



Native Education & Training College Of

***Business, Healthcare, Human
Service & Technology***



Online Diploma Programs

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NETC

The Native Education & Training College of Business, Healthcare, Human Service & Technology is a non-profit post-secondary Ontario private career college, registered and approved by MTCU/PCC Branch. Our focus is to provide capacity building skills and development training and education programs and courses for those employed by Indigenous Communities from Chief and Counsel to the Band Office Janitor. Our online diploma programs and continuing education certificate courses are delivered by online and distance learning, coupled with on the job training.

MISSION STATEMENT

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

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School of Health Sciences



Addictions Worker

Addictions and mental health issues affect a growing number of Canadians each year. Students will learn the necessary skills to provide support, understand behaviours and provide treatment. Using theory and firsthand experience, graduates will have a full understanding of how mental health and addiction problems affect different populations. In this program you will learn to deliver responsive, culturally relevant, client-centered assessment and treatment to diverse individuals and groups. You will acquire the knowledge, skills and abilities required by front-line workers and supervisors in order to deliver effective addictions and mental health services while promoting empowerment, self-determination and optimum quality of life to individuals with addictions and mental health issues.

Community Health Promotion

The Community Health Promotion (CHP) entry to practice program is designed to provide students with the skills and knowledge they need to effectively deliver community health promotion education by providing quality health promotion, prevention and healthy lifestyles in the community. As a member of the inter-disciplinary Health Care Team, the Community Health Promotion (CHP) worker is responsible for liaising between patients, families, community and health care providers to ensure community members understand their lifestyle and are receiving appropriate care and health education. Community Health Promotion (CHP) workers educate, promote and monitor the community for general health, trends and lifestyles. Students will complete their structured online program based on 16

Community Health Promotions Continued....

hours per week over a span of 104 weeks. Course topics include: health promotion, assessing health needs, health promotion in action, communicating health promotion information, community mobilization & building community capacity, diversity and inclusiveness and partnership and collaboration strategies. At the end of semester two and semester four, students will have the opportunity to apply their acquired knowledge and develop their skills in designated practicum locations. Advanced standing may apply for students who are already working within the Community Health Promotion field and is awarded via a completed and assessed application process on registration.

Community Health Representative

The Community Health Representative (CHR) is responsible for participating in the delivery of high standard Community Health, treatment and surveillance programs in order to provide quality health prevention and treatment in the community. As a member of the Health Care Team, he/she is also responsible for liaising between patients, families, the community and health care providers to ensure patients and families understand their conditions and treatment and are receiving appropriate care. The incumbent will also educate and monitor the community for general health, and in epidemics and emergencies. This program is designed to provide participants with the skills and knowledge they need to effectively manage health care service, and act as a community health representative and advocate.

Community Service Worker

Community Service Workers administer and implement a variety of social assistance programs and community services and assist clients to deal with personal and social problems. They are employed by social service and government agencies, mental health agencies, group homes, school boards, correctional facilities and other establishments. NET College of Business, Healthcare, Human Services, and Technology offers a 45-week Community Services Worker diploma program for students who are dedicated to helping at-risk individuals, their families, and the community at large. Students in the Community Service Worker Program will take part in three practicum sessions to apply their learning incorporating 1000 hours of theory and practical activities and 336 hours of practicum for a total of 1336 hours. Upon completion students are awarded the Community Service Worker Diploma.

Diabetes Education Worker

As of 2008, there are 2.8 million Canadians diagnosed with Diabetes. Making diabetes education available to your First Nation is essential to the wellbeing of your community members. As a Diabetes Education Worker, part of your job is to increase the knowledge of other health professionals and providers in the community who are involved with the care of people with diabetes, ensuring continuity and quality of diabetes care for the client. Students graduate with the knowledge and practical skills necessary to assist in the development and deliverance of relevant and essential diabetes services at the community level. Diabetes Education Workers are knowledgeable about, and understand that indigenous laws, protocols, languages and holistic teachings are integral to the survival of healthy individuals, families and communities, and must be respected and promoted at all times. The Diabetes Worker applies culture standards and indigenous knowledge in the performance of their duties when working with indigenous individuals, families, communities and Elders. On completion of the program, students may write the exam with the Canadian Diabetes Association for the designation Certified Diabetes Educator. There are additional requirements in becoming recognized as a Diabetes Educator through the Canadian Diabetes Educator Certification Board. View more information [here](#).

