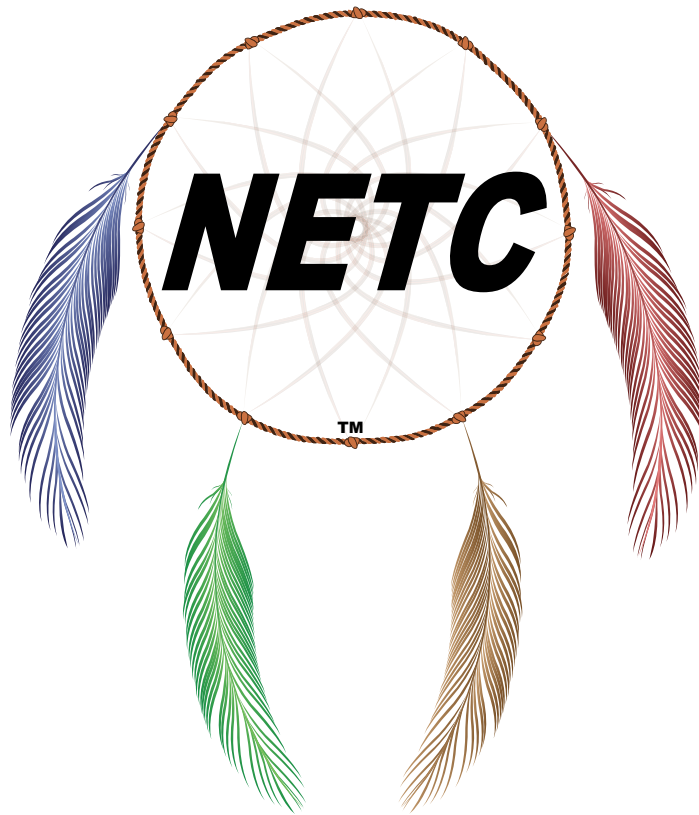


# ***Native Education & Training College***



***Online & Distance Learning Diploma Programs***

***for***

***Aboriginal Canada***

**90 Division Street North Bay, ON P1B 8Z4**

**Toll Free: 1.800.267.2577**

**Fax: 705.497.7839**

**[www.nativetc.com](http://www.nativetc.com)**

# **Table of Contents**

NETC Overview / Mission Statement .....	1
Contact and Program Information .....	1
Three ~ Semester Diploma Programs .....	2 to 12
Workshops / Webinars .....	13 & 14

## **Three ~ Semester Diploma Programs**

Addictions Worker	Heavy Equipment Operators
Administrative Assistant	Home Schooling Materials—Grades 1 through 8
Adult Educator / Trainer	Housing Manager
Band Operations Manager	Human Resources Assistant
Business Administration & Management	Human Resources Manager
Chief and Band Councillors	ILC—High School Credits—Grades 9 through 12
Child Daycare Center Manager	IT & Computer Technician
Classroom Educational Assistant	Lands & Resources Manager
Classroom Resource Worker	Medical Administrative Assistant
Community Economic Development Manager	Membership Clerk / Administrator
Community Health Representative	Mental Health Worker
Community Homecare Worker	Motel & Restaurant Worker Manager
Community Tourism & Travel	Office Manager
Construction Worker ~ Carpentry ~ Plumbing and Electrician	Pastoral Pentecostal Ministries
Diabetes Worker	Personal Support Worker
Disability Support Worker	Post-Secondary Counselor
Early Child Educator Worker	Public Works Construction Technician
Economic Development Officer	Public Works Manager
Education Director / Manager	Receptionist
Employment & Training Coordinator / Manager	School Principal
Executive Assistant	Surface Miner
Facilities Building Maintenance Technician	Social Development Worker
Finance Clerk Bookkeeping / Accounting	Social Services Worker
Finance Manager	Social Services Worker Manager
Fire-Fighter	Teacher Professional Development Program
GED—Grades 9 through 12	Water Treatment Plant Manager
Healing & Wellness Counselor	Youth Recreation Manager
Health Services Manager	Youth Worker

## **Apprenticeship Training**

Apprenticeship Training is available in all trades through the NETC with monthly start dates; program durations are 3 to 7 years with (3) three in-school sessions. Participants will start with a 52 week pre-apprenticeship program; during this time they will be registered as a 1<sup>st</sup> year journeyman and placed with a licensed trades person / company.

Call today for further information at  
1.800.267.2577.

- Construction Millwright
- Electrician Construction & Maintenance
- General Carpenter
- Plumber
- Native Residential Construction Worker

## **Online Learning Management Systems Links**

<https://nativeeducationtrainingcollege.2leap.com/>

<http://mastery.mnlms.net/mnet/hlms/nativeeducationtrainingco/tsvr/>

# **NATIVE EDUCATION & TRAINING COLLEGE**

90 Division Street North Bay ON P1B 8 Z 4

Toll Free: 1.800.267.2577

Fax: 705. 497.7839

www.nativetc.com

## **NETC Overview**

The Native Education & Training College is a non-profit post-secondary college. Our focus is to enhance and upgrade the skills of those employed by Aboriginal Canada from chief and council to the band office janitor. Our diploma programs are delivered by online and distance learning, coupled with on the job training. Workshops are also available for small groups.

## **Mission Statement**

To provide Aboriginal Communities and Organizations with skills development training diploma programs throughout North America while encouraging, edifying, enabling, equipping and educating our students to complete their life-long learning goals.

## **Contact and Program Information**

Larry Stewart ~ Programs & Services: larry@nativetc.com

Waylon Stewart ~ Online Facilitator: waylon@nativetc.com

Toll Free: 1.800.267.2577 ~ Local Number: 705.494.4700 ~ Fax: 705.497.7839

Website: www.nativetc.com ~ Student Academic Support: 1.855.830.1147

Admission Requirements: Mature Student, 19 years of age.

