

Instructional Assistant

65-credit Associate of Applied Science Degree

About the Program

Assisting children with math, reading, writing and computer assignments, correcting papers, tutoring children, monitoring student activities, creating classroom displays, supervising classroom and school events, and performing clerical and other tasks related to education under the supervision of a licensed teacher are just a few of the duties students will learn to perform. Students will also become skilled at working with youngsters one-on-one and facilitating small groups.

While Instructional Assistant program graduates may be hired to provide instructional services to students from kindergarten through high school, the focus of this program is preparing graduates to work in elementary and middle level schools. Advanced standing is possible for students who can document appropriate work experience.

Potential Job Titles

- Instructional Aide
- Instructional Assistant - Regular classroom
- Instructional Assistant - Special Education
- Kindergarten Aide
- Reading Aide

Credit Transfer

Credits earned in the Instructional Assistant program may be transferable to institutions offering baccalaureate degrees. Visit www.wctc.edu/transfer for specific information. Since the details of credit transfers change from time to time, be sure to contact the intended college or university to verify credit transferability.

Admission Process

- Fill out a WCTC application
- Send \$30 non-refundable application fee
- Send high school transcript or GED/HSED
- Send any previous college transcripts
- Complete Skills Assessment test (COMPASS)
- Begin pursuing Financial Aid options

Required Courses		Credits
First Semester		
522-102	Techniques Reading and Language Arts	3
522-103	Intro to Education Practices	3
522-104	Technology/Media Resources	3
522-123	Positive Classroom Mgmt Tech	2
801-195	Written Communication	3+
804-123	Math with Business Applications	3+
Total semester credits		17
Second Semester		
522-101	Teamwork in School Setting	3
522-107	Overview of Special Ed	3
522-111	Guiding & Managing Behavior	3
522-118	Techniques for Math	3
801-196	Oral/Interpersonal Communication	3+
809-195	Economics	3+
Total semester credits		18
Third Semester		
522-120	Techniques for Science	3
522-122	Advanced Reading and Language Arts	3
522-129	Practicum I	3
809-198	Introduction to Psychology	3+
	Elective	3
Total semester credits		15
Fourth Semester		
307-179	Child Development	3
522-124	Supporting Students with Disabilities	3
522-131	Practicum II	3
809-172	Race, Ethnic & Diversity	3
809-196	Introduction to Sociology	3+
Total semester credits		15
+ Proficiency exam available		
<i>A grade point of 2.0 (C) or better is required in all core courses to complete the program. Curriculum is current as of catalog printing. The most current curriculum requirements for graduation will be provided upon admission to program, or review at www.wctc.edu.</i>		

- Requires a physical examination prior to field placement co-op courses
- Requires a caregiver background check conducted by the Department of Health and Family Services prior to field placement co-op courses

For more information, call 262.691.5200.

Instructional Assistant Required Courses

307-179 Child Development 3

Examine child development within the context of the early childhood education setting. Course competencies include: analyze social, cultural and economic influences on child development; summarize child development theories; analyze development of children age three through eight; summarize the methods and designs of child development research; analyze the role of heredity and the environment.

522-101 Teamwork in School Setting 3

Study group dynamics, class and school policies, legal (included ADA) guidelines, ethical and moral responsibilities, liability, and confidentiality as they relate to the role of the instructional assistant as a team member.

522-102 Techniques/Readg/Lang Art 3

Learn instructional techniques and strategies used to teach reading and language arts, and practice the methods that are used in delivering a balanced reading and language arts program.

522-103 Intro to Educ Practices 3

Address the fundamentals of teaching methodologies, learning styles, factors influencing teaching effectiveness strategies to meet the needs of all learners, questioning techniques, basic assessment practices, issues affecting our schools today.

522-104 Technology/Media Rsrces 3

Provides the opportunity to develop the knowledge and skills in the area of media and computer resources as it relates to the Instructional Assistant. Gain hands-on computer and media experience and learn how to operate a variety of equipment. School related documents will be prepared while using selected software. Incorporate images into documents from a variety of sources including digital cameras and scanners.

