



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



***Online & Campus Programs with  
Continuing Education Courses &  
Workshops***



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

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## NETC

Hello Community Managers, Employees and Citizens,

Greeting from Larry Stewart and the NETC team, the Native Education & Training College of Business, Healthcare, Human Service and Technology. We are an Ontario registered and approved Private Career College PCC # 175518 non-profit with a state of art ground Campus, with an Online Virtual Learning Management System Platform (LMS) that provides Indigenous Canada, USA Tribes, and main-stream clients with a quick enrollment process, up to date academic diploma programs and continuing education courses, and capacity building workshops, with daily, weekly, and monthly start dates. Our programs will enhance participants skills in their current position and open doors for entry level employment for new employees and citizens in your community. We are also partnered with Contact North Ontario, and Thompson River University, BC and we are an approved Designated Learning Institution for International Students - DLI # O267787680722. Check us out at [www.nativeetc.com](http://www.nativeetc.com) your Indigenous Private Career College.

## MISSION STATEMENT

To provide Indigenous Communities and Organizations with vocational diploma programs and capacity building workshop courses. Our services are online, campus and community based throughout North America. Your experience with the NETC will be encouraging, edifying, educational and will enable students to complete their life-long learning journey.

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# School of Health Sciences



<https://nativetc.com/website/education/diploma-programs/>

## **Mental Health & Addictions Worker**

The Mental Health and Addictions Worker diploma program will empower you with the knowledge and skills you need for a rewarding career to address two of Canada's leading health care issues. Learn to deliver responsive, culturally relevant, client-centered assessment and treatment to diverse individuals and groups. Practice ways to effectively collaborate and transform lives as a valuable part of a professional support team. You will acquire the knowledge, skills and abilities required by front-line workers to deliver effective mental health and addiction services while promoting empowerment, self-determination, and optimum quality of life to individuals with addictions and mental health issues. Recovery principles, empowerment practice, and the impact of early and ongoing trauma in the lives of individuals across the lifespan are examined in the curriculum.

**Total Fees: \$6,160.00**

## **Community Health Promotion Diploma**

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 interdisciplinary 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 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 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. **Total Fees: \$6,646.00**

## **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. **Total Fees: \$5,185.00**

### **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](#). **Total Fees: \$6,546.00**

### **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. **Total Fees: \$4,949.00**

### **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.

**Total Fees: \$5,185.00**

### **Medical Office Administration**

Students of the Medical Office Administration program manage office scheduling and organization to meet the demands and priorities in a variety of health services environments. Students establish and administer health records management systems ensuring security and confidentiality of electronic and paper records. Students apply advanced office technology and keyboarding skills in the creation and production of health correspondence, documents, reports and financial and client billing records. Students possess strong interpersonal and client service skills which enable them to communicate effectively with diverse clients, their families and health care providers. In some instances, Students perform non-invasive clinical tasks to support the effective and efficient operation of health services settings. As members of the health services team, Students demonstrate professionalism and the ability to work independently as well as collaboratively with health care professionals. Students act in accordance with all relevant legislation, codes of ethics and the health setting's procedures and policies. Students of the Office Administration program find entry-level jobs as health records clerks, administrative assistants, unit clerks, medical office assistants and health services receptionists. Employment opportunities exist in a broad range of health service settings including health care service offices (e.g., offices of physicians, surgeons, optometrists, chiropractors or other health practitioners), hospitals, clinics, residential care facilities, pharmaceutical companies, health research settings, government professional organizations and remote nursing stations in First Nation Communities. **Total Fees: \$6,746.00**

### **Community Home Care Coordinator**

Our CHCC coordinates with the community's RN and PSW's to coordinate the community's home & health

*Community Home Care Coordinator Continued...*  
care needs on an on-going basis. These services assist people who have chronic and acute illnesses receive the care they need in their home or community. 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 culturally, spirituality and wellness. **Total Fees: \$6,546.00**

### **Community Health Promotion Certificate**

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 interdisciplinary 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 classroom program based on 25.2 hours per week over a span of 25 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. **Total Fees: \$7,250.00**

### **Community Service Worker – Gerontology**

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. Upon completion students are awarded the Community Service Worker Diploma. **Total Fees \$7,346.00**

### **Recreation Therapy -Gerontology**

Therapeutic Recreation is a health care profession that utilizes a therapeutic process, involving leisure, recreation and play as a primary tool for each individual to achieve their highest level of independence and quality of life. Graduates of the Therapeutic Recreational Therapy with a specialization in Gerontology work in a variety of health care settings. Developed using the standards within the Essential Competency Framework for Therapeutic Recreation the curriculum articulates the competencies necessary to practice as a Therapeutic Recreation Professional in Ontario. **Total Fees \$7,575.00**

### **CPR & First Aid Training Course**

#### **Offered In-class monthly or Community based**

Learning a few simple yet effective techniques while utilizing the materials at hand will give you the necessary skills to help sustain life until EMS (Emergency Medical Services) arrive to take over. Assured Response CPR & First Aid Training programs are designed to be fun, easy and interactive. By receiving quality training that uses a combination of humour, theory and realistic scenarios requiring quick response and hands-on application, participants will leave with the knowledge, confidence and skills necessary to anticipate and avoid potential hazards and, if necessary, respond to emergencies.

**Fee \$125.00**

### **Development Services Worker**

Upon successful completion of the Developmental Services Worker program, graduates are prepared to act in a professional, ethical, competent and accountable manner. They work in accordance with human rights, the Developmental Services Worker Standards of Practice, legal and ethical requirements and policies and practices of the developmental services sector. They have a legal responsibility to maintain zero tolerance of all forms of abuse. Students of the Developmental Services Worker program are trained to provide person-directed supports and services for people with developmental disabilities in a manner that is respectful and fosters self-determination and empowerment. Additionally, graduates are prepared to promote the development of inclusive communities. In practice,

graduates demonstrate qualities such as creative problem solving, resiliency and initiative as outlined in the Developmental Services Human Resources Strategy Core Competencies. They are able to teach skills using strategies that are adapted to individual learning styles and to communicate effectively using a variety of forms. Students are trained to maintain the health and safety of the people they support; provide health care, perform health care procedures and administer medications within their scope of practice. Developmental Services Worker program graduates can work in a variety of areas including education, accommodation, employment support, advocacy and recreation. Graduates of the Developmental Services Worker program recognize that ongoing professional development is essential to ensure that they continue to provide quality support to people with developmental disabilities. Students are employed as support workers by developmental services agencies which offer accommodation, community participation, employment support and leisure support services. Graduates are also employed as educational assistants by boards of education. **Total Fees: \$7,346.00**

<https://nativetc.com/website/education/diploma-programs/>

**New Programs Coming Soon...**

# School of Human & Community Services



<https://nativetc.com/website/education/diploma-programs/>

## **Indigenous Early Childhood Education – 2**

**Years:** 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 holistic 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. **Total Fees Per Academic Year \$6,546.00**

## **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.

**Total Fees: \$6,546.00**

## **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.

**Total Fees: \$6,546.00**

## **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.

**Total Fees: \$7,426.00**

### **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.

**Total Fees: \$6,546.00**

### **Child & Youth Care 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. **Total Fees: \$7,446.00**

### **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.

**Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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

### *Pastoral Pentecostal Ministries Continued...*

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. **Total Fees: \$6,546.00**

### **Early Childcare Assistant**

Students gain practical experience in our practicum under the guidance of qualified early childhood educators. This clinical placement will enable students to explore childcare and learning centers as work environments and develop confidence while practicing teaching and leadership skills. Graduates of our ECA program will be prepared to work in daycare centers, nurseries and early learning centers assisting preschool teachers. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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 policy and public administration, and gain perspectives on social cultural and political issues.

**Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **Indigenous 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.

**Total Fees \$6,546.00 - Per Academic Year**

### **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.

**Total Fees: \$6,546.00**

<https://nativetc.com/website/education/diploma-programs/>

# School of Trades and Technology



<https://nativetc.com/website/education/diploma-programs/>

## **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**

<https://www.ontario.ca/page/skilled-trades>



### **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. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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 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. **Total Fee: \$5185.00**

### **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. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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

### *IT & Computer Systems Technician Continued...*

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. 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-today 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.

**Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

<https://nativetec.com/website/education/diploma-programs/>

# Online Training & Performance Solutions for a Skilled Workforce



## IMPROVE PERFORMANCE. STRENGTHEN COMPLIANCE. REDUCE RISK.

RedVector leverages over 30 years of industrial training experience and a network of more than 200 subject matter experts to provide industrial facilities with engaging course content and technology-based training solution that helps assess and improve employee skills performance and productivity.

### Skills Gap

Companies are facing a serious shortage of qualified industrial personnel, driven by a generational shift in the workforce, efficiency pressures, regulatory requirements and new technology. Integrated online training and cross-training can be used for onboarding and apprentice programs and can help ensure safe operation of new equipment, controls or plant additions.

### Risk Mitigation

Poor training exposes employees and companies to unplanned events resulting in injury, property loss, lost revenues, lower productivity and litigation. Help your workforce maintain the required level of knowledge to reduce error and downtime, minimize risk and ensure regulatory compliance.

## INSTRUCTIONAL DESIGN FOR KNOWLEDGE TRANSFER AND BEHAVIOUR CHANGE.

RedVector's dedicated team of instructional designers work to create engaging, focused training that helps employees actively participate to develop job skills, manage technology changes and maintain baseline knowledge and compliance. Real-World video and 3D graphics put your students "on location" and improve retention on procedures, troubleshooting and hazardous event management.