Program Type: Diploma

Program Duration: 3 Semesters

Grading Systems: Our passing grade is 70 %

Transferring Student Credits and Transcripts: Accepted

Re-application fee to complete your expired program: \$100.00

Student Application Fee: \$100.00

Textbook Fee: \$975.00

Postal Fee: \$49.00

Tuition Fee: \$3,825.00

➤ Total Tuition Fee Per Academic Year: \$4,949.00

## **Three ~ Semester Diploma Programs**

### **Addictions Worker**

This three-semester diploma program provides a concrete foundation in addictions to alcohol, drugs and solvent abuse. It will provide an examination of the contemporary uses/abuses of alcohol/drug and substance abuse and other specific addictions pertinent to young people and adult offenders with the emphasis on the sociological, biological, and psychological theories and spiritual approaches.

### **Administrative Assistant**

Today, the administrative assistant operates at a high level, often reporting to more than one person. Learn vital skills such as how to anticipate needs, be a communication liaison, act as a project manager, and operate as your boss' information manager. Our three-semester diploma program is available for individuals by distance learning, on the job training, and onsite in your community for small groups.

### **Adult Educator / Trainer**

This program focuses on the principals of teaching and learning in adult training and education. Designed by professional educators, this program aims to provide in-house, college instructors / trainers and anyone working in adult education with an opportunity to enhance their abilities to deliver education and training services consistent with the demands of adult student learners.

Participants will acquire an enhanced understanding of self, theoretical and practical skills necessary to effectively teach adults, current curriculum development and evaluation techniques, knowledge of the private & public college systems, organizational structure, and a basic set of research skills. Program lectures include subject overviews, illustrations of adult principals in practice, as well as humorous and serious demonstrations of various theoretical and methodological adult-learning concepts.

### **Band Operations Manager**

At the Native Education & Training College you will learn how to flow in the four functions of management. While reporting to the chief and council, the band manager will oversee all day-to-day operations and will ensure that all programs and services are being delivered respectfully, responsibly and, at the same time, meeting the communities' needs. The band manager will, at times, oversee up to 12 departments and up to 100 band employees, and must assemble a working team that can delivery to individuals, community groups, and outside agencies. During this program we look at business management, public administration, financial management and organizational behavior.

### **Business Administration & Management**

As a new or seasoned manager in your community department, this will be an excellent opportunity to enhance your administration and business management skills in the four functions of administration and management. You will have reading, writing and multiple choice quiz's to complete and online courses before receiving your diploma.

### **Chief and Band Councillor**

Experienced or newly elected chief and councillors will look at public administration and its current trends in contemporary business issues. The management component will explore the four functions of management. We have also included number modules that will help with the day-to-day challenges one might face. The program will consist of reading and writing assignments, coupled with discussion questions and exercises and online Microsoft Word applications.

### **Child Daycare Center Manager**

This program will help you train for a rewarding future in child daycare management. Our child daycare management program has all the latest information to prepare you to manage a daycare facility. You will have the opportunity to learn about children and their development, financing and budgeting, staffing, licensing and certification, equipment, and more.

Even students who have already completed their early childhood education (ECE) requirements enroll in our Child Daycare management program in order to compliment their expertise in working with children with learning how to own or operate a daycare centre. This program is available by distance learning, on-the-job-training and for small groups in your community.

## **Classroom Educational Assistant**

This entry-level educational assistant program will prepare you to secure employment as an Educational Assistant in a public school or private school classroom setting. The belief that teaching and learning are aspects of the same process is reflected throughout the program by critical thinking, collaborative learning and authentic problem solving. It helps beginning teachers become life-long learners.

This program will provide you with information and opportunities to begin to contrast your own theory of teaching, one that is dynamic and will invariably change with opportunity and experience. This theory building is essential to the development of your identity as a teacher.

## **Classroom Resource Worker**

This diploma program will open doors for you at your local community school as a classroom resource worker. You will be working one-on-one with special need students in a classroom setting. Your distance learning and online program will consist of reading, writing assignments and multiple choice quizzes and internet research.

Our online component provides over 200 self-study Microsoft Office courses. Upon completion of each academic assignment, students will be required to email it in to the college for grading.

## **Community Economic Development Manager**

Semester 1: Management ~ Principals and Practices for Tomorrows Leaders: This comprehensive review of essential management concepts and issues is complemented by the authors' practical and student-friendly style. A practical text that comprehensively outlines the major issues in management today and those anticipated in the future, the authors make use of

and build on management experience that students may have already had in their personal, school, or work lives. This new edition has an increased emphasis on management skill development. Managers will look at the four functions of management.

Semester 2: Rural Development Principles, Policies and Management: This semester comprehensively addresses the basic concepts, elements, paradigms, determinants, policy instruments strategies, programs, and management of rural development.

The program emphasizes, in particular, the pivotal role of human resources as both a means and an end of development. New pedagogical features have been added in the Third Edition, including 'Learning Outcomes' at the start of each chapter, and 'main points' summaries and 'questions for discussion' at the end of chapters.

Semester 3: Skills for Success: We will look at four workshops this semester, one per month on the following subjects: Project Management, Writing Business Proposals and Reports, Office Management, and Starting a New Business. Assignment for participating Managers will consist of reading and writing, drafting a 300-500 to word essay / paper, completing exercises and quizzes and a 25 question multiple-choice exam at the end of each module.

## **Community Health Representative**

As part of the community health care team, you will have the opportunity to work with families, schools, individuals, provincial and federal, agencies, and community health peers. The program is designed to provide participants with the skills and knowledge they need to effectively manage health care services /requests, and act as a community health advocate and educator.

