

# Chindlers

## Teacher Assistant/Aide.

**Program:Teacher Assistant/Aide.**

**Course Title: Teacher Assistant/Aide.**

**Prerequisites: GED**

**Certifications Upon Completion: Para pro**

**Length of Course: 120 Hours / 12 weeks**

**PRICE: \$705**

**CIP: 13.1501**

### COURSE OBJECTIVE:

The purpose of this course is to prepare individuals to successfully pass the Praxis Parapro examination.

### PROGRAM DESCRIPTION:

The purpose of this course is to prepare individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. Includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons and carrying out related assignments.

### INSTRUCTIONAL STRATEGIES:

Our institution has develop its own e-learning platform ([www.tutoracademy.org](http://www.tutoracademy.org)) together with a combination of class lectures, hands on with a computer,one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

### PROGRAM LENGTH

The following hours are recommended program lengths. It is understood, however, each student learns at his or her individual pace and there will be students who successfully complete the program in fewer or more hours that what is recommended.

## METHOD OF EVALUATION

Our onsite testing program through(Praxis) will evaluate and certify each candidate, reports will be produce to assist candidates in becoming certified.

## GRADING FORMULA

Percentage %	Grade
90+	A
87-89	A-
84-86	B+
80-83	B
77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

## PROGRAM DESCRIPTION:

### ParaPro Course

Course Name: **Teacher Assistant/Aide.**

Course Number: **pro 101**

Course Hours: **160** hrs

The paraprofessional has an understanding of the respective roles and responsibilities of licensed staff (teachers, administrators, education specialists, etc.) in supporting students and collaborating with each other.

Course content	lectures	Instructional hours
Support and Collaboration	The paraprofessional has an understanding of the respective roles and responsibilities of licensed staff (teachers, administrators, education specialists, etc.) in supporting students and collaborating with each other.	2 hours
Communication	The paraprofessional has the ability to communicate with colleagues, follow instructions, and use problem-solving and other skills that will enable him/her to work as an effective member of the instructional team.	2 hours
Growth and Development of Children and Youth	The paraprofessional has an understanding of the various developmental stages of children and youth.	2 hours
Behavior Management	The paraprofessional has the ability to assist in supporting and managing positive student behavior.	2 hours
Instructional Strategies	The paraprofessional has knowledge of and can assist the teacher in applying the elements of effective instruction.	2 hours
Diversity	The paraprofessional has an awareness of and respect for diversity among children, youth,	2 hours

	families, and colleagues.	
Technology	The paraprofessional has knowledge and skills necessary to support instruction using technology	3 hours
Commitment to Professional Growth	The paraprofessional is committed to being a reflective practitioner and to participate in professional growth.	1 hours

### Gen-1

Writing: Punctuation and Grammar

Instructional Hours: 8

Prerequisites: None

Course Description:

This course is an introduction to native and not native English Speakers. We will be evaluating English as a tool using commas, semi-colons, hyphens, quotation marks, and periods. This course will continue into understanding syntax, sentence structure, verb tense, nouns, adjectives and pronouns. We will also be evaluating the students spelling, reading and writing. The purpose of this class is to develop and ear for the English language, active and passive voice as well as subject-verb agreements and pronoun-verb agreements.

### Gen-2

Writing 2: The essay

Instructional Hours: 8

Prerequisites: G-101

Course Description:

This course will continue to develop the concepts introduced in English 1 including an introduction to grammar, parallel sentence structure, simple, compound and complex sentences, fragments and run-ons. Modifiers will be reviewed in order to set forward proper composition. The purpose of this class is to write an eloquent and concise essay. This prewriting course will help students develop their own opinions and ideas, while reviewing topics and creating supporting details. The introduction to the essay will be covered in this fundamental course as a

students learn how to develop the first draft essay including, the introduction, body and conclusion paragraphs. The culmination of this lecture is to understand the different styles of writing including the narrative, persuasive, expository and descriptive essays. Students will assess different styles of writing while developing critical communication skills and proper writing techniques.

Gen-3

Business Writing

Instructional Hours: 8

Prerequisites: G-103, G-110

Course Description:

Business writing prepares students to face the challenges of writing in the workplace. This includes learning how to write emails, proper text messages, memos, letters and reports. Students will get a comprehensive understanding of formal writing.

