring directors in an early childhood education setting, teaches marketing basics. Students will learn to properly define the product offered by a child care center and develop effective marketing strategies targeted at specific communities and families. Upon successful completion of this course, students should be able to list the products the program offers, identify the roles people associated with a center play in marketing and identify the target audience for marketing a child care center. Course level – Beginner</p>			
CCEI975B	Successfully Marketing Your Program, Part 2: Enrollment and Retention	Beginner	1
<p>This course offers a review of some marketing basics and focuses on enrollment and retention strategies. Students will learn to develop effective enrollment and retention strategies targeted at specific communities and families. Upon successful completion of this course, students should understand effective practices for generating leads, converting leads into new customers, and retaining families who have already enrolled.</p>			
CCEI980	Customer Service for the Center Administrator	Beginner	1
<p>This course examines practical tips for proper customer service methods to be used in a child care center and provides strategies for training staff in the same basics of client services. Upon successful completion of this course, students should be able to define customer service, identify the rules of proper customer relations and identify strategies for implementing proper customer service methods in a child care center. Course level - Beginner</p>			
CHD100	Music in Early Childhood	Beginner	1
<p>This course is written by well known author and national trainer, Rae Pica. The goal of this course is to provide an understanding of the importance of music in the early childhood years and the ways in which it can become part of the curriculum and of children's lives. Upon successful completion of this course, students should be able to define the role of music in a child's development, the role of both quality and variety in the selection of music for children, the impact of music on children's moods and behaviors, the musical elements young children can and should experience, and list appropriate musical activities. Course level - Beginner</p>			
CHD101	Promoting Speaking and Listening Skills	Beginner	1
<p>This course emphasizes the central role of speaking and listening skills in the development of communication and early literacy skills. Course participants will examine strategies for encouraging young children to express basic needs, ideas, emotions, and questions. Importance is placed on oral language comprehension in conversations and books.</p>			
CHD102	Dual Language Learning in the Early Childhood Environment	Intermediate	2
<p>This course provides early childhood professionals with strategies and tools for helping young children develop language and early literacy skills in English as well as the children's home language. Participants will learn the benefits of "dual language" learning for young children along with key strategies for increasing family engagement and promoting rich, dual language development in the classroom.</p>			
COG100	Exploring Visual/Spatial Intelligence	Intermediate	1
<p>This course introduces participants to visual/spatial intelligence, one of the nine multiple intelligences described by Howard Gardner. Participants will learn about the characteristics of strong visual/spatial intelligence and activities that can promote this type of intelligence in the classroom.</p>			

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Course ID	Course Name	Course Level	Course Hours
CUR101	Tray Tasking - An Approach to Emerging Reading and Writing Skills	Intermediate	1
<p>This course is written by well known author Vicki Folds, Ed.D. This course is designed to provide new and innovative ways to engage young children in tasks that promote whole body integration for reading and writing skills. Upon successful completion of this course, students will be able to define Tray Tasking, explain the purpose of Tray Tasking, identify four ways Tray Tasking contributes to reading and writing readiness and identify an Authentic Assessment tool that can be used with Tray Tasking. Course level - Intermediate</p>			
CUR102	Environmental and Functional Print	Beginner	1
<p>This course, written by well know author Vicki Folds, Ed.D., explains literacy awareness through a print rich environment utilizing environmental and functional print. Information is shared regarding how to enrich the preschool classroom using commonly found materials. Resources such as word walls are presented which may be easily adopted into any early childhood program. Upon successful completion of this course, students will be able to define, compare and contrast environmental and functional print aspects and identify print rich materials that are environment and functional print resources. Course Level - Beginner</p>			
CUR103	Outdoor Learning	Intermediate	3
<p>This course provides comprehensive information on integrating outdoor learning into the early childhood curriculum, including developmental benefits, recommended practices, and numerous ideas for activities.</p>			
CUR104	The Toddler Curriculum	Beginner	2
<p>This course is designed specifically for early childhood professionals who work with toddlers, a group that typically includes children between their first and third birthdays. Course participants will learn basic information about appropriate, effective curriculum; recommended guidance and teaching practices; appropriate materials and design elements in the learning environment; and effective strategies for working and communicating with parents.</p>			
GUI100	Bullying in the Preschool Environment	Beginner	1
<p>Bullying is one of the most concerning social interactions facing children and schools today. While the media picks up stories of bullying in high school, researchers have shown that bullying behaviors are learned much earlier in life. Preschool is often the first time children are exposed to a social group and it is common for children to begin experimenting with different types of social interactions. Preschool teachers have a strong opportunity and responsibility to create a positive social environment that teaches children appropriate social interactions in order to prevent bullying.</p>			
HLTH100	Early Childhood Obesity	Beginner	1
<p>This course discusses early childhood obesity and shares strategies for addressing obesity in the early care setting. Upon successful completion of this course, students should be able to define obesity, identify causes of obesity, list risk factors for obesity and potential complications and list the ramifications of early childhood obesity. Course level - Beginner</p>			
HLTH101	Preparing for an Influenza Pandemic	Beginner	1
<p>Based on information obtained from the Department of Health and Human Services, USA and the Centers for Disease Control and Prevention (CDC) this course provides an overview of the requirements for preparing for an influenza pandemic. Upon successful completion of this course, students should be able to define a pandemic, identify the planning and coordination required to be prepared for a pandemic, identify infection control actions, list methods of communication during a pandemic. Course level - Beginner</p>			
HLTH102	Preventing the Spread of Bloodborne Pathogens	Beginner	1
<p>This course covers OSHA standards and other information related to preventing the spread of bloodborne pathogens in the child care setting. Major topics covered include common infectious diseases spread by bloodborne pathogens, universal precautions, and other safety practices.</p>			
HLTH103	Fit for Life	Intermediate	2
<p>This course provides strategies and methods to improve physical fitness and incorporate movement activities across the early childhood curriculum.</p>			