Disability Support Worker

If you are interested in making a difference in the lives of individuals with developmental disabilities, consider NETC's Disability Support Worker Program. This 3-Semester program of study you will be provided with the knowledge and skills required to support people with developmental disabilities to live in dignity, participate and share in all aspects of life. Students will learn strategies for providing support in ways that are respectful of the dignity and individuality of each person with whom they work.

Health Services Management

If you are an experienced health care professional and would like to pursue a management position, or if you are already in management and would like to expand your skills and knowledge, the health care management certificates can help you to further your career.

Students will learn practical management skills and gain knowledge in areas such as health care law, health information systems, budget and financial planning, human resources, labour relations, change management, and more. This program enables individuals to contribute to the advancement of First Nations health management and provides opportunities to achieve their peak professional growth.

Home Care Worker

Start toward a rewarding new career as a Home Care Worker with the Native Education & Training College. Train at home in your spare time, using proven learning methods perfected by NETC, an innovative leader in online training courses. Here is your chance to get into a fast-growing career field while enjoying interesting, meaningful work as a member of the health care team.

Medical Administrative Assistant

The Medical Administrative Assistant program prepares graduates to work in fast-paced and challenging health services settings. This 52-week Diploma Program helps students learn the real-world administrative skills essential to working in the health care office. Courses include: professional behavior and interpersonal skills, billing and coding, electronic health records and management of finances.

Mental Health Worker

This 3-Semester Mental Health 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 addictions services. This program includes online CPR C training (adult, infant and child).

Upon completion of the Mental Health Worker program the student will have a clear understanding and ability to assist clients living with mental health and addictions. They will be able to provide education and guidance on the description of different mental health disorders, complications, risk factors, signs and symptoms.

Personal Support Worker

The Personal Support Worker (PSW) program prepares graduates to provide supportive care to individuals across the lifespan including clients experiencing cognitive impairment, physical disability and mental health challenges, by assisting them with their activities of daily living. Graduates may find entry-level employment in a variety of care settings including community, retirement homes, long-term care homes and hospitals.

Community Home Care Coordinator

Our CHCC program prepares students/employees to work with the community's RN and health care team to schedule the community's home & health care needs on an on-going basis. This entry-level position serves to assist people who have chronic and acute illnesses and receive the care they need in their home or community long-term care facility. The care provided in these familiar settings allows Indigenous peoples to be close to their loved ones as long as possible and to keep their independence and spiritual wellness.

School of Human & Community Services



Indigenous Early Childhood Education

Custom tailored to meet the unique needs of First Nations communities, families and children, the Native Education & Training College's Early Childhood Education Program prepares graduates to work with infants, toddlers, preschool and school-aged children and their families in a variety of early learning settings including childcare centers, community child and family support centers, home-based child care, Full Day Early Learning Kindergarten programs, school readiness as well as early intervention programs.

Graduates have knowledge of current legislation related to early learning environments and recognize the interconnection of governing legislation, code of ethics, professional practice standards, and administrative responsibilities in order to provide support and guidance to children and their families and serve as positive role models.

Aboriginal Early Childhood Education diploma graduates enter a uniquely dynamic, challenging work environment. Accordingly, in addition to these core competencies, to be effective in contributing to their community, graduates will be exposed to a wholistic approach to teaching, learning, working and living on a balanced path which includes a demonstration of respect for, connection with, and understanding of First Nations traditions, values, and beliefs. They are well prepared to work in an intercultural, multilingual society where they can use all their acquired knowledge, skills, and attitudes to serve their communities.

Adult Educator

This program focuses on the principals of teaching and learning in adult training and education. Designed by professional educators, this program aims to provide trainers and adult educators 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.

Child Day Care Management

This program will help you train for a rewarding future in child day care management. Our child day care 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 Day Care Management program in order to complement 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

The Educational Assistant diploma program prepares graduates for a rewarding career supporting student success in the classroom. In this program you will learn how to work with diverse students in an inclusive environment and understand how to help them to succeed in school. As an Educational Assistant, you will be working in pre-school, Head Start and Grades Kindergarten -12 within a school, but with the qualifications that extend to job opportunities in specialized settings outside of schools. The outstanding students in this program are flexible thinkers who are creative and caring and believe that every child can succeed. You interact well with others and can work collaboratively and independently while able to take direction from your colleagues. You are a good communicator. You listen, speak and write well. The most important quality however, is a genuine love of learning and a positive attitude to motivate and inspire students as you guide them to be the very best they can be! The First Nations beliefs, culture and language are an integral part of the courses offered and within this lays a need to also remain current and relevant to new changes that could impact the community as a whole.

