



Activity Coordinator Certificate Program

Program Guide



Position yourself to move the seniors housing industry forward with a person-centred focus.

Continuing Education

HISTORY & MISSION

The Alberta Seniors Communities & Housing Association (ASCHA) has worked with Red Deer College (RDC) since 1996 to develop and deliver a specialized certificate program for Activity Coordinators. ASCHA and RDC are proud to offer accessible, flexible and specific learning opportunities in the rapidly growing seniors' housing sector.

PROGRAM DESCRIPTION

This program will assist you in planning, supervising and implementing activity programs to enhance the lives of seniors, to build a sense of community and to create a warm social atmosphere for them.

PROGRAM OUTCOMES

Upon completing this program, you will be able to:

1. Interface as a team member in seniors community housing.
2. Build observation skills to identify and adapt activities to be person-centred.
3. Model leadership that supports staff through information and knowledge sharing.
4. Engage colleagues, clients and broader community members to partner in creating a home-like environment.
5. Create and maintain programming in seniors housing communities that allow for evolving and sustainable choices.

AUDIENCE

The Activity Coordinator Certificate Program is designed for individuals interested in coordinating recreation and leisure activities that help seniors lead satisfying and stimulating lives. This online Certificate Program is ideal for new and aspiring activity coordinators, as well as for any individual who would like to advance in the seniors housing industry.

CERTIFICATE REQUIREMENTS

- Seven online courses.
- Each course is six hours: one hour for six consecutive weeks.
- Class time: 7:00 pm - 8:00 pm MTN time.
- All course material is delivered online.
- Industry relevant instructors.
- No pre-requisites or online learning experience required.
- Technical requirements: reliable Internet connection, headset and microphone.
- Submit parchment application to Red Deer College upon completing all seven courses.

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REQUIRED COURSES

ASHA 120 Communication & Conflict Management

Develop interpersonal and oral communication skills. Focus on gaining skills and knowledge to manage conflict and build relationships. Come prepared to learn about the conflict management model, process and practices.

ASHA 121 Leadership Skills

Acquire new knowledge and skills in leadership. Focus on moving an organization or a work group to a new, higher level of effectiveness, efficiency and/or workplace fulfillment.

ASHA 125 Aging Processes

Gain knowledge of the aging processes. Understand the impact of aging on the individual and explore concepts of successful aging and how these understandings may be utilized.

ASHA 127 Program Development

Examine recreation and leisure activity planning. Focus on knowing your clientele, creating meaningful recreation and leisure opportunities and effectively planning the delivery of quality programs. Leave with a catalogue of recreation and leisure activities.

ASHA 128 Principles of Recreation and Leisure

Define terminology, parameters of recreation and leisure. Study psychological and sociological programming considerations. Examine current practice and future opportunities for prolonged health, happiness and independence of seniors.

ASHA 129 Personal & Professional Development

Gain skills in presenting yourself professionally and achieving work/life balance. Assess your personal and professional needs and develop an action plan to support short and long-term work and personal growth.

ASHA 130 Older Adult Fitness*

Focus on understanding the impact of aging and good health on the individual, learn concepts of appropriate fitness and how to utilize them in your professional role. Gain the confidence to support aging adults to attain their full capability.

* If you have an Older Adult Certificate from the Alberta Physical Culture Association you do not have to take this course.

PRIOR LEARNING/ APPROVED EQUIVALENCIES

None.

ADMISSION

There are no prerequisites. Ideally, students will have some experience working in seniors' housing or services.

COURSE REGISTRATION

To view courses and enroll online, visit <http://rdc.ab.ca/continuing-education>.

You may enroll online or by phone at 403.357.3663.

Course fees are due at the time of registration. * *All ASCHA Members receive 25% off their tuition fee.* Contact ASCHA for details.

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GRADING SYSTEM

The methods of evaluation are based on applied learning opportunities relating to the profession. Completion/submission of all assignments and projects is required. A grade of Successful (S) and Unsuccessful (U) will be assigned. A 65% average or better on course work outline in Methods of Evaluation with 80% attendance of Online Blackboard Sessions in the class will constitute an "S". You must acquire a successful grade in all courses in order to receive the certificate. As per the Red Deer College grading policy, percentage grades will be converted to the grade of Satisfactory or Unsatisfactory for non-credit career development programs.

SCHOLARSHIP

Laura Crawford Certificate Program Scholarship Award - Sponsored by ASCHA

The Laura Crawford Scholarship Award of \$1000 is granted to one applicant, every year, registered in or attending the Site Manager or the Activity Coordinator Program. Visit our website for details:

www.ascha.com/education_scholarship.php.

REFUND POLICY

Full refunds are available if the School of Continuing Education cancels the course. If you must withdraw from a course, please notify RDC at least 2 business days before the course begins and we will attempt to accommodate you into another course or issue you a refund less a \$30 cancellation fee. Registration cancellations within 2 days of the course starting date are not eligible for refund.

CONTACT INFORMATION

RED DEER COLLEGE (RDC) SCHOOL OF CONTINUING EDUCATION

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Email: continuingeducation@rdc.ab.ca
Website: www.rdc.ab.ca/continuing-education

ALBERTA SENIORS COMMUNITIES & HOUSING ASSOCIATION (ASCHA)

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ASCHA's NOBLE CAUSE: *Seniors are empowered to have choice and a life of purpose, wherein they are honoured, valued, and respected.*