

# Entrepreneurship in Child Care:

When Your Business is Caring for Children

## Get expert insight into the “business” of child care!

Take this series of courses to become a more successful business owner and manager in the child care industry, and receive a **Letter of Commendation**. This is recommended for those who want to start or maintain a successful family or group child care business.

### Core Courses: *(Complete 6)*

- Business Communications
- Creating an Effective Website for Your Child Care Business\*
- Finances and Planning for Your Child Care Business\*
- Marketing Your Child Care Business\*
- Regulations in Child Care\*
- Understanding Accounting and Financial Statements
- Understanding Management-Operations of a Child Care Business\*
- And, more!

### Electives: *(Complete 4)*

- Business News
- Hiring and Firing
- Launching Your New Business
- Managing Priorities
- Networking Like a Pro
- And, more!

\*These courses also count as Core of Knowledge: Professionalism hours

See course index for course locations. All courses may not be offered in each schedule.

Visit [carrolltraining.com/series](http://carrolltraining.com/series) to receive your Letter of Commendation.

075-A12-1011.BTG


Continuing Education & Training:  
**410-386-8100**  
[www.carrollcc.edu](http://www.carrollcc.edu)

## Technical

### Six Sigma: Blackbelt

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at problem-solving, as well as deployment and project development approaches. Since software will be used for data analysis, the course material concentrates on the application and use of the tools, rather than on detailed derivation of the statistical methods. Workshops are incorporated extensively throughout the training to challenge the student’s analytical and problem-solving skills.

Cost: \$2,695 (MD Senior Adults: \$2,695)

 Course #: **XXG-019-A4**


Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

### Six Sigma: Greenbelt

Six Sigma is a Quality Improvement methodology structured to reduce product or service failure rates to a negligible level (roughly 3.4 failures per million opportunities). The Six Sigma process encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. As a philosophy Six Sigma drives business culture and requires a nearly flawless execution of key processes making Six Sigma a high standard for companies and individuals to achieve. Six Sigma is highly associated with the delivery of consistent world-class quality.

Cost: \$1,895 (MD Senior Adults: \$1,895)

 Course #: **XXG-020-A4**

Online

For information go to [www.gatlineducation.com/carrollcc](http://www.gatlineducation.com/carrollcc)

## Online Courses

- Business Marketing Writing
- Creating a Successful Business Plan
- Introduction to Business Analysis
- Laws of the Business Jungle
- Learn to Buy and Sell on eBay
- Mastery of Business Applications
- Mastery of Business Fundamentals
- Publish It Yourself: How to Start & Operate Your Own Publishing Business
- Start & Operate Your Own Home-Based Business
- Starting Your Own Consulting Business

 For more info go to [www.ed2go.com/carrollcc](http://www.ed2go.com/carrollcc)

## CHILD CARE & EDUCATIONAL PROFESSIONALS

Carroll Community College offers an Associate of Arts degree in Early Childhood Education. For further information call Marlene Welch at 410-386-8525. For information on the Child Care Career & Professional Development Fund call Kiersten Meyers at 410-386-8383.

### Earn a Continuing Education Certificate

Prepare for professional certification, industry licensure or a new occupation. For details go to [carrollcc.edu/cecertificates](http://carrollcc.edu/cecertificates)

- Child Care Professional—  
Early Childhood Teacher
- Child Care Professional—  
Infant/Toddler Teacher
- Child Care Professional—  
School-Age Teacher

### Continuing Education Training Programs & Employability

**Important Information:** *Passing a course or program may be the first step toward certification; however, there may be additional requirements for licensure and/or employment. It is the student’s responsibility to be aware of those requirements.*

## Child Care Pre-service

*Prerequisites: Students must either validate previous successful college courses (C or above in reading and writing) or successfully complete the Reading & English Assessment tests prior to registering for any of the 45-hour courses.*

*To validate previous successful college: Attach a copy of your transcript to your registration form.*

*To take the Reading & English Assessment tests: Make an appointment to take the Reading & English Placement Tests by calling the Carroll Community College Admissions Office at 410-386-8430. When scheduling your appointment, identify yourself as a Continuing Education student and the course. If you have taken the Reading & English Assessment Tests prior to taking a previous credit or non-credit course, please indicate this on your registration form.*

### Growth and Development in Early Childhood

Examine the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. Prominent theories of development and topics such as health, nutrition, play, and the family will be reviewed. This course satisfies

# Child Care & Educational Professionals

the first half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit course.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-101-B3BP**

Tue. & Thu., Jan. 31 - May 17, 9:30 - 10:50 AM (30 sessions; no class 4/3 & 4/5)

