



College of
New Caledonia

COMMUNITY & SCHOOL SUPPORT

Information Package



Program Description

The Community & School Support (CASS) Program aims to increase the professionalism of staff working with persons with developmental disabilities or special needs. CASS offers the following two Certificates:

- Education Assistant (EA) Certificate
- Community Support Worker (CSW) Certificate

The Education Assistant (EA) Certificate prepares human service workers to work as classroom education assistants, assisting children with disabilities in school settings.

The Community Support Worker (CSW) Certificate prepares human service staff to work with people (throughout the life span) with developmental disabilities in the community.

CNC – Prince George offers all CASS courses online using the Moodle Learning Management System. As long as you have easy access to a computer and high-speed Internet, you can complete your course work anywhere. You do not need to leave your employment or relocate to study.

Successful Education Assistants and Community Support Workers

- Enjoy being with people who have diverse abilities
- Are respectful of people from diverse cultural, economic, and other backgrounds
- Are flexible and creative thinkers
- Enjoy learning and new challenges
- Are prepared to take casual employment (at least initially) and shift work
- Are in good physical and mental health as human service work is demanding

The Philosophy of the CASS Program

The purpose of the Community & School Support Program is to help support staff and primary caregivers develop the skills, knowledge, and attitudes necessary for supporting people with developmental disabilities or special needs. Fundamental to the CASS program are the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice
- Individuals with developmental disabilities have the right to work with skilled staff in community and school settings

Program Goals

Students who have completed the Education Assistant or Community Support Worker Certificate will be able to

1. Communicate openly, honestly, and with transparency when working with individuals with disabilities, professionals, co-workers, and families
2. Respect the diverse abilities, skills, and rights of people with disabilities
3. Practice the human services professional and ethical standards of behavior within school and community organizations
4. Discuss and implement positive approaches to address new skills and problem behaviors
5. Identify the communication function of problem behaviors
6. Identify the philosophy and guiding principles of person-centered planning
7. Practice good health strategies for both themselves and the people they support, as well as recognize the needs of people with special health considerations
8. Implement a modified school-based curriculum or simple life skill literacy plan and community-based program
9. Demonstrate adaptability, creativity, flexibility and properness to face new challenges when working with people of diverse economic, cultural, racial, and geographical backgrounds

CASS Course Delivery

CASS courses are offered online asynchronously through Moodle. This means students do not have set course times. Instead, students work through course readings and activities each week at their convenience. Additionally, there will be occasional synchronous virtual meetings with instructors and classmates throughout the semester.

EA and CSW Certificates Overview

Common Core Courses: all CSW and EA Certificate students complete the following courses

A minimum of "C" grade is required in all courses before registering in CASS 190 or CASS 195

CASS 105: Intro to CASS Practicum (3 credits)*

CASS 110: Communication Skills (3 credits)

CASS 120: Human Diversity (3 credits)

CASS 130: Ethical Foundations of Practice (3 credits)

CASS 140: Positive Approaches to Teaching & Learning I (3 credits)

CASS 145: Positive Approaches to Teaching & Learning II (3 credits)
Prerequisite: CASS 140

CASS 150: Life Planning & Support Systems (3 credits)

CASS 160: Physical Care/Health and Wellness (3 credits)

CASS 180: Supporting Literacy Learning for Diverse Populations (3 credits)

CASS 189: Approved Elective (3 credits)

CSW students also complete:

EA students to also complete:

CASS 190: CSW Practicum (4 credits)*^[SEP]
Prerequisites: CASS 105, CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150, & CASS 180

CASS 195: EA Practicum (4 credits)*^[SEP]
Prerequisites: CASS 105, CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150, & CASS 180

Community Support Certificate (34 credits)

Education Assistant Certificate (34 credits)

***A criminal Record Check must be on file at the CNC Office to register for CASS 105, CASS 190, & CASS 195**

The CASS Elective (CASS 189)

Students in the CASS program must complete a three-credit elective course for certification for either the Educational Assistant or a Community Support Worker Certificate. Applicable courses must be approved by an Academic Advisor or a CASS Coordinator and relate to the philosophy of the CASS program.

