



## **C102 - Start Your Own Business with Child Care Management 450 Hours**

### **Start Your Own Business**

#### **Overview**

Would you love to be your own boss? Do you have a great idea for a business, but just don't know where to begin? Let us help you get started! Our in-depth course can provide you with a comprehensive introduction on how to start your own business. This is your chance to take that exciting first step toward a new career as an entrepreneur!

Do you have an idea to start your own internet business, or start your own home business? This course is an excellent starting point in learning the fundamentals every entrepreneur should understand and employ.

Our detailed start your own business course offers instruction on a number of business topics, including:

- Entrepreneurial skills
- Home business success
- Types of available small businesses
- The ingredients of a business plan
- Marketing and research
- Small business management
- Managerial accounting
- Budget planning

#### **Outline**

##### **Start Your Own Business Module 1**

##### **Being an Entrepreneur**

- Starting Your Business
- What Is an Entrepreneur?
- Opportunity Recognition
- Characteristics of the Successful Entrepreneur
- Income Statements: The Entrepreneur's Scorecard
- Return on Investment
- Inventions and Product Development
- Financing Strategy: Borrow or Sell?



## **Start Your Own Business Module 2**

### **Choosing a Business**

- Selecting Your Business
- The Power of Positive Thinking
- The costs of Starting and Operating a Business
- What Is Marketing?
- Advertising and Publicity
- Cost/Benefit Analysis
- Market Research
- Basic Business Plan Review

## **Start Your Own Business Module 3**

### **Running a Successful Business**

- Running a Business Successfully
- Your Competitive Advantage: Tactics and Strategies
- Keeping Good Records
- Negotiation
- Consumer Analysis
- Developing Your Marketing Mix
- Sole Proprietorships and Partnerships
- The Production/Distribution Chain
- Technology and Your Business

## **Start Your Own Business Module 4**

### **Intermediate Business Skills**

- Business Communication
- Product Quality
- Cash Flow
- From the Wholesaler's to the Trade Fair
- Trade Fair Financials
- Principles of Successful Personal Selling
- Protecting Your Intellectual Property
- Intermediate Business Plan Review

## **Start Your Own Business Module 5**

### **Growing Your Business**

- What You Need to Know to Grow
- Small Business and Government
- Supply and Demand
- Break-Even Analysis
- Understanding Stocks
- Math Tips to Help You Sell and Negotiate
- The Advanced Sales Call



- Franchising and Licensing: Capitalizing on Your Brand

### **Start Your Own Business Module 6**

#### **Advanced Business Skills**

- Dealing with Contracts
- Raising Capital: Other People's Money
- Venture Capital
- Taxation for the Entrepreneur
- Corporations: Limiting Liability
- Putting the Right Management Team in Place
- Bonds and Other Debt-Based Financing Strategies
- Insurance and Other Operating Costs

### **Start Your Own Business Module 7**

#### **Business Ethics & Social Responsibility**

- Manufacturing: From Idea to Product
- Future and Present Value of Money
- Ethical Business Behavior
- Building Good Personal and Business Credit
- The Balance Sheet: A Snapshot of Your Business
- Socially Responsible Business and Philanthropy
- Building Lifelong Financial Relationships
- Advanced Business Plan Review

## **Child Care Management**

### **Overview**

Do you love being around children? Have you ever thought about becoming a child care worker or wondered if you could start a home day care business? Child day care management distance learning course can provide you with the information to take the first step toward earning an attractive child care worker salary.

With our child day care management distance learning course, you can learn the key concepts involved in being a child care worker. You could even learn some basic ideas on how to start a home day care business!

A child care worker is a special person who helps children grow, learn, and gain new skills every day. A child care worker also provides behavioral and emotional support so children feel safe and comfortable while with a child care worker.

Whether you want to start a home day care business, already work at a day care center, or are looking to learn more about a career as a child care worker, this course can help.



This comprehensive career training child day care management course will provide information on a number of important topics including:

- Characteristics of a successful child care worker
- Physical, intellectual and emotional development
- Techniques for effective guidance
- Creating a safe and healthy environment
- Parent involvement
- Selecting a childcare program
- Child care worker job hunting

According to the U.S. Department of Labor\*, the job outlook is good for someone looking to become a child care worker. Job growth is expected to increase by 18%. A child care worker salary can vary depending on the type of organization you work for and your level of education. Always check with your state to determine any licensing or certification involved in becoming a child care worker.