522-107 Overview of Special Ed 3

Provides an overview of the special education law. Special education classifications and associated causes and characteristics will be explored as well as state and federal qualification criteria will be examined. Examine key development milestones as related to the physical, cognitive, language, emotional or social development of children.

522-111 Guiding & Mnging Behavior 3

Learn how to guide behavior to keep children safe and healthy. Explore strategies for improving behavioral problems at all levels while in the inclusive classroom, on the bus, on the playground, and on field trips.

522-118 Techniques for Math 3

Addresses techniques in assisting the classroom teacher in group and individual tutoring activities in math. Current practice including manipulatives, problem solving and assessment will be covered within the framework of state and national standards. Prerequisites: 804-123 Math w Business Apps (or concurrent)

522-120 Techniques for Science 3

Introduction to the content and processes of science. Strategies of teaching science will be studied and practiced to prepare the student to assist the classroom teacher in group and individual activities in science. Current science processes, strategies, procedures, assessment options and factors affecting science learning will be explored. Prerequisites: 522-103 IA: Intro to Educ Practices

522-122 Adv Readg/Language Arts 3

Develop the knowledge and skills needed to support and encourage children as independent, strategic readers and the techniques for supporting children through the writing process. Prerequisites: 522-102 IA: Techniques/Readg/Lang Art

522-123 Positive Classrm Mgmt Tech 2

Examine the impact that issues such as divorce, alcoholism, child abuse, youth suicide, stress, violence, and gangs have on behavior in the classroom. Learn conflict resolution techniques with an emphasis on de-escalation and prevention strategies.

522-124 Support Students w Disab 3

Explore the components of a special education program, and examine strategies for proactively managing the learning environment to prevent behavioral problems and to promote inclusive learning for students with disabilities. Prerequisites: 307-149 Overview of Special Education or 307-187 ECE: Children w Diff Abilities (or concurrent)

522-129 IA: Practicum I 3

Practicum I will introduce the student to the classroom in either an elementary or middle school setting. Observe children and practice techniques under the guidance of a certified teacher. Prerequisites: 522-122 IA: Adv Readg/Language Arts (or concurrent) and 522-104 IA: Technology/Media Rsrces and 522-118 IA: Techniques for Math and 522-111 IA: Guiding & Mnging Behavior and 522-107 IA: Overview of Special Ed and 522-101 IA: Teamwork in School Setting and 522-120 IA: Techniques for Science (or concurrent) and 522-123 IA: Positive Classrm Mgmt Tech

522-131 IA: Practicum II 3

Practice the skills learned in previous program courses while under the supervision of a certified teacher. Prerequisites: 522-129 IA: Practicum I and 522-124 IA: Support Students w Disab (or concurrent) and 307-179 ECE: Child Development (or concurrent)

801-195 Written Communication 3

Study and practice the transfer of information, ideas, and experiences in written form through reports, letters, memoranda, and other documents. Gain proficiency in the areas of organization, clarity, accuracy, and directness. Prerequisites: COMPASS-Writing Skills or ACT-English or ASSET-Writing Skills or Accuplacer Sentence Skills or TABE Advanced Language or 831-103 Intro to College Writing or 851-771 Writing-Program Readiness

801-196 Oral/Interpersonal Comm 3

Practice the necessary skills for effective speech delivery, listening, assertiveness, conflict resolution, teamwork, and general interpersonal communication.

804-123 Math w Business Apps 3

Develop an understanding of real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

809-172 Race Ethnic & Diversity 3

Race, Ethnic, and Diversity is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

809-195 Economics 3

Discuss the major institutions and principles that underlie the contemporary American economic system, and consider topics such as the free enterprise system, supply and demand, circular flow, government involvement, the Federal Reserve System, economic growth and development, the effects of international trade, comparative economic systems, and global economics. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

809-196 Introduction to Sociology 3

Learn the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

809-198 Introduction to Psychology 3

Explore concepts and terminology related to the topics of learning, perception, personality, motivation, human development, and abnormal behavior. Examine the theories of the major psychologists. Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehension or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

Elective Options

Any course at the associate degree level will meet the elective requirement.