



Continuing Education

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EDUCATIONAL ASSISTANT CERTIFICATE PROGRAM

Requirements: Grade 12 Academic Diploma, Current Criminal & Child Abuse Registry Check, English Language proficiency
Potential students may be interviewed.

Tuition: **\$4,225**

Topics Covered: Introduction to the Educational Assistant Program (30 hours)
Child Development (30 hours)
Understanding Exceptional Children (30 hours)
Observation, Record Keeping and Report Writing (30 hours)
Learning Styles and Instruction (30 hours)
Life Skills and Social Development (30 hours)
Understanding Language Development (30 hours)
Learning Disabilities (30 hours)
Understanding Behavior (30 hours)
Dealing Effectively with Student Behavior (30 hours)
Math and English Content Review (18 hours)
CPR (8 hours)
Non-Violent Crises Intervention (11 hours)
Introduction to MS Office (18 hours)
Proloquo2go (9 hours)
Practicum (120 hours)

Total hours for all components of the program: 484 hours

Textbook: Para Pro, Supporting the Instructional Process, by Randy Sprick, Mickey Garrison, Lisa Howard

Pass mark of 75% must be attained on all tests, quizzes and final exam

Tuition includes the text and supporting materials, CPR, Non-Violent Crisis Intervention and Introduction to MS-Office/iMAC.

EDUCATIONAL ASSISTANT CERTIFICATE PROGRAM

COURSE DESCRIPTIONS

Acquire the knowledge and skills to work as a team member in a school setting. The student will also develop skills to prepare and organize materials to support teaching and learning, use effective strategies for the management of behaviours, and make and document observations appropriate to the individual with learning needs. The student will also gain awareness as to what constitutes a learning disability and become aware of the learning styles of individuals.

Introduction to the Educational Assistant Program (30 hours)

Learn the role and responsibilities of the Educational Assistant in the classroom, as part of the educational team, and within the school system as a whole. Includes the concept of inclusion as well as ethics and professionalism.

Child Development (30 hours)

An overview of human development, especially during school years. Includes physical, cognitive and behavioural development. Understand the factors influencing student behaviour at different ages. Includes an exploration of cultural values and traditions, and how these influence a child's sense of belonging.

Understanding Exceptional Children (30 hours)

Learn about various disabilities and their effects on the body, health, behaviour and learning. Specific disabilities – their causes, characteristics and effects on the individual's life and family.

Observation, Record Keeping and Report Writing (30 hours)

Learn the EA's role in observation and record keeping, and develop practical methods and formats for documentation. Includes an understanding of assessment, diagnosis and evaluation policy. Develop communication skills to form positive collaborative relationships with teachers, parents and community members.

Learning Styles and Instruction (30 hours)

Discover how learning styles, environments and groupings can assist the learning process, especially for those who need extra assistance. Includes various management and intervention strategies that can be utilized to improve learning. Learn practical techniques to deal with a variety of behavioural problems, including group and individual situations. Supervision skills will also be covered.

Life Skills and Social Development (30 hours)

Learn how to help students grow and develop their personal skills, meet challenges and prepare for life changes. Includes social skills, promotion of self-esteem and promoting levels of independence will also be covered.

Understanding Language Development (30 hours)

Learn the stages in language acquisition and development and factors that affect this. Includes speech and language disorders and techniques to improve language development in the classroom.

Learning Disabilities (30 hours)

Provides in-depth, practical knowledge about more severe learning disabilities and effective ways to work with affected students. Includes techniques to aid student learning and manage specific behaviours.

Understanding Behavior (30 hours)

Discover the underlying reasons for specific behaviors, including social, sensory and emotional issues. Learn the ABC's of behavior, and the role of styles and triggers. Includes consequences, restitution training and finding more appropriate ways to meet needs.

Dealing Effectively with Student Behavior (30 hours)

Learn practical techniques to deal with a variety of behavioral problems, including group and individual situations.

Math and English Content Review (18 hours)

This is a review of the Math and English curriculum utilized by educational assistants when supporting student learning. Developing knowledge of current Math and English processes and positive attitudes towards these subjects will enable educational assistants to support students and teachers more effectively.

Practicum (120 hours)

The practicum provides students with the opportunity to apply theoretical knowledge and skills in the practice environment.

The following courses are also included in the program. Exemptions may be granted for those who already have current certificates in these courses. This is determined on a case-by-case basis.

Non-Violent Crisis Intervention (11 hours)

This course teaches the skills to work effectively with potentially anxious, agitated, and aggressive and even assaultive people. Non-Violent Crisis Intervention is a program designed to help develop and improve communication skills to de-escalate potentially dangerous situations and an integral part of an overall plan to develop safe and caring environments.

CPR (8 hours)

This training includes adult, child and infant CPR, choking maneuvers, recognizing the signs and symptoms of a heart attack and stroke. Learn how to use an AED (Automated External Defibrillator). CPR manual and certificate will be provided.

Prologue2go (9hours)

Learn safe ways to lift and transfer people to and from wheelchairs, and about the use of the Hoyer Lift. Learn this interactive tool used in the classroom to communicate with non-verbal children.

Introduction to MS Office, PC and MAC environment (18 hours)

Learn introductory hands-on skills in Word, Excel and PowerPoint. Word skills include tools, tables, tabs and mail merge. Excel skills include tips for entering data, formulas, functions and charts. PowerPoint skills include creating presentations with pictures and animation.