## **Community Homecare Worker**

The Community Home Maker Worker is intended to provide students with an overview of 50% of the Personal Support Worker Training Program including the following modules: Individuality of the Person, Role of the PSW, Interpersonal Skills, Safety, Assisting a Person with Mobility, Abuse, Household Management, Optimal Support & Care Planning.

## **Community Tourism & Travel**

Graduates of Tourism and Travel programs may be employed in a wide range of settings and under a variety of job titles in the Tourism Industry. While many of these positions require discreet knowledge or a higher level of a particular skill, it is clear that a cluster of common skills, knowledge, and attitudes essential to all entry-level employees in the Tourism Industry, have been identified.

Employers require graduates with effective interpersonal skills, strong sales abilities, capacity for accurate work, and the ability to research and communicate product knowledge. The industry makes extensive use of computerized reservation systems for which graduates need in-depth preparation, and finally, graduates need to have a realistic view of the industry and its expectations of entry-level personnel. Thus, it is unlikely that graduates could be appropriately prepared without some opportunity to gain and reflect on practical experience during their time in the program.

## **Construction Worker ~ Carpentry ~ Plumbing and Electrician**

This trades program was developed with reference to the Native Residential Construction Worker training module for in-school curriculum and practical applications as per standards for carpentry, electrical, and plumbing. This program may be delivered in your community for small groups or by distance learning for staff members.

## **Diabetes Worker**

Making diabetes education available to community members is essential to the healing and wellness of your community. Part of your job is to increase the knowledge of other health professionals and providers in the community who are involved in the care of people with diabetes. This ensures continuity and quality of diabetes care for the client from whomever they receive their healthcare.

## **Disability Support Worker**

If you are interested in making a difference in the lives of individuals with developmental disabilities, consider the Native Education & Training College Disability Support Worker Program. During your

program of study, you will be provided with the knowledge and skills required to support people with developmental disabilities to live in dignity, and participate and share in all aspects of life. Field placements help with your learning.

Each week you will have the opportunity to apply classroom skills in actual settings where people with disabilities live, work and play. Field placements assist you in determining an area of specialty. Many jobs result from field placement experiences.

## **Early Child Educator Worker**

This program defines good learning experiences for young children and offers approaches to help the adult working with the children. Our program is specifically designed for teachers, administrators, parents, social workers, and others who work with young children. Early childhood education is discussed in terms of what is known about the developmental needs of young children and how the awareness of developmental needs can be used to plan early childhood programs.

Students of this program benefit from up-to-date training materials and clear and concise study guides, which have been prepared by experienced professionals.

## **Economic Development Officer**

Rural Development & Principles, Policies and Management comprehensively addresses the basic concepts, elements, paradigms, determinants, policy instruments strategies, programs, and management of rural development. The program emphasizes, in particular, the pivotal role of human resources as both a means and an end of development. New pedagogical features have been added in the Third Edition, including 'Learning Outcomes' at the start of each chapter, and 'main points' summaries and 'questions for discussion at the end of chapters.

The program will also focus on a multitude of module texts (4) from managing, communication, customer contact, personal improvement, human resources and organizational development. Participant will be able to select from more than 200 titles in order to enhance their personal, professional and academic skills. Each program consists the following academic agenda: Reading Assignment / Writing Assignment Exercise Assignment / Quiz Assignment and Module Summary Assignment.

## Education Director / Manager

In this three-semester diploma program, we look at educational administration, concepts and practices. The Administration and Supervision specialization is designed for managers / educators interested in gaining knowledge and expertise in the area of school administration. The program curriculum focuses on educational administration, management, and the role of the director, manager, principal, community relations, and supervision of personnel. Graduates of the program seek professional opportunities as education managers and directors.

**Educational Administration Concepts and Practices:** This most comprehensive and respected text on the market discusses all topics covered by other educational administration textbooks and much more: culture, change, curriculum, human resources administration, diversity, effective teaching strategies and supervision of instruction.

The authors include more exciting pedagogical features than any text, and topics are covered in a direct and easy-to-understand manner, with an excellent blend of theory and practice. The academic agenda for semester one will consist of reading, writing and research assignments.

## Employment & Training Coordinator / Manager

Employment and training coordinators / managers provide information to assist, and counsel clients on all aspects of employment and training regarding search and career planning. They also provide documentation and information to employers and clients regarding human resources and employment issues. Employment managers are employed primarily by First Nations, federal and provincial governments, and are also employed by private employment service agencies.

This comprehensive review of essential management concepts and issues is complemented by the authors' practical and student-friendly style. A practical text that comprehensively outlines the major issues in management today and those anticipated in the future, the authors make use of and build on management experience that students may have already had in their personal, school, or work lives. This new edition has an increased emphasis on management skill development.

## Executive Assistant

Our executive assistant diploma program will open doors for you from within your First Nation Community as an executive assistant working directly for the chief and / or council and for the community as a whole. Are you an Administrative Assistant ready to enhance your career? Do you want to improve your skills, and handle more responsibility with confidence? Take the next step to become an Executive Assistant.

This diploma program will build your confidence and improve your professional skills in order to provide administrative support to the community's professional teams.

## Environmental Technician Diploma Program

Graduates of the Environmental Technician Program will have completed a program rooted in scientific and engineering theory, principles and practices. Graduates, as entry-level environmental technicians, have the knowledge, skills, and attitudes that are necessary to perform their ascribed roles.

Graduates provide technical support to the investigation, assessment, monitoring and control of pollution levels in air, water and soil. They also provide support in the use of environmental management systems and sustainability programs. They work within the parameters of relevant and current environmental protection legislation, codes, policies and procedures.