### Course Include:

- Real-world Situations
- Interactive approach
- Comprehensive evaluations and progress tracking

### Highlights Include:

- Course introduction
- High-resolution 3D models and studio-quality motion graphics
- Stated learning objectives
- Learning Aids – Including a main menu with a course outline and glossary of terms
- Interactive Course Modules – In depth content, using any combination of demonstrative examples, integrated video, review activities, practice questions and rolling audio transcription.
- Pre and Post Test/Exams – To validate learning and the level of achieved skill knowledge after training.
- Fees for Bundles Packages \$1,650.00



**Basic Workplace & Soft Skills**

- Active Shooter Response
- Email Basics
- Equipment and Tools
- HR Compliance
- Rigging
- Sexual Harassment Awareness
- Substance Abuse Awareness
- Supervisor & Leadership Skills
- Train the Trainer
- Workplace Math

**Corrugated Packaging**

- Box Plant Basics

**Electrical Maintenance**

- Basic Electrical Safety
- Basic Electrical Theory
- Basic Plant Science - Electrical
- Circuit Breakers
- Controls - Variable Speed Drives
- Diagrams
- Electric Motors
- Electrical Components
- Electrical Equipment
- Electrical Maintenance Training
- Electrical Protection
- Electrical Schematics
- Electrical Wiring
- Generators
- Test Equipment

**Engineering**

- Engineering - Civil
- Engineering - Electrical
- Engineering - Industrial
- Engineering - Mechanical
- Engineering - Petroleum /Chemical

**Facilities Management**

- Asset Management
- BIM For Facility Managers
- Custodial
- Fm Fundamentals
- Groundskeeping
- Healthcare
- Maintenance Management
- Property Management
- Restaurant & Hospitality

**Health, Safety, Environment**

- Bloodborne Pathogens
- Confined Space
- Construction
- Crane / Forklift Training
- Cranes & Rigging
- Driver Safety
- Electrical Safety
- Emergency / Fire
- Environment & Hazardous Materials
- Environmental
- Equipment Safety
- Ergonomics / Back Safety
- Fall Protection
- Fire

- First Aid
- General Safety
- General Safety Compliance
- Hazard Communication
- Hazwoper 8-Hour Annual Refresher
- Health & Illnesses
- Laboratory Safety
- Lockout & Energy Control
- OSHA 10 Hour
- Personal Protective Equipment
- Process Safety Management
- Safety Management
- Welding Safety
- Working At Heights

**Industrial Maintenance**

- Computer Basics
- Electrical
- Equipment & Tools
- Heating & Cooling Systems
- Hydraulics, Pneumatics, Pumps & Valves
- Maintenance Basics
- Math & Science Concepts
- Measurement Methods & Sensors
- Motors, Drives & Conveyors
- Principles of Manufacturing
- Welding

**Instrumentation & Control**

- Basic Instrumentation Diagrams
- Instrumentation
- Process Controls – Continuous Process
- Process Controls – Foundation
- Process Controls – Networks
- Process Controls – PLCs

**Laboratory Operations**

- Chromatography
- Lab Technician Math
- Laboratory Analysis
- Laboratory Chemistry
- Laboratory Equipment
- Laboratory Operations

**Mechanical Maintenance**

- Basic Plant Safety
- Basic Plant Science - Mechanical
- Bearings
- Compressors
- Fans
- Gears
- Heat Exchangers
- Hydraulics
- Lubrication
- Mechanical Power
- Pipes and Valves
- Piping and Auxiliaries
- Pneumatics
- Pumps
- Refrigeration Systems
- Seals
- Shaft Alignment
- Valves
- Vibration Analysis
- Welding



**Mining Safety (MSHA)**

- Emergency Procedures
- Hazard Recognition & Avoidance
- Health & Safety Aspects of Tasks
- Introduction to The Mine Environment
- Respirators & First Aid
- Rights & Reporting Other Manufacturing
- Converting
- Nonwovens

**Paper**

- Broke Systems
- Chemical Additives
- Dry End Equipment
- Finishing
- Forming
- General Papermaking
- Headboxes
- Paper Machine Auxiliary Systems
- Paper Machine Dryers
- Paper Properties & Testing
- Stock Approach
- Stock Preparation
- Storage & Shipping
- Wet Pressing
- White Water & Filtrate Systems

**Power Generation & Utilities**

- Boilers
- Coal Handling – Equipment
- Coal Handling – Fundamentals
- Coal Handling – Moving
- Coal Handling – Transport
- Combined Cycle
- Combustion Turbine
- Condensers
- Environmental Protection
- Furnaces
- Power Plant Operation
- Power Plant Protection
- Water Treatment
- Air Systems
- Power Boilers
- Turbines & Power Generation
- Water Systems

**Process Operations**

- Basic Electronics
- Basic Safety
- Boolean Algebra
- Chemistry
- Circuits
- Devices
- Diagrams
- Distillation
- Electronic Test Equipment
- Electronics
- Environmental Considerations
- Numerics
- On the Job Training
- Operator Responsibilities
- Plant Operations
- Plant Operations Basics
- Power Suppliers
- Process Equipment and Operations

- Process Sampling
- Refining Technologies
- Refrigeration Systems
- Statistical Process Control
- Storage Tanks
- Troubleshooting

**Professional Development**

- Communication
- Compliance
- Computer Skills
- Customer Service
- Finance
- Health & Wellness
- Human Performance
- Leadership
- Management
- Sales

**Pulping**

- Bleaching
- Environmental
- Evaporators
- Fiber Supply
- Kraft Pulping
- Recaust
- Recovery
- Supplemental & Recycled Fiber

**Reliability**

- The 5S System
- Total Productive Maintenance (TPM)

**Tissue**

- Broke Systems
- Dry End Equipment
- Forming
- General Tissue Making
- Headboxes
- Stock Approach
- Stock Preparation
- Tissue Machine Auxiliary Systems
- Tissue Properties & Testing
- Wet Pressing
- White Water & Filtrate Systems
- Yankee Dryers

**Transmission & Distribution**

- Overhead Line
- Rigging
- T&D Construction
- T&D Distribution
- T&D Equipment
- T&D Maintenance
- T&D Safety
- T&D Systems and Theory
- Underground Line / Cable

**Transportation Safety**

- Driver Safety
- DOT Compliance Basics
- DOT Hazmat

# School of Business & Management



<https://nativetc.com/website/education/diploma-programs/>

## **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. **Total Fees: \$6,546.00**

## **CEO & Governance & 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. **Total Fees: \$6,546.00**

## **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. **Total Fees: \$7,376.00**

## **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. **Total Fees: \$7,376.00**

## **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.

**Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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.

**Fee of \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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 and 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. **Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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. **Total Fees \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**



### **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.

**Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

### **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 center. This program is available by distance learning, on-the-job-training and for small groups in your community.

**Total Fees: \$6,546.00**

### **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. **Total Fees: \$6,546.00**

### **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.

**Total Fees: \$6,546.00**

<https://nativetc.com/website/education/diploma-programs/>

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

147 McIntyre Street, Unit #101

North Bay, ON P1B 2Y5

Phone: 705.223.0434

Toll Free: 1.800.267.2577

**Registration Form**

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*

# Online Workshop Courses for Capacity Building



## ❖ **Soft Skills Course Fees: \$99.00 Each**

- ❖ Accountability in the Workplace
- ❖ Administration Office Procedures
- ❖ Administrative Support
- ❖ Adult Learning – Mental Skills
- ❖ Adult Learning - Physical Skills
- ❖ Anger Management
- ❖ Appreciative Inquiry
- ❖ Archiving & Records Management
- ❖ Assertiveness & Self-Confidence
- ❖ Attention Management
- ❖ Basic Bookkeeping
- ❖ Being a likable Boss
- ❖ Body Language Basics
- ❖ Budgets & Financial Reports
- ❖ Business Acumen
- ❖ Business Ethics
- ❖ Business Etiquette
- ❖ Business Succession Planning
- ❖ Business Writing
- ❖ Call Center Training
- ❖ Change Management
- ❖ Civility in the Workplace
- ❖ Coaching & Mentoring
- ❖ Coaching Salespeople
- ❖ Collaborative Business Writing
- ❖ Communications Strategies
- ❖ Coaching & Mentoring

- ❖ Conducting Annual Employee Reviews
- ❖ Conflict Resolution
- ❖ Contract Center Training
- ❖ Contract Management
- ❖ Creating a Great Webinar
- ❖ Creative Problem Solving
- ❖ Crisis Management
- ❖ Critical Thinking
- ❖ Customer Service
- ❖ Customer Support
- ❖ Cyber Security
- ❖ Delivering Constructive Criticism
- ❖ Developing a Lunch & Learn
- ❖ Developing Corporate Behavior
- ❖ Developing Creativity
- ❖ Developing New Managers
- ❖ Digital Citizenizing
- ❖ Diversity & Inclusion
- ❖ Emotional Intelligence
- ❖ Emotional Intelligence at Work
- ❖ Employee Motivation
- ❖ Employee Onboarding
- ❖ Employee Recognition
- ❖ Employee Termination Processes
- ❖ Entrepreneurship
- ❖ Event Planning
- ❖ Executive & Personal Assistants
- ❖ Facilitation Skills

- ❖ Generation Gaps
- ❖ Goal Setting & Getting Things Done
- ❖ Handling Difficult Customers
- ❖ Health & Wellness at Work
- ❖ High Performance Teams
- ❖ High Performance Team in Remote Workplace
- ❖ Hiring Strategies
- ❖ Human Resource Management
- ❖ Improving Mindfulness
- ❖ Improving Self-Awareness
- ❖ In Person Sales
- ❖ Increasing Your Happiness
- ❖ Internet Marketing Fundamentals
- ❖ Interpersonal Skills
- ❖ Job Search Skills
- ❖ Knowledge Management
- ❖ Leadership & Influence
- ❖ Lean Process & Six Sigma
- ❖ Life Coaching Essentials
- ❖ Manager Management
- ❖ Managing Personal Finances
- ❖ Managing Workplace Anxiety
- ❖ Managing Workplace Harassment
- ❖ Marketing Basics
- ❖ Measuring Results from Training
- ❖ Media & Public Relations
- ❖ Meeting Management
- ❖ Middle Manager
- ❖ Millennial Onboarding
- ❖ mLearning Essentials
- ❖ Motivating Your Sales Team
- ❖ Multi-Level Marketing
- ❖ Microsoft Courses
- ❖ Negotiation Skills
- ❖ Networking Outside the Company
- ❖ Networking Within the Company
- ❖ Office Politics for Managers
- ❖ Organizational Skills
- ❖ Overcoming Sales Objections
- ❖ Negotiation Skills
- ❖ Networking Outside the Company
- ❖ Networking Within the Company
- ❖ Office Politics for Managers
- ❖ Performance Management
- ❖ Personal Branding
- ❖ Personal Productivity

