This academic planning guide highlights major points regarding required coursework, course registration, program regulations, graduation requirements, and credit transfer opportunities for the Educational Assistant Certificate. Further information is located in the current RDC online Calendar and School of Education website (page 4).

Students are advised to read this document before selecting courses, registering, or making changes to their course registration. This guide is available at [https://www.rdc.ab.ca/apg](https://www.rdc.ab.ca/apg) and on the Registration page in TheLoop.

Graduates of the Educational Assistant program will be confident and skilled paraprofessionals able to work efficiently and effectively in an inclusive educational setting. They will demonstrate knowledge, skills, and strategies related to providing numeracy, literacy, social, and behavioural supports to students. In addition, our Educational Assistant students will develop interpersonal skills including the ability to appropriately, effectively, and professionally engage with students and the educational team.

**PROGRAM DELIVERY**

The Educational Assistant Certificate may be taken through three different modes of delivery:

1. Part-time or full-time study with all EDAS classes taught on the RDC campus,
2. Part-time or full-time in online courses only, or
3. Part-time or full-time with a combination of on-campus and online courses.

The coursework in the Educational Assistant program is offered two ways: through on-campus classes and through online courses. Students may complete the program entirely on-campus, entirely online, or through a blend of on-campus and online courses. The program may be completed through full-time or part-time study in either on-campus or online courses. To complete in one year (10 months) students must start full-time study in September (fall term). These students will be registered in a pre-set schedule of EDAS and COMM courses. Students may also start the program in January (winter term) but on a part-time basis only, frequently requiring 1.5 years to complete the Certificate.

**Learning Through Online Study**

All courses in the Educational Assistant Certificate are available online. Students enrolled in the online program complete the entire program within their community. However, students in the online program may also register in some on-campus courses if it suits them to come onto the college campus to attend the class.

- The Educational Assistant Certificate online program uses multiple technologies to assist students. Students require regular and reliable access to a computer or tablet with a speaker and mic, internet access, and email access.
• Online courses often have a synchronous instructor-led component in the evening. In addition to class time, each course will require a minimum of 3 hours of course work per week.

• Students access course materials, resources, classmates, and their instructors through our learning management system.

• Students in the online program complete the practicums in their region. Practicums are arranged by the School of Education. See pages 2 and 3 for required registration, documentation, and deadlines.

• The Flexible Learning office has valuable information about learning online.

**Learning Through On-Campus Study**

All courses in the Educational Assistant Certificate are offered in classes on the RDC campus.

• Students in the on-campus program may also register in online courses to better suit their schedule or pick up a missing course.

• Practicums are arranged within the Red Deer area by the School of Education. See pages 2 and 3 for required registration, documentation, and deadlines.

**DO YOU HAVE CURRENT OR PREVIOUS WORK EXPERIENCE?**

• If you have previous experience as an educational assistant, contact the Practicum Facilitator regarding possible recognition of prior learning credit for EDAS 114 (see page 4) *immediately after your admission to the EDAS program.*

• Those currently working as an Educational Assistant may be placed in their school to complete their practicums.

**HAVE YOU PREVIOUSLY COMPLETED POST-SECONDARY COURSES?**

Prior learning may be recognized for:

• Non-EDAS courses completed in other RDC programs

• Courses completed at other accredited post-secondary institutions

• Work experience in the field

If you think you may be eligible for advanced placement or transfer credit, complete a Recognition of Prior Learning form *immediately after your admission to the EDAS program.* Do not wait. The Residency Requirement at RDC is 50% which means at least 50% of the coursework in the EDAS Certificate must be completed through RDC courses.
EDUCATIONAL ASSISTANT CERTIFICATE PROGRAM REQUIREMENTS