For graduates of the Environmental Technician Program, there are employment and career opportunities in a variety of areas of business, industry (e.g., pulp and paper, mining industries) government and public organizations. Graduates may enter into careers in areas including: First Nation & Tribal Councils Lands & Resources management, investigation and enforcement for government agencies; pollution abatement and clean-up for industries; operation of water and wastewater treatment facilities for municipalities; and, as technical support personnel for engineering and environmental consulting firms.

## **Facilities Building Maintenance Technician**

This program offers textbook theory and hands-on practical training as well. It is designed for trades people who are interested in general building and facilities maintenance systems. Rising fuel prices and the need to conserve energy have created a concern for the cost efficient operation of systems. It has also created a growing concern for the cost efficient operation of all systems. It has also created a demand for skilled technicians to service, install and design various types of systems and day-to-day building maintenance.

## **Finance Clerk Bookkeeping / Accounting**

This entry-level / intermediate accounting program will be essential to your First Nation Community. Helping the community to pay bills, maintain payrolls, establish selling prices and calculate tax collection, are just a few of their responsibilities. Without the knowledge and hard work of bookkeepers / accountants, the business community would be a very disorganized one! Bookkeeping / Accounting is a well-paid and respected field, with qualified persons in high demand.

Many individuals trained in Bookkeeping / Accounting use their expertise as a stepping-stone for positions at the senior management level, while others prefer to use their skills to work part-time, or to work from home preparing tax returns for individuals and businesses.

You will have the opportunity to learn it all – from preparing a balance sheet to computing the cost of the merchandise inventory!

Our Bookkeeping / Accounting Training Program will provide you with the basic and intermediate principles and theory required to enter the field, as well as the training in specialized areas needed for advancement into supervisory positions within the accounting profession.

## **Finance Manager**

Finance managers are responsible for the financial management of the organization, including payroll, invoicing and budget management, as well as other administrative duties as required by the reserve.

Finance managers plan, organize, direct, control and evaluate the operation of financial and accounting departments. They develop and implement the financial policies and systems of establishments. Finance managers establish performance standards and prepare various financial reports for senior management. They are employed in financial and accounting departments throughout aboriginal organizations.

This may be your opportunity to upgrade and enhance your skills as Finance Manager with our unique program. It is geared for working adults who can identify, measure, record and communicate financial information and control economic entities. Upon completion of our program, you will have a good academic grounding in accounting and the four functions of management.

## **Fire-Fighter**

The Fire-fighter Program is designed for First Nation communities at a community volunteer level. Participants in the program will gain the knowledge, skills and basic techniques required for basic fire-fighting services. They will learn fire apparatus operations, safety devices and features of fire-fighting vehicles and equipment, and the occupational health and safety requirements of the job.

## **GED – Grades 9 -12**

The GED tests cover the same subjects that students study in high school. The five subject areas are Language Arts, Writing; Language Arts, Reading; Social Studies; Science; and Mathematics. You will not be required to know all the information that is usually taught in high school. However, you will be tested on your ability to read and process information, solve problems, and communicate effectively.

## **Healing & Wellness Counselor**

Community Healing & Wellness Counselors use their skills to assist individuals to identify, understand, and overcome personal problems or achieve personal objectives. In qualifying for a rewarding future as a counselor, the student will have the opportunity to learn from the theory how people think about problems, how to modify their behavior, and how to change their attitudes or their ways of experiencing life. The touchstones for beginning counselors is to



begin thinking about how to choose to fit counseling into a personal life view, how to relate to other people, and how to value process, and outcome. The student will also incorporate a spiritual / cultural component to their counseling. This program will provide the skills and knowledge needed in the field of counseling in order to pursue a variety of employment opportunities. First Nations, social service and government agencies, hospitals, group homes, correctional facilities, and other establishments employ counselors.

## Health Services Manager

This introductory program presents complete and accurate coverage of the basic skills needed to perform effectively as a health services manager in today's fast-changing work environment. Canadian examples, data, and illustrations have been integrated throughout, and the author draws on her extensive teaching and industry experience to provide real-life examples and scenarios to make key concepts come alive.

This program showcases a fresh new design along with new material on medical office clinical and administrative procedures, job searches, resumes, and ethics. Catering to the needs of professionals entering a technologically driven workforce, the author has also updated key segments to reflect the move towards electronic environments, as well as included "Future Trends" textboxes that discuss the role of technology in the field of health office administration.

Health services managers plan, direct, coordinate, and supervise the delivery of health care in their First Nation Communities. In the second and third semester we will look at the four functions of management, planning, organizing, leading and controlling your health services department.

## Heavy Equipment Operators

Learn to operate the many different earthmoving machines used on construction sites and in heavy manufacturing. This occupation has enormous responsibilities attached to it. Every working day, the Heavy Equipment Operator is responsible for using the Industry's most expensive and dangerous tools, and more importantly, he / she is responsible for the lives of those who work around

the machinery. This requires an individual who is cool and collected in situations that would confuse some people. Heavy Equipment Operators usually earn above average wages, have the opportunity of working outside during nice weather, and have the satisfaction of knowing they possess the special skills needed to perform a job many people cannot.

## Home Schooling Materials – Grades 1 - 8

Accelerated Christian Education (ACE) curriculum has Scripture as its foundation, fully integrating biblical principles, wisdom, and character-building concepts into education. Students move at their own speed through the self-instructional "PACE" workbooks.

Following the mastery approach, PACEs are formatted for students to complete the exercises found throughout the workbook, take a practice "self test," and conclude with a "final test" (torn out from the center) to measure understanding. PACEs are numbered, with each subject *generally* covering 12 PACEs; the PACE numbers increase numerically as grades progress. Answers are in the sold-separately SCORE Key booklet sets, whose numbers correspond to the student workbook PACEs.