Education Director Management

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 educational administration.

The program curriculum is focused 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.

Firefighter

The Firefighter 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 firefighting 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.

Healing and Wellness Counsellor

Community Healing & Wellness Counsellors 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 counsellors 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 course will also incorporate an Aboriginal cultural component.

Membership Clerk

The Membership 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 have fair problem-solving skills. This program fully prepares graduates to be successful in this field.

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 course will consist of:

- Video Lectures – the lectures will range from 30 minutes to 70 minutes each. We estimate the student will need to set aside 2 to 3 hours per week in order to view class lectures and keep up with the recommended timetable.
- Reading – while each course differs we estimate students will need to set aside 1 to 3 hours per week for reading assignments.
- Previews / Quizzes / Exams – we estimate that the viewing of previews or taking quizzes and the taking of exams will require 1 to 2 hours per week. This will vary week to week.

Post-Secondary Counsellor

Post-Secondary Counsellors are vital to the education department and your community as a whole. They may have three primary job functions, research and develop relationships with a broad range of post-secondary institutions, private career colleges and training centers, 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.

Recreation Therapy

Our Recreation Therapy program prepares you to work within recreation, health, or social service delivery systems serving individuals with illness or disabilities. You will acquire the skills to complete client assessments, develop and evaluate group and individualized programs, and use a variety of facilitative techniques to assist individuals to participate in meaningful recreational activities that will enhance health, improve functional ability, and increase quality of life.

The program is based on a firm belief of the inherent benefits of play, recreation and leisure to all individuals. You will learn to adapt recreation activities so individuals with a variety of disabling conditions can participate and to use recreation as a therapeutic tool to improve/restore health and wellness.

Social Development Worker

The Social Development Worker program provides you with the knowledge and skills required to make a meaningful contribution in the human service field. You will be challenged to examine your own beliefs and values, develop interpersonal communication skills and promote social justice, human dignity and equity. Your success in this program will be measured by both your ability to grow and change and your academic performance. Your studies will include: interviewing; counselling and relationship-building capabilities; effective membership and leadership in group settings; working with families; the creation and maintenance of helping relationships; and practice in such specialized areas as case management, community development and social policy.

Social Services Administration

This program focuses on developing skills in administrating public, private or non-profit community organizations. Students will gain knowledge of community development methods and will learn strategies for relationship building, community outreach and community leadership. Participants will have the opportunity to enhance their understanding of community-based social policy and public administration, and gain perspectives on social, cultural and political issues.

Social Services Worker

Our program is designed to prepare aboriginal students or those with strong ties to aboriginal communities to work with First Nations people to enhance their self-reliance both on and off reserves. Students will gain knowledge of community development methods and will learn strategies for relationship building, community outreach and community leadership. Human resources, financial management, project management, entrepreneurship in social enterprises, principles of management as well as business development and fundraising will also be addressed. Participants will have the opportunity to enhance their understanding of community-based social policy and public administration, and gain perspectives on social, cultural and political issues.

Teacher Professional Development

To maintain their standards of excellence, teachers need to be continually and actively engaged in their own learning throughout their career. The NETC is committed to supporting teachers in this pursuit. Are you a teacher looking to expand your knowledge and skills while sharing promising practices with others? The Teacher Professional Development Program is a learning opportunity for experienced classroom teachers. This program prepares teacher candidates and in-service teachers to understanding how digital technologies can be integrated into teaching practices to enhance student learning. Emphasis is placed on 21st century skills and competencies such as teaching students with special needs in inclusive settings, networking, critical thinking, and media literacy

Tourism and Travel

Graduates of our Tourism and Travel program 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 specific 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. Participants of this program will learn 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.

Youth Worker

A career as a youth worker can be mentally draining and difficult, but it is also one of the most rewarding jobs. You see firsthand how your help leads to better lives. There are thousands of children and youth each year who could benefit from the support of a professional in this field. Our youth worker diploma programs provide students with the knowledge and experience needed to make a positive impact on those who need it. This program is designed to prepare the motivated and mature individual for a career working with a wide range of troubled youth. The youth worker is educated to recognize and address the social and emotional needs of children and adolescents and is also concerned with the total individual, his or her family, education and rehabilitation. A strength-based philosophy committed to creating competence in youth is the cornerstone of the program curriculum.

School of Trades and Technology



Apprenticeship Training

Apprenticeship is an on-the-job training program for people who want to work in a skilled trade or occupation and includes learning new skills from skilled journeypersons. Apprenticeship training provides access to well-paying jobs that demand a high level of skill, judgement and creativity.