CASS Electives provide students with an opportunity to receive recognition for relevant transfer credit course work they have completed. EA students are advised to contact their local School District to confirm specific course requirements as they may be able to use employer-required courses in the CASS program. Elective work must be completed, and documentation approved before students qualify for either the Community Support Worker or Education Assistant Certificate.

An official transcript is a certified statement of academic achievement from an accredited college or university is needed if your elective is from another institution. If you have official transcripts, you may apply for transfer credit, provided your studies relate to the philosophy of the CASS program. Courses must have been completed within ten years of registration into the CASS program.

An elective can be a single three-credit course, or a collection of non-credit courses (workshops or professional development activities) related to your CASS studies.

Post-secondary courses from the following disciplines are appropriate electives:

First Nations Studies	Sciences	Health Care Aid
Math	Social Sciences	Nursing
Fine Arts	Education	Disability Studies
Early Childhood Education	Social Work	English

Possible Pathways

There are many variables when planning your courses:

- whether you start in the Fall or Spring
- availability of intersession (May-August) courses
- how much time you have available to dedicate to school as each CASS course require **10-12 hours of work each week**

	Complete in 3 Semesters	Complete in 4 Semesters	Complete in 5 Semesters
Semester 1	CASS 105, 110, 120, 140	CASS 105, 110	CASS 105, 110
Semester 2	CASS 130, 145, 150, 180	CASS 120, 130, 140, 180	CASS 120, 140
Semester 3	CASS 160, 189 (elective), Practicum (190 or 195)	CASS 145, 150, 180	CASS 130, 145
Semester 4		CASS 160, 189 (elective), Practicum (190 or 195)	CASS 150, 180
Semester 5			CASS 160, 189 (elective), Practicum (190 or 195)

Please note:

- CASS 140 needs to be taken before CASS 145.
- CASS 160 can be taken in any semester.
- A criminal record check needs to be on file before registering in CASS 105, CASS 190, and CASS 195.
- **We do not recommend completing the program in 3 semesters as online delivery requires a significant amount of reading.**
- If you take a Fall or Spring semester off, you must reapply to the program, and you will be subject to any changes or new graduation requirements in the program.

"If children feel safe, they can take risks, ask questions, make mistakes, learn to trust, share their feelings, and grow." - Alfie Kohn

Registering in CASS Courses

After being admitted to the program, you will receive a notification to register for "CASS" courses a month or two before the start of the semester. Please review the course descriptions and prerequisites carefully before choosing your courses.

If the course you want is already full, you will be waitlisted. Don't be discouraged! We make every effort to accommodate waitlisted students. However, it is your responsibility to monitor your waitlisted status to see if a seat in the course becomes available. If you are notified that a seat opens, you must register immediately, or the seat will be offered to the next student on the list. You can monitor your waitlisted status online via CNC Connect (<https://cncconnect.cnc.bc.ca>).

Once registered, students have ten years to complete their Education Assistant or Community Support Worker Certificate. However, if you miss a semester, you will be considered a returning rather than continuing student and subject to any changes in the program.

Students should expect to spend between 10 and 12 hours of study time for each course per week.

- 1 Course = 10 – 12 hours of study time per week
- 2 Courses = 20 – 24 hours of study time per week
- 3 Courses = 30 - 36 hours of study time per week
- 4 Courses = 40 – 48 hours of study time per week

If you are working or have significant "other" responsibilities, we recommend no more than two courses for the first semester.



Violet Martin

The Prince George Campus of the College of New Caledonia is located on the traditional territory of the Lheidli T'enneh. The CASS Program acknowledges their graciousness for welcoming knowledge-seekers to their territory.