## Housing Manager

This distance-learning program is designed to accommodate both beginners and experienced housing managers. Participants will be introduced to the four functions of management. Students will also be able to upgrade their skills in public administration and understand that infrastructure is essential to health, safety and well being of any community. Housing Managers will also receive a good overview from CHMC.

The Core of this program is delivered through modules and text, coupled with weekly reading, writing, multiple-choice quizzes, lesson summaries, and assignments. This program is available by distance learning, on-the-job-training and for small community groups.

## Human Resources Assistant

Current and comprehensive, this engaging introduction to the essential concepts and techniques of HRM is offered with the

inimitable clarity characteristic of Dessler and Cole. Significantly revised to reflect emerging trends in information technology and changes in legislation, and to better match the requirements of the CCHRA, this new edition continues to help students "make sense of HR." Offering a whole new chapter on HRM and technology as well as fresh examples and photos, the Canadian tenth edition maintains its reputation of having the most in-depth coverage of emerging trends in HR.

## Human Resources Manager

Are you serious about meeting the challenges of working in human resources? Are you interested in making a strategic contribution in your First Nation organization? Then you need this program.

Acquire theoretical and practical knowledge and the skills required to become a successful practitioner of Human Resources Management in the areas of recruitment, training, performance management, compensation, health and safety, labor relations, and business management. Human capital is a critical organizational asset contributing to organizational agility, goal attainment, and ultimate viability through progressive human resources management.

This course introduces students and managers to all of the Human Resources Management technical areas including the role of human resources within. This three-semester program is current, comprehensive and engaging. It will introduce you to the essential concepts and techniques of HRM.

## ILC – Grades 9 -12 High School Credits

The Independent Learning Centre (ILC) is mandated by the government of Ontario as the province's designated provider of distance education and GED Testing. The ILC is an accredited credit granting institution, and offers secondary school courses, for Grades 9 to 12, in all pathways, leading to the Ontario Secondary School Diploma (OSSD).

ILC's outstanding courses and educational services meet all expectations of the Ontario Ministry of Education, and enable students to earn high school credits leading to a diploma, through independent, self-paced study.

The same lessons and curriculum used to deliver the ILC credit courses are available for sale. ILC course material sales customers include educators, school boards and authorities, private

and independent schools, and individuals such as homeschooling parents and tutors.

Many ILC courses utilize integrated web-based digital course components to meet curriculum expectations and to enhance learning. Where applicable, prices for materials include a one-year licence to access digital course components.

## IT & Computer Technician

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA® A+® Certification course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. The CompTIA® A+® Certification course can benefit you in many ways.

## Lands & Resources Manager

Managers will look at the four functions of management. This comprehensive review of essential management concepts and issues is complemented by the authors' practical and student-friendly style. A practical text that comprehensively outlines the major issues in management today and those anticipated in the future, the authors make use of, and build on, management experience that students may have already had in their personal, school, or work lives. This new edition has an increased emphasis on management skill development. In semester three we look at Claims & Negotiations.

In general, there are two types of Aboriginal claims in Canada that are commonly referred to as "land claims" - comprehensive claims and specific claims. Comprehensive claims always involve land, but specific claims are not necessarily land-related. Comprehensive claims deal with the unfinished business of treaty-making in Canada. These claims arise in areas of Canada where Aboriginal land rights have not been dealt with by past treaties or through other legal means. In these areas, forward-looking modern treaties are negotiated between the Aboriginal group, Canada and the province or territory.

Specific claims deal with past grievances of First Nations related to Canada's obligations under historic treaties or the way it managed First Nations' funds or other assets. To honour its obligations, Canada negotiates settlements with the First Nation and (where applicable) provincial and / or territorial governments.

### **Medical Administrative Assistant**

This course is designed to introduce the student to the administrative duties and procedures required in a medical office/centre setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing and records management procedures. Medical law and ethics are an integral part of the course.

### **Membership Clerk / Administrator**

The Membership Clerk /Administrator oversees the Indian Registry program in accordance with First Nation policy and procedures and the Indian Act. Graduates will learn to assist Band Members in registering various reportable events including births, deaths, marriages and process status cards and provide application forms for registration. Graduates who are employed and considering this program should be aware that they would need to enjoy working with people, and solving problems. To be successful in this field they will need to acquire human relations and interpersonal skills, and will learn to work under pressure when responding to executive team and community members and many other situations and crisis.

### **Mental Health Worker**

The demand for specialized worker with training in both mental health and addictions has increased. The Mental Health and Addiction Worker program has been designed to give students the knowledge, skills and attitudes required to be effective counselors in a variety of mental health and additions services.

### **Motel & Restaurant Worker Manager**

In the Motel and Restaurant Worker / Management Program the focus will be on the practical aspects of hospitality services. The program has been designed so students develop and acquire the skills and knowledge necessary to enter the

workforce in their community and to perform their roles at the front desk, restaurant, and in key management functions.

Students will be instructed in customer service, hotel services, and menu planning and design. They will also be provided with an introduction to managerial concepts including accounting, marketing, law and human resource, and the four functions of management.

Graduates will have a good understanding of the front and back operations of a restaurant, hotel, resort and lodge and the basic managerial skills necessary to coordinate the day-to-day operation.

### **Office Manager**

The office management diploma program continues to provide working managers with the most up-to-date information reflecting contemporary management thinking issues and trends that every office manager needs to know. The program provides a strong management based background while utilizing a humanistic approach for managing and supervising staff in an office environment.