Apprentices are paid while gaining work experience, and their wages increase with their level of skill. Our Pre-Apprenticeship Training Program's helps potential entrants to the apprenticeship system develop their job skills and trade readiness so that they will be prepared to find work as apprentices. Programs are 52 weeks in duration and may include the Level 1 apprenticeship in-school training or relevant apprenticeship training, and relevant safety training. Participants will start with a 52-week pre-apprenticeship program; during this time, they will be registered as a 1st year journeyman and placed with a licensed trades company for the duration of the apprenticeship.

Apprenticeship Programs offered at NETC:

- General Carpenter
- Electrician
- Plumber
- Native Residential Construction Worker
- Heavy Equipment Operator
- Water Treatment Plant Management

All of our Apprenticeship programs are delivered in partnership the Ontario Trades College.

Call today for further information at 1.800.267.2577.

Trades in Ontario

To view **Training Standards** [click here](#).

To view **Trade Names and Codes** [click here](#)

Construction Worker

This program is designed to provide the basic skills needed for entry-level work on a residential or industrial construction site. Students will develop skills in construction academics, site safety, the use of hand tools and the basics of the construction industry. Participants will have an opportunity to explore and develop a good understanding of the work involved in several trades such as carpentry, electrical, plumbing, drywall, and roofing.

Electrical Techniques

This program provides students with the theoretical knowledge to perform most basic electrical techniques. At the completion of the program, students are ready to apply for work as an Electrician's helper or apprentice. Students and community employees have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Graduates of this program are well prepared to enter directly into an apprenticeship, or other employment in the electrical field.

Environmental Technician

Environmental protection is a cross disciplinary element of the growing environment industry, which requires knowledge of the present state of the environment combined with techniques for preventing, minimizing, or recovering from environmental stresses. Determining the state of the environment is a science-based occupation, requiring the ability to obtain samples and measure or analyze them using chemical, biological or instrumental techniques. Dealing with environmental stresses requires knowledge of pollution prevention, control and remediation techniques along with the management framework within which these are applied.

Facilities Building Maintenance Technician

This program offers online theory and hands-on practical training. It is designed for trades people who are interested in general building and facilities maintenance systems. Employees and students have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. A Facilities Building Maintenance Technician is responsible for the maintenance, inspection and repair of the inside, outside and exterior areas around large buildings and complexes (including the roof), as well as the various systems within the facility, including ventilating, humidifier and air conditioning, water and water treatment, heating and electrical systems. A Facilities Technician checks and inspects fire safety equipment and performs grounds

Facilities Building Maintenance Technician

Continued... maintenance as well as maintenance around the inside, outside and exterior of smaller sized apartment buildings. A Facilities Technician monitors and operates electrical and plumbing systems and inspects and verifies emergency power, fire suppression and sprinkler systems, in addition to the above duties.

General Carpentry

This program provides theoretical knowledge of the carpenter trade and practical skills to complement apprentice on-the-job training.

Students and employees have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course.

Carpenters are employed in all aspects of the building industry, in new construction, renovation and maintenance of structures and buildings. Employers include private contractors, institutions and industries, with job opportunities ranging from heavy concrete formwork to fine interior finish work.

Heavy Equipment Operator

In this 52-week program you will learn about the operation and preventative maintenance of heavy construction equipment. You'll develop the theoretical skills you need to use bulldozers, skid-steer loaders, tractor loader backhoes, hydraulic excavators, rock trucks and various other construction site equipment. What you will learn will focus on the essentials to help you master your operating skills. Heavy equipment operators (HEO) not only work on regular construction building jobs, but also on infrastructure projects (roads, bridges, and ports, otherwise called non-building construction), and in *Heavy Equipment Operator Continued...* mining and timber operations. A trained and experienced equipment operator provides necessary skills for any project that requires moving and transporting heavy materials, or that demands any kind of earthmoving.

IT & Computer Systems Technician

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, this 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.

IT & Computer Systems Technician Continued...

Employees and students have fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Graduates of our Information Technology & Computer Systems Technician Program have honed their abilities, acquiring the expertise to support the use of computers and networks in many facets of our daily lives. As such, graduates are able to work individually or as part of a team to implement and maintain information technology solutions that correspond to the day-to-day requirements of individuals and organizations. From repairing desktop computers to maintaining network components, graduates work in a broad range of employment settings in a variety of sectors in both large and small organizations.

