



## On-Line Core of Knowledge Course Descriptions for All 3 Options

### **Option 1 Catalog of Courses (1.0 CEU/10 Hours)**

#### **Community (0.2 CEU/2.0 Hours)**

##### *Cross-Cultural Communication (0.2 CEU/2.0 Hours)*

**Description:** This course discusses the unique characteristics of communicating across cultural lines. It also discusses various cultural perspectives, and the skills and abilities needed to address them in the workplace and society.

**Objective:** Recall the definition of culture. Identify the major components of culture. Identify principal barriers to cross-cultural communication. Identify skills for improving cross-cultural communication.

#### **Health, Safety and Nutrition (0.3 CEU/3.0 Hours)**

##### *Child Abuse: Identification and Prevention (0.1 CEU/1.0 Hour)*

**Description:** This course familiarizes students with different types of abuse, how to identify signs of abuse, and methods of reporting abuse to proper authorities.

**Objective:** Terminal Objective: Upon completion of this course, the student will be able to recognize signs of child abuse and different types of abuse, and recall methods and reasons for reporting abuse to proper authorities. Enabling Objectives: Recall different types of abuse. Recall how to identify signs of abuse. Recall methods of reporting abuse to proper authorities.

##### *Risk Management (0.2 CEU/2.0 Hours)*

**Description:** This course familiarizes students with risk management considerations in child care settings. It discusses potential losses, a child care facility's insurance needs, the importance of using contracts, employee screening and training procedures, and potential risks while on the playground and during field trips.

**Objective:** Identify potential losses facing child care facilities. Identify the insurance needs of child care facilities. Recall ways to manage risks in child care facilities. Recall items to include in a child care contract. Recall employee selection and training procedures. Identify potential risks while on the playground and during field trips. Recall methods to increase play area and field trip safety.

#### **Professionalism (0.5 CEU/5.0 Hours)**

##### *Assessing Child Care Business Practices (0.1 CEU/ 1.0 Hour)*

**Description:** This course describes actions and practices that contribute to establishment and maintenance of an organization that provides high-quality child care and early childhood education in a safe, healthy, and nurturing environment. It also discusses techniques for assessing operational and financial practices, family and community relationships, and staff and professional growth.

**Objective:** Recall techniques for assessing operational practices. Recall techniques for assessing financial aspects of a child care business. Recall techniques for assessing family relations practices. Recall techniques for assessing community relations practices beneficial to a child care business. Recall techniques for assessing staff procurement and management. Recall techniques for assessing staff members' performances and assisting in their professional growth.

##### *Ethics and Ethical Behavior (0.2 CEU/2.0 Hours)*

**Description:** This course discusses the importance of ethics and ethical behavior in an organization, and describes norms of ethical behavior. It defines attributes of an effective code of ethics, identifies stakeholders and personal values that influence decision making, and outlines the steps of ethical decision making. This course also discusses ways to influence and sustain ethical behavior, defines the benefits of ethical behavior in the workplace, and identifies the risks and consequences of unethical behavior.

**Objective:** Recall definitions of ethics and ethical behavior. Identify norms of ethical behavior. Identify attributes of an effective code of ethics. Recall personal values that influence decision making. Identify steps of ethical decision making. Recall a definition of stakeholders. Identify ways to influence and sustain ethical behavior. Identify the benefits of ethical behavior in the workplace. Recall the risks and consequences of unethical behavior. Identify possible consequences of ethical behavior.

### *Open House (0.1 CEU/1.0 Hour)*

**Description:** This course discusses the purpose of open houses, as well as benefits of open houses to parents, teachers, and administrators. It also provides strategies and ideas for scheduling and planning a successful open house.

**Objective:** Recall the purpose of an open house. Identify benefits of open houses. Recall potential times for scheduling open houses. Recall themes and activities that enhance open houses.

### *Staffing Child Care Programs (0.1 CEU/1.0 Hour)*

**Description:** This course discusses characteristics of a good child care provider, as well as responsibilities involved in hiring and managing a staff of child care providers. It also addresses ways to retain quality employees.

**Objective:** Identify characteristics of a good child care provider. Recall responsibilities associated with managing child care staff. Recall standard hiring practices. Identify ways to retain employees. Recall guidelines for employee training and evaluation.

## **Option 2 Catalog of Courses (1.0 CEU/10 Hours)**

### **Health, Safety and Nutrition (0.3 CEU/3.0 Hours)**

#### *Child Abuse: Physical Abuse Awareness (0.2 CEU/2.0 Hours)*

**Description:** This course discusses physical abuse and describes risk factors that contribute to the abuse of children. It details indicators of physical abuse and discusses physical, psychological, behavioral, and societal consequences. This course also provides strategies to prevent physical abuse and offers alternatives to physical punishment.