Gen-4

Reading Comprehension

Instructional Hours: 8

Prerequisites: G-111

Course Description:

This class helps evaluate a student's ability to comprehend and integrate text. Covering various styles, students will be given the chance to survey informational, narrative and fictional text. The purpose of this help is to aid students in understanding the main idea of a passage while considering the tone that is being projected. This course will introduce students to 8th grade 12th grade reading material.

Gen-5

Math: Arithmetic

Instructional Hours: 8

Prerequisites: None

Course Description:

This course will journey the student through a comprehensive framework of mathematics. Catered to students who have not had the opportunity to study math for some time, this class specializes in building a habit of practical math. Basic arithmetic includes understanding addition, subtraction and division of whole numbers. Understanding prime and composite numbers, fractions, percentages.

Gen-6

Math: Algebra

Instructional Hours: 8

Prerequisites: None

Course Description:

This class is lecture on the practical application of algebra. From understand integers, exponents, square roots, negative numbers, and the various forms of algebraic expressions; the purpose of this class is to prepare students for college level Algebra. The topics covered will include: interest, polynomials, solving word problems and radical expressions. By the time the student completes this class they'll will feel confident about their grasp of Algebra.

Gen-7

Geometry

Instructional Hours: 8

Prerequisites: G-113

Course Description:

Students learn mixed units, the metric system, measuring line segments, geometric definitions, perimeter, circumference, area, and volume of various geometric structures. Problem solving with measurement and geometric shapes is practiced.

Gen-8

Geography: Reading maps

Instructional Hours: 8

Prerequisites: None

Course Description:

This class is a survey on the practical understanding of maps. The purpose of this class is to prepare students to read maps while simultaneously being able to comprehend map readings.

Gen-9

World History

Instructional Hours: 8

Prerequisites: None

Course Description:

This class surveys the broad scope of world history in the 20th century. From the effects of the Great Depression to the effects of Industrialism at a global scale, this class will analyze the beginning of Globalization up until the end of World War II. The purpose of this class is to set the groundwork for a rich understand of the world post WWII.

## Gen-10

US History 1

Instructional Hours: 8

Prerequisites: None

Course Description:

This class is a survey on the fundamentals of U.S. History from the start of the Revolutionary war up until the Civil War at the end of the 19th century. Among the topics covered will be the signing of the U.S Constitution, the Declaration of Independence, the Westward expansion, the Manifest Destiny and finally the assassination of President Abraham Lincoln.

## Gen-11

Life Science 1

Instructional Hours: 6

Prerequisites: G-155

Course Description:

This class is a study on the functions of life from cellular biology, genetics, evolution, animal and plant life, ecology, physiology, biochemistry and biological hierarchies. This purpose of this class is to give the students a comprehensive understanding on the homeostasis of all living things while introducing them to concepts of pollution and the effects of life from human interaction.

## Gen-12

Physics 1

Instructional Hours: 8

Prerequisites: G-158

Course Description:

This class is lecture on the understanding of the energy and mass of all living things. From the physics of Matter, Motion, and Waves this course is comprehensive review of the equations of Physics. Topics covered include: solar systems, matter and the conservation of mass, astronomy, cosmology and the study of our atmosphere.

# Career Development Course

C-1

Intro to Business

Instructional Hours:16

Prerequisites: None

Course Description:

To cater to the needs of a diverse population the students that are welcomed to the Introduction to Business course will find that their particular backgrounds will aid them in the venture to understand our modern workforce. This is a survey of modern business etiquette necessary to thrive in today's competitive market. From the introduction to concepts of emotional intelligence to an overview of Business attire and Job planning. This is a introductory course that can be taken without prerequisites, it will be directly influenced by the students particular needs. An understanding of emotional control will introduce students to practices in self discipline. This class will typical start with an evaluation on the students to establish a study schedule, a career choice, and a career plan. After this course the student will have a general view on their personal goals after completing the “Chindlers Personal Evaluation”. Students will have access to: Job placement services & Interview Appointments, One-on-One office hours, VARK Study habits assessment, Mock Interviews and Access to the Job Search Resource Center. Job skill Development Workshops, Social and Emotional Intelligence Training , Resume and Cover letter development, Interview Skills Development, Professionalism in the Workplace, Social Media in Modern Business, Intro to Entrepreneurism, Intro Social Network, and Personal Statements development.

## Intro to Career Development

Course Content	Lectures	Hours
Resume Making	1 Lecture	2 hours
Mock Interviews	1 Lecture	2 Hours
Social and Emotional Intelligence Training	1 Lecture	4 Hours
Intro to entrepreneurship	1 Lecture	8 Hours