Plumbing Techniques

This program provides students with the theoretical knowledge to perform most basic plumbing techniques. Students will be exposed to topics including health and safety, reading of drawings, applied math, communications, plumbing code, plumbing theory, practical application and installation practices. Plumbing Techniques focuses on residential, commercial and industrial applications in the plumbing industry. Employees and students have a total of fifty-two (52) weeks to complete their program requirements, starting from the date of their first course. Graduates may find employment as an apprentice in the plumbing field and also possess technical knowledge to pursue employment in commercial and/or residential plumbing sales and service.

Public Works Construction Worker

This 52-week Diploma Program, offered online, provides public works professionals with the specialized knowledge to make tangible differences in their organizations and in the quality of life of their communities. This diploma program is conveniently delivered in an online format, meaning you can earn your diploma and complete all coursework from your own home with minimal disruption to your personal or professional life. Public Works Construction Technicians perform a variety of general labor duties, typically in a municipal, local government or First Nation setting. Therefore, it is important for workers to know the role and purpose of local government and relevant provincial, federal and First Nations regulations and legislation governing their work. Workers in this field are expected to work independently and as part of a team and communicate effectively with co-workers, supervisors and the general public.

Public Works Management

This course of study is ideal for public works professionals looking to assume positions of greater responsibility. The concentration, offered through our online diploma program, provides public works professionals with the specialized knowledge to make tangible differences in their organizations and in the quality of life of their communities. This diploma program is conveniently delivered in an online format, meaning you can earn your diploma and complete all coursework from your own home with minimal disruption to your personal or professional life. As writing and comprehension skills are fundamental to any supervisory or leadership position, the program begins by ensuring that students have a reasonable capability in this area.

Water Treatment Plant Management

This program covers all topics of drinking water treatment: source water quality, conventional treatment processes and chemicals, membrane treatment, finished water quality, and drinking water regulations. Participants will study specific treatment processes in detail. This course also examines common operating problems and suggests solutions to ensure water quality. During the first semester participants will be introduced to the complex functions of water treatment plants. This program explains all the major unit processes from pre-treatment and filtration through disinfection and fluoridation.

School of Business



Administrative Assistant

This program is an introduction to office administration and combines complete and accurate coverage of the basic skills needed to perform effectively as an administrative assistant in today's fast-changing work environment with a broader focus on important issues such as professionalism, time management, and making progress in one's chosen career.

Band Operations Management

This three-semester diploma program in management operations provides graduates with the knowledge and skills necessary to help administer the delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner. Current managers and candidates who are employed and considering this program should be aware that they would need to enjoy working with people and have good problem-solving skills. 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. Graduates who meet these learning outcomes have the skills and flexibility to apply their knowledge in a variety of levels and First Nation management positions in the Aboriginal sector, community service, and First Nation government organizations.

Business Administration

A college education in Business Administration will take your career to the next level. Graduates are prepared to work in diverse team settings and contribute to projects with practical presentation and research skills. Use a range of fundamental knowledge and skills in areas such as finance, accounting, human resources, operations management, marketing, sales, and information and communication technology.

Business Management

A college education in Business Management will take your career to the next level. Change the course of your life by training in the NETC's Campus or Distance Education/Online Business Management Diploma Program. You can earn a diploma in business sectors such as human resources, business administration, accounting, finance, or management, etc. The skills you learn in your business management program can be applied to almost any industry or field of study.

Chief and Band Councilor Management

Experienced or newly elected chief and councilors will look at public administration and its current trends in contemporary business issues. The Management component will build upon the multi-stream understanding that effective management involves balancing a broad set of criteria, ranging from community enhancement and ecological sustainability to meaningful work and financial viability.

Throughout this program, captivating experiences and stories from actual managers and leading organizations demonstrate managers making a difference. 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 online activities including: discussion questions, PowerPoint lectures, and practical case studies.

Community Economic Development

The Community Economic Development diploma program blends the strengths of two management perspectives. This management program establishes a strong traditional management foundation while addressing the issues that today's millennial students will face in their future careers.

Your First Nation supports and enhances business in the community and is always looking for ways to improve communication with the business sector. The Economic Development Officer works directly with clients, site selectors and consults to help facilitate business development and the site selection process. The Economic Development Officer program provides skills and competencies to help the community businesses grow and prosper in your economic development position and career. Let us be your first point of contact for business development and career advancement.

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.