- ❖ Presentation Skills
- ❖ Project Management 6th Edition
- ❖ Proposal Writing
- ❖ Prospecting and Lead Generation
- ❖ Public Speaking
- ❖ Respect in The Workplace
- ❖ Risk Assessment and Management
- ❖ Safety in The Workplace
- ❖ Sales Fundamentals
- ❖ Self-Leadership
- ❖ Sensitivity Training
- ❖ Servant Leadership
- ❖ Social Intelligence
- ❖ Social Learning
- ❖ Social Media in The Workplace
- ❖ Social Media Marketing
- ❖ Stress Management
- ❖ Supervising Others
- ❖ Supply Chain Management
- ❖ Taking Initiative
- ❖ Talent Management
- ❖ Team Building for Managers
- ❖ Team Building Through Chemistry
- ❖ Teamwork & Team Building
- ❖ Telephone Etiquette
- ❖ Telework & Telecommuting
- ❖ Ten Soft Skills You Need
- ❖ The Cloud and Business
- ❖ Time Management
- ❖ Top 10 Sales Secrets
- ❖ Trade Show Staff Training
- ❖ Train-The-Trainer
- ❖ Trust Building and Resilience Development
- ❖ Unconscious Bias
- ❖ Universal Safety Practices
- ❖ Virtual Team Building & Management
- ❖ Women in Leadership
- ❖ Work-Life Balance
- ❖ Workplace Diversity
- ❖ Workplace Harassment
- ❖ Workplace Violence

**For more information on the courses please visit our website.**

**<https://nativetc.com/website/wp-content/uploads/2021/01/NETC-Workshop-Catalogue-for-2021.pdf>**

# Continuing Education – Micro-Credentials – PT Courses



## Indigenous Courses

### **Aboriginal Worldviews and Education**

Intended for both Aboriginal and non-Aboriginal learners, this course will explore indigenous ways of knowing and how they can benefit all students. Topics include historical, social, and political issues in Aboriginal education; terminology; cultural, spiritual and philosophical themes in Aboriginal worldviews; and how Aboriginal worldviews can inform professional programs and practices, including but not limited to the field of education. **Free Course**

### **Indigenous Canada Course**

Indigenous Canada is a 12-lesson Massive Open Online Course (MOOC) that explores Indigenous histories and contemporary issues in Canada. From an Indigenous perspective, this course explores key issues facing Indigenous peoples today from a historical and critical perspective highlighting national and local Indigenous-settler relations. Topics for the 12 lessons include the fur trade and other exchange relationships, land claims and environmental impacts, legal systems and rights, political conflicts and alliances, Indigenous political activism, and contemporary Indigenous life, art and its expressions. **Free Course**

### **Reconciliation Through Indigenous Education**

This course will help you envision how Indigenous histories, perspectives, worldviews, and approaches to learning can be made part of the work we do in classrooms, organizations, communities, and our everyday experiences in ways that are thoughtful and respectful. In this course, reconciliation emphasizes changing institutional structures, practices, and policies, as well as personal and professional

ideologies to create environments that are committed to strengthening our relationships with Indigenous peoples. **Free Course**

## School of Business

### **Basic Bookkeeping Certificate Course**

Basic Bookkeeping takes an exciting learn-by-doing approach using a company case simulation so that students can gain a thorough understanding of all aspects of the bookkeeping process. This course contains updated payroll deduction tables and the latest sales tax rates. Its applied approach puts the students in the role of the bookkeeper for KBC Decorating Co. and challenges them to maintain the financial records for the company through one fiscal year. This course is designed to teach the fundamental concepts and applications of bookkeeping. **Fee \$499.00**

### **Business and Ethics Fundamentals**

In this subject, students learn about the business and society with a focus on three key words: ethics, responsibility and sustainability. Students will also learn about the corporation – the main business institution and the influences on integrity in business and its accompanying responsibilities. Students will also learn that ethics and responsibilities of business in society are integrally connected to stakeholders who represent individuals or organizations that influence the corporation and/or are influenced by the corporation. **Fee \$499.00**

### **Business Communications (Writing Skills)**

In this subject, students will explore: building effective messages, composing business messages, creating audience-focused messages, researching and



### *Business Communications (Writing Skills)*

#### *Continued...*

reporting skills. Students will also explore job hunting skills when researching jobs, creating resumes and cover letters and preparing for the interview process.

**Fee \$499.00**

### **Business Computer Application – Office 2016 Suite**

In this subject, students will be provided with the resources and guidance to develop skills in Microsoft Office 2016 applications, focusing on Windows 10, Word, Excel, PowerPoint, Access and Outlook.

Students will be provided with guided practice as well as independent projects, improve it projects and challenge projects to development and enhance Microsoft Office 2016 proficiency. **Fee \$499.00**

### **Business Management Foundations**

In this subject, students will explore: management principles for tomorrow's business leaders by weaving three threads through every chapter: strategy, entrepreneurship and active leadership. **Fee \$499.00**

### **Business Mathematics in Canada**

In this subject, students will explore the following topics: review and applications of basic mathematics and algebra, ratios and proportions, mathematics of merchandising, linear equations, simple and compound interest, annuities, loan amortization of mortgages, bonds and sinking funds and business investment decisions. **Fee \$499.00**

### **Business Law Principles**

In this subject, students will explore: the legal environment for business, the law of torts, the law of contract, the law of business relationships, the law of property and special legal rights and relationships. Core and emerging topics will cover the full span of business law in the everyday commercial world.

**Fee \$499.00**

### **Business Statistics**

In this subject, students will explore the business application of descriptive and inferential statistics, exploring the following topics: describing data in frequency tables, numerical measures, probability concepts, sampling methods, analysis of variances,

linear and multiple regression and correlation analysis and Chi-Square applications. Students will have the opportunity to reduce large amounts of data into meaningful formats to make effective interpretations, judgments and decisions. **Fee \$499.00**

### **Canadian Public Administration**

In this subject, students will learn the basics of Canadian public administration. Students will explore organization theory and Canadian Public Administration and covering the topical areas of law, public policy, management of human resources, financial management, ethics and accountability.

**Fee \$499.00**

### **Customer Service**

In this subject, students will explore: the customer service profession, contributing to the service culture, verbal and nonverbal communication skills, listening to the customer, customer service and behaviour, service breakdowns and service recovery, customer service in a diverse world, customer service via technology and encouraging customer loyalty.

**Fee \$499.00**

### **E-Commerce Fundamentals**

In this subject, students will explore: e-commerce business models and concepts, technology infrastructure, building an e-commerce presence, e-commerce security and payment systems, e-commerce marketing concepts, social and mobile marketing, ethical, social and political issues in e-commerce, online retail services, content and media, B2B e-commerce online and supply chain management. **Fee \$499.00**

### **Entrepreneurship**

In this subject, students will explore the following topics: the role of entrepreneurship and small business in Canada; evaluation of a business opportunity; business plan; buying a business and franchising; financing a small business; marketing management and the role of the marketing mix in small business; operations management; human resource management; managing growth; and managing the transfer of the business. **Fee \$499.00**

### **Essentials of Organizational Behaviour**

In this subject, students will explore understanding yourself and others; making and implementing decisions; communicating in groups and teams; negotiating power and politics and leading, understanding and transforming the organization system. **Fee \$499.00**

### **Financial Accounting Principles**

In this subject, students will explore the following topics: accounting in business, analyzing and recording transactions, adjusting accounts for financial statement, completing the accounting cycle and classifying accounts, accounting for merchandising activities, inventory costing and valuation, internal control and cash, and receivables. **Fee \$499.00**

### **Foundations of Financial Management**

In this subject, students will explore: the goals and functions of financial management; financial analysis and planning; working capital management; the capital budgeting process; long-term financing and expanding the perspective of corporate finance. This course builds on basic understanding of accounting and economic knowledge. **Fee \$499.00**

### **Global Business Today**

In this subject, students will explore the following topics: globalization; country differences; cross-border trade and investment; global money system and competing in a global marketplace. Students will engage in both theoretical aspects of international trade and connect the practical applications involving international trade into a framework of understanding. **Fee \$499.00**

### **Human Resource Administration**

In this subject, students will explore the following topics: globalization; country differences; cross-border trade and investment; global money system and competing in a global marketplace. Students will engage in both theoretical aspects of international trade and connect the practical applications involving international trade into a framework of understanding. **Fee \$499.00**

### **Interpersonal Communications**

In this subject, students will explore: the fundamentals of interpersonal communication, interpersonal communication skills in action and the dynamics of interpersonal relationships. **Fee \$499.00**

### **Macroeconomics**

In this subject, students will explore the performance and behaviour of the economy as a whole. Students will focus their attention on economic growth, the business cycle, interest rates, inflation and the behaviour of major economic aggregates such as the government, household and business sectors. **Fee \$499.00**

### **Management Information Systems**

In this subject, students will explore the direct connection between information systems and business performance. Students will learn the main business objectives driving the use of information systems and technologies in corporations all over the world: operational excellence; new products and services; customer and supplier intimacy; improved decision making; competitive advantage; and survival. **Fee \$499.00**

### **Microeconomics**

In this subject, students will explore an introduction to economics and the economy; price, quantity, and efficiency; consumer behaviour and microeconomics of product markets and microeconomics of factor markets. **Fee \$499.00**

### **Marketing Fundamentals**

In this subject, students will explore the following topics: marketing fundamentals; markets and their behaviour; marketing strategies and marketing mix elements; focus on new and evolving areas and the marketing and strategic planning process. **Fee \$499.00**

### **Operations Management**

In this subject, students will explore: introduction to operations management, demand forecasting, system design, quality; supply chain management, operations planning, project management, and waiting-line analysis. **Fee \$499.00**

### **Project Management Essentials**

In this subject students will explore: modern project management; organization strategy and projection selection, defining the project, estimating project time and costs, developing a project plan, managing risk, scheduling resources and costs, reducing project duration, being an effective project manager, managing project teams, outsourcing; managing interorganizational relations, progress and performance measurement and evaluation, project closure, international projects and an introduction to agile project management. **Fee \$499.00**

### **Sales Management Fundamentals**

In this subject, students will explore: introduction to sales management in Canada, planning strategy for marketing and sales, organizing the selling function, estimating potential and forecasting sales, developing and growing account relationships, enhancing customer interaction, recruiting and selecting salespeople, training salespeople, motivating salespeople, compensating salespeople, leading sales people, ethical and legal responsibilities, and reviewing and evaluating sales performance. **Fee \$499.00**

## **School of Health Sciences**

### **Career Development and Life Skills**

In this subject, students will have the opportunity to discuss the potential future roles within the Medical Office Administration's career. Students will also learn to create a professional cover letter and resume. Students will develop a portfolio of their work and be knowledgeable about the best sources to investigate on the internet and within relationships to search for a job. **Fee \$499.00**

