

Central Maine Community College offers online education courses designed to provide the workforce with sustainable skills necessary to enter a new field or advance your current career. Our Online Advanced Career Training courses provide the most effective online training. Students are assigned a student advisor who will assist the students with setting an achievable study/completion schedule.

To earn a certificate in **Child Development Associate Training**, students must complete **120** hours of training with a passing grade.

Course Information:

Course Title: Child Development Associate Training
Course Code: GES131
Course Duration: 6 months/120 Course Hours

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.

Requirements and Materials:

This program can be taken on a PC or a Mac. You will need Internet access and email capability.

For Windows users, you will need to have Windows XP, Vista, 7, or greater. For Mac users, you will need to have Mac OSX version 10.5 or greater. You will need to use Internet Explorer version 6 or later, Firefox version 10 or later, Apple Safari 5.0.3 or later, or Google Chrome version 0.11.257.201 (including 11.0.696.57 update) or later. You will also need to enable JavaScript in your browser options.

Adobe Flash Player and Adobe Acrobat Reader are required for this program.

Hardware:

- 1024 x 768, 16-bit (thousands of colors) color display or better
- Standard mouse, keyboard, speakers and sound card

All materials for this program are available online.

Outline:**Child Care & Education Courses – 12 CEUs****I. Childcare & Education I**

- A. Business Aspects of Child Care Facilities
- B. Personnel Techniques and Procedures

II. Childcare & Education I

- A. Establishing positive relationships with parents and families
- B. Providing a safe and secure child care environment

III. Childcare & Education I

- A. Development stages for infants, toddlers, and pre-school age children
- B. Effective techniques for fostering positive self esteem

IV. Childcare & Education I

- A. Early childhood academic and enrichment activities
- B. Managing behaviors, resolving conflicts