Finance & Accounting Clerk

Many individuals trained in 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 business. The Native Education and Training College will help to prepare you for a rewarding career in Accounting. Our Finance & Accounting Clerk 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 Management

This advanced accounting program will be essential to your First Nation Community. Our Finance Management Diploma Program is an extension of the Finance & Accounting Clerk program. It is designed for those students who wish to continue their accounting studies into more advanced areas of financial accounting and finance.

Employment & Training Management

Our Employment and Training Program gives you the practical skills you need to contribute as a training coordinator in a first nation organization, company or government agency. The role of the employment and training coordinator has grown steadily in importance. Hands-on learning techniques are used to teach the skills required in actual job situations. The activities you undertake in this program will help prepare you for a career in today's human resources field.

This Employment and Training Management diploma program will enhance your marketability and give you the relevant professional skills and knowledge that employers in today's marketplace are looking for. The program gives you the opportunity to acquire a comprehensive background in the functions of Human Resources from both theoretical and practical perspectives, including employment law, recruitment and selection, training and development, reward systems and compensation. The focus of the program is on applied, relevant and current learning.

Housing Management

This Diploma Program will train housing managers, so they can do their work more efficiently and effectively. It will enable First Nations housing managers to assist communities to benefit from affordable, healthy, high quality, and well-maintained housing. The program provides learners with the opportunity to develop management skills through a

Housing Management Continued... combination of theory and practical application. The interactive approach to learning new skills encourages participants to test new ideas, fine tune relevant skills and share experiences and expertise with other housing managers in a supportive learning environment. The program is intended to provide training to housing managers who work with on-reserve housing programs, or those who may do this work in the future. It will also benefit others involved in First Nations governance or administration.

Human Resources Assistant

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 in the areas of recruitment, training, performance management, compensation, health and safety, labor relations, and business management. This program introduces students to all of the human resources technical areas including the role of human resources within. This three-semester program is current and comprehensive and engaging.

CALL TOLL FREE: 1.800.267.2577

Human Resources Management

This comprehensive Human Resources Management diploma program covers all the key functions in this diverse field, including employment law, labour relations, training and development, pension and benefit plans, occupational health and safety, compensation, recruitment and selection. The expertise, knowledge and management skills you acquire here can be applied to any organization. This program prepares you to work in all areas of human resources. Core concepts are studied in an online setting. In three semesters you will gain the knowledge, skills and experience to become a highly marketable human resources manager.

Lands & Resources Management

The Lands and Resources Management Program is a uniquely designed Diploma Program that is focused on providing a broad range of topic areas specific to the management of lands and resources on Federal Reserve lands. Participants will examine basic environmental, legal and economic aspects of land and resource management in Aboriginal communities. The program also provides students with the opportunity to increase skill levels in communications, computers, time management, leadership, research and project management.

Motel & Restaurant Management

In our Motel and Restaurant Management Program, the focus will be on the practical aspects of hospitality service. The program has been designed so that 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, Motel 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, Motel, resort and lodge and the basic managerial skills necessary to coordinate the day-to-day operation.

Office Management

This 52-week Diploma Program prepares students for positions as supervisors, office managers, and administrative or executive assistants. Students participate in online discussion groups, activities, projects, and Internet research. They are encouraged to draw on their own experiences to help relate theory to practical work situations. During the program, students learn a range of invaluable skills. They develop confidence in organizational management, leadership and supervision. They practice written and oral business communication and learn how to prepare and deliver a variety of creative, powerful presentations. They also learn how to effectively plan a business event. Students are introduced to human resource management, and cover topics such as human rights legislation, recruitment, training, and performance appraisals. They also learn interpersonal communication, negotiating skills, and conflict resolution. Students are provided with an introduction to office systems and essential computer skills. Topics such as designing office systems, social and ethical issues involving computers, privacy and security, and maintaining effective records management are explored.

Receptionist

NETC's Receptionist Diploma Program fully prepares graduates to work in a busy office environment. This program will give student's an in-depth knowledge of all business procedures; from maintaining correspondence and data files to arranging appointments, answering inquiries, correspondence and more.