### **Computer Concepts 1 (Keyboarding)**

In this subject, students will learn speed, accuracy and techniques in keyboarding, a critical skill in the role of medical office administration. Students will actively practice their skills in a simulation environment with timed writing designed for real world experience providing realism and applicability in developing the keyboarding skills. **Fee \$499.00**

### **Computer Concepts 2 (Microsoft Office 2016)**

In this subject, students will move beyond the "point and click," helping them understand WHY they use Microsoft Office skills along with HOW they perform them. Using the new Canadian textbook, students will be engaged in transferable experiences to effectively learn to navigate the Office 2016 applications including: word, excel, PowerPoint, access and email. **Fee: \$485.00**

### **DSW101-Introduction to the Field of Developmental Services**

In this subject, students will learn the soft skills and basic clinical skills for those entering health care training programs or considering a career in health care. Students will also learn the developmental services worker core competencies and those required by all health care professions, including communication, infection control, and professionalism along with the steps to developing critical thinking skills of thinking like a health care professional. **Fee \$499.00**

### **DSW102-The Nature of Developmental Disabilities**

In this introductory subject to the nature of developmental disabilities, students will learn about working with people who have developmental difficulties by gaining an understanding of their needs to provide support around communication, quality of needed support and services and issues that are based on a day-to-day basis. Rather than focus on any one type of developmental disability, this subject serves as the framework for my in-depth studies through the Developmental Services Worker program. **Fee \$499.00**

### **DSW103-Autism Spectrum Disabilities**

In this subject, students will learn about Autism Spectrum Disorders evidence-based practices and approaches. Students will also learn the current trends in research and practice including special research, diversity, and issues that will help clarify the concepts and application of the learning. **Fee \$499.00**

### **DSW104-Grammer and Writing Skills for the Health Professional**

In this subject, students will learn how to combine correct grammar with medical language as they prepare professional reports and documentation.

Focusing on basic grammar, students will learn entry-level health guidelines along with practical knowledge needed in real-world practice. Building on the basics, students will then focus on more advanced grammar and writing skills. **Fee \$499.00**

#### **DSW105-Communication Disorders**

In this subject, students will learn the characteristics, needs and strengths of students with communication exceptionalities, including students with speech and language disorders. Students will also learn specific characteristics and classroom communication strategies and how to make appropriate adjustments to student's unique verbal and non-verbal communication styles. **Fee \$499.00**

#### **DSW106-Developmental Psychology Across the Lifespan**

In this subject, students will learn the essentials of child and adolescent development. Students will explore the causes and complexities of human development and acquire a knowledge of developmental principles that will assist them with their roles when working with persons with developmental challenges, their families and other members in the capacity of support in the lives of developing individuals. **Fee \$499.00**

#### **DSW107-Working with Families and Persons with Developmental Disabilities**

In this subject, students will focus on the families of special needs children to understand the challenges and needs of these families as well as the skills and strategies required of developmental services workers and educators working with such families. Students will also learn the common legal and ethical concerns surrounding children with special needs and their families and the unique approaches required due to the diversity in families with special needs children, cultural considerations, age and communication styles. **Fee \$499.00**

#### **DSW108-Person Directed Supports and Services**

In this subject, students will learn the principles and values of person directed planning and facilitation when working with persons with developmental disabilities. The goal of this work is to enable persons with developmental disabilities to live independently as possible in the community and to support their full

inclusion in all aspects of society. Students will also learn the six underlying principles that support the person directed planning and facilitation process.

**Fee \$499.00**

#### **DSW109-Behavioural Support Techniques**

In this subject, students will focus on observable behaviours and the environmental factors that affect their expression. Student will look at what demystifies stereotypical beliefs and misconceptions regarding the use of reinforcement, punishment, and self-control and learn techniques based on a sound theoretical and empirical foundation. **Fee \$499.00**

#### **DSW110-Health and Wellness Principles**

In this subject, students will focus on observable behaviours and the environmental factors that affect their expression. Student will look at what demystifies stereotypical beliefs and misconceptions regarding the use of reinforcement, punishment, and self-control and learn techniques based on a sound theoretical and empirical foundation. **Fee \$499.00**

#### **DSW111-Dual Diagnosis: Mental Health**

In this subject, students will focus on observable behaviours and the environmental factors that affect their expression. Student will look at what demystifies stereotypical beliefs and misconceptions regarding the use of reinforcement, punishment, and self-control and learn techniques based on a sound theoretical and empirical foundation.

#### **DSW112-Building Community**

In this subject, students will learn the essentials of community development and capacity building with a focus on developing potential and enhancing community living. Students will learn how community development is initiated and the steps in the community development process. Students will learn how to use Asset Based Community Development (ABCD) strategies to strengthen communities and include people at risk for marginalization.

**Fee \$499.00**

#### **DSW113-Adult Development and Aging**

In this subject, students will be exposed to a biopsychosocial framework, covering the specific ages-stages of adult development and aging. Students will

*DSW113-Adult Development and Aging Continued...*  
experience the connections between research and application with a focus on “positive aging” and the gains and losses people experience across adulthood.  
**Fee \$499.00**

#### **DSW114-Essentials of Pharmacology**

In this subject, students will learn the principles of pharmacology and calculations is a simplified step-by-step process. Students will also learn medication preparation, supplies, and specific information on each route of administration by following administration checklists allow the learner to put the knowledge into practice. Students will also learn how to organize drugs by classifications including their purpose, side effects, cautions, interactions, and contraindications.  
**Fee \$499.00**

#### **DSW115-Augmentative and Alternative Communication System**

In this subject, students will learn about augmentative and alternative communication (AAC) as communication methods used to supplement or replace speech or writing for those with impairments in the production or comprehension of spoken or written language. Students will also learn the AAC is used by those with a wide range of speech and language impairments and be introduced to assistive technology used in the educational setting to aid communication.  
**Fee \$499.00**

#### **DSW116-Practicum Preparation and Placement 1 – Community Setting**

The practicum component of the Developmental Services programs involves the student in two placement opportunities; one in the community setting and the other one in the education setting. Students will apply their knowledge and practical application studies to the real-world gaining insightful experience in working with persons with developmental disabilities. **Fee \$499.00**

#### **DSW117- Introduction to Education Psychology in Canada**

In this subject, students will learn information and ideas that are drawn from research in educational psychology and how this learning can be applied to solve that everyday problems of teaching. Students

will also learn the educational implications and applications of research on child development, cognitive science, learning, motivation, teaching and assessment. **Fee \$499.00**

#### **DSW118-Paraprofessionals (The Role of the Classroom Education Assistant)**

In this subject, students will learn the fundamentals of inclusive teaching, the most effective general teaching practices, and ways to differentiate instruction for specific content areas. Targeted teaching strategies show ways to improve all students’ memory, attention, motivation, study skills, and peer interactions. Students will also learn validated strategies and learn to demonstrate why particular techniques are best practice and most effective. **Fee \$499.00**

#### **DSW119-Individual Education Plan (IEP)**

In this subject, students will learn the specialized requirement when working with students with special needs to develop, implement, and monitor high-quality Individual Education Plan (IEP). Students will also learn the recommended five step process that is used to meet the requirements and standards with a focus on customizing the Individual Education Plan (IEP) to the unique need of each individual students. **Fee \$499.00**

#### **DSW120-Communication Strategies for the Developmental Service Worker**

In this subject, students will learn the characteristics, needs, and strengths of students with communication exceptionalities, including students with speech and language disorders. Students will also learn specific characteristics and classroom communication strategies and how to make appropriate adjustments to student’s unique verbal and non-verbal communication styles. **Fee \$499.00**

#### **DSW121-Professional Development; Competencies and Standards of Practice**

In this subject, students will review the essentials of how to get a job in health care including the employment cycle, job research, writing resumes, completing applications and preparing for interviews. Students will also learn the DSW Standards of Practice, Standards of Practice and Code of Ethics.  
**Fee \$499.00**



### **DSW122-Self-Care Strategies for the Developmental Service Worker**

In this subject, students will learn the tools they need to create their own personal balance between caring for themselves and caring for others. Students will also learn the tools of resiliency and self-care action plans to assist them within their work along with ongoing opportunities for professional development to remain current in their field of work. **Fee \$499.00**

### **DSW123-Computer Basics (Word, Excel, PowerPoint)**

In this subject, students will be provided with the resources and guidance to develop skills in Microsoft Office 2016 applications, focusing on Windows 10, and the basics of Word, Excel, and PowerPoint. Students will be provided with guided practice as well as independent projects, improve it projects and challenge projects to development and enhance Microsoft Office 2016 proficiency. **Fee \$499.00**

### **DSW124-Practicum Preparation and Placement 2 – Education Setting**

The practicum component of the Developmental Services program involves the student in two placement opportunities; one in the community setting and the other one in the education setting. Students will apply their knowledge and practical application studies to the real-world gaining insightful experience in working with persons with developmental disabilities. **Fee \$499.00**

### **Financial Practice Management – Fundamental Accounting Principles**

In this subject, students will learn the basic accounting principles. Students will be exposed to a wealth and variety of problem material to build confidence, and an opportunity to practice and master accounting concepts through real world Canadian examples. **Fee \$499.00**

### **First Aid and CPR Course Workshop**

Learning a few simple yet effective techniques while utilizing the materials at hand will give you the necessary skills to help sustain life until EMS (Emergency Medical Services) arrive to take over. First Aid & CPR Training programs are designed to be fun, easy and interactive. By receiving quality training

that uses theory and realistic scenarios requiring quick response and hands-on application, participants will leave with the knowledge, confidence and skills necessary to respond to emergencies. **Fee \$125.00**

### **Health Information Management**

In this subject, students will explore the principles of health records management. The composition of a client chart is reviewed as well as the phases of the health record life cycle. The student is exposed to various filing systems and equipment choices to provide for optimal record-management procedures. Computerized record keeping is explained and encouraged. The role of confidentiality, security, and privacy is strongly reinforced and the legislation governing disposal of health records is reviewed. **Fee \$499.00**

### **Integrating a Palliative Approach: Essentials for Personal Support Workers**

This book was written specifically for personal support workers, healthcare assistants, nurse's aides, community support workers. It will engage you with its warmth and heart and provide you with the necessary resources and tools to respond to the needs of the dying and their families. Filled with practical strategies, stories of caregiving, and real-life scenarios, integrating a Palliative Approach will increase your confidence, and competence, in providing compassionate care for the dying. In reading this book, you will learn the importance of:

