

COURSES FOR THE STATE OF MARYLAND

CHILD DEVELOPMENT

	<u>Clock Hours</u>
Appropriate Discipline Practices	3
Behavior Management	6
Childhood Education	6
Enhancing the Self-Esteem of Children	3
Family Child Care Renewal Certification	10
Family Child Care Start-up Certification	6
Growth and Development	12
Helping Children Cope with Stress and Deal with Feelings	3
Positive Discipline and Behavior	4
Setting Limits without Frustration	1
Stages of Children: Birth to Three	3
Strategies for Developing Discipline	6
Strategies for Developing Discipline	1
Strategies for Developing Discipline: An Interactive Workshop	3
Teaching Children to Like Themselves and Others (Making Friends)	3
Teaching Values and Character Building	2
Understanding Appropriate Discipline Practices	3

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COMMUNITY

Communicating Effectively With Others	3
Effective Communication With Parents	3
Leadership Training for Early Childhood and School Age Directors	11
Staff Interaction Throughout the Day	3
Teamwork: Working Effectively With Parents	3

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### CURRICULUM

Cool Ideas for Hot Summer Fun	3
Creating A Computer Literacy Program For Young Children	3
Creating A Creative Environment On a Shoestring Budget	3
Day Care: Before & After School Administration	3
Enhancing Interviewing Techniques and Communication Skills	3
Hands-On Science Activities	3
Holiday Craft Ideas “Teachable From The Trashables”	3
Making After-School Care Fun	3
Planning A Health and Safety Curriculum	6
Planning and Scheduling for a Safe and Fun Summer	3
Spring Fling Craft Ideas & Outdoor Activities	3
Storytelling with Young Children	2
Summer Crafts with Goops, Bubbles & Paints: Part 1	3
Summer Crafts with Goops, Bubbles & Paints: Part 2	3
Tips on Snacks	3
Using Puppets to Expand Language Skills	3
Value of Play	3

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SPECIAL NEEDS

Child Growth & Development: Emphasis On Special Needs	6
Recognizing Children with Special Needs	3

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Health Safety and Nutrition

Advanced Health and Safety Issues	6
Family and Child Start Up Certification	2
Recognizing and Understanding Signs of Child Abuse	3
SIDA: Back to Sleep	2
SIDS - Babies on Their Backs	2

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### PROFESSIONALISM

Administrative Approaches to Problem Solving	6
Attitude is Everything.	6
Attitude is Everything. Part II	9
Basic Tax and Record Keeping	3
Basic Taxes and Record Keeping	2
Challenge, Change and Focus Conference	6
Communicating Effectively with Others	3
Computer Skills for Early Childhood Professionals	12
Coping and Managing Stress in the ECE Environment	3
Defining Your Personal Teaching Style	3
Developing a Family Daycare Contract	2
Developing a Family Daycare Contract	3
Goals, Priorities and Timetables	6
Leadership Training for Early Childhood & School Age Directors	3
Managing Stress in the ECE Environment	3
Professionalism in the Early Childhood Education Environment	3
Quality vs. Quantity	6
Rites of Passage for Teachers and Parents	6
Selecting Appropriate Computer Software	3
Seminar for Directors, Administrators, and Managers: Going the Long Haul	6
Staff Interaction Throughout The Day	1
Team Building In a Preschool Setting	3
The Professional Career Path	2
The Professional Career Path: What Does It Take to Get From One Position to Another?	1.5