**Objective:** Recall CAPTA's definition of physical abuse. Recall the federal government's definition of a child. Recall definitional standards for harm and endangerment related to physical abuse. Identify risk factors that contribute to physical abuse. Identify indicators of physical abuse. Recall physical, psychological, behavioral, and societal consequences of physical abuse. Identify strategies to prevent physical abuse. Recall alternatives to physical punishment.

#### *Early Childhood Programs for Multilingual Children (0.1 CEU/1.0 Hour)*

**Description:** This course addresses challenges associated with caring for multilingual children and the impact of culture on their development. It also discusses planning and implementation of successful programs for multicultural children.

**Objective:** Recall the definition of multilingual. Recall the significance of recognizing and embracing culture during children's development. Identify educational and social challenges associated with caring for multilingual children. Recall the significance of language development for children. Identify coping skills used to ease multilingual children's transitions into new environments. Identify common steps for planning and implementing programs for multilingual children. Identify communication skills and instructional strategies required to effectively instruct multilingual children.

### **Professionalism (0.7 CEU/7.0 Hours)**

#### *Assessing Child Care Programs (0.2 CEU/2.0 Hours)*

**Description:** This course discusses assessing the safety and design of the physical environment at child care facilities, as well as assessment of curriculum and staff qualifications. Promoting positive relationships with families and community members is also addressed.

**Objective:** Recall how to perform an assessment. Recall what to review when assessing the safety and design of the physical environment where child care occurs. Recall what to consider when assessing curriculum at a child care center. Recall types of activities and instruction to include in an effective child care center curriculum. Recall characteristics of effective curriculum. Recall what to consider when assessing child care staff members' qualifications and professional development. Recall what to consider when assessing child care staff members' knowledge and abilities.

#### *Encouraging Parental Involvement (0.1 CEU/1.0 Hour)*

**Description:** This course discusses the importance of parental involvement with and within child care facilities. It describes activities and methods to encourage parental involvement, identifies barriers to parental involvement, and presents activities that may assist in overcoming these barriers.

**Objective:** Recall the significance of parental involvement to a child's success. Identify guidelines for encouraging parental involvement. Recall activities that may encourage parental involvement. Recall barriers to parental involvement. Identify actions that may help overcome barriers to parental involvement

### *Professional Practices (0.1 CEU/1.0 Hour)*

**Description:** This course provides an overview of the professional practices expected of child care providers. It includes the definition of professionalism as well as measures to attain a professional reputation, as perceived through the child care provider's words and actions.

**Objective:** Recall applicability of professionalism to the child care/early childhood education vocation. Identify professional behaviors. Identify actions to assess and enhance personal professionalism

### *Safety and Security Procedures (0.2 CEU/2.0 Hours)*

**Description:** This course familiarizes students with the safety and security procedures in a child care setting. It discusses security measures to consider, types of available security systems, Homeland Security safety procedures to follow during a national security alert, contingency plan considerations, and ways to keep parents informed regarding security matters.

**Objective:** Terminal Objective: Upon completion of this course, the student will be familiar with security measures to consider, types of available security systems, Homeland Security safety procedures to follow during a national security alert, contingency plan considerations, and ways to keep parents informed regarding security matters. Enabling Objectives: Recall security measures to consider in child care settings. Recall different types of security systems. Recall Homeland Security safety procedures to follow during a national security alert. Recall contingency plan considerations. Recall ways to keep parents informed regarding security matters.

### *Stress Management (0.1 CEU/1.0 Hour)*

**Description:** This course familiarizes students with stress management techniques. It identifies the difference between reactions to real sources of stress and reactions to symbolic sources of stress. This course identifies the sources and significance of stress and effective methods for managing stress to improve personal health and job performance.

**Objective:** Distinguish between the impacts of real and symbolic stress. Identify effective methods for managing stress. Identify the goal of stress management. Identify three primary ways humans are affected by stress. Recall the three types of reactions that cause tension in response to stress. Recall the three phases involved in stress reaction. Recall five sources/types of stress. Recall the body's physical responses when dealing with stress. Recall steps to take when dealing with conflict resolution

## **Option 3 Catalog of Courses (1.0 CEU/10 Hours)**

### **Child Development (0.2 CEU/2.0 Hours)**

#### *Helping Children Cope with Grief (0.2 CEU/2.0 Hours)*

**Description:** This course focuses on helping children cope with grief caused by loss or disaster. It discusses phases of grief and children's reactions to grief or stress. Suggestions for child care providers to use to help children develop healthy coping skills are provided. This course also discusses children's behaviors that may indicate a difficulty coping with grief, and guidelines for child care providers to use when communicating concerns to parents.