## **Outline**

### **Child Day Care Management Module 1**

#### **Early Childhood Development**

- A Brief Look at the Young Child
- Developmental and Learning Theories
- Studying the Young Child
- Learning: Birth Through Age Eight
- How Learning Takes Place
- The Adult Role in Learning
- Family and Sociocultural Factors in Learning
- Physical Growth
- Safety, Nutrition and Health Issues
- Motor Development



## **Child Day Care Management Module 2**

### **Prenatal, Infancy and Toddlers Development**

- Conception and Prenatal Development
- Heredity, Environment and Development
- The First Two Weeks
- Infancy: Theory, Environment and culture
- Infancy: Affective Development
- Infancy: Cognitive Development
- The Toddler: Environment and Autonomy
- The Toddler: Affective Development
- The Toddler: Cognitive Development

## **Child Day Care Management Module 3**

### **Age Three to Six Development**

- The Cognitive System
- Concept Development
- Language Development
- Language in Everyday Use: Oral Language
- Written Language Development
- Intelligence and Creativity
- The Nature of Affective Development
- Emotional Development
- Personality Development
- Social Development
- The Adult Role in Affective Development

## **Child Day Care Management Module 4**

### **Age Six to Eight Development**

- Preschool to Primary: Bridging the Gap
- Continuity in Education
- Concept of School Readiness
- The Primary Child: Affective Development
- Social Interaction in Primary Classrooms
- Self-Esteem and Moral Development
- Cognitive Development and Schooling
- Moving From Concrete to Symbolic Thinking
- Computers in School
- A Look at the Whole Child
- Action for Children



## **Child Day Care Management Module 5**

### **Starting a Day Care Business**

- The Benefits of Family Child Care
- Is This for Me?
- Kinds of Home Based Child-Care Providers
- Styles of Home Based Child Care
- Inventory of Skills and Experience
- Where to Start
- Licensing and/or Registration
- Planning to Make a Profit
- Policies and Procedures
- Enrollment Records and Policies
- Setting Your Fee
- Termination Policy
- Hours of Operation
- Holidays and Vacations
- Guidance and Discipline

## **Child Day Care Management Module 6**

### **Planning the Daily Schedule**

- Your Daily Schedule
- Age-Mix of the Children
- Your Background and Training
- Mealtimes: An Essential Part of the Day
- Naptime and Free Play
- Structured Time
- Special Events and Story Time
- Language Activities
- Science Activities
- Learning Games
- Movement Activities
- Cooking and Snacks
- Music and Art
- Positive Guidance Tools
- Discipline / Guidance Techniques
- Decreasing Difficulty Behavior
- Fostering Good Social Skills
- Ten Common Guidance Problems



## **Child Day Care Management Module 7**

### **Day Care Business Basics**

- Generating Enrollment
- Screening Parents and Children
- Setting Up Your Office
- Computer and Printer
- Using the Internet
- Record Keeping
- Solving Common Problems
- Problems with Parents
- Problems with a Multi-Age-Mix of Children
- Minimizing Interruptions
- Planning for the Future
- Small Verses Large Center
- Your Well-Being
- Planning for a Substitute
- Hiring an Assistant
- Increasing Your Fees
- Setting Goals
- Being a Professional

## **Child Day Care Management Module 8**

### **Early Education Curriculum Activities, Part 1**

- Starting the Education Process
- Early Childhood Education
- Importance of Play
- Process of Planning Activities
- Communicating with Parents
- Process of Curriculum Development
- Themes, Units, Projects and Webs
- Lesson Planning
- Plan of Assessment and Evaluation
- Early Language and Literacy Development
- Language and Literacy Activities
- Understanding Children's Literature
- Selecting Books for Young Children
- Integrating Literature into Other Curriculum
- Teachers as Storytellers
- Planning and Using Puppets
- Easy-to-Make Puppets
- Connecting Puppets to Curriculum
- Taking Puppets Home



## **Child Day Care Management Module 9**

### **Early Education Curriculum Activities, Part 2**

- Dramatic Play and Creative Dramatics
- Planning and Preparing for Dramatic Play
- Integrating Drama into the Curriculum
- An Environment for Creative Expression
- Involving Children in All Forms of Art
- Tips for Displaying Children's Art
- Creating Sensory Centers
- Water, Sand and Mud Play
- Working with Blocks
- Fun with Woodworking
- Cooking and Creative Foods
- Children and Computers
- Music and Movement
- Types of Music
- Making Musical Instruments
- Math Language of Early Childhood
- Materials for Developing Math Concepts
- Teaching Basic Science Concepts
- Encouraging Critical Thinking
- Learning About Ecology and Animals
- Early Childhood Social Studies
- Field Trips and Learning