Child Development Associate Program

Program Duration: 9 months

Course Sequence	Modules/Lessons	Suggested Study Schedule
Child Development Associate	Childcare & Education I	Week 1 -3
Child Development Associate	Childcare & Education II	Week 4 – 6
Child Development Associate	Childcare & Education III	Week 7 – 9
Child Development Associate	Childcare & Education IV	Week 10 - 12
Intro to Leadership		Week 13
Leaders and Work-life Balance		Week 13
Leading and Managing change		Week 14
Leading Teams		Week 14
Business Essentials		Week 15 – 17
Management Fundamentals		Week 18 – 19
Marketing and Sales		Week 20 – 22
Business Financial Management		Week 23 – 25
Business in the Electronic Age		Week 26 – 28
Business Presentation Skills		Week 29 -- 30
Business Correspondence Level 1		Week 31 – 32
Human Resource Management		Week 33 – 35
Office Procedures level 1		Week 36 – 37
Office Procedures level 2		Week 38 -- 39

- The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
- Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
- We recommend students to follow the course sequence in the order listed above.