**Objective:** Recall the phases of grief. Identify children's reactions to grief. Recall actions to use to help children cope with grief. Recall guidelines for answering children's questions about sensitive issues. Recall activities that encourage development of healthy coping skills. Identify behaviors that indicate difficulty coping with grief. Recall general guidelines for communicating with families regarding coping difficulties.

### **Community (0.1 CEU/1.0 Hour)**

#### *Multiculturalism (0.1 CEU/1.0 Hour)*

**Description:** This course describes common cultural biases and their adverse effects on child care and early childhood education. It also discusses academic policies, teaching strategies, and curriculum processes that enhance early childhood development in today's multicultural society.

**Objective:** Define multiculturalism. Identify common cultural biases. Recall adverse effects of cultural biases on child care and early childhood education. Identify academic policies that enhance education in a multicultural environment. Identify teaching strategies that facilitate education of a multicultural early childhood population. Recall curriculum processes appropriate for a multicultural early childhood population. Select teacher actions and activities appropriate for a multicultural environment.

## **Health, Safety and Nutrition (0.2 CEU/2.0 Hours)**

### *Child Abuse: Sexual Abuse Awareness (0.1 CEU/1.0 Hour)*

**Description:** This lesson discusses awareness of child sexual abuse in early childhood education. It defines child sexual abuse, victims, and perpetrators. It also identifies signs and types of child sexual abuse, attributes of both touching and nontouching abuse, prevention methods, steps to protect children from perpetrators, effects of sexual abuse, and treatment methods and strategies.

**Objective:** Recall definitions of child sexual abuse, victims, and perpetrators. Identify signs of child sexual abuse. Identify types of child sexual abuse. Identify attributes of touching and nontouching child sexual abuse. Identify child sexual abuse prevention methods. Identify steps to protect children from perpetrators. Identify short- and long-term effects of child sexual abuse. Identify treatment methods and strategies.

### *Environmental Safety (0.1 CEU/1.0 Hour)*

**Description:** This course familiarizes students with indoor and outdoor safety hazards that may be present in a child care environment and discusses how child care providers can protect children from these hazards.

**Objective:** Identify environmental safety hazards associated with outdoor play Areas Identify environmental safety hazards associated with indoor areas of a child care facility Recall hazardous toxins that may be present in a child care facility and how to reduce the risks associated with them Recall fire safety planning and procedures.

## **Professionalism (0.5 CEU/5.0 Hours)**

### *Early Childhood Program Accreditation (0.3 CEU/3.0 Hours)*

**Description:** This course discusses the accreditation process, accrediting organizations, and the benefits early childhood programs may expect from becoming accredited. It also discusses the impacts and effects accreditation and Quality Rating Systems (QRS) have on early childhood programs, youth and future development, and the communities in which we live.

**Objective:** Recall the definition of accreditation. Recall the purpose of accreditation in early childhood programs. Identify national accreditation organizations and their roles in early childhood programs. Identify common goals of early childhood program accrediting organizations. Identify common early childhood program accreditation standards. Identify common steps in the early childhood education accreditation process. Identify mistakes to avoid during the accreditation process. Identify benefits of early childhood program accreditation to children, parents, child care professionals, and communities. Recall the value of accreditation. Recall the definition of Quality Rating Systems. Recall the purpose of Quality Rating Systems. Identify goals of Quality Rating Systems.

### *Sexual Harassment Awareness (0.1 CEU/1.0 Hour)*

**Description:** This course familiarizes students with sexual harassment in the workplace. It discusses the legal definition of sexual harassment; recognition of, and understanding how to handle and prevent, sexual harassment in the workplace; and the procedure for filing a sexual harassment complaint.

**Objective:** Define sexual harassment in the workplace. Identify sexual harassment behaviors and situations. Identify the recommended procedure to follow when sexual harassment occurs and the time frame for making a complaint to the Equal Employment Opportunity (EEO) office.

### *Time Management (0.1 CEU/1.0 Hour)*

**Description:** This course discusses the principles of time management. It highlights time management myths, outlines the symptoms of poor time management, and provides methods for utilizing good time management practices.

**Objective:** Recall time management myths. Recall indications of poor time management. Recall good time management practices. Recall the elements of a time management matrix. Recall common misuses of time. Recall time management strategies for child care providers.