Washington Road Campus, Rm. C269

## Growth and Development in Early Childhood: Online

Examine the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. Prominent theories of development and topics such as health, nutrition, play and the family will be reviewed. This course satisfies the first half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit course. This class is entirely online.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-434-A3BP**

Jan. 30 - May 18

Online

## Materials and Methods for Early Childhood Education

Learn the methods and proper use of materials for presenting creative learning experiences to young children in the areas of language, creative dramatics, art, music, movement, math, science, emergent literacy and outdoor activities. This course satisfies the second half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit course.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-102-A3BP**

Tue. & Thu., Jan. 31 - May 17, 11:00 AM - 12:20 PM (30 sessions; no class 4/3 & 4/5)

Washington Road Campus, Rm. C269

**Course #: CCT-102-B3BP**

Tue., Jan. 31 - May 15, 6:30 - 9:20 PM (15 sessions; no class 4/3)

Washington Road Campus, Rm. C269

## Materials and Methods for Early Childhood Education: Hybrid

Learn the methods and proper use of materials for presenting creative learning experiences to young children in the areas of language, creative dramatics, art, music, movement, math, science, emergent literacy and outdoor activities. This course satisfies the second half of the MSDE requirement of 90 classroom hours in training for center directors and child care teachers. Can be taken as a credit or non-credit

course. Includes both on-campus class time as well as an online component.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-338-A3BP**

Wed., Feb. 1 - Mar. 14, 6:30 - 9:20 PM (7 sessions)

Washington Road Campus, Rm. K205

## Infants and Toddlers: Development and Care

This 45 clock hour course provides an overview of infant and toddler development and age-appropriate activities. Satisfies the Child Care Administration's course requirements for infant and toddler providers. May take this course as a non-credit or credit student.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-103-A3BP**

Wed., Feb. 1 - May 16, 6:30 - 9:20 PM (15 sessions; no class 4/4)

Washington Road Campus, Rm. C269

## School Age Child Care Training: Hybrid

This early childhood education career course examines the child between ages 5 and 12. Appropriate methods, materials and experiences for school-age care will be covered. This course meets State requirements for positions in school-age care. Can be taken as a credit or non-credit course. Includes both on-campus class time as well as an online component.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-336-A3BP**

Fri., Feb. 3 - Mar. 16, 9:30 AM - 12:30 PM (7 sessions)

Washington Road Campus, Rm. C269

## Child Care Administration: Hybrid

This 45-clock hour course provides an overview of the basic child care services, including school-age child care. Focus will be on the administration and organization of a child care center with emphasis on start-up, budgeting, licensing, and regulations. This course plus School-age Child Care Training satisfies the Child Care Administration's course requirements for center directors. Can be taken as a credit or non-credit class. Includes both on-campus class time as well as an online component.

Cost: \$303 (MD Senior Adults: \$30); plus text

**Course #: CCT-337-A3BP**

Fri., Mar. 23 - May 11, 9:30 AM - 12:30 PM (7 sessions; no class 4/6)

Washington Road Campus, Rm. C269

# 21<sup>st</sup> Annual · Spring Child Care Training Day

Saturday, March 24, 2012  
8 a.m. – 4:15 p.m.  
Carroll Community College

## Training for Early Childhood Professionals

- Packed with innovative ideas, valuable resources and hands-on activities to promote excellence in childcare
- Earn a Continuing Education Certificate for 6 clock-hours and Core of Knowledge hours

Registration begins  
Monday, Feb. 20

Look for event details in early February on the web and in the mail.



Continuing Education & Training:  
410-386-8100  
www.carrollcc.edu

## Continuing Education

### Child Development

#### Creating a Caring Environment for Infants & Toddlers

Learn to evaluate problem behaviors in infants and toddlers that lead to conflict and adapt strategies that promote conflict resolution.

*Instructor: Kiersten Meyers*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-410-A3**

*Tue. & Thu., Feb. 21 & 23, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. K205*

#### The Developing Brain

Brain development begins before birth and continues throughout life. Find out how a young child's brain develops and how it relates to all other areas of development. Tips for creating a dynamic learning environment for developing brains will be included. *Instructor: Helen Jones*

*Helen Jones*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-417-A4**

*Tue. & Thu., Apr. 24 & 26, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. N203*

#### NEW! Developmentally Appropriate Practice

What is the latest thinking on developmentally appropriate practice? This interactive workshop identifies the essential components of development appropriate practice and guides you through activities that foster a caring community of learners to enhance social emotional development and academic learning in early childhood. *Instructor: Michele Barattucci*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-442-A3**

*Mon. & Wed., Jan. 23 & 25, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. K122*

Need help with your  
**career  
choice?**

**FREE** monthly drop-in sessions

Rm. A125

First Monday, 5:30 – 6:30 p.m.

Third Friday, 10 – 11 a.m.