- Integrating a palliative approach into the care of people with any life-threatening disease, early in the disease process, across all care settings
- Developing a reflective practice and maintaining therapeutic boundaries
- Communicating with the person, family and health care team, and how to avoid roadblocks and open the doors to conversation. **Fee \$499.00**

### **Interpersonal Skills and Human Behaviour**

In this subject, students will be presented with Maslow's hierarchy of needs and how these needs impact their everyday lives as well as the lives of their patients. Students will also have the opportunity to develop and practice communication and listening skills and the skills necessary to handle conflict. **Fee \$499.00**

### **Medical Practice Management and Human Resources**

In this subject, students will have the opportunity to understand the responsibilities, roles, and qualities of a medical office manager. Students will be presented with health methods of avoiding burnout and also positive leadership qualities. **Fee \$499.00**

### **Medical Terminology**

Students will have the opportunity to learn many of the most common prefixes in the medical language that provide a foundation for the study of body systems. Students will be presented with additional combining forms that will aid in the analysis of terminology. Students will have the opportunity to expand their understanding of terminology with reference to the anatomy, physiology, and pathology of the body. **Fee \$499.00**

### **Medical Transcription Fundamentals**

In this course students will have the opportunity to understand the responsibilities of a medical transcriptionist. The advent of the electronic medical record and the enhanced capabilities of speech recognition technology have required formal instruction and guidelines at the foundational level. **Fee \$499.00**

### **Medicine, Ethics and Law**

In this subject, students will have the opportunity to discuss the principles of medical law and ethics to the healthcare setting within the scope of the medical office administration role. Students will also explore the effect that personal ethics may have on their performance; and discuss the role of cultural, social, and ethnic diversity in the medical office administration role. **Fee \$499.00**

### **Patient Scheduling and Processing**

In this subject, students will examine one of the main tasks an administrative health professional performs routinely; appointment scheduling, both manual and electronic. The importance of keeping the appointment book confidential is paramount. Several appointment booking styles are identified along with the advantages and disadvantages of each style. Students are provided with suggested appointment time guidelines based on the patient reason for a visit and process encounters via simulation activities. **Fee \$499.00**

### **Practicum (Internship) in a Medical Office Environment**

This internship in a medical office will provide the student with the theory and techniques into practice. Students will interact with people, gain experience in a medical setting and increase awareness of the roles and responsibilities of a medical office administration in this area. It will focus on a meaningful interactions and demonstrations of the daily operations. **Fee \$499.00**

### **Professional Behaviour in the Workplace**

Students will be presented with the importance of maintaining a professional demeanor at all times and will have the opportunity to learn the possible consequences of unprofessional behavior. **Fee \$499.00**

### **Professional Fees, Billing and Coding**

In this subject, students will be introduced to provincial/territorial health care plans and the commonly insured and uninsured health services are discussed. Students will also be introduced into the way provincial and territorial ministries process health claims; the key importance of health card validation in the claim's submission process; the structure of Ontario service, therapeutic, premium, and diagnostic codes. Students will view a detailed breakdown of physician billing numbers, group numbers, and specialty codes and their importance in the billing process. Students will also become familiar with the billing process and four methods of claim submission and the stages of the billing cycle along with the types of claims including, health care plan, reciprocal medical billing, and workers' compensation; file rejects and claims-error reports; rationalization of third party and uninsured service billing. **Fee \$499.00**

### **PSW101-Healthcare and Applied Legislation**

Work within the personal support worker role in community, retirement homes, long-term care homes and/or hospital care settings in accordance with all applicable legislation and employer's job description, policies, procedures and guidelines. **Fee \$499.00**

### **PSW102-Personal Support Worker Foundations**

Act responsibly and be accountable for own actions while recognizing the boundaries of knowledge and skills within the personal support worker role that require collaboration with the client,

family, supervisor and/or other members of the interprofessional care/service team. **Fee \$499.00**

**PSW103-Collaborative Relationships:  
Interprofessional Teams**

Participate as a member of the interprofessional care/service team\* and maintain collaborative working relationships in the provision of supportive care\* within community, retirement homes, long-term care homes and/or hospital care settings\*. **Fee \$499.00**

**PSW104-Health Promotion Strategies**

Provide client-centred\* and client-directed\* care that is based on ethical\* principles, sensitive to diverse client and family values, beliefs and needs, and which follows the direction of the plan of care/service plan\*. **Fee \$499.00**

**PSW105-Interpersonal Communications**

Establish and maintain helping relationships\* with clients and their families reflecting open communication, professional\* boundaries, employer's policies and adhering to confidentiality and privacy legislation. **Fee \$499.00**

**PSW106-Basic Assessment Techniques**

Identify relevant client information using basic assessment and communication skills and report and document findings in accordance with the requirements of employer policies and procedures and all applicable legislation. **Fee \$499.00**

**PSW107-Environmental Safety**

Promote and maintain a safe and comfortable environment for clients, their families, self and others including the implementation of infection prevention and control measures and emergency first aid procedures that are in keeping with the plan of care/service plan\*, employer policies and procedures, and all applicable legislation. **Fee \$499.00**

**PSW108-Human Developmental and Support**

Assist clients across the lifespan with routine activities of daily living\* by applying basic knowledge of growth and development, common alterations in functioning, disease prevention, health promotions and maintenance, rehabilitation and restorative care\*. **Fee \$499.00**

**PSW109-Assisting with Medications**

Assist clients with medications\* in keeping with the direction of the plan of care/ service plan\* and under the direction and monitoring of a regulated health professional\* or most accountable person\* and in accordance with all application and legislation and employer's policies. **Fee \$499.00**

**PSW110-Household Management Tasks**

Assist with household management tasks\* and instrumental activities of daily living\* in accordance with the plan of care/service plan\* and considering the preferences, comfort and safety of clients, families and significant others. **Fee \$499.00**

**PSW111-Family and Client Care Fundamentals**

Assist with household management tasks\* and instrumental activities of daily living\* in accordance with the plan of care/service plan\* and considering the preferences, comfort and safety of clients, families and significant others. **Fee \$499.00**

**PSW112-Elder Care**

Assist clients who are caring for dependent individuals\* considering client and family choices, professional\* boundaries and the direction of the plan of care/service plan\*. **Fee \$499.00**

**PSW113-End-of-Life Care Strategies**

Assist in the provision of culturally relevant\* palliative and end-of-life care\* to clients experiencing life threatening illness and to their families and significant others, from diagnosis through death and bereavement, and in accordance with clients' choices and the plan of care/service plan\*. **Fee \$499.00**

**PSW114-Cognitive and Mental Health**

Use identified approach and best practices to support positive and safe behaviour in clients experiencing cognitive impairment, mental health challenges and/or responsive behaviours\*. **Fee \$499.00**

**PSW115-Clinical Placement (Community)**

In this clinical placement (community), students will have the opportunity further their knowledge and skills acquired in the classroom in a variety of community settings. **Fee \$499.00**

### **PSW116-Clinical Placement (Facility)**

In this clinical placement (facility), students will have the practice their knowledge and skills acquired in the classroom is a supervised facility setting. **Fee \$499.00**

### **Telephone Techniques**

In this course, students will have the opportunity to master the use of the telephone as a major means of communication. Students will also have the opportunity to learn the importance of their willingness to help callers as well as the need to be aware of their voice tone and attitude, because these form patients' first impressions of the physician's office. **Fee \$499.00**

### **The Canadian Healthcare Industry**

In this subject, students will explore the Canadian Healthcare Industry including the structure and how it is financed. Students will also learn about primary healthcare, examine the role of quality insurance and discuss strategies to prevent infection. **Fee \$499.00**

### **The Medical Office Administration Profession**

In this subject, students will discuss the scope of practice in the role of Medical Office Administration. Students will also learn the characteristics of professionalism and the importance of confidentiality in the workplace. **Fee \$499.00**

### **Written Communications and Mail Processing**

In this course students will be presented with the necessary skills to compose, proofread, edit, and properly mail medical office correspondence. Students will also have the opportunity to be proficient in prioritizing all incoming and outgoing mail and office correspondence, including faxing documents. **Fee \$499.00**

## **School of Human Services**

### **Activation and Programming for Older Adults**

This course will build upon foundations skills and knowledge gained in Gerontology Foundations & Life Span Development and Mental Health & Cognitive aging. In this course you will learn that maintaining an active lifestyle as we age is an essential component in enhancing our quality of life. With a goal of maintaining overall wellness, the importance of the

role of activation professionals will continue to grow as the Canadian baby boomer population increases. In this course you will learn to apply a holistic activation approach in programming of care and services, which incorporates knowledge of the various physical, mental and social effects of the normal aging process, which is designed to maintain overall wellness. **Fee \$499.00**

### **Adult Development and Aging**

In this subject, students will be exposed to a biopsychosocial framework, covering the specific ages-stages of adult development and aging. Students will experience the connections between research and application with a focus on "positive aging" and the gains and losses people experience across adulthood. **Fee \$499.00**

### **Assessing Health Needs Analysis in Action**

This course builds upon skills learned in Health Promotion Needs Basics. Students will review Health Promotion Needs Basics and explore more deeply the process of conducting a needs assessment as well as data/information management. **Fee \$499.00**

### **Assessing Health Needs Basics**

Students will learn the basics of assessing community health strengths and needs at the foundational level when working with community members and community health partners. Students will learn healthy behaviours and the tools that determine actions needed for health promotion in the community. **Fee \$499.00**

### **Assistive Technology in Education Settings**

In this course, students will focus on learning about Assistive Technology in the classroom and the integration of Assistive Technology into the curriculum. Students will also discuss the challenges when embracing Assistive Technology to teach new skills to students with disabilities that increase their independence and productivity, while providing them with access to the general education curriculum in the inclusive classroom environment. **Fee \$499.00**

### **Augmentative and Alternative Communication Systems**

In the subject students will learn about augmentative and alternative communication (AAC) as communication methods used to supplement or replace

speech or writing for those with impairments in the production or comprehension of spoken or written language. Students will also learn that AAC is used by those with a wide range of speech and language impairments and be introduced to assistive technology used in the educational setting to aid communications.

