

## Spring / Summer 2011

<b>Managing a Child Care Center I</b> Week: 1 Business Concept and Description Week: 2 Service Plan Week 3: Operating and Control Systems I Week 4: Marketing Plan I <b>Objective: Business Plan Part I</b>	<b>Module 1 <u>Thursdays</u> from 6:00 - 8:30</b> Feb 3 Feb 10 Feb 17 Feb 24	<b>Module 1 <u>Mondays</u> from 6:00 - 8:30</b> Mar 7 Mar 14 Mar 21 Mar 28
<b>Managing a Child Care Center II</b> Week 1: Marketing Plan II Week 2: Managing Center Financials I Week 3 Managing Center Financials II Week 4: Putting It All Together <b>Objective: Business Plan Part II</b>	<b>Module 2 <u>Thursdays</u> from 6:00 - 8:30</b> Mar 3 Mar 10 Mar 17 Mar 24	<b>Module 2 <u>Mondays</u> from 6:00 - 8:30</b> Apr 4 Apr 11 Apr 18 Apr No Class - Spring Break May 2
<b>Managing Operations</b> Week 1: Operating and Control Systems II Week 2: Operations Week 3: Developmental Program Week 4: Parent Handbook <b>Objective: Business Plan Part III and Parent Handbook</b>	<b>Module 3 <u>Thursdays</u> from 6:00 - 8:30</b> Mar 31 Apr 7 Apr 14 Apr No Class - Spring Break Apr 28	<b>Module 3 <u>Mondays</u> from 6:00 - 8:30</b> May 9 May 16 May 23 May No Class - Holiday June 6
<b>Human Resources</b> Week 1: Regulations and Recruiting Staff Week 2: Interviewing and Hiring Staff Week 3: Orienting and Managing Staff Week 4: Developing and Retaining Staff <b>Objective: Business Plan Part IV and Employee Policy and Procedures Manual</b>	<b>Module 4 <u>Thursdays</u> from 6:00 - 8:30</b> May 5 May 12 May 19 May 26	<b>Module 4 <u>Mondays</u> from 6:00 - 8:30</b> Aug 1 Aug 8 Aug 15 Aug 22