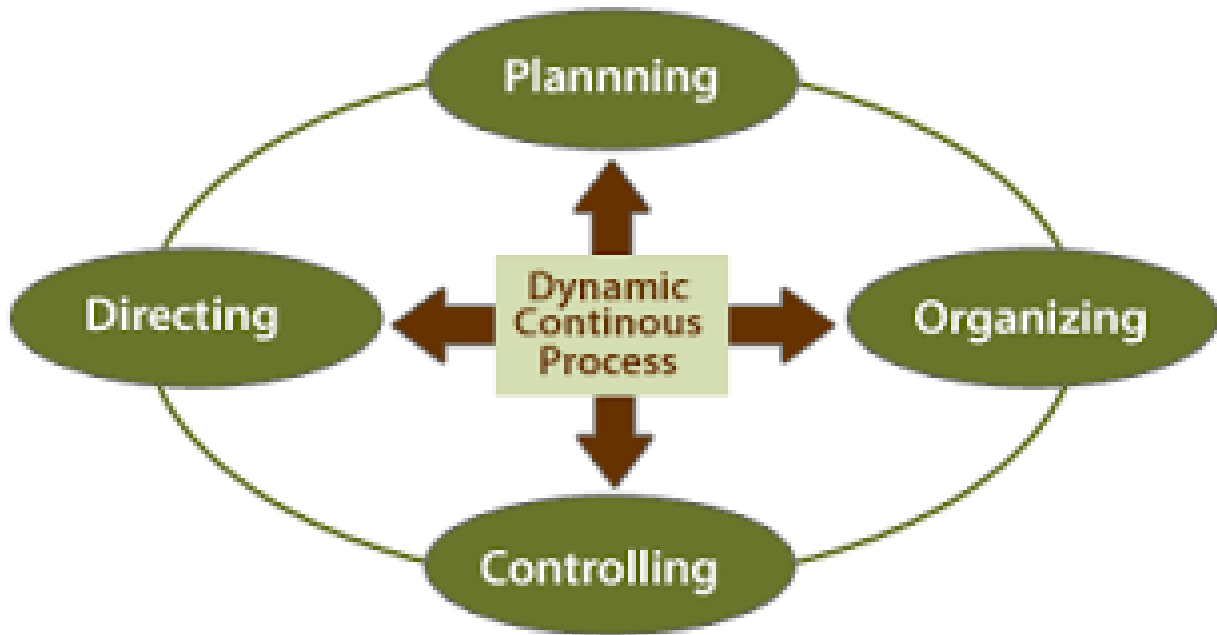
Small Business & Entrepreneurship

Graduates of the Small Business & Entrepreneurship diploma program carry out a variety of business functions within their small business settings. They will have demonstrated a practical understanding of key principles and practices necessary for success in the field of business. Graduates are prepared to work in individual settings and contribute to self-paced projects with practical presentation and research skills. Graduates use a range of fundamental knowledge and skills in areas such as finance, accounting, human resources, operations management, marketing, sales, and information and communication technology. In addition, these graduates use their functional knowledge in many areas of an organization to achieve strategies within cross-functional settings.

Youth Recreation Management

This three-semester diploma program is designed to provide recreation service practitioners with the opportunity to acquire specialized skills, knowledge and attitudes related to youth and essential youth services. As a graduate of the youth recreation management program, employment opportunities would exist in many agencies, including: your first nation communities, municipalities, youth centres, non-profit agencies, group homes and private industry.

School of Management



Band Operations Management

This three-semester diploma program in management operations provides graduates with the knowledge and skills necessary to help administer the delivery of all Band programs and services in order to ensure that the needs of Band Members are met in a reasonable, effective and efficient manner. Current managers and candidates who are employed and considering this program should be aware that they would need to enjoy working with people and have good problem-solving skills. 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. Graduates who meet these learning outcomes have the skills and flexibility to apply their knowledge in a variety of levels and First Nation management positions in the Aboriginal sector, community service, and First Nation government organizations.

Business Administration

A college education in Business Administration will take your career to the next level. Graduates are prepared to work in diverse team settings and contribute to projects with practical presentation and research skills. Use a range of fundamental knowledge and skills in areas such as finance, accounting, human resources, operations management, marketing, sales, and information and communication technology.

Business Management

A college education in Business Management will take your career to the next level. Change the course of your life by training in the NETC's Campus or Distance Education/Online Business Management Diploma Program. You can earn a diploma in business sectors such as human resources, business administration, accounting, finance, or management, etc. The skills you learn in your business management program can be applied to almost any industry or field of study.

Chief and Band Councilor Management

Experienced or newly elected chief and councilors will look at public administration and its current trends in contemporary business issues. The Management component will build upon the multi-stream understanding that effective management involves balancing a broad set of criteria, ranging from community enhancement and ecological sustainability to meaningful work and financial viability.

Throughout this program, captivating experiences and stories from actual managers and leading organizations demonstrate managers making a difference. 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 online activities including: discussion questions, PowerPoint lectures, and practical case studies.