**Fee \$499.00**

### **Autism Spectrum Disorders**

In this subject, students will learn about Autism Spectrum Disorders evidence-based practices and approaches. Students will also learn the current trends in research and practice including special research, diversity, and issues that will help clarify the concepts and application of the learning. **Fee \$499.00**

### **Basic Counselling and Interviewing Methods**

In this course the student will be exposed to broad overview of counselling skills and theory that students can use to respond effectively and responsibly to client needs. Students will learn how to help clients make decisions about behavioural change. Additionally, this course will cover the importance of communication, how to understand and use the process of communication, and how to manage conflict. This course provides the students with an introduction to the basic theory and skills which are necessary for effective interviewing and counselling. A micro skills approach to intentional counselling will be taken. **Fee \$499.00**

### **Behavioural Management Techniques**

In this course, students will learn to identify the preconditions and techniques for improving and enhancing student motivation for different types of behaviours within the inclusive classroom setting. Students will also learn the essentials of creating and supporting for caring and safe schools in Ontario. **Fee \$499.00**

### **Behaviour Support Techniques**

In this subject, students will focus on observable behaviours and the environmental factors that affect their expression. Student will look at what demystifies stereotypical beliefs and misconceptions regarding the use of reinforcement, punishment, and self-control and learn techniques based on a sound theoretical and empirical foundation.

### **Building Community**

Graduates will learn the essentials of community development and capacity building with a focus on developing potential and enhancing community living. Students will learn how community development is initiated and the steps in the community development process. Students will learn how to use Asset Based Community Development (ABCD) strategies to strengthen communities and include people at risk for marginalization. **Fee \$499.00**

### **Canadian Social Services and Social Policy**

In this course students will learn concepts that are the basis for CSW knowledge, attitude and skills. Students explore health services in Ontario, values, beliefs, culture, relevant legislation, ethics, work environments, client-centered care, care plans, reporting and recording observations, scope of practice, delegation and restorative care. The focus is on understanding the ethical and legal role of the CSW in the health-care team with an overview of the Canadian social welfare system. An array of current social issues will be addressed with an emphasis on the impact of relevant social policy along with the various roles of different professionals and the interplay of the social welfare and other related systems. **Fee \$499.00**

### **CHP Inter-Disciplinary Team in Action**

This course will build on CHP Interdisciplinary Teams. Students will discover the importance of aligning with organizational vision, mission and goals, how to engage in lifelong learning to enhance their effectiveness, and how to apply public health ethics to decision making. **Fee \$499.00**

### **Classroom Education Assistant Self-Care and Professional Development**

In this course, students will learn the tools they need to create their own personal balance between caring for themselves and caring for others. Students will also learn the tools of resiliency and self-care action plans to assist them within their work along with ongoing opportunities for professional development to remain current in their field of work. **Fee \$499.00**

### **Classroom Management Strategies for Inclusive Classrooms**

In this course, students will learn the fundamentals of



inclusive teaching, the most effective general teaching practices, and ways to differentiate instruction for specific content areas. Targeted teaching strategies show ways to improve all students' memory, attention, motivation, study skills, and peer interaction. Students will also learn validated strategies and learn to demonstrate why particular techniques are best practice and most effective. **Fee \$499.00**

### **Communicating Health Promotion Information Basics**

In this subject, students will learn the practice of communicating promotional health information through health education with community members and community partners. Students will learn the purpose of communicating health information to influence personal health choices by improving health literacy. **Fee \$499.00**

### **Communicating Health Promotion Information – Interpersonal Skills**

This course will build on Health Communication Basics. Students will explore communication theory, health literacy, and social marketing. **Fee \$499.00**

### **Communications Disorders**

In this subject, students will learn the characteristics, needs, and strengths of students with communication exceptionalities, including students with speech and language disorders. Students will also learn specific characteristics and classroom communication strategies and how to make appropriate adjustments to student's unique verbal and non-verbal communication styles. **Fee \$499.00**

### **Communication with Exceptionalities**

In this course, students will learn the characteristics, needs, and strengths of students with communication exceptionalities, including students with speech and language disorders. Students will also learn specific characteristics and classroom communication strategies and how to make appropriate adjustments to student's unique verbal and non-verbal communication styles. **Fee \$499.00**

### **Communication Part 1 – Interpersonal Communication**

In this course, students study how to present ideas

clearly, concisely and effectively. The course helps students perfect their oral skills, so they can perform efficiently in both vocational and social situations. Human relations and interpersonal communications are stressed and include a component on dealing with clients and professionals in the work setting. Interpersonal skills are emphasized including active listening, questioning, team building, conflict resolution, and learning styles. This course prepares students for field placements and clinical experiences while contributing to employability. **Fee \$499.00**

### **Communication Part 2 – Strategies within a Multi-Disciplinary Team**

In this course students will build on the skills and techniques learned in Interpersonal Communication Skills to develop communication skills necessary to function appropriately and professionally in the field as accurate recorders and as advocates. Students use available technology to research and prepare reports and presentations, both individually and collaboratively. The course will provide the opportunity for students to develop greater understanding of the dynamics of communication within the development of professional relationships. The course covers the theory and practice necessary for the planning and presentation of short, workplace-related reports, formal reports, and proposals. **Fee \$499.00**

### **Community Strategies for Inclusive Education**

In this subject, students will learn the characteristics, needs, and strengths of students with communication exceptionalities, including students with speech and language disorders. Students will also learn specific characteristics and classroom communication strategies and how to make appropriate adjustments to student's unique verbal and non-verbal communication styles. **Fee \$499.00**

### **Community Mental Health Assessment**

This course will allow students to acquire the practical knowledge and skills necessary to conduct a mental health assessment. They will learn how to approach client assessments for different age groups. Explore relevant mental health legislation and diagnostic reference sources in order to provide a framework for the assessment process. **Fee \$499.00**

### **Community Mental Health Case Management**

In this course, student will build upon knowledge and skills gained in The Essentials of Abnormal Psychology and Community Mental Health Assessment and Crisis Intervention. In this course students will learn about the areas of psychiatric disability both as a primary diagnosis and as a secondary diagnosis in the cases of those with a physical disability. Students become familiar with characteristics of psychiatric disability and the general management of the more common disorders. The role of the assistant is examined, with particular emphasis on the client-centered rehabilitation approach. Students also have exposure to methods of service provision in mental health practice. The Mental Health System is described, and related issues are explored, giving a broad perspective on mental health/illness. **Fee \$499.00**

### **Community Mobilization & Building Community Applied Strategies**

This course will build on Community Mobilization and Building Community Capacity. Students will explore numerous strategies for engaging communities as well as participator planning approaches. **Fee \$499.00**

### **Community Mobilization & Building Community Capacity Introduction**

In this subject, students will be introduced to the concepts of community mobilization and building community capacity. Students will explore ways to facilitate community mobilization and strengthen community capacity around shared health priorities through participatory decision-making processes. **Fee \$499.00**

### **Computer Basics (Word, Excel, PowerPoint)**

Graduates will be provided with the resources and guidance to develop skills in Microsoft Office 2016 applications, focusing on Windows 10, and the basics of Word, Excel, and PowerPoint. Students will be provided with guided practice as well as independent projects, improve it projects and challenge projects to development and enhance Microsoft Office 2016 proficiency. **Fee \$499.00**

### **Contemporary Social Issues in Gerontology**

This course will build upon skills and knowledge gained in Ethics & Professionals in Clinical Practice,

Introduction to Sociology and Diversity Fundamentals, and Canadian Social Service System and Social Policy. In this course students explore selected current topics of interest and relevance to Community Service Worker – Gerontology professionals. Students will learn evidence-based strategies for working with older adults and their caregivers in a variety of settings. Topics will vary depending upon current trends in the field. Student learning is supported through lectures, in-class experiential exercises/simulations and videos. This course will also introduce students to the helping process. Students will understand the concepts, theories and research that exist around interpersonal dynamics. Listening skills, non-verbal communication, self-awareness and issues of confidentiality will be covered. Students will become aware of and gain practice in various types of helping and will appreciate the value of helping. **Fee \$499.00**

### **Crisis Intervention Strategies**

This course examines crisis intervention theory and its application. The material builds on the student's general knowledge of counseling and related issues and focuses on concepts central to crisis work. By way of introduction, students learn to distinguish between long-term counseling and crisis intervention. Following this, crisis related assessment techniques and relevant intervention strategies are studied. Potentially violent situations common to Social Service agencies are explored and the concept of professional burnout as a crisis issue is covered in some detail. In conclusion, the course examines various dispositional crises, ranging from suicide to sexual assault. **Fee \$499.00**

### **CSW Professional Development**

This course will support the student in understanding the importance of taking care of oneself in order to be the most effective care giver to others. Students will examine their own social, emotional, mental and physical health and wellness. The topics discussed will include stress management, nutrition exercise, personal physical care, addictions, mental and emotional stresses and social supports. Students will have an opportunity to develop a wellness plan in order to be optimally prepared to move forward in the helping professions. **Fee \$499.00**

### **Culture Diversity in Educational Setting**

In this course, students will learn about diversity fundamentals required to interact and educate students with exceptionalities in the classroom. Students will also learn various theories of diversity and how the various elements of diversity intersect with teaching and learning along with the tools that empower all students through the content taught and through pedagogical practices. **Fee \$499.00**

### **Development Across the Lifespan**

In this course, students will be introduced to an overview of developmental science, with a focus on applying their understanding of development to their own lives. Students will focus on the processes of assisting students with exceptionalities to promote the development of independence across their lifespan while working with members of the classroom teams and student's families. **Fee \$499.00**

### **Development Psychology Across the Lifespan**

Graduates will learn the essentials of child and adolescent development. Students will explore the causes and complexities of human development and acquire a knowledge of developmental principles that will assist them with their roles when working with persons with developmental challenges, their families and other members in the capacity of support in the lives of developing individuals. **Fee \$499.00**

### **Diversity and Inclusiveness Steps in Action**

This course will build on Diversity and Inclusiveness. Students will explore the impact of historical and colonial processes and discrimination and racism on the health of indigenous communities. Students will learn how to adapt programs to different cultures and contexts and how to build inclusive communities.