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LIT100	Storytelling for Enrichment, Early Literacy, and Fun	Intermediate	2
<p>This course provides comprehensive guidance for incorporating storytelling into the early childhood environment. Participants will learn why storytelling is important for young children, as well as strategies for effective storytelling and rich follow-up activities such as group discussion and playacting.</p>			
NFS100	Healthy Habits: Nutrition and Fitness Practices	Beginner	1
<p>This course offers ideas for promoting healthy eating and active play in the early childhood environment. Participants will learn why and how to develop a nutrition policy, strategies for working with families to promote proper nutrition practices at home, and curriculum enrichment ideas for increasing healthy lifestyle choices and reducing obesity.</p>			
PROF100	Stress Management for Child Care Providers	Beginner	1
<p>This course provides an overview of the effects of stress in the lives of child care professionals and to understand coping techniques to manage stress. Participants will be able to define stress, identify four sources of stress, identify four symptoms of stress, and identify techniques for stress management in four categories. Course Level – Beginner</p>			
PROF101	Adult Learning: Theories and Strategies for Trainers and Directors	Intermediate	1
<p>This course is designed for directors and other early childhood professionals who train adults or facilitate professional development programs. Participants will learn basic adult learning theories and strategies.</p>			
SOC100	The Five Critical Needs of Children	Beginner	1
<p>This course is written by well know author Gerald Newmark, Ph.D. Dr. Newmark is the author of the book "How to Raise Emotionally Healthy Children". This course is designed to introduce students to the five critical needs of emotionally healthy children. Upon successful completion of this course, students will be able to list the five keys to developing an emotionally healthy child, identify the causes for failure to meet the emotional needs of children, identify the problems created for children and families when emotional needs are not met and identify how to succeed in creating an emotionally healthy relationship with children. Course level - Beginner</p>			
SOC101	Healthy Social and Emotional Development vs. Challenging Behavior in Young Children	Advanced	2
<p>This course is written by Karen Cairone, M.Ed. Special Projects/Trainer for the Devereux Early Childhood Initiative. When those who work with young children begin to understand temperament, and differentiate between typical behaviors expected of children at certain developmental level versus behaviors that may require more focused interventions, the overall program quality is strengthened through this important knowledge and valuable practice. Upon successful completion of this course, students should be able to define social development, emotional development and temperament, identify the role of developmentally appropriate expectations and behaviors, as well as the importance of individualizing and scaffolding for young children. They will be able to successfully redefine difficult behavior to focus on the positives, identify the key commonalities in the definition of challenging behavior and the reasons children use challenging behavior, identify how trust and attachment play a major role in helping a child with challenging behavior and recognize when challenging behaviors might require further intervention. Course Level - Advanced</p>			
SOC102	From Chaotic to Calm: Managing Stress in the Classroom	Beginner	1
<p>This course will provide an understanding of childhood stress and will give information, activity ideas, and tools for easing children's anxieties and worries in the classroom. Upon successful completion of this course, students will be able to define various sources of stress, identify symptoms, and various methods to help children cope.</p>			
SPN100	Inclusive Literacy Lessons	Intermediate	2
<p>This course is written by well known author and consultant Dr. Pam Schiller. The goal of the course is to introduce, develop, and help children practice literacy skills and concepts. Upon successful completion of this course, students should be able to list the building blocks of literacy development, list the guidelines for working with children with special needs, define visual impairment, list the major types of hearing loss, define cognitive challenges, define functional or self-help skills, define motor development, identify the sequence of normal speech development, identify the sign of behavior or social-emotional issues and define sensory integration disorders. Course level – Intermediate</p>			
SPN101	Understanding Autism Spectrum Disorders	Beginner	1
<p>The goal of this course is introduce participants to autism spectrum disorders (ASD) and the characteristics of children who are diagnosed with autism spectrum disorders. Participants will also be introduced to several students with autism spectrum disorders and many of the classroom strategies that support these students.</p>			

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Course ID	Course Name	Course Level	Course Hours
SPN102	Attention Deficit Disorders	Beginner	1

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This course presents basic facts about attention deficit disorder (ADD) and attention deficit hyperactivity disorder (ADHD), including characteristics of children diagnosed with ADD and ADHD and recommended classroom accommodations and guidance strategies.