Child Day Care Management

This program will help you train for a rewarding future in child day care management. Our child day care 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 Day Care Management program in order to complement 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.

Community Economic Development

The Community Economic Development diploma program blends the strengths of two management perspectives. This management program establishes a strong traditional management foundation while addressing the issues that today's millennial students will face in their future careers. Your First Nation supports and enhances business in the community and is always looking for ways to improve communication with the business sector. The Economic Development Officer works directly with clients, site selectors and consults to help facilitate business development and the site selection process. The Economic Development Officer program provides skills and competencies to help the community businesses grow and prosper in your economic development position and career. Let us be your first point of contact for business development and career advancement.

Education Director Management

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 educational administration. The program curriculum is focused 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.

Employment & Training Management

Our Employment and Training Program gives you the practical skills you need to contribute as a training coordinator in a first nation organization, company or government agency. The role of the employment and training coordinator has grown steadily in importance. Hands-on learning techniques are used to teach the skills required in actual job situations. The activities you undertake in this program will help prepare you for a career in today's human resources field. This Employment and Training Management diploma program will enhance your marketability and give you the relevant professional skills and knowledge that employers in today's marketplace are looking for. The program gives you the opportunity to acquire a comprehensive background in the functions of Human Resources from both theoretical and practical perspectives, including employment law, recruitment and selection, training and development, reward systems and compensation. The focus of the program is on applied, relevant and current learning.

Finance Management

This advanced accounting program will be essential to your First Nation Community. Our Finance Management Diploma Program is an extension of the Finance & Accounting Clerk program. It is designed for those students who wish to continue their accounting studies into more advanced areas of financial accounting and finance.

Health Services Management

If you are an experienced health care professional and would like to pursue a management position, or if you are already in management and would like to expand your skills and knowledge, the health care management certificates can help you to further your career. Students will learn practical management skills and gain knowledge in areas such as health care

Health Services Management Continued... law, health information systems, budget and financial planning, human resources, labour relations, change management, and more. This program enables individuals to contribute to the advancement of First Nations health management and provides opportunities to achieve their peak professional growth.

Housing Management

This Diploma Program will train housing managers, so they can do their work more efficiently and effectively. It will enable First Nations housing managers to assist communities to benefit from affordable, healthy, high quality, and well-maintained housing. The program provides learners with the opportunity to develop management skills through a combination of theory and practical application. The interactive approach to learning new skills encourages participants to test new ideas, fine tune relevant skills and share experiences and expertise with other housing managers in a supportive learning environment. The program is intended to provide training to housing managers who work with on-reserve housing programs, or those who may do this work in the future. It will also benefit others involved in First Nations governance or administration.

Human Resources Management

This comprehensive Human Resources Management diploma program covers all the key functions in this diverse field, including employment law, labour relations, training and development, pension and benefit plans, occupational health and safety, compensation, recruitment and selection. The expertise, knowledge and management skills you acquire here can be applied to any organization. This program prepares you to work in all areas of human resources. Core concepts are studied in an online setting. In three semesters you will gain the knowledge, skills and experience to become a highly marketable human resources manager.

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Water Treatment Plant Management

This program covers all topics of drinking water treatment: source water quality, conventional treatment processes and chemicals, membrane treatment, finished water quality, and drinking water regulations. Participants will study specific treatment processes in detail. This course also examines common operating problems and suggests solutions to ensure water quality. During the first semester participants will be introduced to the complex functions of water treatment plants. This program explains all the major unit processes from pre-treatment and filtration through disinfection and fluoridation.

Native Education Training College of Business, Healthcare, Human Service, and Technology

147 McIntyre Street, Unit #101

North Bay, ON P1B 2Y5

Phone: 705.494.4700

Toll Free: 1.800.267.2577

Registration Form

Tuition Fee Per Academic Year: \$3,825.00 + Application Fee: \$100.00 + Textbook Fee: \$975.00 + Postal Fee: \$49.00

Total: \$4,949.00

Given Name: _____

Family Name: _____

Preferred Name: _____

Date of Birth: _____

Gender: _____

Address: _____

Telephone: _____

Email: _____

First Nations / Aboriginal Organization:

Name of Program/Course/Workshop:

Employment & Academic Background

Current Job Title/Position:

Please Include a copy of your Transcript

Online Mature Student Test Required: ☐

High School Attended:

Highest Grade Completed:

College or University Attended:

Diploma ☐

Degree ☐

Trade ☐

Please Check One





Native Education & Training College
Of Business, Healthcare, Human Service
& Technology

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