It is recommended to take the courses in the order listed below when possible.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 150</td>
<td>Fundamentals of College and Workplace Writing – Take in fall term if possible</td>
</tr>
<tr>
<td></td>
<td>If you previously completed COMM 250 or ENGL 219 at RDC do not also take COMM 150. If you completed a post-secondary Communications or English course elsewhere contact the advising specialist.</td>
</tr>
<tr>
<td>EDAS 111</td>
<td>Role of the Educational Assistant</td>
</tr>
<tr>
<td></td>
<td>EDAS 111 must be completed before taking EDAS 181.</td>
</tr>
<tr>
<td>EDAS 116</td>
<td>Human Relations</td>
</tr>
<tr>
<td></td>
<td>EDAS 116 must be completed before taking EDAS 181.</td>
</tr>
<tr>
<td>EDAS 151</td>
<td>Trends in Inclusive Practice</td>
</tr>
<tr>
<td>EDAS 160</td>
<td>Supporting Students in Literacy</td>
</tr>
<tr>
<td></td>
<td>EDAS 160 must be completed before taking EDAS 181.</td>
</tr>
<tr>
<td>EDAS 152</td>
<td>Supporting Diverse Learners</td>
</tr>
<tr>
<td>EDAS 153</td>
<td>Fostering Positive Behaviour</td>
</tr>
<tr>
<td>EDAS 170</td>
<td>Microcomputer Applications</td>
</tr>
<tr>
<td>EDAS 181</td>
<td>Field Practice (usually taken in the Winter term)</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: EDAS 111, 116, and 160. All 3 courses must be successfully completed before taking EDAS 181; be sure to take these courses in your first term or terms. This practicum consists of 15 hours in seminar and three half-days per week in fieldwork over 15 weeks.</td>
</tr>
<tr>
<td></td>
<td><strong>PRACTICUM REGISTRATION DEADLINE:</strong> Register for EDAS 181 prior to November 1st.</td>
</tr>
<tr>
<td>EDAS Option (3 credits)</td>
<td>Take one 3 credit on-campus course OR Choose three 1 credit online courses to fulfill the EDAS Option:</td>
</tr>
<tr>
<td>EDAS 158 (Communication Disorders)</td>
<td>EDAS 163 (Supporting Students with Anxiety Disorders)</td>
</tr>
<tr>
<td>EDAS 164 (Supporting Students with Mental Health Concerns)</td>
<td>EDAS 165 (Supporting Students with Disruptive Behavior Disorders)</td>
</tr>
<tr>
<td>EDAS 166 (Autism with Intellectual Disability)</td>
<td>EDAS 167 (Autism without Intellectual Disability)</td>
</tr>
<tr>
<td>Note: The EDAS option courses do not have prerequisites and can be taken in any term during the program. Note: Students with previous post-secondary courses are advised to contact the Recognition of Prior Learning office regarding possible credit. Other courses may fulfill the option requirement.</td>
<td></td>
</tr>
<tr>
<td>EDAS 114</td>
<td>Field Experience (usually taken in the Spring term)</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: all courses except the EDAS option(s) must be successfully completed before taking EDAS 114. This is a full-time practicum with four weeks of field experience.</td>
</tr>
<tr>
<td></td>
<td><strong>PRACTICUM REGISTRATION DEADLINE:</strong> Register for EDAS 114 prior to March 1st.</td>
</tr>
</tbody>
</table>
PLANNING YOUR COURSES

When you review the timetable you will note that not all EDAS and COMM courses are offered every term or in each delivery mode every term. This means it is important for you to carefully sequence courses to meet practicum prerequisites and complete the program so you can graduate according to your personal timeline and goals. Ensure you complete EDAS 111, 116, and 160 early on.

Full-time study for the purpose of RDC and for government student loans is considered three to five 3-credit courses (9 to 15 credits) in a fall or winter term and in a spring term full-time study is two 3-credit courses (6 credits). Students with other funding agencies and international students with a Study Permit may have full-time study requirements that differ from the above; check with those agencies.

COURSE REGISTRATION

Students in the online program (part-time or full-time) and students in the part-time on-campus program build their own class schedules and register in courses online. Students enrolled in the full-time on-campus pre-set program will automatically be registered in courses and will be notified when the registration is completed.

The course timetable and registration information and instructions are located on the Registration page in The Loop (www.rdc.ab.ca).

CAUTION: the following actions may affect eligibility for Student Loans, Band funding, scholarships, International Study Permits, living in residence, RDC athletic team membership and/or postpone graduation with the Certificate:

- taking a reduced course load in a term,
- making changes to your course registration (dropping, withdrawing, or switching courses),
- failing or not completing a course, and/or
- not meeting practicum prerequisites.