### **Pastoral Pentecostal Ministries**

Participants enrolling in this three-semester diploma program will meet the 12 educational requirements for recognition of ministries credentials through the Independent Assemblies of God Canada. Each module will consist of a reading, writing / essay, multiple choice, and module summary assignments, due on a monthly basis. This program will also include a work- placement in your local church assisting the pastor in a multitude of ministries.

### **Personal Support Worker**

PSW's will complete 13 modules from Mosby's Canadian Textbook for the Personal Support Worker. Modules included: Individuality of the Person, Role of the PSW, Interpersonal Skills, Safety, Assisting a Person with Mobility, Abuse, Household Management, Optimal Support & Care Planning, Personal Hygiene, Assisting the Family, Cognitive Impairment & Mental Health Issues, Assisting to Manage Ongoing Conditions, Assisting with Medications, and Assisting a Person Who is Dying.

## Post-Secondary Counselor

Post-Secondary Counselors are vital to the education department and your community. They may have three primary job functions: research and develop relationships with a broad range of post-secondary institutions, private career colleges and training centres, focusing specifically on college academic education and training programs; work with students to develop their post-secondary plan and help them find the best possible fit; and coordinate with advisory, department heads and other staff as necessary to help organize an effective post-secondary strategy for the student.

As a professional academic advisor, you will be providing information, advice and guidance to help individuals navigate transitions in education and training. This diploma program is intended for individuals interested in, or working in career development, or academic advisors in education authority departments. You will gain the communication and assessment skills to facilitate, motivate and work successfully with community members, educational institutes and community committee's.

## Public Works Construction Technician

Our Public Works Construction Program features hundreds of standardized drawings and dimensional details covering all aspects of public works construction; from street improvement and sewers and sanitation, to street lighting, traffic signals, retaining walls, landscaping and irrigation systems units.

This program also features cross-sections that clearly illustrate the latest approved techniques, and exhaustive notes covering every detail - with clearly spelled out answers to any question you might have. Most importantly, it contains all the latest changes that have been researched and approved by the 25-member "Greenbook" committee, which includes representatives from the North American Public Works Association.

## Public Works Manager

This three-semester program will be an exhaustive, business-boosting reference to Construction Operations Manual of Policies and Procedures, and is loaded with procedures and step-by-step details for successfully managing construction operations that will apply to your community.

You will learn many methods, strategies and tactics, ready-to-use and copy letters all laid out for you in a concise, easy-to-grasp style. This module, now the most timely, complete, and useful guide available for managing construction, is packed with practical information and sample forms and checklists. It also covers new developments in construction management software, as well as new material devoted to the Design-Build process.

The included CD-ROM packs project delivery forms, word-for-word letters, sample letters, and checklists to make the overall construction project management process easier and more efficient.

## Receptionist

Receptionists are the public face of your First Nation Community. Their position is highly visible and what they project can make or break the current administrations image. The first few minutes of contact between two people are crucial. This diploma program will enable you to handle all personal, professional and business tasks that will cross your desk on a daily basis. This program is available by distance learning. This program consists of seven modules with our online Microsoft Office library via [www.elementk.com](http://www.elementk.com)

## School Principal

Succeed in your future career with THE PRINCIPALSHIP! This education diploma program prepares you for your role as principal by addressing topics and issues faced daily by every principal at every school level, including curriculum development and implementation, professional development, developing effective communications, budgeting and school facilities, creating safe schools, community relations, ethics, and legal issues. End-of-chapter Field-Based Activities, current examples of effective school practice, and integrative case help you gain a better understanding of the day-to-day experience of principals and apply important concepts.

Fred C. Lunenburg is Professor and Senior Research Fellow in the Center for Research and Doctoral Studies in Educational Leadership at Sam Houston University. Prior to moving to university teaching, he served as a high school principal and superintendent of schools in Minnesota and Wisconsin. He has authored or co-authored 18 books, including THE PRINCIPALSHIP (with Beverly Irby), published by Wadsworth Cengage Learning.

Beverly J. Irby - Beverly Irby is currently Professor and Chair of the Department of Educational Leadership at Sam Houston State University. She has authored numerous publications.

## Features

This text address topics and issues faced daily by every principal at every school level, including curriculum development and implementation, professional development, developing effective communications, budgeting and school facilities, creating safe schools, community relations, ethics, and legal issues.

End-of-chapter "Field-Based Activities" help students gain a better understanding of the day-to-day experience of principals.

To draw a connection between the theoretical foundations of the principalship and the actual daily practice of school principals, Lunenberg and Irby incorporate quotations from practicing school principals and superintendents on issues that these professionals face every day.

THE PRINCIPALSHIP is built upon a strong framework of the Educational Leadership Constituent Council (ELCC) Standards.

This text is filled with current examples of effective school practice.

Integrative, part-ending cases pose realistic dilemmas that require students to apply important chapter concepts.

## Social Development Worker

The social development worker will promote the restoration of health and well being of community members. The social development worker/manager will provide community members with the opportunities to achieve self-sufficiency and self-determination for themselves and for the community as a whole. The worker will truly promote respect, empowerment and equality. The worker /manager will practice due diligence to make sure that the individuals needs are completely and totally meet.

## Social Services Worker

Social work is a profession for those with a strong desire to help others. Social workers help people deal with their relationships with others; solve their

personal, family, and community problems; and grow and develop as they learn to cope with or shape the social and environmental forces affecting daily life. They often encounter clients facing a life-threatening disease or a social problem requiring a quick solution. These situations may include inadequate housing, unemployment, lack of job skills, financial stress, substance abuse, etc.

## Social Services Worker Manager

The SSWM diploma program prepares graduates by giving them basic, intermediate and advanced knowledge and skills in the social service and human services field. The SSWM program is an integrated program combing academic instruction in the foundations of social work administration and, psychology. Managers will also look at the four functions of management.