### **Diversity and Inclusive Fundamentals**

In this subject, students will learn the fundamentals of diversity and inclusiveness including the dimensions that can be used to differentiate groups and people from one another with mutual respect. Students will also learn how diversity and inclusiveness are applied to promote health and reducing health inequities. They will also learn how to work with communities using processes that value participation of individuals, groups and communities with different perspectives and experiences. **Fee \$499.00**

### **Dual Diagnosis: Mental Health and Persons with Developmental Disabilities**

In this subject, students will learn about the disorders in the context of typical development and developmental pathways. For each disorder (across descriptions of clinical presentation, course, and treatment), students will learn the continuity between typical and atypical development; risk and resilience; complex models of psychopathology; children in relationships over time; children in larger social contexts (e.g., neighborhoods); and the holistic nature of development (e.g., thinking about the child's abilities and strengths as well as his or her disorder). Students will also be exposed to neuroscience research and greater emphasis on the multiple environments in which children are embedded to assist with understanding of child and adolescent psychopathology and empirically supported treatment. **Fee \$499.00**

### **Essentials of Pharmacology**

Graduates will learn the principles of pharmacology and calculations in a simplified step-by-step process. Students will also learn medication preparation, supplies, and specific information on each route of administration by following administration checklists allow the learner to put the knowledge into practice. Students will also learn how to organize drugs by classifications including their purpose, side effects, cautions, interactions, and contraindications. **Fee \$499.00**

### **Ethics & Professional in Clinical Practice**

In this course, students will be introduced to the professional, ethical and legal issues facing the Community Services Workers. A process for ethical decision-making will be explored and this process will be applied to a wide variety of complex professional dilemmas. **Fee \$499.00**

### **Foundations of a CHP Inter-Disciplinary Team**

In this subject, students will learn the essential elements of functioning effectively as a member of a multi-disciplinary team and provision of relevant services and programs within the CHP role. Students will also learn how to establish and maintain clear and appropriate boundaries between personal and professional relationships and the ongoing requirements for continuous professional development. **Fee \$499.00**

### **Gerontology Foundations & Life Span Development**

This course will allow students to gain an overview of the normal aging processes including the physical, cognitive, sensory, communication and psychological needs of older adults. Common pathological problems along with specialized needs in aging are highlighted. Knowledge of community resources and understanding the role of the service provider in promoting health and wellbeing among older adults are discussed. **Fee \$499.00**

### **Grammar and Writing Skills for the Health Professional**

Graduates will learn how to combine correct grammar with medical language as they prepare professional reports and documentation. Focusing on basic grammar, students will learn entry-level health guidelines along with practical knowledge needed in real-world practice. Building on the basic's students will then focus on more advanced grammar and writing skills. **Fee \$499.00**

### **Group Methods Including Gerontology**

This course will build upon skills and knowledge gained in Social Services – Family and Group Dynamics, Interpersonal Communication, Basic Counselling and Interviewing Methods and Community Mental Health Case Management. In this course students will develop skills in the application of group work required for community service work practice. Students examine important aspects of group work, including organization of groups, group leadership, stages of group process, and group interventions. Students also learn how to develop a group program geared to the needs of their group participants. Student group simulation and participation in small groups provide opportunities to practice techniques and develop skills in facilitation. **Fee \$499.00**

### **Health and Wellness Principles**

Graduates will be guided in the principles of adopting a healthy lifestyle. From the physical and mental to social and sexual, students will learn the concepts of health, including mind, body, and spirit to take charge of one's health. Students will also learn the skills and habits formed along with the choices made and the way to live day by day that shape one's health and future to live a fulfilling life and apply

the core principles when working with persons with developmental disabilities. **Fee \$499.00**

### **Health Promotion Action Essentials**

In this subject, students will learn the process of health promotion at multiple levels of influence. Health promotion is the process of enabling people to increase control over the determinants of health using a multi-pronged approach and thereby improve community health. Students will learn that community participation is essential to sustain health promotion action. **Fee \$499.00**

### **Health Promotion Action Steps Applied**

This course will build on Planning, Implementing and Evaluating a Health Promotion Program. Students will more deeply explore processes introduced in the earlier course by developing a logic model, practicing key planning functions including writing objectives and writing a grant proposal and planning an evaluation. **Fee \$499.00**

### **Health Promotion Applied Strategies**

This course builds on Health Promotion Fundamentals. Students will build on foundational knowledge of health promotion concepts and begin examining a specific health issue through the social determinants of health and apply a population health approach to a health issue. **Fee \$499.00**

### **Health Promotion Fundamentals**

This course will build on Diversity and Inclusiveness. Students will explore the impact of historical and colonial processes and discrimination and racism on the health of indigenous communities. Students will learn how to adapt programs to different cultures and contexts and how to build inclusive communities. **Fee \$499.00**

### **Individual Education Plan**

Graduates will learn the specialized requirements when working with students with special needs to develop, implement, and monitor high-quality Individual Education Plan (IEP). Students will also learn the recommended five step process that is used to meet the requirements and standards with a focus on customizing the Individual Education Plan (IEP) to the unique need of each individual student. **Fee \$499.00**

### **Introduction to Community Service Worker**

In this course students will be introduced to community service work and to the social work profession. It will explore the history of the profession as well as current trends. The course will also identify and examine current and emerging front-line issues within various populations and “communities in need”. The course will focus on areas of community social work where community service graduates are employed and provide opportunities for students to hear directly from front line professionals.

**Fee \$499.00**

### **Introduction to Educational Psychology in Canada**

Graduates will learn information and ideas that are drawn from research in educational psychology and how this learning can be applied to solve the everyday problems of teaching. Students will also learn the educational implications and applications of research on child development, cognitive science, learning, motivation, teaching, and assessment. **Fee \$499.00**

### **Introduction to Educational Psychology**

In this subject, students will learn information and ideas that are drawn from research in educational psychology and how this learning can be applied to solve the everyday problems of teaching. Students will also learn the educational implications and applications of research on child development, cognitive science, learning, motivation, teaching, and assessment. **Fee \$499.00**

### **Introduction to Sociology and Diversity Fundamentals**

In this course students will learn that Sociology is the study of people and how they interact with each other and various social groups. Students will look at people’s lives, their relationship to society as a whole, and how people are affected by the society in which they live. Particular emphasis will be on the dynamics of Canadian society and Canadian social problems. Students will also develop a better understanding of the concerns and issues of culturally diverse clients and their communities. **Fee \$499.00**

### **Introduction to the Field of Developmental Services**

Graduates will learn the soft skills and basic clinical

skills for those entering health care training programs or considering a career in health care. Students will also learn the developmental services worker core competencies and those required by all health care professions, including communication, infection control, and professionalism along with the steps to developing critical thinking skills of thinking like a health care professional. **Fee \$499.00**

### **Mental and Health Exceptionalities**

In this course, students will learn exceptional learners and classroom practices, as well as the psychological, sociological, and medical aspects of disabilities and giftedness. Students will also learn how to develop healthy attitudes toward their work and gain a solid understanding of current theory, research, and practice in special education, and to develop an ever more sensitive understanding of exceptional learners and their families. **Fee \$499.00**

### **Mental Health and Cognitive Aging**

In this course, will build on skills and knowledge gained in The Essentials of Abnormal Psychology as well as Gerontology Foundations and Life Span Development. In this course the student will explore the changing face of mental health care in Canada and the evolution of care for those who suffer with cognitive impairment. The student will learn about challenges experienced by individuals and their families who are coping with cognitive impairments such as delirium, dementia and delusions and selected mental health challenges such as depression, suicide ideation, bipolar disorder, anxiety, obsessive-compulsive-disorders, schizophrenia and substance abuse. The student will explore strategies for communicating with and caring for individuals with these health issues using different models of care to manage the challenging behaviours in a safe and respectful way. Additionally, the student will become familiar with individual and community resources available to support the families and caregivers of those coping with cognitive impairment and/or mental health issues. **Fee \$499.00**

### **Native Education Studies in Canada**

In this course, students will be introduced to Native Education Studies in Canada along with the history and evolution of Aboriginal–Non-Aboriginal relations over time. Students will also learn about Aboriginal rights within the context of the Canadian



Constitution and Canadian society and explore the Aboriginal Guide to the Teacher's Toolkit from Education Canada to learn effective strategies for customizing learning in the native environment.

**Fee \$499.00**

### **Paraprofessionals (The Role of the Classroom Education Assistant)**

In this subject, students will learn the fundamentals of inclusive teaching, the most effective general teaching practices, and ways to differentiate instruction for specific content areas. Targeted teaching strategies show ways to improve all students' memory, attention, motivation, study skills, and peer interaction. Students will also learn validated strategies and learn to demonstrate why particular techniques are best practice and most effective. **Fee \$499.00**

### **Partnership and Collaboration Strategies Applied**

This course will build on Community Mobilization and Building Community Capacity. Students will explore numerous strategies for engaging communities as well as participator planning approaches. **Fee \$499.00**

### **Partnership and Collaboration Strategies Fundamentals**

In this subject, students will learn the fundamentals of partnerships and collaboration to work effectively as a member of an inter-disciplinary team. Students will also learn how these partnerships and coloration enhance the impact and sus **Fee \$499.00** tainability of health promotion action.