REQUIRED DOCUMENTATION AND SUBMISSION DEADLINES

The Alberta Government requires people who work directly with children to have a:

a. current Police Record Check which includes the Vulnerable Sector Check (contact your local police department)

b. Child Intervention Record Check (https://informalberta.ca/public/service/serviceProfileStyled.do?serviceQueryId=1050354)

Some of the Educational Assistant courses are taught at West Park Middle School and/or have observations at other local schools. The deadline to submit your Police Record Check with Vulnerable Sector and your Child Intervention Record Check to the School of Education office is at least 1 (one) month prior to the start of classes (see Academic Schedule). Take note it will take several weeks to obtain these checks so you are advised to start the process at least two months ahead. Mail completed documents to School of Education (see page 4).

GRADUATION REQUIREMENTS

You must pass all 12 courses and achieve a minimum cumulative GPA of 2.00 to graduate with the Educational Assistant Certificate.
FURTHER POST-SECONDARY STUDY

- **Early Learning and Child Care Certificate, Red Deer College**
  The following EDAS and COMM courses can be considered for credit towards the RDC Early Learning and Child Care Certificate.

<table>
<thead>
<tr>
<th>EDAS Course</th>
<th>Accepted in RDC’s Early Learning and Child Care Certificate Program in lieu of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 150 or COMM 250 (or ENGL 219)</td>
<td>COMM 150 or COMM 250</td>
</tr>
<tr>
<td>EDAS 116 (Human Relations)</td>
<td>ELCC 213 (Interpersonal Relations)</td>
</tr>
<tr>
<td>EDAS 152 (Overview of Exceptionalities)</td>
<td>ELCC 206 (Child Development and Exceptionalities)</td>
</tr>
<tr>
<td>EDAS 114 (Field Experience)</td>
<td>ELCC 210 (Practicum I) Only an EDAS practicum completed in a classroom up to the grade one level will be considered.</td>
</tr>
</tbody>
</table>

- **Early Learning and Child Care Diploma, Red Deer College**
  In addition to the advanced placement credit available for EDAS courses, toward an ELCC certificate listed above, one other EDAS course from the EA Certificate may fulfill the option requirements for the ELCC diploma. Early Learning and Child Care Diploma.

- **Bachelor of Professional Arts (Communication Studies or Human Services), Athabasca University**
  Athabasca University accepts RDC’s Educational Assistant Certificate for 30 credits toward Bachelor of Professional Arts (Communication Studies or Human Services). Students are required to present an additional 30 credits prior to admittance into the Bachelor of Professional Arts program. For information contact Athabasca University at 1-800-788-9041.

- **Educational Assistant Diploma, Lethbridge College**
  Lethbridge College accepts RDC’s Educational Assistant Certificate for 30 credits towards their online Educational Assistant Diploma. For information contact Lethbridge College at 403-320-3393.
HOW TO FIND MORE INFORMATION

Red Deer College
403.342.3400
www.rdc.ab.ca

School of Education
403.342.3334 (Room 2510, Monday to Friday, 8:30AM to 4:30PM)
education@rdc.ab.ca
https://rdc.ab.ca/education

Mailing Address
School of Education, Room 2510, Red Deer College
100 College Blvd., P.O. Box 5005, Red Deer, AB T4N 5H5

Advising and Recruiting Specialist
Caroline Graham
education@rdc.ab.ca

EDAS Practicum Information
403.342.3334
education@rdc.ab.ca

RDC Flexible Learning
http://rdc.ab.ca/programs/flexible-learning/flexible-learning
403.357.3664 or toll-free 1.888.732.4630, ext. 3664
flexible.learning@rdc.ab.ca

The Loop Login
https://portal.rdc.ab.ca
Access to information about registration, RDC services, your RDC email account, and much more.

RDC Tuition & Other Fees
http://rdc.ab.ca/future-students/funding-awards/funding-awards or Money Matters in The Loop (www.rdc.ab.ca)

Campus Store (textbooks)
https://rdc.ab.ca/current-students/facilities-services/rdc-campus-store

Kindly include your RDC student ID number (000_ _ _ _ _ _) in all email and phone messages. It is located in your Letter of Admission and in your Loop account.

RESPONSIBILITY OF STUDENT

Please be aware you are responsible for ensuring your course registration is complete and appropriate for the Educational Assistant Certificate program and to apply for Recognition of Prior Learning if you previously completed post-secondary courses from another institution.