## Surface Miner

For communities who need training across multiple job sites and want a web-based MSHA Training solution, Surface Miner Learning Management System is your best choice. This option provides our core 8+ hours of training with integrated tests and helps you manage your new miner, experienced miner, and annual refresher training as required by MSHA's Part 46.

- ◆ OSHA
- ◆ Fall Protection
- ◆ WHMIS
- ◆ First Aid
- ◆ Transportation of Dangerous Goods
- ◆ Confined Space Awareness
- ◆ Surface Mine Development, Operations, and Reclamation
- ◆ MSHA Training – Physical Characteristics of Surface Mines
- ◆ MSHA Training – Typical Surface Mining Equipment
- ◆ MSHA Training – Mine Hazard Overview
- ◆ MSHA Training – Environmental Hazards
- ◆ MSHA Training – Equipment Hazards
- ◆ MSHA Training – Physical Hazards
- ◆ MSHA Training – Chemical Hazards
- ◆ Emergency Procedures
- ◆ Preventing Accidents
- ◆ Using Personal Protective Equipment
- ◆ Working Around Equipment

- ◆ Maintaining and Repairing Equipment
- ◆ Working in a Confined Space
- ◆ Working on or Near Water
- ◆ Working at Night
- ◆ Working with Chemicals
- ◆ Working with Electricity
- ◆ Working with Explosives
- ◆ Line of Authority
- ◆ Respirators
- ◆ Escape Respirators and SCSRs
- ◆ First Steps in All First Aid Situations
- ◆ First Aid for Common Injuries

## Teacher Professional Development Program

At the NETC you will continue your life-long learning with our teacher professional development program. Upon completion of our program you will be up to date with current educational trends, manage your classroom with ease and grace and have a greater understanding for special needs in the classroom, and be current with all Microsoft Office programs. Semester 1: Special Education in Ontario Schools; Semester 2: Approaches to Behaviour and Classroom Management ; Semester 3: Online Microsoft Office Library.

## Water Treatment Plant Manager

In *Semester 1*, Managers will look at the four functions of management. This comprehensive review of essential management concepts and issues is complemented by the authors' practical and student-friendly style. A practical text that comprehensively outlines the major issues in management today and those anticipated in the future, the authors make use of and build on management experience that students may have already had in their personal, school, or work lives. This new edition has an increased emphasis on management skill development.

***Semester 2: Water Treatment Operator Module:*** The module covers everything water treatment operators need to know to perform their jobs and for compliance with changing regulations.

***Semester 3: Operator Certification Module:*** Water treatment and water distribution operators get everything they need from this module for the operators exam. The questions put forth are similar in format and content to actual questions in the certification exams. However the questions allow

the operator to experience the types of questions that may be on an actual exam.  
Curriculum for Water Treatment: Evaluate Characteristics of Source Water, Monitor, Evaluate and Adjust Treatment Processes, Laboratory Analysis, Operate Equipment, Evaluate and Maintain Equipment, Safety and Emergency Preparedness, Perform Administration Duties.

## Youth Recreation Manager

This three-semester diploma program is designed to provide recreation and leisure service practitioners / managers with the opportunity to acquire specialized skills, knowledge and attitudes related to youth and essential youth services.

As a graduate of the Youth Recreation Manager program, employment opportunities would exist in many agencies, including: your First Nation Communities, municipalities, YMCA's, youth clubs, youth centres, non-profit agencies, group homes and private industry.

## Youth Worker

This program will focus on addressing the human service needs of youth in First Nation Communities. It will help equip and enable you to deal with well balanced and emotionally / psychologically wounded youth, as well as becoming a role model for your communities' young people. It will deal with the sense of hopelessness that young people deal with daily, living in urban and remote communities. You will leave this program with a purpose driven plan, and goal, for your community's youth.

## Workshops / Webinars

Workshops and Webinars are available online 24/7 and by distance learning to meet your individual, department and communities needs. We now offer weekly and monthly start dates. Workshops may be set-up and delivered in North Bay and in your community for small groups to meet your training needs. Call today at 1.800.267.2577.