### **Person Directed Supports and Services for Persons with Developmental Disabilities**

Graduates will learn the principles and values of person directed planning and facilitation when working with persons with developmental disabilities. The goal of this work is to enable persons with developmental disabilities to live independently as possible in the community and to support their full inclusion in all aspects of society. Students will also learn the six underlying principles that support the person directed planning and facilitation process. **Fee \$499.00**

### **Physical and Multiple Exceptionalities**

In this course, students will learn about physical

disabilities whose physical limitations or health problems interfere with school attendance or learning to such an extent that special services, training, equipment, materials, or facilities are required. Students will learn there are many types of individuals with physical disabilities with a total range of impairment, with varied behavioural and psychological characteristics and the various methods of dealing with these exceptionalities in the classroom. **Fee \$499.00**

### **Practicum Preparation and Placement, I: Community Setting**

The practicum component of the Developmental Services program involves the student in two placement opportunities: one in the community setting and the other one in the education setting. Students will apply their knowledge and practical application studies to the real-world gaining insightful experience in working with persons with developmental disabilities. **Fee \$499.00**

### **Practicum Preparation and Placement II: Education Setting**

The practicum component of the Developmental Services program involves the student in two placement opportunities: one in the community setting and the other one in the education setting. Students will apply their knowledge and practical application studies to the real-world gaining insightful experience in working with persons with developmental disabilities. **Fee \$499.00**

### **Principle of Child Development**

In this course, students will learn the principles of child development. Students will focus on application and research with a focus on application to student's personal lives and future education and roles as a classroom education assistant. **Fee \$499.00**

### **Professional Development: Competencies and Standards of Practice**

Graduates will review the essentials of how to get a job in health care including the employment cycle, job research, writing resumes, completing applications and preparing for interviews. Students will also learn the DSW Standards of Practice, Standards of Practice and Code of Ethics. **Fee \$499.00**

### **Self-Care Strategies for the Developmental Service Worker**

In this subject, students will learn the tools they need to create their own personal balance between caring for themselves and caring for others. Students will also learn the tools of resiliency and self-care action plans to assist them within their work along with ongoing opportunities for professional development to remain current in their field of work. **Fee \$499.00**

### **Sociology of Education in Canada**

In this course, students will learn how education in Canada is affected by pre-existing and persistent inequalities among members of society. Students will also learn the historical and cultural factors that have shaped the current education system, examine the larger social trends that have contributed to present problems, discuss the various interest groups involved and analyze the larger social discourses that influence any discussion of these issues. **Fee \$499.00**

### **The Essentials of Psychology (Including Pharmacology)**

In this course, students will be introduced to the field of mental health and the study of psychopathology. The course focuses upon the description, classification, evaluation and treatment of mental health disorders. In addition, students will study the use of a classification system and evaluate the concept of “abnormality”. Students will focus their additional learning on the topic of addictions including science/biology of drug use; the difference between physical addition and psychological addiction; the psychology behind addiction. **Fee \$499.00**

### **The Individual Education Plan (IEP)**

In this course, students will learn the specialized requirements when working with students with special needs to develop, implement, and monitor high-quality Individual Education Plan (IEP). Students will also learn the recommended five step process that is used to meet the requirements and standards with a focus on customizing the Individual Education Plan (IEP) to the unique need of each individual student. **Fee \$499.00**

### **The Nature of Developmental Disabilities**

In this introductory subject to the nature of developmental disabilities, students will learn about working with people who have developmental difficulties by gaining an understanding of their needs to provide support around communication, quality of needed support and services and issues that are based on a day-to-day basis. Rather than focus on any one type of developmental disability, this subject serves as the framework for my in-depth studies through the Developmental Services Worker program. **Fee \$499.00**

### **Working with Families**

In this course, students will focus on the families of special needs children to understand the challenges and needs of these families as well as the skills and strategies required of educators working with such families. Students will also learn the common legal and ethical concerns surrounding children with special needs and their families and the unique approaches required due to the diversity in families with special needs children, cultural considerations, age, and communication styles. **Fee \$499.00**

### **Working with Families and Persons with Developmental Disabilities**

In this subject, students will focus on the families of special needs children to understand the challenges and needs of these families as well as the skills and strategies required of developmental services workers and educators working with such families. Students will also learn the common legal and ethical concerns surrounding children with special needs and their families and the unique approaches required due to the diversity in families with special needs children, cultural considerations, age, and communication styles. **Fee \$499.00**

## School of Mining- Fees start at \$49.00 Per Course



- Angle Grinder Awareness for Contractors
- Arc Flash
- Area Safety Orientation Visitor Only
- Asbestos Awareness
- Autonomous Drilling System Induction
- Barricading and Controlled Areas
- Boom and Scissor Lift Safety
- Carrier Induction
- Casting Safety Induction
- Contractor Induction
- Contractor Induction Place Turcot
- Contractor Orientation
- Corporative Orientation
- Confined Space
- Confined Space Entry
- Confined Space Standby Person
- Crane and Hoist Rigging Safety
- Crane Safety
- Crane Hand Signals
- Critical Risk Management
- Delivery Driver Induction
- Electrical Hazard Awareness
- Electrical Safety: Intro Z462 and Arc Flash
- Environmental Induction
- Ergonomics for Industrial Environments
- Fall Prevention and Protection
- Field Level Risk Assessment
- Fire Extinguisher Safety
- First Aid and CPR
- Fitness for Duty Procedures
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- Forklift Safety Blended Learning
- Hand and Power Tools
- Hearing Protection
- HEC Affected Person
- Helicopter Safety
- Hot Work
- Hot Work Practice
- Hot Work Standby Person
- Housekeeping
- HSE Induction
- General Electrical Safety
- General Induction
- Injury and Illness Management
- Isolation and Lockout
- Integrity and Conformity
- Intellectual Property
- Journey Management
- Ladders and Stepladders
- Lockout Tagout
- Lone Worker
- Orientation Service Providers
- Orientation Visitors
- Personal Protective Equipment
- Personal Lock
- Pit Permit
- Plant Project Framework
- Pods Service Road Access Protocols
- Project Management of Change
- Provide Electrical Safety
- Railway Awareness Safety
- Reduction Basement Induction
- Reduction Electrical Hazards
- Reduction Safety Induction
- Remote and Isolated Work
- Respectful Workplace
- Respiratory Protection
- Safety Induction
- Scaffolding
- Shift Extension
- Slips, Trips and Falls
- Supply and Deliveries
- Surface Induction
- Tailings Orientation
- Tires and Rims Procedures
- Tools
- Underground Induction
- Wharf Safety Induction
- Wildlife (Information Package)
- Work Permit
- Working at Heights
- WHMIS
- Zero Energy State Isolation Awareness

# We Also Offer Online Worksite Safety Courses

<https://nativetc.com/website/onsite-workshops/>



## **WHMIS 2015 Online Training**

Canadian law requires that any person exposed to hazardous materials in the workplace must be trained in Workplace Hazardous Materials Information System (WHMIS).

## **Fall Protection Online Training**

Any person working at elevations is required to be trained in fall protection safety.

## **Transportation of Dangerous Goods**

Canadian law requires that any person shipping, handling, or transporting dangerous goods must be trained in accordance with Transport Canada's standards by means of relevant transportation.

## **Elevating Work Platform Training**

Any person operating an aerial lift or aerial work platform is required to be trained on the safe use of the equipment as well as any associated hazards.

## **Confined Space Pre-Entry**

This Confined Spaces Awareness Course will guide you through all aspects of working in a Confined Space, entry and exit, to safe work and rescue procedures. Our comprehensive course will explain in detail what you need to know, emphasize key points and test your knowledge retention after each module. You should check with your employer to see whether or not you need Confined Spaces Training, and to which level of training you will be required to achieve.

## **H2s Safety Training**

This H2S Training Program is ideal for individuals

who require H2S Training as a pre-requisite to employment and for businesses that require a simple and accessible solution for training their employees. H2S Training is required in many industries including oil & gas, water treatment and seismic.

## **Asbestos Awareness**

This Asbestos Awareness Course will guide you through all aspects of Asbestos, from the hazards that are associated with Asbestos to how to protect yourself with safe work practices.

## **Bloodborne Pathogens Training**

This Online Bloodborne Pathogens Course will guide you through all aspects of bloodborne pathogens, from types of diseases, to protective measures. Our comprehensive course will explain in detail what you need to know, emphasize key points and test your knowledge retention after each module. The course has been designed to meet and exceed Occupational Health and Safety Guidelines, so by completing this course you can improve your knowledge of an often-overlooked part of workplace safety.

## **Lockout / Tagout Training**

This Online Lockout / Tagout Course will guide you through all aspects of Locking and Tagging out machinery, from the basic procedures for lock and tag out, to information about employer and worker responsibilities. Our comprehensive course will explain in detail what you need to know, emphasize key points and test your knowledge retention after each module. This course is required by many industries and you should check with your employer to see whether or not you need Lockout / Tagout

Training. After completion of this course you will be issued a certificate of completion.

### **Forklift Operator Safety**

This Online Forklift Safety Course will guide you through all aspects of Forklift Safety, from Pre-Operation Inspection to Stability. Our comprehensive course will explain in detail what you need to know, emphasize key points and test your knowledge retention after each module.

### **Safe Digging Supervisory Course**

This Supervisory-level Ground Disturbance training course is aimed at developing advanced ground disturbance (excavation) skills and attitudes and explains the necessary process to plan and safely perform a ground disturbance (excavation) as per applicable regulatory federal and provincial/state requirements, acts and industry best practices.

### **Bear Safety Training**

This online Bear Awareness Course will guide you through what you need to know when in bear country, from the basics of bear safety, to using bear defense equipment.

### **Fire Safety & Extinguisher Training**

This Online Fire Safety & Extinguishers Course will guide you through all aspects of Fire Safety & Extinguishers including: hazard identification, fire facts, prevention, protection, preparation, extinguisher types & use, and emergency response.

### **Ground Disturbance for Workers**

Developed with input from a cross-sector of industries, this online Digging Awareness (SD102) 1-2-hour course is intended to teach individuals of the hazards and safety requirements associated with ground disturbance or excavation activities. This e-learning course introduces the student to the PROPPER Phases of Safe Digging and some of the key legislation and steps necessary to safely perform a ground disturbance (excavation).

### **Occupational Health and Safety for Workers**

This Occupational Health and Safety Awareness (OHSa) course for Workers will help you gain a better

understanding of the Occupational Health and Safety Act. Your employer must offer you this training as soon as practicable.

### **Workplace Hazard Recognition & Risk Assessment**

This Hazard Recognition Course will guide you through all aspects of workplace hazards, from Slips, Trips and Falls to Fire and Electrical Hazards. Our comprehensive course will explain in detail what you need to know, emphasize key points and test your knowledge retention after each module.

### **Defensive Driving**

With over 110,000 motor vehicle collisions reported on Canadian roads every year, it doesn't matter whether you drive to commute to work or drive as part of your job, safe driving practices can save your life and combat the complacency that affects all drivers. This Safe Driving Course will guide you through all aspects of safe driving, from basic driver safety and vehicle safety, to hazards and controls.

### **Personal Protective Equipment Training**

This Online PPE Course will guide you through all aspects of PPE, from Upper and Lower Body Protection, to respirators and head protection. Our comprehensive course will explain in detail what you need to know, emphasize key points and test your knowledge retention after each module. This course is required by many industries and you should check with your employer to see whether or not you need PPE Training.

### **Violence in the Workplace for Employees**

Today's work environments can vary greatly in size and location; from a few people to hundreds, from an office to a construction site. However, no workplace is immune to the possibility of violence and harassment.

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

147 McIntyre Street, Unit #101

North Bay, ON P1B 2Y5

Phone: 705.223.0434

Toll Free: 1.800.267.2577

**Registration Form**

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***

**147 McIntyre Street West**  
**Suite 101**  
**North Bay, ON**  
**P1B 2Y5**