Go to

[www.carrollcc.edu/cetcareer](http://www.carrollcc.edu/cetcareer)

for details.

Call 410-386-8100 to reserve a seat.

#### Helping Children Cope With Trauma

Gain a clearer understanding of trauma through a child's eyes. Identify ways to help children navigate their feelings and emotions when dealing with traumatic events. *Instructor: Kiersten Meyers*

*Kiersten Meyers*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-415-B2**

*Tue. & Thu., Dec. 13 & 15, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. T315*

### Curriculum

#### NEW! Let Me Play: Incorporating Play Into Your Early Childhood Curriculum

Play is an essential part of our worlds. We all enjoy some form of it! Review the importance of including play in your everyday planning to promote overall healthy development and learning among young children. *Instructor: Kiersten Meyers*

*Kiersten Meyers*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-439-A4**

*Tue. & Thu., May 1 & 3, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. N203*

#### NEW! Taking Learning Outside

This interactive workshop demonstrates the positive impact outdoor activities have on learning, behavior and relationships. Create a plan for implementing year-round outdoor learning in your child care setting. *Instructor: Michele Barattucci*

*Michele Barattucci*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-441-A4**

*Mon. & Wed., May 21 & 23, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. K122*

### Health, Safety & Nutrition

#### NEW! Asthma & Anaphylaxis Medication Administration Training for Early Education Providers

Child care providers will learn useful information and receive skill training for the care of children with asthma. Get an overview of asthma and anaphylaxis, symptoms and treatment goals. Environmental triggers, medications and asthma devices will be explained. Providers will also review the COMAR regulations associated with the care of children with asthma.

*Cost: \$40 (MD Senior Adults: \$40)*

**Course #: XXZ-251-A3**

*Sat., Feb. 18, 8:00 AM - 12:15 PM*

*Washington Road Campus, Rm. K116*

**Course #: XXZ-251-A4**

*Sat., Apr. 28, 8:00 AM - 12:15 PM*

*Washington Road Campus, Rm. K116*

#### Emergency Preparedness Training for Child Care Providers

Designed for child care center staff, family child care providers and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training builds upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. Offered in partnership with Chesapeake College and grant supported.

*Cost: \$15 (MD Senior Adults: \$15)*

**Course #: CCT-353-A3M (includes light refreshments)**

*Mon. & Wed., Jan. 9 & 11, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. K122*

**Course #: CCT-353-A4M (includes boxed lunch)**

*Sat., Apr. 21, 9:00 AM - 4:00 PM*

*Washington Road Campus, Rm. K116*

**Course #: CCT-353-B4M (includes light refreshments)**

*Mon. & Wed., Jun. 11 & 13, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. K116*

#### Medication Administration for Child Care Providers

Provides an overview of medication administration procedures in child care centers and family child care homes. Topics include: practices and procedures for administering over-the-counter and selected prescription medications to children in accordance with state child care licensing requirements, observation methods, recording procedures, forms and schedules, and safe handling techniques. Students should bring a 3-ring binder to class.

*Cost: \$57 (MD Senior Adults: \$35)*

**Course #: CCT-182-D2M**

*Mon. & Tue., Dec. 12 & 13, 6:00 - 9:15 PM (2 sessions)*

*Washington Road Campus, Rm. N205*

**Course #: CCT-182-A3M**

*Sat., Jan. 28, 9:00 AM - 4:00 PM*

*Washington Road Campus, Rm. K115*

**Course #: CCT-182-B3M**

*Sat., Feb. 25, 9:00 AM - 4:00 PM*

*Washington Road Campus, Rm. K116*

**Course #: CCT-182-C3M**

*Sat., Mar. 10, 9:00 AM - 4:00 PM*

*Washington Road Campus, Rm. K132*

**Course #: CCT-182-A4M**

*Mon. & Tue., May 7 & 8, 6:00 - 9:15 PM (2 sessions)*

*Washington Road Campus, Rm. K128*

#### Mental Health First Aid

See Healthcare/Healthcare Occupations for course details

## Child Care & Educational Professionals | Construction Trades

### NEW! Nutrition and Active Living

Based on the new food pyramid and recent nutritional information, this hands-on workshop includes ways to modify existing menus to meet the individual needs of each child, simple creative ways to include foods, herbs and spices to promote healthy development, and suggestions to increase daily physical activity across the domains of learning. Ways to communicate with parents about preparing and serving quick beneficial breakfasts and packing energy boosting nutritional lunches will also be discussed. *Instructor: Michele Barattucci*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-440-A3**

*Mon. & Wed., Mar. 5 & 7, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. K133*