### Business Workshops

- ◆ The Cuban Missile Crisis: A Case Study In Decision Making And Its Consequences
- ◆ Chilean Mine Rescue: The Unstoppable Team
- ◆ The Five Secrets of Communication: Business Edition
- ◆ Ethics At Work: 10 Behaviors of An Ethical Leader
- ◆ 3 Steps to Managing Change
- ◆ 4 Factors for Confident Public Speaking
- ◆ 5 Communication Skills to Avoid Defensiveness
- ◆ 5 Elements of Effective Communication
- ◆ Team Building: 5 Factors for Successful Crisis Response
- ◆ Leadership: 5 Steps to Delegation
- ◆ Leadership: 5 Steps to Engage Your Team
- ◆ Customer Service: Avoid Costly Mistakes
- ◆ Applying Customer Service Skills Internally
- ◆ Active Listening Skills
- ◆ Acting with Accountability
- ◆ Supporting Your Leader: Becoming a Powerful Follower
- ◆ Coaching: 5 Steps to Build a Winning Team
- ◆ The Cycle of Accountability: Owning Your Results
- ◆ Curing Negativity: Creating Positive Attitudes
- ◆ Creating a Respectful and Positive Workplace
- ◆ Customer Service and Sales: Working as a Team
- ◆ Customer Service: Understanding the Customer
- ◆ Coping With Stress
- ◆ Diversity and Inclusion In the Workplace: An Animated Example
- ◆ Diversity: Don't Judge a Bird by Its Feathers
- ◆ Ethics At Work
- ◆ Eliminate Barriers to Creative Thinking
- ◆ Groupthink Examples from History
- ◆ Getting the Most Out of Your Team
- ◆ Strategic Planning and the Government Performance and Results Act (GPRA)
- ◆ Group Decision Making: How Bad Decisions Are Made
- ◆ Have Fun: Create A Positive Culture at Work
- ◆ How to Discipline in a Positive Way
- ◆ How to Have Effective Meetings
- ◆ How to Retain and Motivate Great Workers
- ◆ Resolving Conflict: Just Stay C.A.L.M
- ◆ Leadership and Creating Teams out of Chaos
- ◆ Leadership and the Science of Chaos
- ◆ Managing Discipline: Your Legal Responsibilities
- ◆ Managing Expectations and Self-Fulfilling Prophecies
- ◆ Managing the Hiring Process: Your Legal Responsibilities
- ◆ Managing Termination: Your Legal Responsibilities
- ◆ Managing Workplace Conflicts Healthcare Version
- ◆ Productive Communication is in Your Future
- ◆ Respectful Workplace Communication
- ◆ Sales Calls: Staying Customer Focused
- ◆ Strategies for Embracing Change
- ◆ Orientation: Successful Workplace Behaviors
- ◆ Stressful Workplace Relationships
- ◆ Tips For The First Time Supervisor
- ◆ Understanding Diversity in the Workplace
- ◆ Team Building: Understanding Team Member Styles, Government Version
- ◆ Team Building: Understanding Team Member Styles, Healthcare Version
- ◆ Team Building: Understanding Team Member Styles, Manufacturing Version
- ◆ Team Building: Understanding Team Member Styles
- ◆ What is Emotional Intelligence?
- ◆ Nonverbal Communication: What Message Are You Sending?
- ◆ Business Friendly Customer Service
- ◆ Essential Elements of Internal Customer Service
- ◆ Essential Telephone Skills: 10 Core Skills to Delivering Excellent Service Over the Phone
- ◆ From Curt to Courteous: Mastering the 7 Touch Points of Communication
- ◆ Five Forbidden Phrases (3.0)

- ◆ How to Deal With The Foreign Accent (2.0)
- ◆ How to Handle the Irate Customer: 4-Point Plan for Calming Angry Customers
- ◆ Influencing the Interaction: 6 Practices for a More Satisfying Customer Experience
- ◆ Listening Skills: 6 Steps to Becoming a Better Listener
- ◆ Maintaining Customer Relationships
- ◆ Proactive Customer Service (3.0)
- ◆ Questioning Techniques: 7 Methods To Obtain Better Information and Solve Problems
- ◆ Six Cardinal Rules of Customer Service
- ◆ The Seven Keys to a Positive Mental Attitude
- ◆ Selling Skills from A to Z: 26 Skills to Improve Telesales and Customer Service
- ◆ Six Steps to Service Recovery
- ◆ That's Just Rude! Exploring the Rudeness Matrix
- ◆ The Service Mentality: 7 Characteristics of Excellent Service Providers

## Wellness Workshops

- ◆ Wellness: Workplace Nutrition: A Recipe for Optimum Health
- ◆ Wellness: Fitness and Wellness
- ◆ Wellness: Transportation Professional Nutrition & Health
- ◆ Wellness: Eating for Energy
- ◆ Wellness: Heart Disease and Cancer
- ◆ Wellness: Diet, Nutrition, Cancer Prevention
- ◆ Wellness: Diabetes Prevention and what to do when you get it
- ◆ Shift Work: Preventing Fatigue
- ◆ Wellness: The Five Things You Need to Know About the Flu
- ◆ Stress: Workplace Stress
- ◆ Pandemic Preparedness
- ◆ Stretching: Warm Up For Work
- ◆ Ergonomics: Working Smart: Reducing Risks of Sprains and Strains

## Addictions & Substance Abuse Workshops

- ◆ Maritime: Substance Abuse: Drug & Alcohol Awareness for the Maritime Employee
- ◆ Maritime: Substance Abuse: Drug & Alcohol Awareness for the Maritime Employee
- ◆ Substance Abuse: Dealing with Drug and Alcohol Abuse for Employees
- ◆ Dealing with Drug and Alcohol Abuse for Employees in Construction Environments
- ◆ Substance Abuse: Dealing with Drug and Alcohol Abuse for Managers and Supervisors
- ◆ Dealing with Drug and Alcohol Abuse for Managers and Supervisors in Construction Environment
- ◆ Maritime: Substance Abuse: Drug & Alcohol Awareness: The Maritime Supervisor
- ◆ Substance Abuse; Safety and Substance Abuse
- ◆ Dealing with Drug and Alcohol Abuse for Employees in Construction Environments
- ◆ First Response





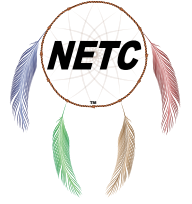
# **NATIVE EDUCATION & TRAINING COLLEGE**

90 Division Street North Bay ON P1B 8 Z 4

Toll Free: 1.800.267.2577

Fax: 705. 497.7839

www.nativetc.com



## **ENROLLMENT FORM**

Name:

Address:

Telephone ( )

Email:

Date of Birth:

Male [ ]

Female [ ]

First Nation Organization:

Program Name:

Diploma [ ] Semester 1, 2, 3

**Tuition Fee Per Academic Year: \$3,825.00~Application Fee~\$100.00~Textbook Fee~\$975.00**

**Postal Fee: \$49.00 = Total: \$4,949.00**

Program Duration:

Start Date:

End Date:

**Employment and Academic Background:**

Current Job Title / Position:

Please include a copy of your resume.

**Post-Secondary Education:**

College or University Attended:

Diploma [ ] or Degree [ ]

Trade & Technology Training:

High School:

Location:

Last Grade Completed:

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_