

## Full and Part-Time 2023-2024

**PROGRAM LENGTH:** 10 months (38 instructional weeks)

**BRIEF DESCRIPTION:** The Educational Assistant Program at Northern Lakes College will give you the training you need for a meaningful career working with children in school settings. Responsibilities include helping students with exceptionalities by adapting their educational materials and programs. Educational Assistants also observe and report student progress to teachers and other related professionals. As well, they help students learn in one-on-one or small group situations, promote inclusion, and prepare instructional materials for teachers. Contact us today to find out how you can get started in this one-year program!

### PROGRAM OF STUDY:

<b>TERM 1:</b>	CDEV0101 ENGL1000 EDAS0108 EDAS0105 LDER0180 EDAS0109	Child & Adolescent Development (3) Introduction to English Language and Literature (3) Introduction to Exceptionalities (3) Language Development and Instructional Strategies (3) Leadership in Helping Professions (3) Practicum I & Seminar (2) (All Terms)
<b>TERM 2:</b>	COMP2100 COMM1000 EDAS0106 EDAS0102 EDAS0118	Introduction to Educational Computer Applications (3) Interpersonal Communications for the Helping Profession (3) (Term 2 or 3) Math Development and Instructional Strategies (3) Effectively Managing Student Behavior in Educational Settings (3) Working with Children with Exceptionalities – Level II (3)
<b>TERM 3:</b>	EDAS0119	Practicum II (2) (All Terms)

**EMPLOYMENT OPPORTUNITIES:** Graduates of the Educational Assistant Program will be prepared to assist children with special needs in the Kindergarten to Grade 12 school system and in early intervention programs.

**TRANSFERABILITY:** Graduates can transfer 12 credits into Northern Lakes College's Early Learning and Child Care Program. Graduates may also transfer credits into Educational Assistant Diploma Programs at other colleges.

**PROGRAM DELIVERY:** This program is delivered online using Bongo and Brightspace. To learn more about Bongo and to experience using it, check out this guide: <https://www.northernlakescollege.ca/public/download/files/220409> To learn more about D2L/Brightspace, check out this guide: <https://www.northernlakescollege.ca/public/download/files/101449>

### ADMISSION REQUIREMENTS:

- Credit in English 30-1 or 60% English 30-2, or credit in English 0190 OR successfully complete an English equivalency assessment comprised of a vocabulary test and essay.
- Credit in Math 10C, or Math 10-3 or Math 0190 OR successfully complete the Academic Skills Appraisal for the Math requirement. The College uses ACCUPLACER to assist in planning for course of studies.
- Fluency in English

**NOTE:** Pre-Program Considerations: Practicum agencies may require an up-to-date Police Information Check (Vulnerable Sector) and an Alberta Children's Services Intervention Record Check of students placed in their organizations. The inability to present clear checks may prevent a student from completing the program requirements. Basic computer skills and reliable high-speed internet connection are required. Contact the Program Coordinator for further information.

**COST ESTIMATES:** All fees are subject to change.

<b>Fulltime</b>	
Tuition	\$4,514.00
Technology Fee	\$ 390.00
Student Association Fee	\$ 391.00
<b>TOTAL ESTIMATED COSTS:</b>	<b>\$5,295.00</b>

**PROGRAM OFFERINGS:** Any Location

	<b>Program Dates</b>	<b>Application Deadline</b>	<b>Registration Deadline</b>
<b>Term 1:</b>	September 5 – December 15, 2023	August 5, 2023	August 22, 2023
<b>Term 2:</b>	January 4 – April 25, 2024	December 4, 2023	December 12, 2023
<b>Term 3:</b>	May 1 – June 25, 2024	April 1, 2024	April 17, 2024

**DEADLINES:** Applications must be submitted at least 4 weeks prior to the term start date. Applications received with less than 4 weeks from the term start date will be processed for the next available start date. Payment and course registration are required at least 10 business days prior to the term start date. Applicants are accepted and reviewed on a continuous basis. Applicants are advised to apply early, at least 3 months prior to the program start date, to allow time to complete application processes and arrange funding.

**APPLICATION PROCESS:**

- **APPLICATION:** Complete and submit the Northern Lakes College application online on the college website [www.northernlakescollege.ca](http://www.northernlakescollege.ca)
- **TRANSCRIPTS:** Provide an official high school and/or post-secondary transcript. This must be forwarded directly to Northern Lakes College, Admissions Services, from the granting institution (there may be a charge for this). If the high school attended is in Alberta, the College may be able to obtain marks directly from Alberta Learning. When transcripts are received at NLC, they are reviewed to determine if the academic requirements for admission to the program are met.
- **ACADEMIC SKILLS APPRAISAL:** If transcripts are not available or do not show the academic requirements, applicants may complete the Academic Skills Appraisal for the English or Math (or both) requirement. If testing is required, the applicant will be informed and they will need to make an appointment to complete the assessment.
- **ACCEPTANCE:** Applicants who meet the admission requirements will be accepted and offered a space in the next available offering of the program. In some cases, the spaces at a specific location may be full and accepted applicants will be placed on a waitlist. These applicants will be accepted in the order of "first qualified, first served." It may also be possible to transfer to another location if there is space. Applicants will receive a letter informing them of their acceptance status.
- **REGISTRATION & COMMITMENT FEE:** Accepted applicants in all career programs will be required to complete registration forms within one month of receiving their acceptance letter. This registration includes a \$100.00 (full-time) or \$75.00 (part-time) commitment/tuition fee deposit. This fee is non-refundable.
- **FUNDING:** Applicants are encouraged to check on funding options early (minimum of 2 months prior to the program start date). Applicants should visit <http://studentaid.alberta.ca/> for loans, grants and provincial scholarships. Northern Lakes College also offers awards for our students. Specific awards related to this program include: CCEC Partnership Bursary, Roland Gladue Memorials Scholarship and the TransCanada Partnership Award. Please visit the Financial Aid, Scholarships and funding page on the Northern Lakes College website for more information.
- **ORIENTATION:** Before the start date of the program, accepted applicants will receive information regarding the online orientation. **\*NOTE: All students MUST attend one of the Orientation sessions**
- **PERSONAL EMAIL ADDRESS:** Northern Lakes College uses email to quickly contact students. Please ensure you have provided an accurate email address where we can reach you.

**CONTACT INFORMATION:**

For any assistance, questions or concerns, the following college staff members are available:

**Program Coordinator:** Heidi Panych at 1-780-843-8325 ext. 8325  
email: [panych@northernlakescollege.ca](mailto:panych@northernlakescollege.ca)  
Questions about program content, employment opportunities

**Other Inquiries:** Admissions Services 1-866-652-3456  
email: [admissions@northernlakescollege.ca](mailto:admissions@northernlakescollege.ca)  
Including general inquiries about College services & programs; student housing, library, facilities



2023-2024  
Educational  
Assistant