### Professionalism

#### NEW! Creating An Effective Website for Your Child Care Business

A well-designed website for your child care business is critical to your success. Learn the best practices of effective website design, including site organization and structure, website appearance, viewing and accessibility. *Prerequisites:* Basic understanding of the Internet and websites. *Instructor: Sonya Hand*

*Cost: \$49 (MD Senior Adults: \$49)*

**Course #: XXZ-114-A3P**

*Mon., Mar. 5, 6:00 - 8:00 PM*

*Washington Road Campus, Rm. T319*

#### NEW! Finances and Planning for Your Child Care Business

What does it take financially to start your child care business? Understand what are your start-up costs versus your operating costs. Learn how to plan your budget, plan for profit and plan for success! *Instructor: Jeanne Berger*

*Cost: \$79 (MD Senior Adults: \$30)*

**Course #: SBA-621-A3**

*Wed., Mar. 21 & 28, 6:15 - 9:30 PM (2 sessions)*

*Washington Road Campus, Rm. K129*

#### NEW! Marketing Your Child Care Business

Market your child care business beyond a website. Explore networking, brochures, guest speakers, ads and coupons as marketing options. Discover the best marketing tactics for your type of child care business and create your own basic marketing plan. *Instructor: Jeanne Berger*

*Cost: \$49 (MD Senior Adults: \$49)*

**Course #: XXZ-105-A4**

*Wed., Apr. 18, 6:15 - 9:30 PM*

*Washington Road Campus, Rm. K129*

#### NEW! Understanding Management/ Operations of a Child Care Business

A child care business is, after all, still a business, and you need to know how to operate and manage that business to be successful. Learn how to manage all aspects of the operations, from purchases and relationships with parents to hiring of staff and motivating employees.

*Instructor: Jeanne Berger*

*Cost: \$179 (MD Senior Adults: \$30)*

**Course #: SBA-620-A3**

*Wed., Feb. 22 - Mar. 14, 6:15 - 9:30 PM (4 sessions)*

*Washington Road Campus, Rm. K132*

*Jeanne Berger owned and operated three child care centers for 17 years. She graduated from Stevenson University with a BS in Early Childhood Leadership in Administration and is an adjunct at CCBC teaching Early Childhood Management.*

### Special Needs

#### NEW! Special Needs and the Brain

Examine several special needs conditions commonly found in young children and explore the relationship between those conditions and brain development. Brain-based strategies for working with special needs children will also be discussed. *Instructor: Helen Jones*

*Cost: \$49 (MD Senior Adults: \$30)*

**Course #: CCT-438-A3**

*Tue. & Thu., Mar. 27 & 29, 6:30 - 9:45 PM (2 sessions)*

*Washington Road Campus, Rm. M056*

### CPR & First Aid

- Heartsaver AED: Adult, Child and Infant
- First Aid, CPR and AED: Adult, Child, & Infant

*See Allied Health & Nursing/CPR & First Aid section for course details.*

### Educational Professionals

#### Para Professional (Teacher's Aide) Certification Program

Prepare to assist classroom teachers in instruction of mathematics, reading and writing. Required courses include topics in teaching mathematics, reading and writing, an overview of the job and an introduction to child development. Elective courses explore areas related to instruction including classroom management skills, teaching and learning theories and instructional methods. Prepares you to pass the Educational Testing Services ParaPro Exam or other skills assessment exams and to pass any observation-based certification programs required by your state. You must successfully complete the five required courses

and three elective courses to receive certificate. Students required to create a portfolio of their work which is included in the final lesson of each completed course.

*Cost: \$3,499 (MD Senior Adults: \$3,499)*

**Course #: XXP-001-A3**

*Online*

*For information go to*

*www.theknowledgebase.org/carrollcc*

#### Praxis I Preparation

Designed for prospective teachers to prepare for the Praxis I Exam. Participants will review fundamentals of reading, writing, and math tests needed for success with the exam. Useful test taking strategies and practice questions are included.

*Cost: \$104 (MD Senior Adults: \$90)*

**Online; New sections begin monthly**

*For more information and course registration details go to*

*www.ed2go.com/carrollcc*

#### Solving Classroom Discipline Problems The Classroom Computer Using the Internet in the Classroom

*For more info go to www.ed2go.com/carrollcc*

## CONSTRUCTION TRADES

#### Earn a Continuing Education Certificate

Prepare for professional certification, receive job training, improve your skill set and gain technical knowledge. For details go to [carrollcc.edu/cecCertificates](http://carrollcc.edu/cecCertificates)

- Electrical Apprentice
- Home Improvement Contractor
- Home Inspector
- HVAC Technician
- HVACR Apprentice
- Welder

Tuition **\$200**  
...or more?

**Pay in installments!**

Go to  
[www.carrollcc.edu/factsplan](http://www.carrollcc.edu/factsplan)  
to learn more!